

1. INSTALL MICROSOFT AUTHENTICATOR

DOWNLOAD THE APP

- 1 Scan the QR code for your device with your phone camera. If the app asks for permission to send notifications – allow it; notifications are required for sign-in approvals. If you already have the app, go straight to step 2.



2. LINK AUTHENTICATOR TO YOUR LSMU ACCOUNT

- 2 **OPEN THE SECURITY INFO PAGE**
In your browser, open mysignins.microsoft.com/security-info and sign in with your LSMU account. All remaining steps are performed on this page.
- 3 **START THE SETUP**
On the Security info page, click [+ Add sign-in method](#) and choose **Microsoft Authenticator**.
- 4 **PREPARE THE APP**
On the *Start by getting the app* and *Set up your account* screens, click [Next](#).
- 5 **SCAN THE QR CODE**
In the app: [+ Add account](#) → [Work or school account](#) → [Scan QR code](#). Point the camera at your computer screen.
- 6 **CONFIRM THE LINK**
A **number** appears on your computer. Enter it in the app. When *Authenticator added* appears, click [Done](#).

3. ADD SMS AS A BACKUP MFA METHOD

- 7 **PHONE NUMBER FOR SMS**
 - Security info → [+ Add sign-in method](#) → **Phone**.
 - Country code **Lithuania (+370)**, enter your mobile number.
 - Choose *Receive a code* – an **SMS message**.
 - Click [Next](#), enter the SMS code, and confirm.

4. PASSWORD RECOVERY EMAIL

- 8 **PERSONAL EMAIL ADDRESS**
 - Security info → [+ Add sign-in method](#) → **Email**.
 - Enter a **personal** address, not your LSMU email – signing in to LSMU mail requires the password you have forgotten.
 - A confirmation code is sent – enter it to complete the setup.

5. CHOOSE YOUR DEFAULT SIGN-IN METHOD

On the Security info page, next to *Default sign-in method*, click [Change](#). Recommended – **Microsoft Authenticator notification**. When your phone has no internet, use the Authenticator one-time 6-digit code from the app. SMS – as a backup.

SECURITY

NEVER APPROVE A SIGN-IN YOU DID NOT INITIATE

If an MFA request appears on your phone while you are not signing in anywhere – **do not approve it**, change your password, and immediately report it to duomenu.sauga@lsmu.lt.

THE RECOVERY EMAIL DOES NOT RECOVER MFA

If you lose **Microsoft Authenticator**, the recovery email **will not help**. You can sign in only through the backup MFA method (SMS) or by contacting LSMU IT Centre. At least two MFA methods are required for your account safety.

NEED HELP?

Contact the LSMU IT Centre.

EMAIL

itc@lsmu.lt

PHONE

1005 (internal)

HELP SYSTEM

pagalba.lsmu.lt

SECURITY INCIDENTS

duomenu.sauga@lsmu.lt