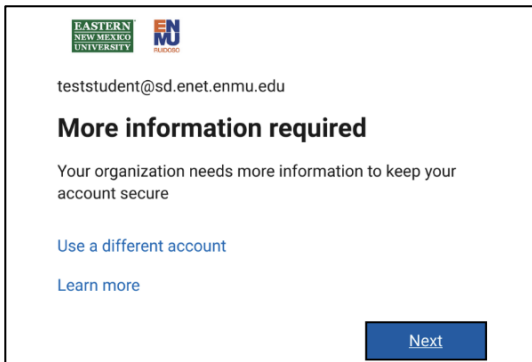


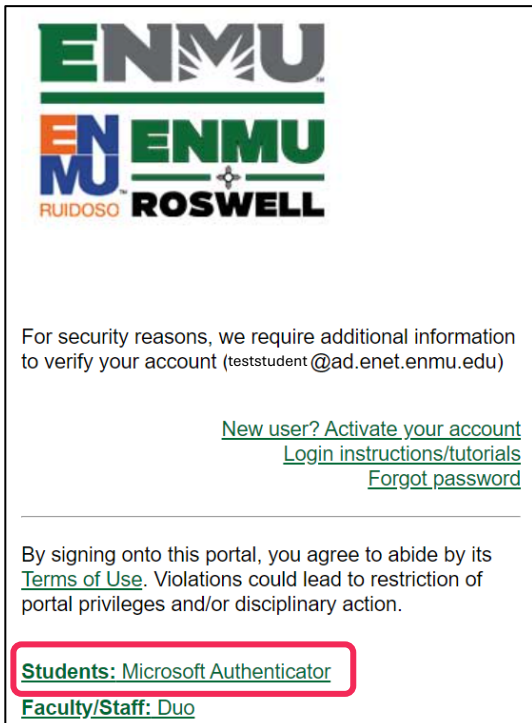
Setting Up Multi-Factor Authentication

Access to a computer and mobile device is needed for these instructions.

After logging in, students accessing the Portal and Canvas will notice a **“More information required”** screen. This screen will lead students to a **“Students: Microsoft Authenticator”** link for improved security when accessing school resources from home or the campus network.



- When you see “More Information Required,” click **Next**.
- Select **“Students: Microsoft Authenticator”** near the bottom of this login page.



- Approve authentication using previously configured MFA methods.
- If you have not configured Microsoft Authenticator, follow the instructions below.

Using your mobile device

Setup Microsoft Authenticator

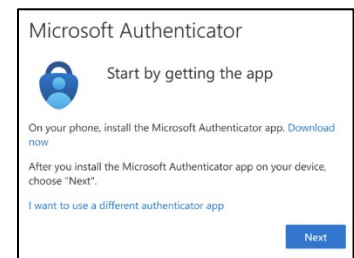
1. Click or scan either the **Android** or **iOS** QR code to download and install the Microsoft Authenticator app:



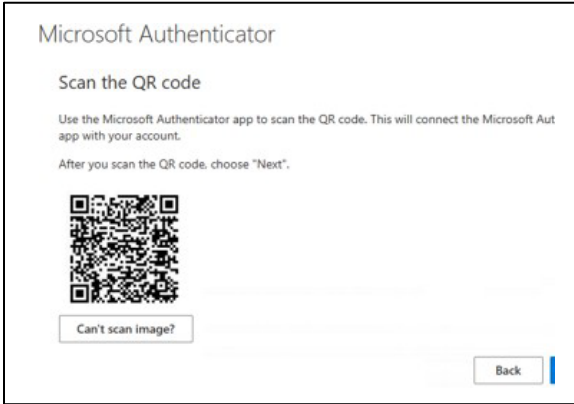
Make sure the app is from the Microsoft Corporation with the blue lock/shield and person as shown.

Using your computer

2. Visit aka.ms/mfasetup.
3. You will be notified that we need further information. Click **Next**.
4. Select **Next in the “Microsoft Authenticate - Start by getting the app”** window on your computer screen.



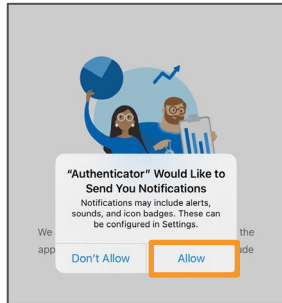
- You will see the **QR Code**. Remain on this screen while you go to your mobile device. **DO NOT** click next or leave this screen.



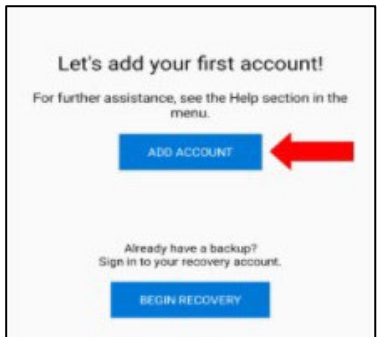
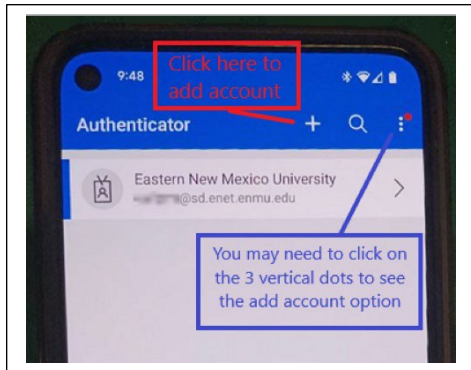
Using your mobile device

- Open the Microsoft Authenticator app on your mobile device. If prompted, select **Allow** to enable notifications.

- Note:** Best practice is to allow notifications. Otherwise, you must have the app open to get the notification.



- If you have never used the Multifactor Authenticator, click + (plus sign) or **Add Account**.



- Select **Work or School**.

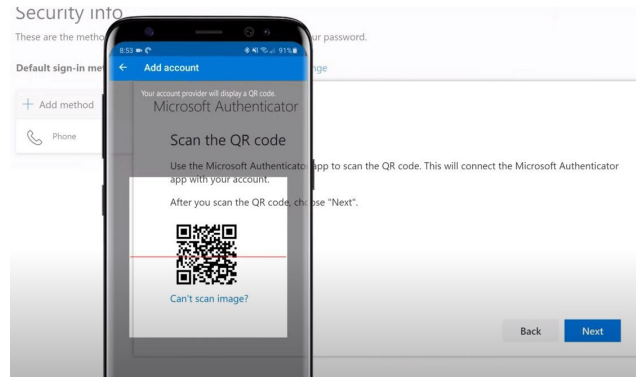


9. Select **Scan a QR code**. This will open the camera on your device.

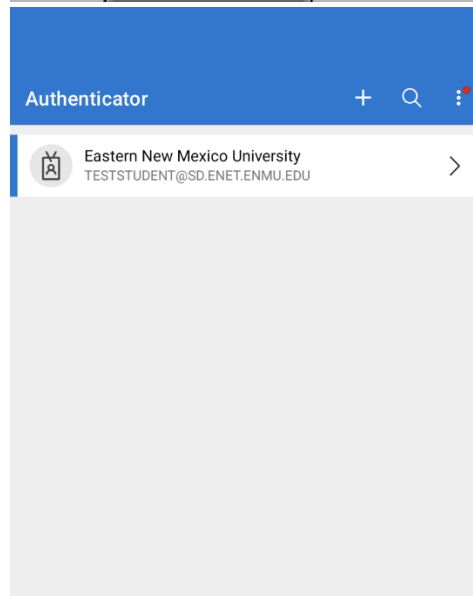


Using your computer and mobile device

10. Scan the QR code on your computer using the Microsoft Authenticator app. Point your phone's camera at the QR code on your computer screen to scan it.
11. Select **Next** on your computer's "Microsoft Authenticator - Scan the QR code" window.

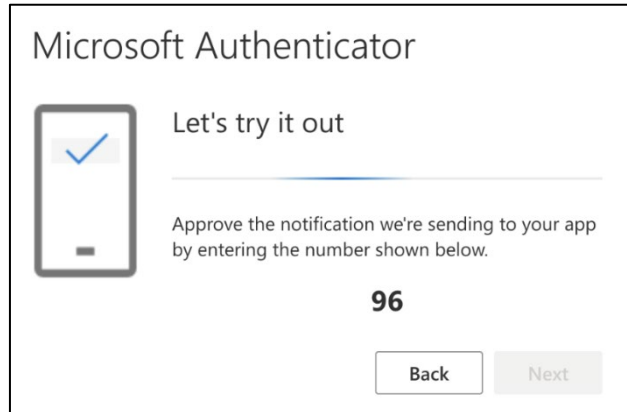


12. The Microsoft Authenticator app should successfully add your work account without requiring any additional information from you.

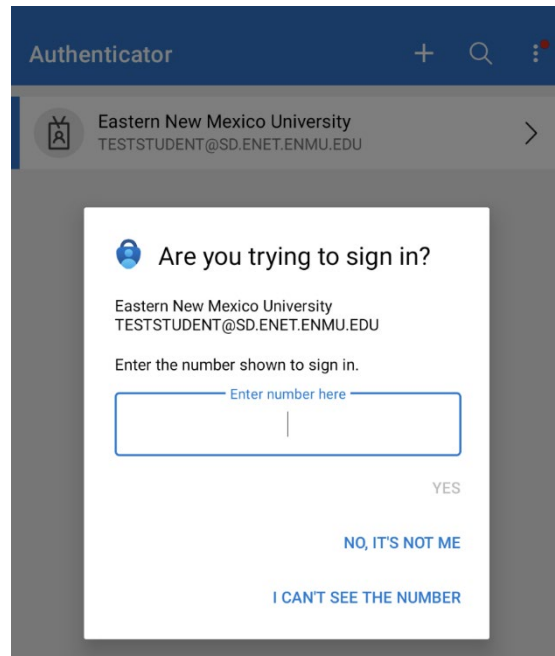


Your account will appear authenticated with the Microsoft Authenticator app, and your email address will appear.

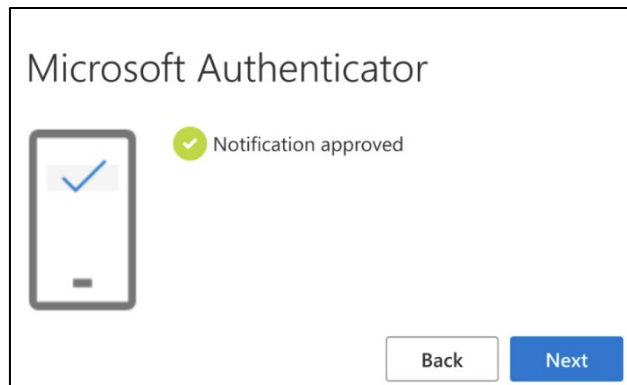
13. The “**Microsoft Authenticator - Let’s try it out**” window on your computer indicates a notification is being sent to your Microsoft Authenticator app and contains a security code number that you must type into to validate your account.



14. Enter the provided security code into the Microsoft Authenticator app and select **Yes**.



15. Select **Next** on your computer. This confirms that the notification has been approved on your Microsoft Authenticator app.



16. Enter your **cell phone** in the place provided.

17. Select either “**Text me a code**” or “**Call me**”.
Click on **Next**.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) Enter phone number

Text me a code

Call me

18. You will receive a code by text message or phone call on your mobile device. Enter the **code** into the computer screen. Click **Next**.

Phone

We just sent a 6 digit code to +1 5753178835. Enter the code below.

Enter code

[Resend code](#)