Set up MFA with Microsoft Authenticator App

Follow these instructions to complete mandatory registration for Multi-Factor Authentication with the Microsoft Authenticator App. **Multi-Factor Authentication will be required starting 11/16/2023 for all students logging into WIN, MyHills and Student Email.**

Download and install the Microsoft Authenticator App

- 1. On your mobile device, install the latest version of the Microsoft Authenticator App. Follow the correct link for your mobile device to view the App. If for some reason you can't use your device with Microsoft Authenticator, contact the IT dept to be issued an alternative authentication factor.
 - a. **Google Android.** On your Android device, go to Google Play to <u>download and install the</u> <u>Microsoft Authenticator app</u>
 - b. **Apple iOS.** On your Apple iOS device, go to the App Store to <u>download and install the</u> <u>Microsoft Authenticator app</u>

Set Up Multi-Factor Authentication

 On a computer or another separate device from your mobile device, go to <u>https://aka.ms/mfasetup</u> or attempt to sign into your email via the Outlook App or online Webmail and sign in with your username and password. After singing in you'll be prompted to enter additional verification information. Press Next.

-	Sign in	to your account		×	+		0	- 0	×
٥		С	۵	۲	login.microsoftonline.com/common/login	🛛		Private	Ξ
					Microsoft				
					cristian.soriano@indianhills.edu				
					More information required				
					Your organization needs more information to keep your account secure				
					Use a different account				
					Learn more				
					Next				
						Ter	ms of use	Privacy & cookies	

2. On this next page, click **Next** in the bottom right one you have successfully installed the Microsoft Authenticator App on your mobile device.

Your organization requires you to set up the following methods of proving who you are. Method 1 of 2: App Image: App	Your organization requires you to set up the following methods of proving who you are. Method 1 of 2: App Image: App		Keep your	account sec	cure	
Method 1 of 2: App 2 App 2 App App password Microsoft Authenticator 3 Start by getting the app 0n your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". Iwant to use a different authenticator app	Method 1 of 2: App 2 App 2 App password Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app	Your of	rganization requires you to set up	o the following method	s of proving who you are.	
Image: Constraint of the second se	Image: Constraint of the system of the sy		Meth	od 1 of 2: App		
Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app	Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Next		App		2 App password	
On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app	Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app	Microsoft	Authenticator			
On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app	On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app		start by getting the ap	р		
After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app	After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Next		On your phone, install the Micros	oft Authenticator app.	Download now	
I want to use a different authenticator app	I want to use a different authenticator app Next	A	After you install the Microsoft Aut	thenticator app on you	r device, choose "Next".	
	Next	1	want to use a different authentic	ator app		

- 3. Open the Authenticator App on your mobile and allow notifications if prompted, then add an account
 - a. For apple iOS users, tap the + icon in the top right-hand side of the screen to add an account
 - b. For Android users, tap the three dots icon in the top right-hand side of the screen and select add account from the drop-down menu
 - c. When asked what kind of account you are adding, select work or school account
 - d. Select the option to **Scan a QR Code** then click **Next** on the computer. (If the **Scan a QR Code** option doesn't appear, back up a step or close the app and reopen it.)

		Method 1 of 2: App		
	App		2 App password	
Microso	oft Authenticator			
	Set up vour accour	t		
	If prompted, allow notificatio	ns. Then add an account, and	select "Work or school	
_				
			Back	Next

4. Use your device's camera, that was just opened by the Authenticator App, to scan the QR Code displayed on your computer screen. After scanning the QR code, press **Next** on your computer.

Method	I 1 of 2: App
Арр	2 App password
Vicrosoft Authenticator Scan the QR code	
Use the Microsoft Authenticator app to scan the app with your account.	QR code. This will connect the Microsoft Authenticator
After you scan the QR code, choose "Next".	

5. Now you will test your Authenticator App to make sure it works. Check your device for a notification and approve the sign in.

	Method 1 of 2: App	
	0	2
	Арр	App password
	Let's try it out	
 - 	Let's try it out Approve the notification we're sending to your app.	

6. After approving the sign in, you will see **Notification Approved** appear on the computer screen. Click **Next** to continue.

Your organization requires you to set up the fol	llowing methods of proving who you are.
Method 1 of .	2: App
App	2 App password
Microsoft Authenticator	Back

7. You are now finished. You will then see the page below, but you do not need to configure an App Password. Go ahead and close out of this browser page.

Keep your	account secure
Your organization requires you to set up	p the following methods of proving who you are.
Method 2	of 2: App password
App password	
Start by creating a name for your app password. The	his will help differentiate it from others.
What name would you like to use? Minimum leng	yth is 8
	Novt
	Next

After following these steps, you should have successfully configured MFA with Microsoft Authenticator App. If you ran into any problems during setup or have any other concerns, please contact the helpdesk at <u>helpdesk@indianhills.edu</u> or 641-683-5333 or stop by WarriorTech.