

Sign In to Microsoft MFA Setup

- 1. Open <u>https://aka.ms/mfasetup</u> in a web browser.
- 2. Enter your Mount Mary email address (1), and click the **Next** button (2).



3. If prompted, click on Work or school account.

Microsoft

It looks like this email is used with r account from Microsoft. Which one use?	nore than one do you want to
Work or school account Created by your IT department smithd@mtmary.edu	-
R Personal account Created by you smithd@mtmary.edu	
Tired of seeing this? Rename your person account.	nal Microsoft
	Back

4. Sign in using your Mount Mary email address and password.

Add Authentication Options

Note: You may not need to configure all of the options shown below, if you have previously configured them as a part of our self-service password reset system.

1. You should be prompted to provide additional information to keep your account secure. Click the **Next** button.



mfatestuser05@mtmary.edu

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more



2. For **Method 1 of 2: App**, install the **Microsoft Authenticator** app using the app store on your phone. Then click the **Next** button.

	?
Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
Method 1 of 2: App 2 App Phone	
Microsoft Authenticator	
Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app	
Next	

Note: A mobile device is required for multi-factor authentication and continued access to campus systems, including email. If you are a student who does not own a mobile device, please contact Student Affairs and the IT Services Help Desk.

3. Open the **Microsoft Authenticator** app on your phone, and follow the on-screen instructions for adding a **Work or school** account. Then click the **Next** button.

Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
Method 1 of 2: App	
2 App Phone	
Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back Next	
Lwant to set up a different method Skip setup	

Note: You may need to accept permissions or skip an intro screen before the **Work or school** option becomes available.

Note: Do NOT select the **Personal** account option. The **Work or school** option must be selected for your Mount Mary email.

4. Scan the QR code using the **Microsoft Authenticator** app on your phone. Click the **Next** button once the account has been added on your phone.

	?
Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
Method 1 of 2: App 2 App Phone	
Microsoft Authenticator	
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account. After you scan the QR code, choose "Next".	
Can't scan image? Back Next	
Lunat to set up a different method Chin setue	

Tip: See the Microsoft Authenticator App on Android or Microsoft Authenticator App on iPhone (iOS) sections below for details about this process on an Android or iOS device.

5. Click **Approve** on the notification prompt on your phone.

Microsoft	Authenticator		
-	Let's try it out Approve the notification we're sending to your a	app.	
		Back	Next

6. Click the **Next** button once prompted that your notification has been approved.

		?
Keep your account se Your organization requires you to set up the following metho	ECUTE ods of proving who you are.	
Method 1 of 2: App App	2 Phone	
Microsoft Authenticator	Back Next	,
I want to set up a different method	<u>Skip setup</u>	

7. For Method 2 of 2: Phone, enter you mobile phone number (1), and click Next (2).

Keep your ac Your organization requires you to set up the	COUNT SECURE	
Method 2 App	of 2: Phone	
Phone		
You can prove who you are by answering a call on you What phone number would you like to use?	r phone or texting a code to your phone.	
United States (+1) Text me a code	1	
 Call me Message and data rates may apply. Choosing Next me and cookies statement. 	ans that you agree to the Terms of service and Privacy	
	2 Next	
I want to set up a different method	<u>Skip setup</u>	

8. Once you receive the verification code, enter it (1) and click **Next** (2).

Mount Mary			
	Keep your account s Your organization requires you to set up the following met	ECUTE hods of proving who you a	e.
	Method 2 of 2: Phone	Phone	
	Phone We just sent a 6 digit code to +1 4142163373. Enter the code below. 446068 Resend code		
	I want to set up a different method	Back	Next 2

9. Verification is complete. Click **Next**.

Mount Mary		?
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Method 2 of 2: Phone	
	Phone	
	Next Skip setup	

10. Enrollment for MFA is complete. Click **Done.**

Mount Mary		?
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Method 2 of 2: Done	
	Success! Sereat job! You have successfully set up your security info. Choose "Done" to continue signing in Default circ. In matched: Microcoft Authonicator, application	
	Phone +14142163373	
	Done	

Set the Microsoft Authenticator Option as the Default

- 1. Navigate to <u>https://mysignins.microsoft.com/security-info</u>, and sign in.
- 2. Click the **Change** link next to **Default sign-in method**.

🗮 My Sign-Ins			? 8
Security info These are the methods you use to sign into your a	account or reset your password.	Microsoft Authenticator registered	app was successfully $ imes$
Default sign-in method: Phone - text +1 414	Change		
+ Add method			
& Phone	+1 414	Change	Delete
& Office phone	+1 414	Enable two-step verification	
Microsoft Authenticator			Delete
? Security questions			Delete

3. Select *Microsoft Authenticator – notification* in the **Which method would you like to use to sign in?** dropdown. Then click the **Confirm** button.

Change default method

Which method would you like to use to			
Microsoft Authenticator - notification		U	\sim
		0	
	Back	2	Confirm

4. Push notification (prompt on phone) will now be used as the default second method of identity verification when signing into campus email and services (after username and password).

	My Sign-Ins			?	
Security info Your default sign-in method was updated These are the methods you use to sign into your account or reset your password. Default sign-in method: Microsoft Authenticator - notification Change					
+ 4	Add method				
S	Phone	+1 414	Change	Delete	
S	Office phone	+1 414	Enable two-step verification		
ô	Microsoft Authenticator			Delete	
?	Security questions			Delete	

Note: You can still select a different method of verification during the sign-in process, if desired. Microsoft Authenticator is the recommended method, however.

Microsoft Authenticator App on Android

Once prompted to scan the QR code to register the app, after installing from the Google Play store, open and perform the following steps.

1. Tap the **Skip** link if prompted to set up passwordless sign-in for personal Microsoft accounts.



2. Tap **OK** if you accept the displayed data privacy policy. Acceptance is required to use the Microsoft Authenticator app.



3. Tap the **ADD ACCOUNT** button.



4. Tap the **Work or school account** option.



5. If prompted, tap **Allow** to allow the Microsoft Authenticator app to use your camera (in order to read the QR code on the computer screen).



6. Your Mount Mary email account will now show in the account list. You can return to your computer to complete the instructions in the section above.



Microsoft Authenticator App on iPhone (iOS)

Once prompted to scan the QR code to register the app, after installing from the App Store, open and perform the following steps:

1. Tap **Allow** for the option to send notifications so that your phone can be used to approve logins.



2. Tap **OK** if you accept the non-person data usage collection. This can be turned off in settings.



3. Tap the **Skip** link if prompted to add personal account.



4. Tap the **Skip** link if prompted to add non-Microsoft account.



5. Tap the **Add work account** button.



6. Tap **OK** to allow access to your camera if prompted. (to scan the QR code)



7. After clicking next on the computer (following the QR scan) Tap **Approve** to sign-in on your account.



8. Your Mount Mary email account will now show in the account list. You can return to your computer to complete the instructions in the first section above.



If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.