

SET UP MICROSOFT AUTHENTICATOR

Multi-Factor Authentication (MFA) Setup Guide for Staff and Students (Self-Enrollment)

Microsoft Authenticator helps protect your college account by asking you to verify your identity when you sign in. Setup usually takes only a few minutes.

Before you start

- Have your mobile device with you.
- Use a computer for the setup page, if possible. You will scan a QR code with your mobile device.
- Make sure you know your college username and password.

What to expect

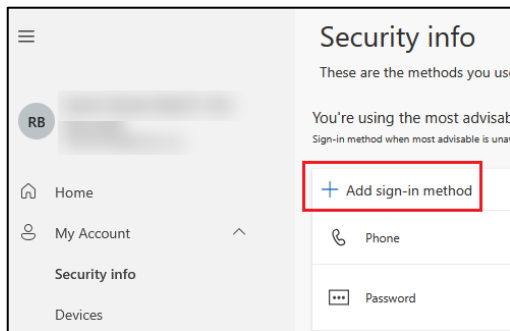
1 Install the app

On your mobile device, install **Microsoft Authenticator** from one of these official sources:

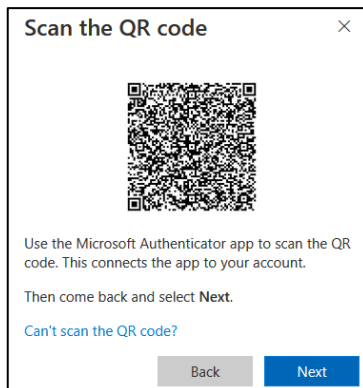
- [Apple App Store](#) | [Google Play](#) | aka.ms/authapp

2 Add your Work or School account

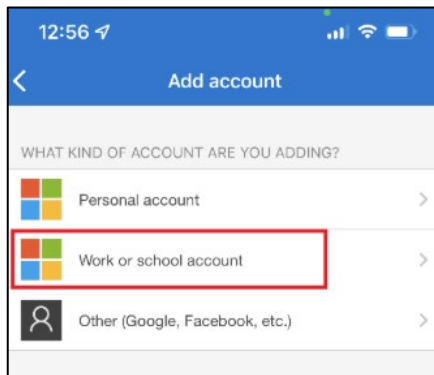
1. On your computer, go to aka.ms/mysecurityinfo. Sign in with your college account.
2. Select Add sign-in method, and then choose Authenticator app.



3. Follow the on-screen instructions until a QR code appears.



4. On your mobile device, open Microsoft Authenticator. Tap the + (plus) button in the top-right corner, choose Work or school account, and then choose Scan QR code.

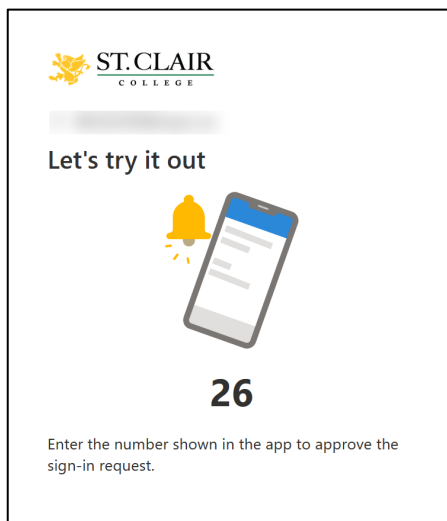


5. Use the app to scan the QR code shown on your computer.

3 Complete the test notification

Complete the test notification to finish setup:

On your computer, select Next. A notification is sent to the Authenticator app on your mobile device.



On your phone, approve the notification in the Authenticator app by entering the number shown on your computer, and then select Next.

Setup complete. You can now use Microsoft Authenticator to verify sign-ins to your college account.

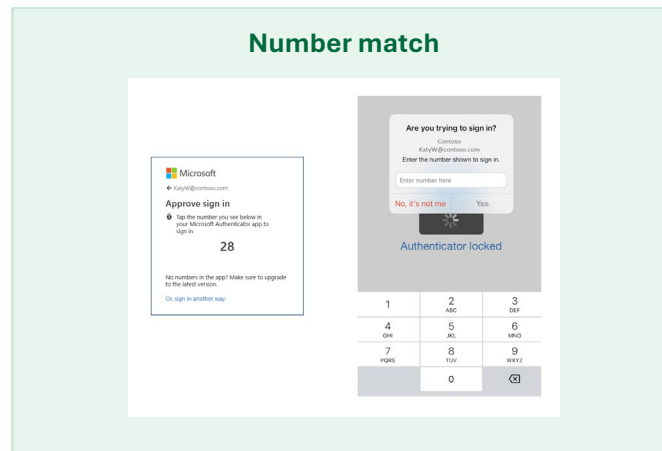
Important security reminder

Approve a notification only when you are actively signing in. If you receive an unexpected request, select Deny and contact the college IT Help Desk.

NUMBER MATCHING AND SIGN-IN DETAILS

When you sign in, the sign-in screen will display a number. Enter that number in Microsoft Authenticator to complete the request. The app may also show the application being accessed and the approximate sign-in location.

You can review similar sign-in information on the [My Sign-ins page](#).



Why this change matters

Microsoft Authenticator strengthens account security while providing a smooth MFA experience through push notifications. Please complete setup when prompted.