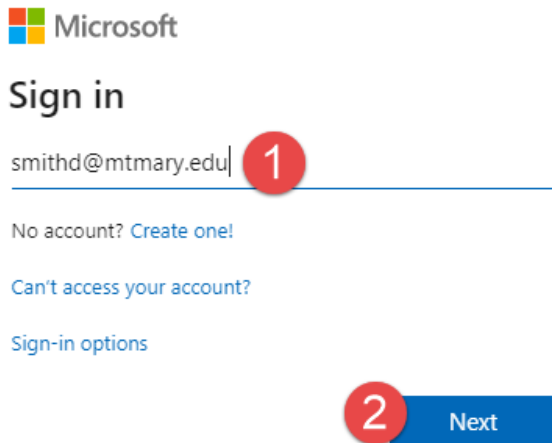
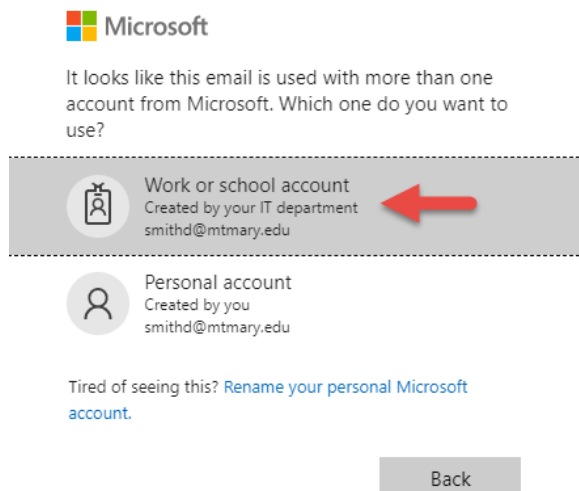


Sign In to Microsoft MFA Setup

1. Open <https://aka.ms/mfasetup> 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**.



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

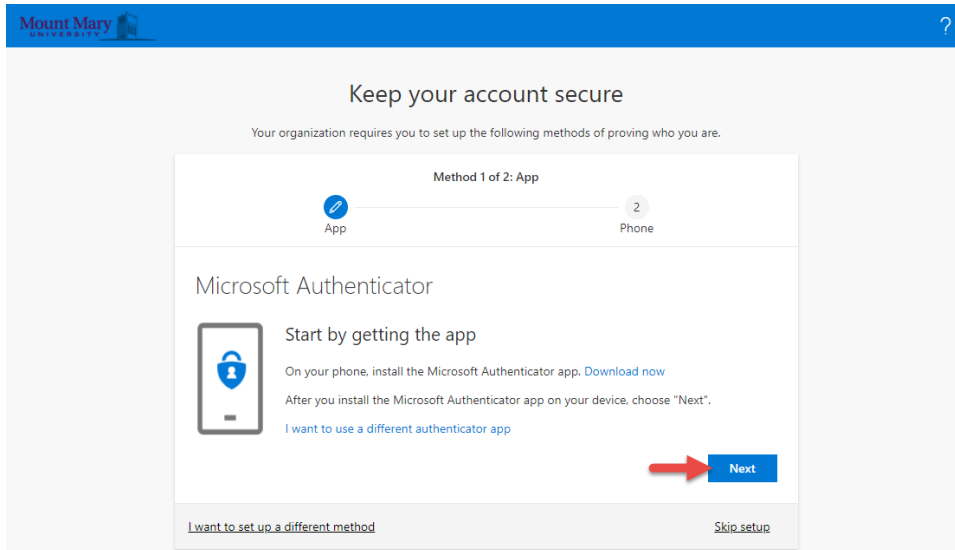
Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

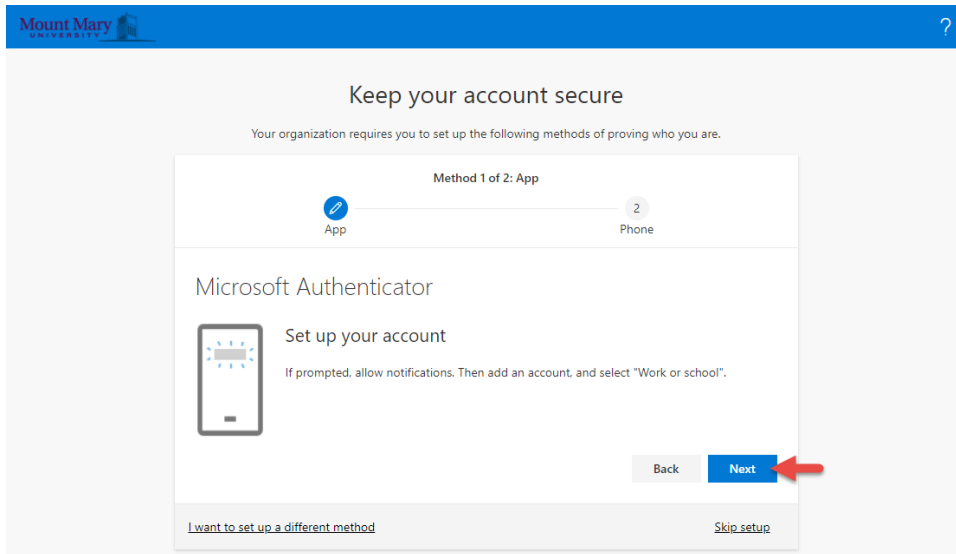


2. For **Method 1 of 2: App**, install the **Microsoft Authenticator** app using the app store on your phone. Then click the **Next** button.



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.

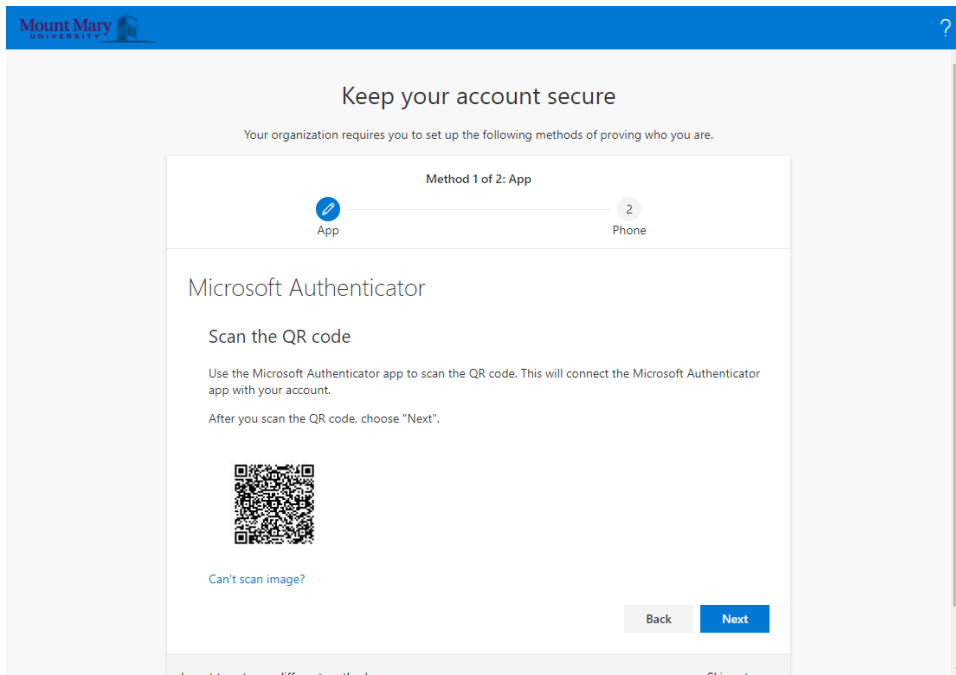
3. Open the **Microsoft Authenticator** app on your phone, and follow the on-screen instructions for adding a **Work or school** account. Then click the **Next** button.



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.



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



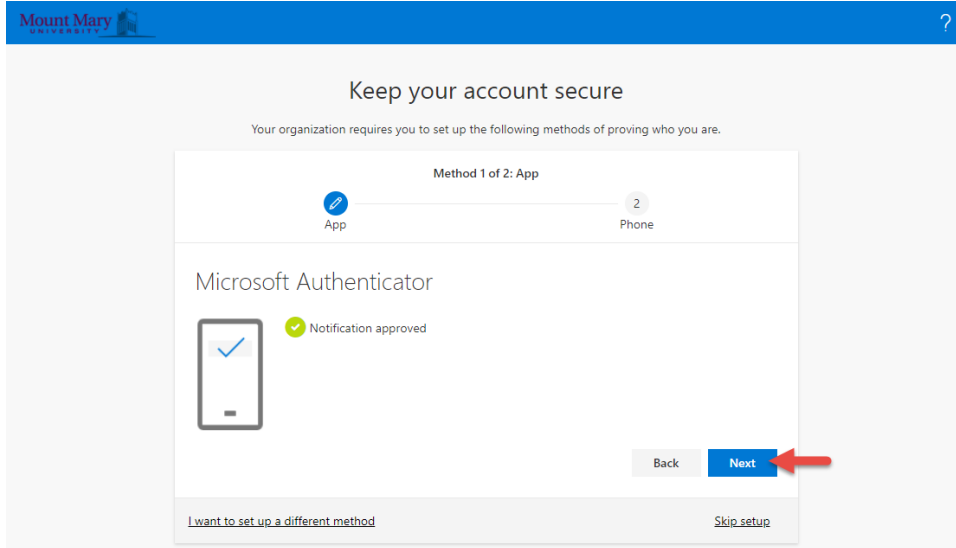
Let's try it out

Approve the notification we're sending to your app.

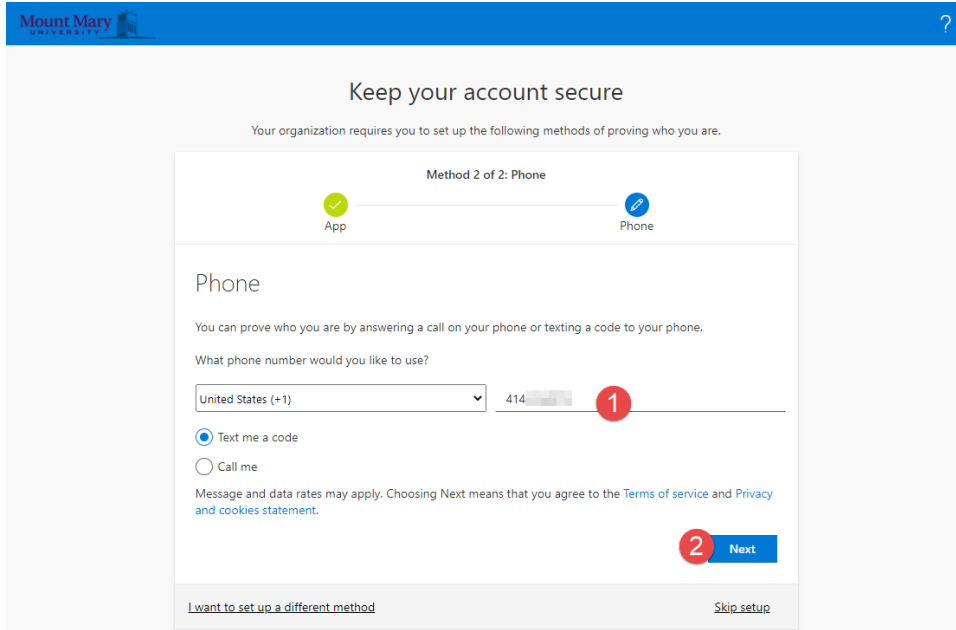
Back

Next

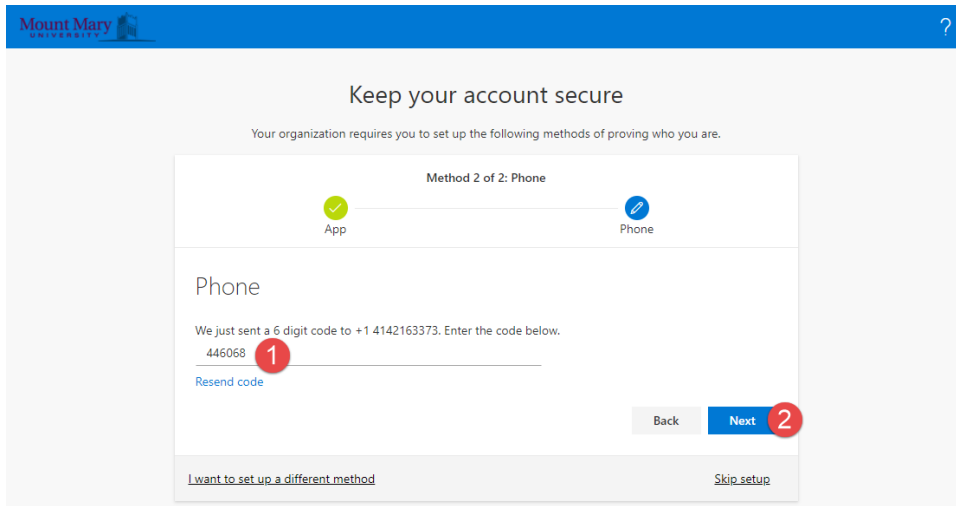
6. Click the **Next** button once prompted that your notification has been approved.



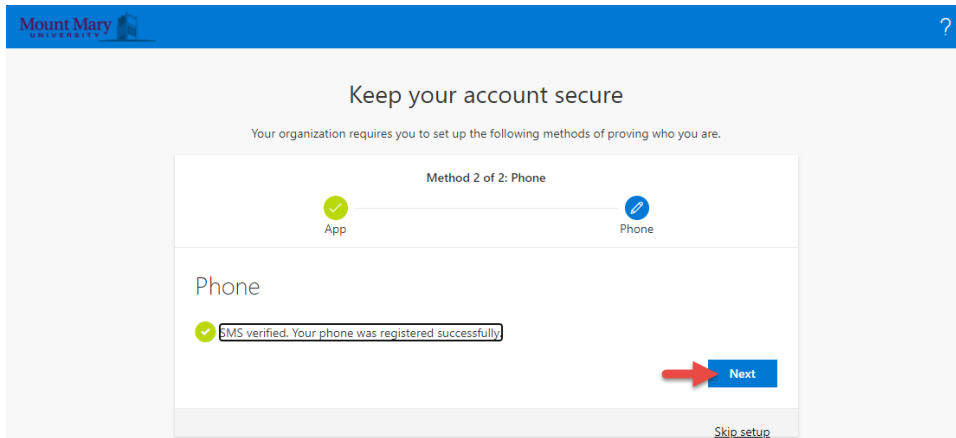
7. For **Method 2 of 2: Phone**, enter you mobile phone number (1), and click **Next** (2).



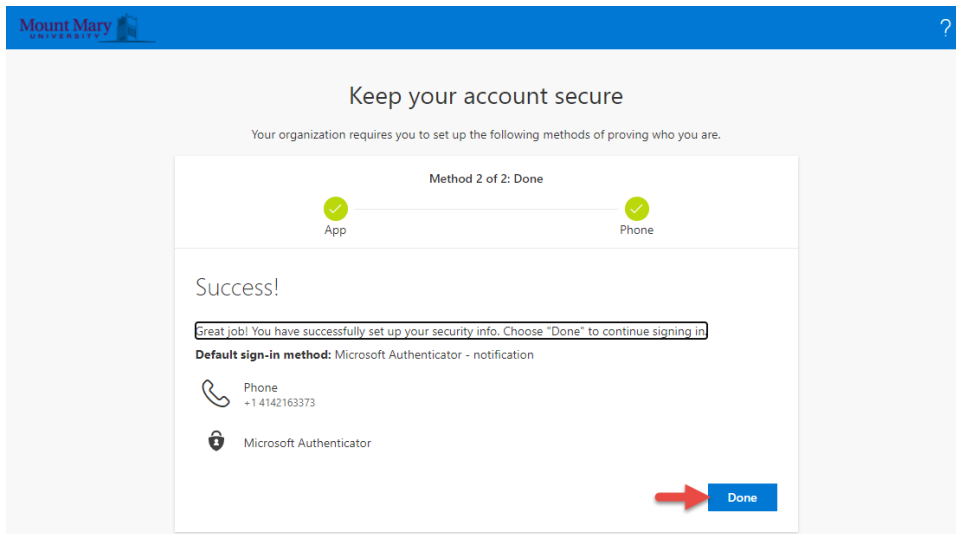
8. Once you receive the verification code, enter it (1) and click **Next** (2).



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

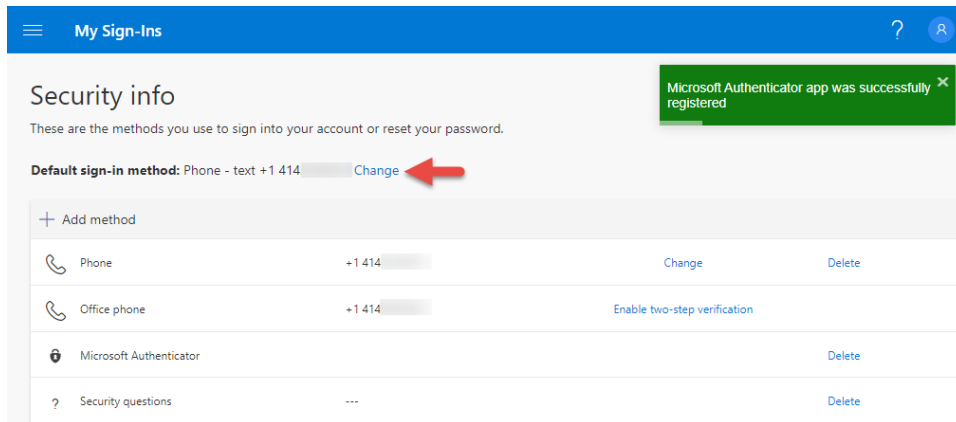


10. Enrollment for MFA is complete. Click **Done**.



Set the Microsoft Authenticator Option as the Default

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



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

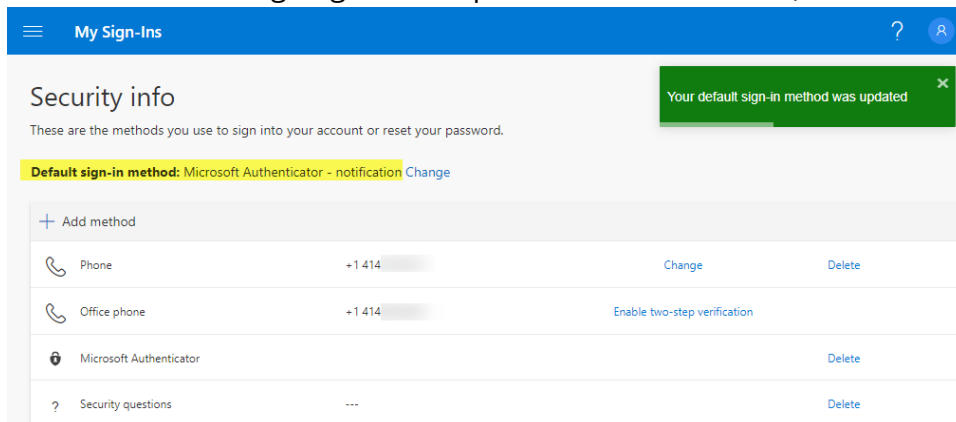
Change default method

Which method would you like to use to sign in?

Microsoft Authenticator - notification **1**

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).

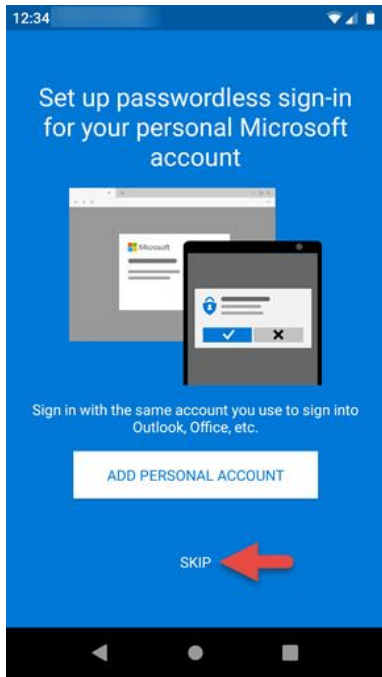


Note: You can still select a different method of verification during the sign-in process, if desired. Microsoft Authenticator is the recommended method, however.

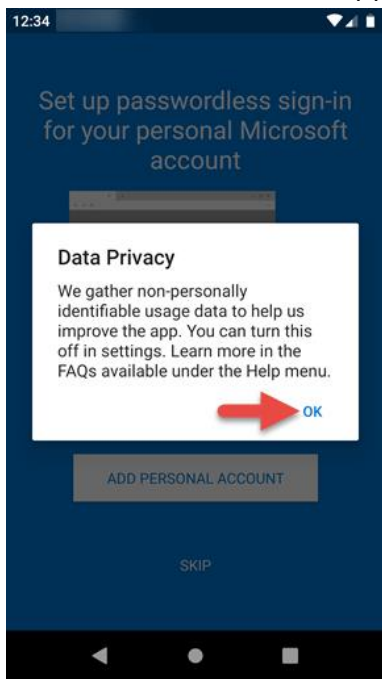
Microsoft Authenticator App on Android

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

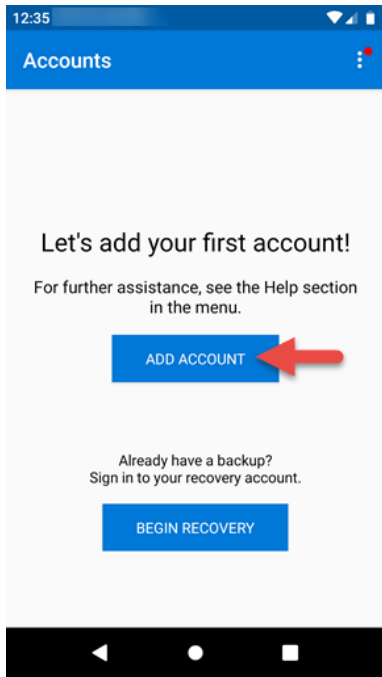
1. Tap the **Skip** link if prompted to set up passwordless sign-in for personal Microsoft accounts.



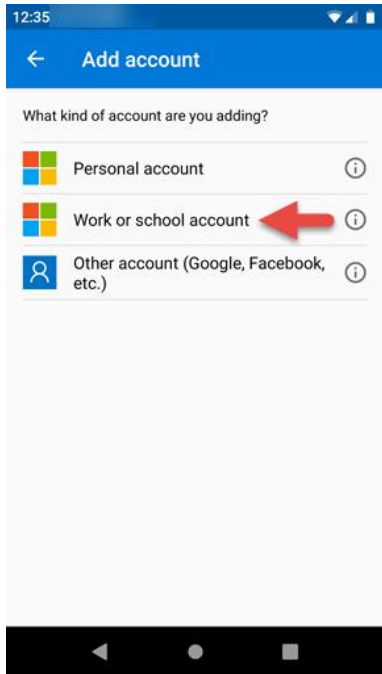
2. Tap **OK** if you accept the displayed data privacy policy. Acceptance is required to use the Microsoft Authenticator app.



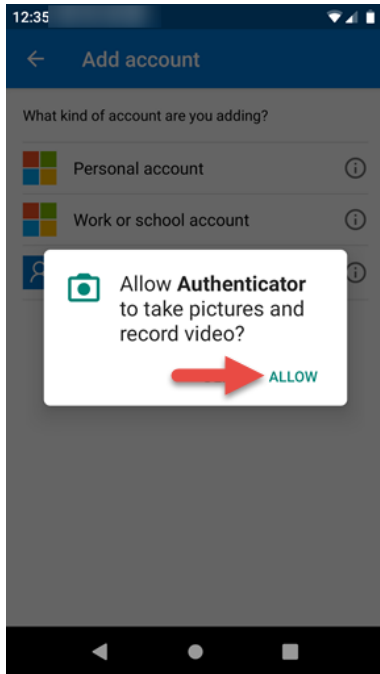
3. Tap the **ADD ACCOUNT** button.



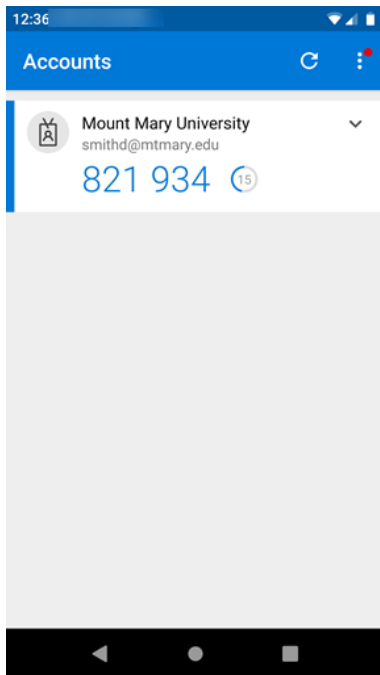
4. Tap the **Work or school account** option.



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.



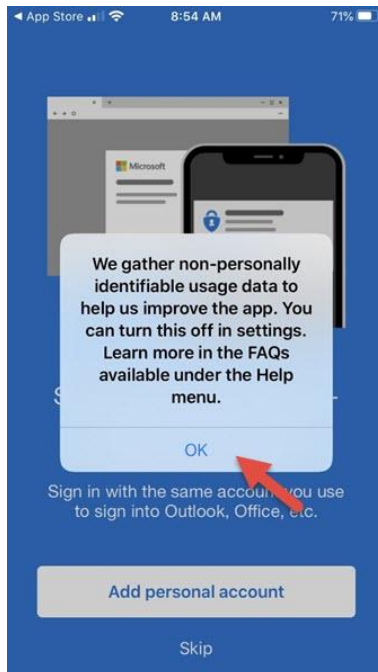
Microsoft Authenticator App on iPhone (iOS)

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.



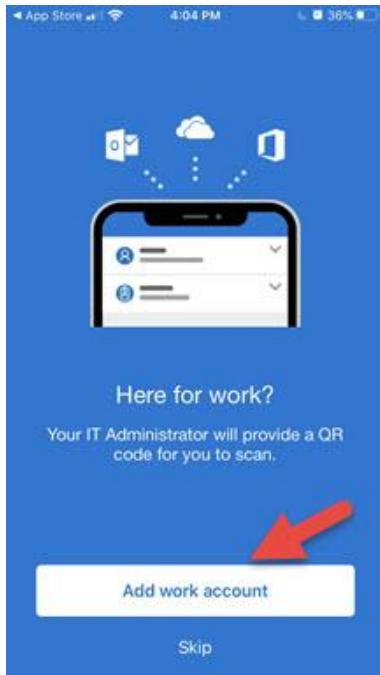
3. Tap the **Skip** link if prompted to add personal account.



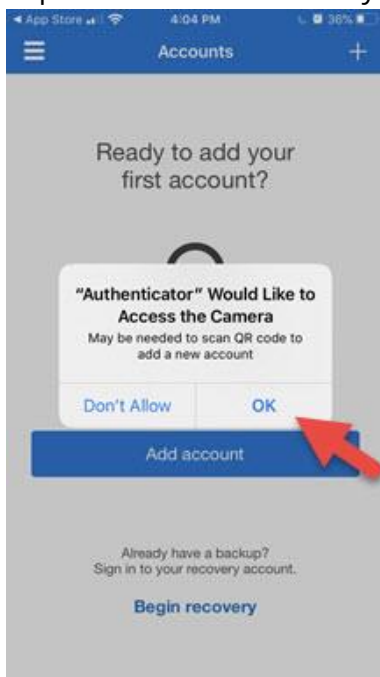
4. Tap the **Skip** link if prompted to add non-Microsoft account.



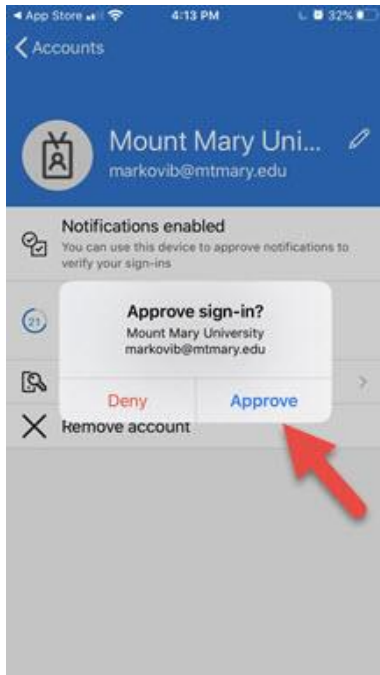
5. Tap the **Add work account** button.



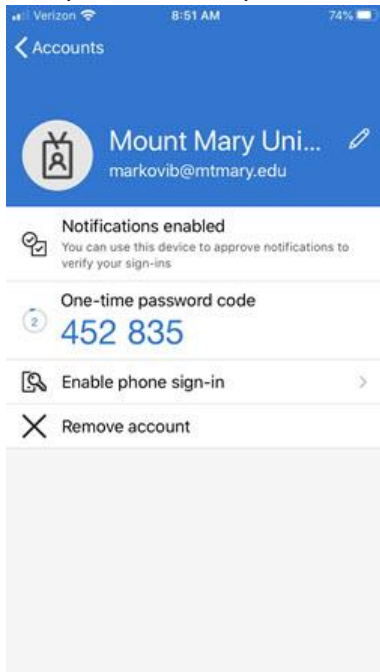
6. Tap **OK** to allow access to your camera if prompted. (to scan the QR code)



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.