## Purpose:

The following work instruction outlines how to set up the Authenticator app on Chromebook for alternative authentication.

Actions:

Note, if your Chromebook is managed by your school, the Microsoft Authenticator application may have to be allowed or whitelisted before you can complete these steps.

1. Download the Microsoft Authenticator app at https://ihcc.edu/auth

2. Select **Install**.

   a. The app may take some time to install.
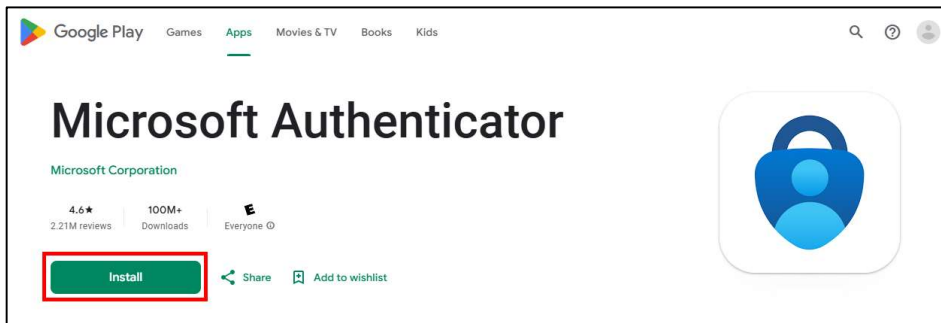
3. Once installed, **open** the app.

   a. A popup will say "This app is designed for mobile." Select **Got it**.

   b. Another popup will ask to allow notifications. Select **Allow**.

   c. At the Privacy Policy screen, select **Accept**.

   d. At the Help us improve screen, select **Continue**.
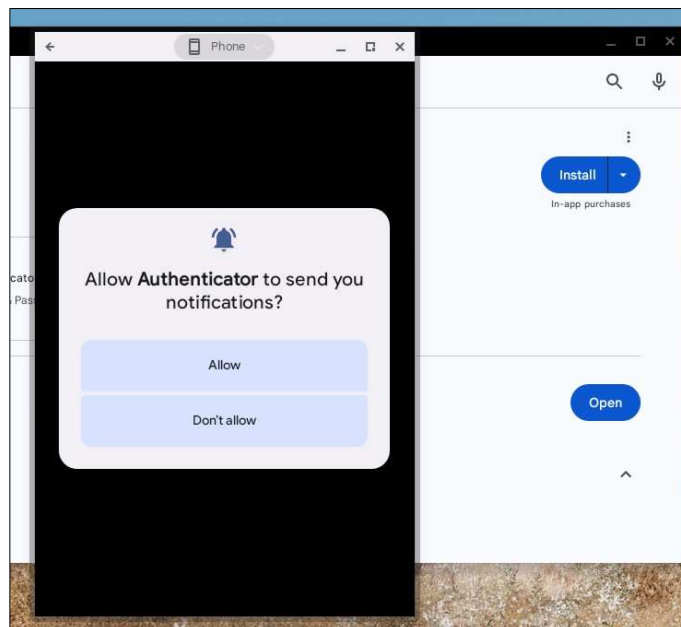
4. On the *Secure your digital life* screen, select **Add work or school account**.

   a. Enter your IHCC email address and password, then select **Sign in**.
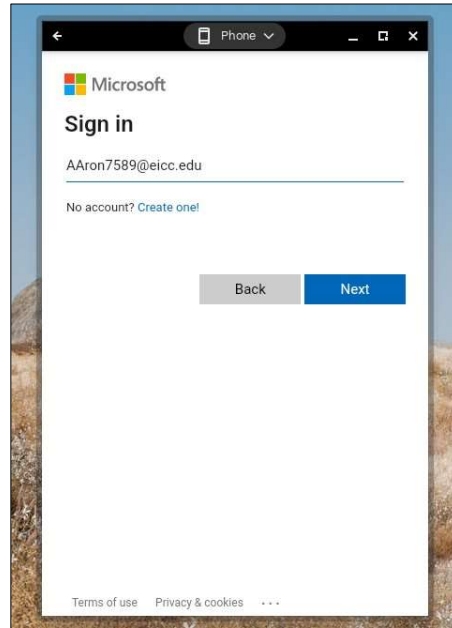
5. Open a browser of your choice and go to **https://aka.ms/setupsecurityinfo**.

   a. Enter your IHCC email and password, then select **Sign in**.

      i. You may be prompted to stay signed in. You can choose either option.

6. When prompted for more information, select **Next**.

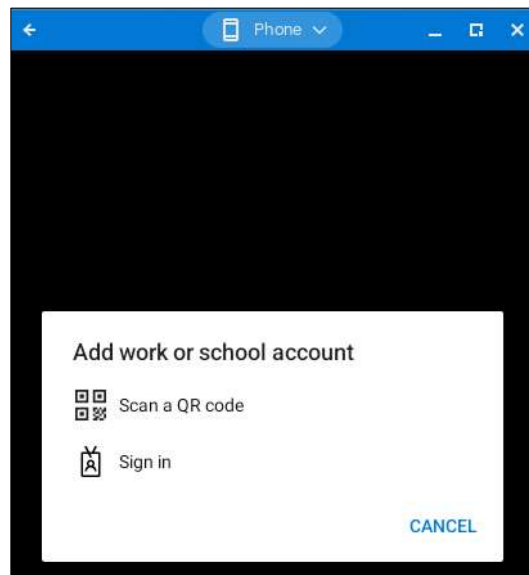   a. On the *Keep your account secure* page, select **Next** twice.

   b. When asked to scan a QR code, select **Can't Scan Image** and copy the numeric code provided.

7. Go back to the **Authenticator app**:

   a. Select the **+** in the upper right corner.

   b. Select **Work or school account**.

   c. Select **Scan a QR code**.

     d. At the bottom of the screen, select or **enter code manually**.

          i. Paste the code you copied.

     e. Go back to the **Microsoft page** and **copy the URL** at the bottom.

          i. Paste the URL into the URL field in the Authenticator app. Select **Finish**.

8. On the *Microsoft page*, select **Next**.

     a. Follow the steps to approve the MFA prompt. Select **Next**.

     b. Enter your cellphone number if it's not already entered. Select **Next**.

          i. A text with a code will be sent to your cellphone. Enter this code on the Microsoft authentication website.

     c. A screen will verify the completion. Select **Next**.

     d. On the final screen, select **Done**.
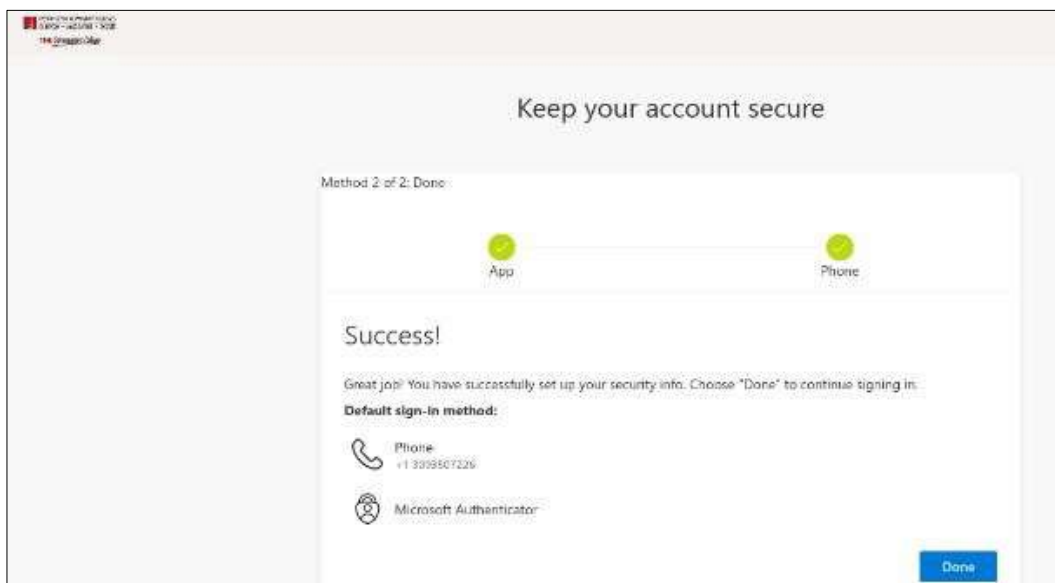
If you have any issues with these steps, please contact the IHCC Helpdesk at 641.683.5333 or email helpdesk@indianhills.edu