

# Microsoft MFA Setup Guide

The steps below will guide you on how to setup Microsoft Multi-factor Authentication (MFA) to access Miami Dade College online resources. This process will be replacing DUO as the standard login authentication method for MDC employees.

# **Preparation Steps**

a) You will need a mobile device with internet connection, an active mobile phone number, or an accessible alternate phone number.

b) If you are having password issues, please visit <a href="https://www.mdc.edu/password/">https://www.mdc.edu/password/</a>

Individual experiences may vary. **Please read instructions fully** as some prompts or display/option windows may be in slightly different formats

# How to setup Microsoft Authenticator

### DO NOT USE MOBILE DEVICE FOR THIS STEP

#### Step 1

On your **Desktop/Laptop** web browser, navigate to <u>https://aka.ms/mfasetup</u>

Enter your MDC email address: (yourusername@mdc.edu)

Click Next

Sign in	
Email, phone, or Skype	
No account? Create one!	
Can't access your account?	
	Next



	Microsoft
You will be redirected to the MDC login screen	Taking you to your organization's sign-in page
	Cancel
	3
	Miami Dade
	College
Enter your MDC credentials and	Sign in with your Miami Dade College account:
Click Sign in	ACCOUNT OF A
	Password
	Sign in
	Forgot Username or Password?
	Students
	If you do not have a student account and would like to create one now: Create My Student Account
	V

#### Microsoft

@mymdc.net

#### More information required

Your organization needs more information to keep your account secure

#### Use a different account

Learn more



If you have already registered a Microsoft account you will be directed to the **Microsoft Self Service** homepage and may proceed to **Step 2.** If you immediately see a **"More information required"** window, click **Next** and skip to **Step 3.** 



Q Overview

Mini Dale My Sign-Ins ~

#### Step 2

On the Microsoft Self Service page Click on **Security Info** on the **Left Column** 

Click "Add sign-in method"

A pop-up window should appear labeled: **Add a method** 

Use the drop-down menu and select: Authenticator app

Click Add

# Security info Organizations Devices Privacy Add a method Add a method Which method would you like to add? Cancel Add

These are the methods you use to sign into your account or reset your password.

Security info

# Step 3

A window will display a message prompting you to install **Microsoft Authenticator** app on your phone or mobile device

Click Next

Another information window will be displayed.

Click Next

	Keep your account secure
Your orga	anization requires you to set up the following methods of proving who you are.
Microsoft	Authenticator
St on Aft	tart by getting the app h your phone, install the Microsoft Authenticator app. Download now ter you install the Microsoft Authenticator app on your device, choose "Next". vant to use a different authenticator app Next
I want to set up a dif	ferent method Keep your account secure
Micro	soft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school".
<u></u>	Back Next



A **QR code** should now be visible on your computer screen.

Leave this QR code on screen and continue the steps

#### Keep your account secure

C A 11 11 1	
licrosoft Authenticator	
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR co	ade. This will connect the Microsoft Authenticator
app with your account.	G
Alter you scan the ex code, choose Next .	
I WARRAN	
Can't scan image?	
	Back Next



#### Install Microsoft Authenticator application

Use your mobile device to scan the  $\ensuremath{\mathbf{QR}}$  code for the type of device you are using:

Apple (iPhone/iPad)





Alternatively,

On your **mobile device**, navigate to the App Store (Apple iOS) or the Play Store (Android OS) and search for **Microsoft Authenticator** 



Click Install

NOTE: Once the application has been installed on your phone, you may be prompted to "Allow to display notifications" Click to Allow.

The Microsoft Authenticator app is **completely FREE** and should **NOT PROMPT FOR PAYMENT**. If the app you downloaded is asking for payment, it is likely you have installed the INCORRECT "Authenticator" app



On your mobile device, open the Microsoft Authenticator app

If this is the first time you use the app you will see an initial splash screen.

Tap Scan a QR code and move on to Step 6



Scan a QR code

Otherwise,

If you have opened or used the Microsoft Authenticator app previously,

Tap the Plus Sign (+) on the top right corner



#### Select Work or school account

On the "Add work or school account" pop-up Tap Scan a QR code

10:1	19 🕈	•••1 LTE 88
<	Add account	
WHA	T KIND OF ACCOUNT ARE YOU ADDING?	
	Personal account	>
	Work or school account	>
8	Other (Google, Facebook, etc.)	>



10:19 ✓ Scan QR code

he application. Keep your account secure aved on the Your organization requires you to set up the following methods of proving who you are

You **may** be prompted to test the application. A **random number** will be displayed on the computer screen. Example: **95** 

Your mobile device's camera should become active. Scan the **QR code** displayed on your computer screen

Back on the mobile device, open the **Microsoft Authenticator** app if not already open, you will be prompted to **Enter or select the number** displayed on the computer screen

Micros	oft Authenticator	
~	Let's try it out	
-	Approve the notification we're sending to your a 95	pp by entering the number shown below.

	Keep your account secure
	Your organization requires you to set up the following methods of proving who you are.
see a	Success!
	Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method:
	MicrosolkAuthenticator
	Done

If entered correctly you will see a "Success" message

Click Done



#### **Setup Alternative Authentication method**

It is **highly recommended** to add at least one other alternative authentication method such as a mobile phone number.

Open your web browser, navigate to https://mysignins.microsoft.com/security-info	A Overview	
If prompted, enter you MDC credentials	8∕∂ Security info	
	💻 Devices	
Click Security Info on the left-hand column	🔍 Password	
	🖻 Organizations	
	🔅 Settings & Privacy	
	℅ My sign-ins	
	R Give feedback	

Click Add sign-in method

+ Add sign-in method

Use the drop-down menu to select " <b>Phone"</b>	Add a method		×
Click Add	Phone		~
		Cancel	Add



#### Enter your Phone Number

Select whether you want to receive a **Text message** or **Call** 

Note: If you select **"Text me a code"** the phone you entered must be able to receive text message. Also note that text message rates apply if your service does not include text/data.

In this example we have selected "Call me"

Phone		×		
You can prove who you are by answeri texting a code to your phone.	ing a call on your pl	hone or		
What phone number would you like to	use?			
United States (+1)	3051234567			
◯ Text me a code				
● Call me				
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.				
	Cancel	Next		

Click Next

Shortly, you should receive a phone call and a voice saying:

"This is Microsoft, if you are trying to sign in press pound (#) to finish signing in"

Press **#** 

