Multi-factor Authentication Guide

Contents

Multi-factor Authentication Guide ................................................................................................................................1
Multi-factor Authentication Set Up ...............................................................................................................................2
Prerequisites:................................................................................................................................................................2
Recommended Method:  Set Up Multi-factor Authentication.........................................................................................3
Alternative Method: Validate with a Phone Call ............................................................................................................6
Multi-factor Authentication Set Up

In order to prevent unauthorized access, Multi-Factor Authentication is required when accessing certain web apps from off-campus. You can choose to receive a phone call, or SMS text message with a verification code in the event you are unable to install the authenticator application; however, the authenticator application is the recommended method for validating your identity.

Note: Registering a device gives your device access to your organization’s services and doesn't allow your organization access to your device. Read more about MS Authentication at https://docs.microsoft.com/en-us/azure/active-directory/user-help/user-help-auth-app-faq

Prerequisites:
Download the Microsoft Authenticator Application to your mobile device. This can be downloaded to any Android or iOS device.

1. Go to the App Store on your device and search for the Microsoft Authenticator.

2. Once you find the Microsoft Authenticator application, tap Get or Install.

The app will start to install automatically. Once this download has completed, do not attempt to setup the Authenticator without first reading the rest of the instructions.
Recommended Method: Set Up Multi-factor Authentication

1. Complete the prerequisites section.
2. You need to have your mobile device available for this, but do not use your mobile device to initiate the setup.
3. From a workstation go to https://aka.ms/mfasetup (Open a web browser window and type in the address then press Enter).

4. You will be notified that you must provide additional information, click Next.

5. On the following page, click the radio button to Receive notification for Verification and click Set Up.
6. A QR code prompt will appear. Read the next step do NOT click Next.

7. Open your mobile phone (If you haven’t installed the Authenticator application refer to the prerequisites). In the Microsoft Authenticator application choose Work or School account. This will automatically open the camera on your cell phone. Simply hold your phone up to the screen so your camera captures the QR code. Once successful, a 6-digit code appears on your cell phone, you may now click Next on the computer screen (see above image).

8. It may take up to 3 minutes to verify the application for the first time. Once you see Mobile app has been configured for notifications click Done.

9. The system will send a notification to your mobile device. Tap Approve from your mobile device.

(This message will appear on your cell phone, not your computer)
10. If you see the screen below, you have successfully enabled MFA for your account!

![Additional security verification](image)

11. Click **Done** and close your browser (click on the tab’s x).

![New Tab](image)

12. When you sign in from on campus, only your password will be required. When attempting to sign in remotely, you will need to approve the request from your mobile device using a verification code as shown below:

![Approve sign in request](image)
Alternative Method: Validate with a Phone Call

If you choose to use this method, you will not use the recommended method (through the authenticator app). When you use this method, you'll receive a phone call on your mobile device, asking you to verify your information.

1. From a workstation, open your web browser (Chrome, or FireFox, etc.) and type into the url address window: https://aka.ms/mfasetup, then press Enter.

2. You will be notified that you must provide additional information, click Next.

3. From the drop down ensure Authentication phone is selected. This should be your mobile device.
4. Set your phone number and country code.
5. Switch the radio button to Call me and click Next.
Continued...

6. Give it a moment to call your phone. When you receive the call, follow the instructions (press # to continue). Once the screen switches to Verification successful, click Done.

![Additional security verification](image)

7. You’ll be taken back to the Additional security verification home page now. Close your browser by clicking the X on the web browser tab.