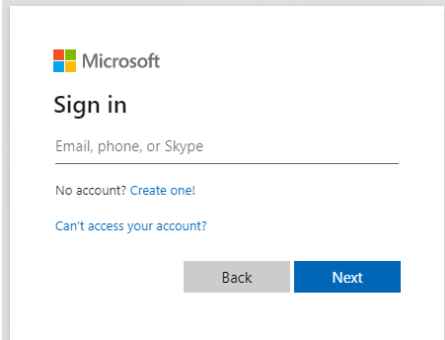


# Microsoft multi-factor authentication

## Configuring MFA via Microsoft Authenticator App

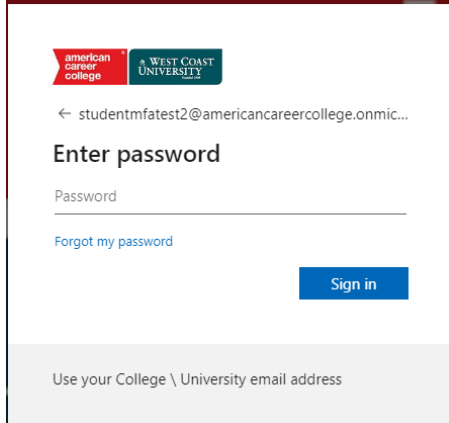
1. On your computer, go to <https://aka.ms/setupmfa> (If you are already signed in, skip to step 4)

2. Enter your university email address.



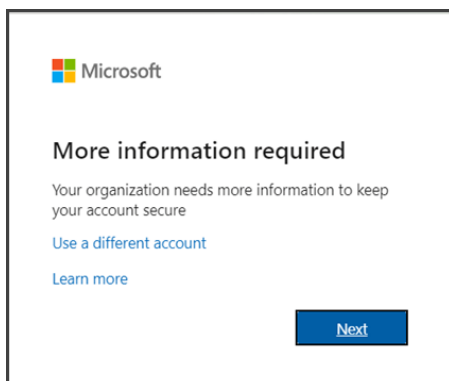
The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field labeled "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom are two buttons: "Back" and "Next".

3. Enter your password.



The screenshot shows the "Enter password" screen. At the top left are logos for "american career college" and "WEST COAST UNIVERSITY". Below them is a back arrow and the email address "studentmfatest2@americancareercollege.onmic...". The main heading is "Enter password". Below it is a text input field labeled "Password". There is a link "Forgot my password" and a "Sign in" button. At the bottom, there is a footer that says "Use your College \ University email address".

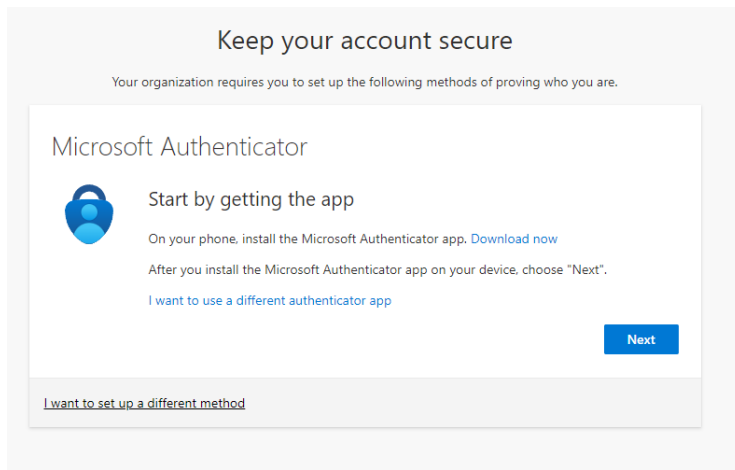
4. After you **Sign in**, you'll be prompted for more information (Depending on your account this may already be completed for you. If so skip to step 9.



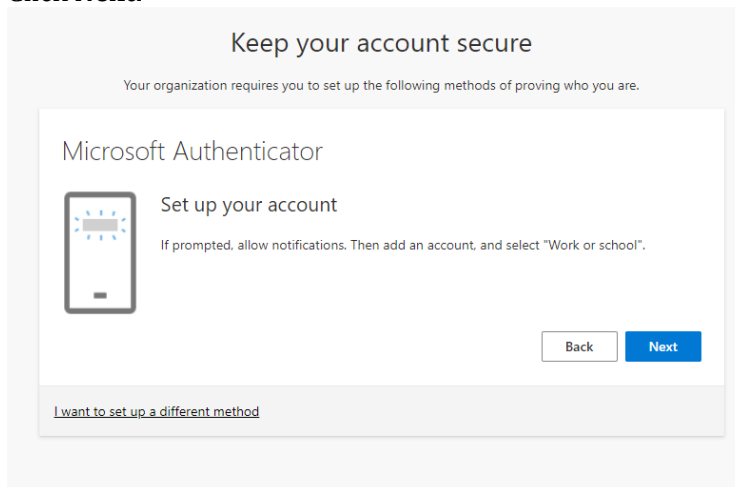
The screenshot shows the "More information required" screen. At the top left is the Microsoft logo. Below it is the heading "More information required". The text says "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". At the bottom is a "Next" button.

5. Click **Next**.

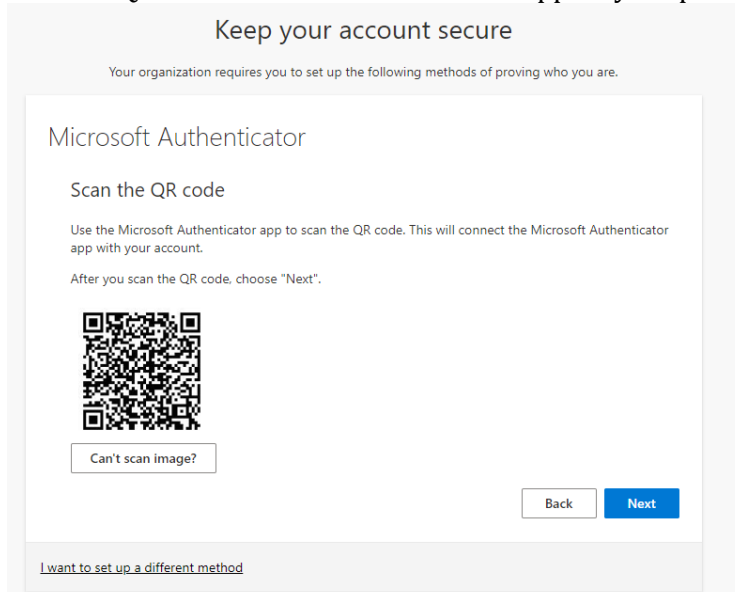
6. To use the Microsoft Authenticator App, first download the app to your phone and then click **Next**.



7. Click **Next**.

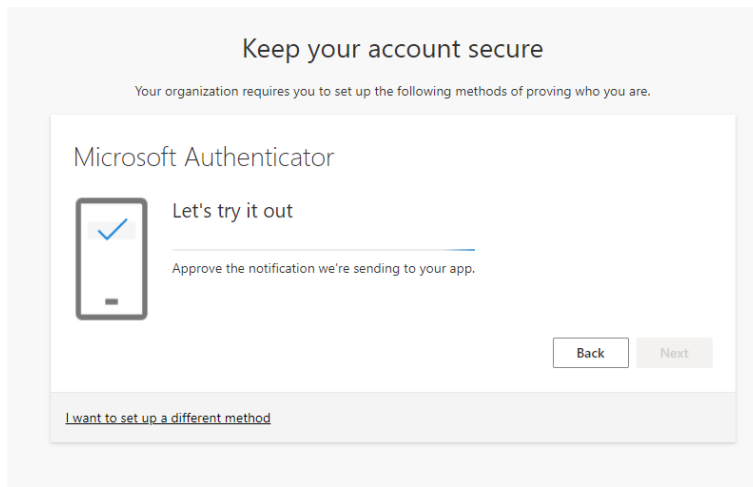


8. Scan the QR code with the Authenticator App on your phone.

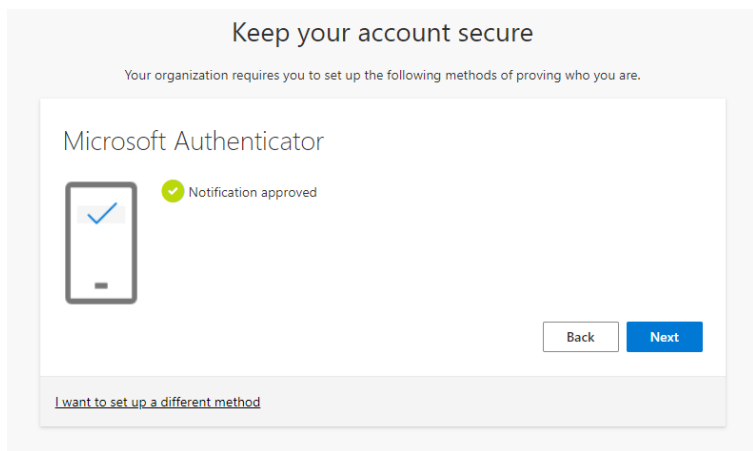


9. Click **Next**.

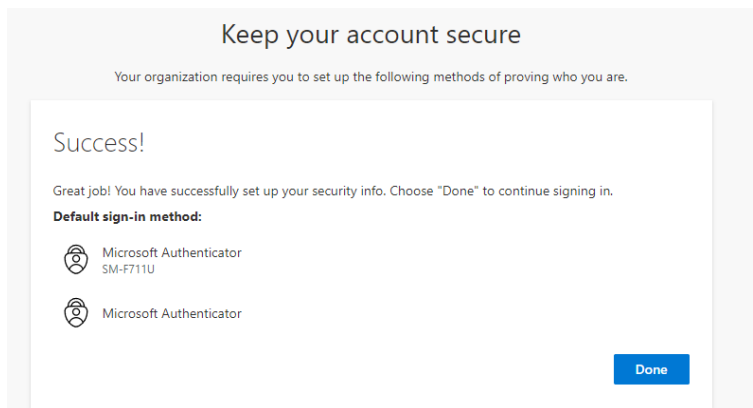
10. Approve the notification that was sent to your phone.



11. Once approved, the notification on the screen will become a green check.



12. You have successfully setup MFA using Microsoft Authenticator, click next.



13. You have finished setting up MFA via the Microsoft Authenticator App, click **Done** to end the wizard.