

# Have you **completed** the multi-factor authentication setup?

Please refer to the guide on the back and complete your multi-factor authentication setup.

New students who have **not yet completed** the setup are **encouraged to visit the setup support.**

Date & Time: Wednesday, April 1, 9:00-16:00

Location: Building C 2F  
C271 / C272



\*Before coming to the room, please make sure to complete STEP 1 and STEP 2 as outlined.

\*Please visit the RAINBOW Service Desk after April 2.



## What to do in such a case?

### Changing your smartphone or phone number



Please set up multi-factor authentication on your computer in case you change the device or phone numbers.



### Lost or stolen smartphone

Please check the IT support site and follow the procedures as soon as possible.



### Traveling or studying abroad

You can use the system overseas as long as you have set it up with Microsoft Authenticator on your phone or OTP on your computer.

# Multi-factor Authentication Setup

## 4Step Checklist

### STEP 1

#### Confirm your User ID and Password

Your User ID and password can be found in Ritsu-Mate.

\*If you have trouble logging in, please visit the OIC Manabi Station ( Building A, 1st Floor ) .



### STEP 2

#### Install Microsoft Authenticator on your smartphone or tablet



Google Play (Android)



App Store (iOS)

### STEP 3

#### Set up multi-factor authentication

Please set it up looking at the manual on your computer, etc.

<https://it.support.ritsumeai.ac.jp/hc/ja/articles/49273490203929>



### STEP 4

#### Try to log in to CAMPUS WEB

If you can log in to CAMPUS WEB, the setup is done!



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#### Set up multi-factor authentication on computer

Windows

<https://it.support.ritsumeai.ac.jp/hc/ja/articles/900006024766>



Mac

<https://it.support.ritsumeai.ac.jp/hc/ja/articles/900007014203>

