

Setting Up Multi-Factor Authentication

Microsoft Authenticator App SMS Text Messages or Calling Yubico Security Key

Microsoft Authenticator App

1. Go to the Apple App Store or Android Play store from your smartphone and download the Microsoft Authenticator app.

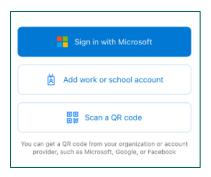


2. Open the app and click on I agree

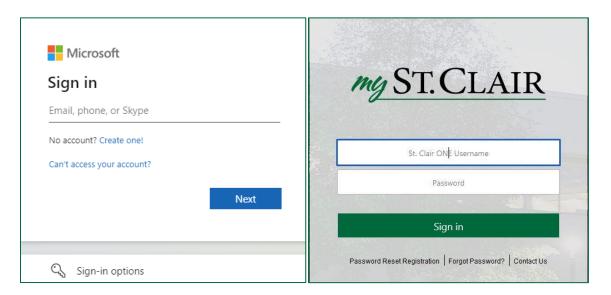




3. Tap 'Scan a QR code' to bring up the QR code scanner, you may also have to allow the app access to the camera on your smartphone.

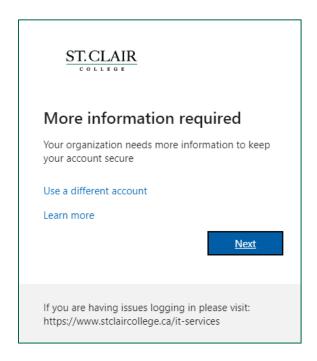


- 4. On your computer go to the following website to access the QR code: https://aka.ms/mfasetup
- 5. You will need to sign in with your St. Clair College login.

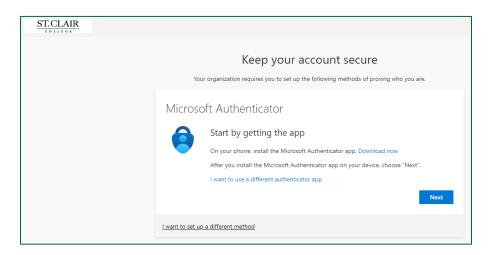




6. Click **Next** on the message that more information is required.

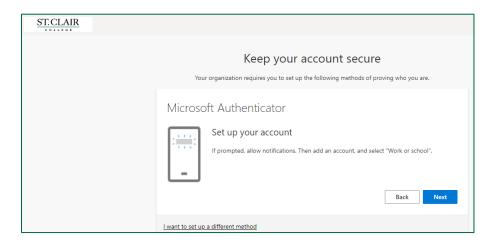


7. Click Next to start setting up the Authenticator app.

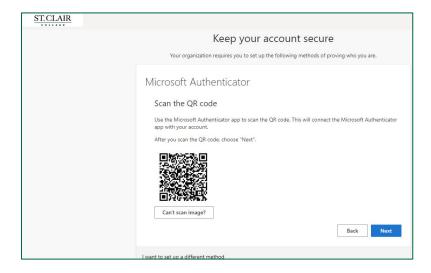




8. Click Next to allow notifications for the app.



9. In the app select 'Work or School' then tap the 'Scan a QR Code' and scan the QR code on the computer screen with your smartphone. Then click the Next button.

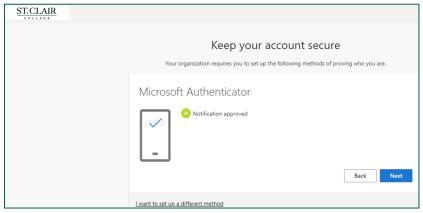


10. You will then be asked to verify the app on your smartphone, click approve.

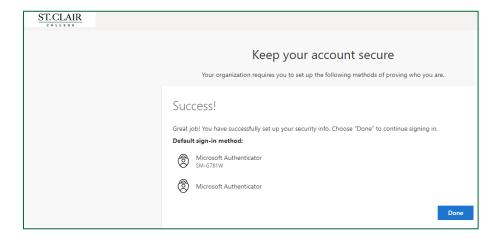




11. Click **Next** to on the message that the notification was approved.



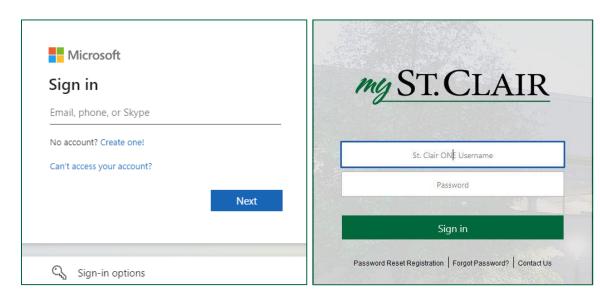
12. MFA setup is complete.



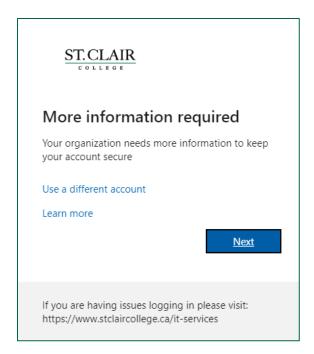


SMS Text Messages or Calling

1. Go to https://aka.ms/mfasetup sign in with your St. Clair College login.

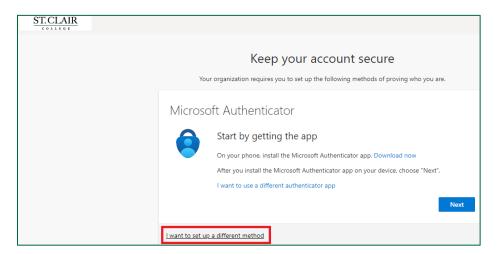


2. You will be prompted to provide additional information, click **Next**.

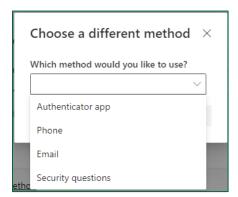




3. Click the 'I want to set up a different method' link at the bottom of the page.

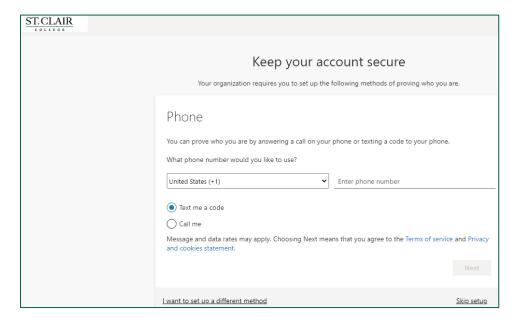


4. Choose the phone option in the drop down list, then click **Confirm**.

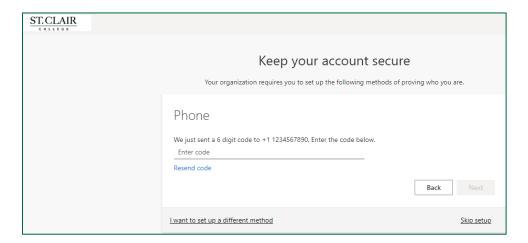




5. Choose your area code from the drop down list then enter your phone number and choose either 'Text me a code' or 'Call me' then click next.



6. If you chose text message, enter the code and click verify or answer the phone call and step through the prompts.



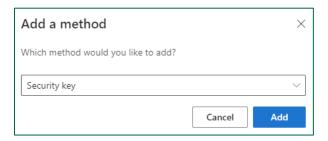
You have now successfully setup your device!



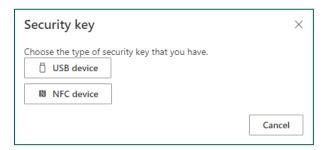
Yubico Security Key

You must create your security key and give it a unique PIN before you can sign in to your school account using the key. You may have up to 10 keys registered with your account.

- 1. Go to https://aka.ms/mfasetup sign in with your St. Clair College login.
- 2. Select Security Info, select Add method, and then select Security key from the Add a method drop-down list.
- 3. Add method box, with Security key selected

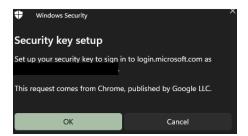


4. Select Add, and then select the type of security key you have, either USB device or NFC device.



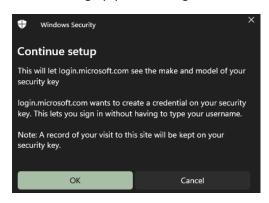
5. Have your security key physically available and then in the Security key box, select Next.

A new box appears to help walk you through setting up your new sign-in method.





6. In the Setting up your new sign-in method box, select Next, and then:



- a. If your security key is a USB device, insert your security key into the USB port of your device.
- b. If your security key is an NFC device, tap your security key to your reader.
- 7. Type your unique security key PIN into the Windows security box, and then select OK. You'll return to the Setting up your new sign-in method box.
- 8. Select Next.
- 9. Return to the Security info page, type a name you'll recognize later for your new security key, and then select Next.



- 10. Your security key is registered and ready for you to use for signing into your St. Clair College account.
- 11. Select Done to close the Security key box.
- 12. The Security info page is updated with your security key information.

