How to set up Microsoft Authenticator to sign in.

Soon, all students will need to use MFA to access their student systems as an added layer of security.

What is Multifactor Authentication (MFA)?

MFA adds an extra layer of security to your online accounts. Instead of just using your password, MFA requires **two things** to log in:

- **Something you know** – like your username and password
- **Something you have** – like your smartphone with an app that gives you a code

For example, after entering your password, you must enter a code from the **Microsoft Authenticator** app. Even if someone has your password, they can't get in without the code.

MFA is required to access your student systems, ensuring only you can access your account.

How do I set up Microsoft Authenticator to sign in?
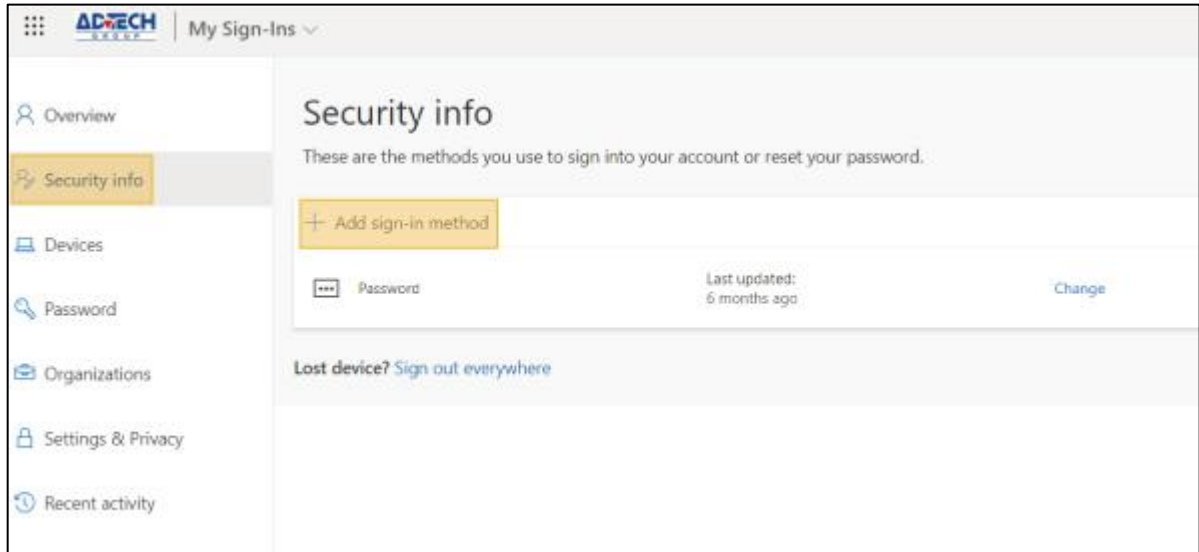
STEP 1: GET THE MICROSOFT AUTHENTICATOR APP ON YOUR PHONE	
iOS	Android
Click <u>HERE</u> to download and install the Microsoft Authenticator App on your phone. Or **SCAN the QR Code** using the camera on your phone:	Click <u>HERE</u> to download and install the Microsoft Authenticator App on your phone. Or **SCAN the QR Code** using the camera on your phone:

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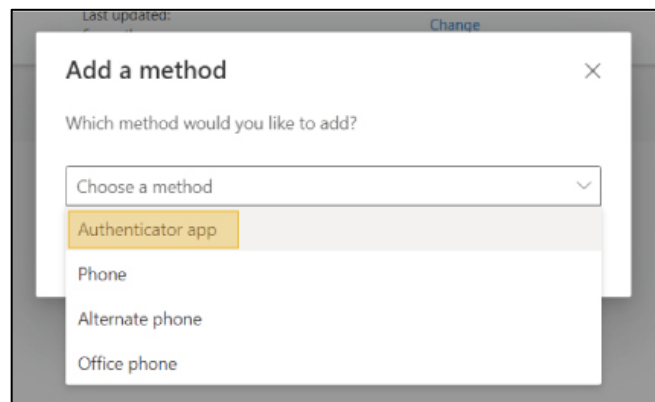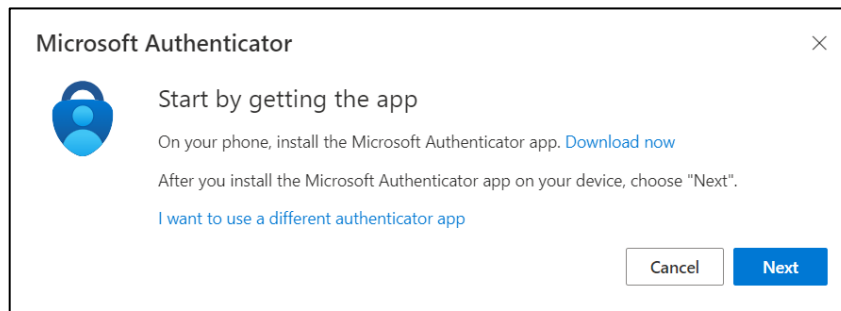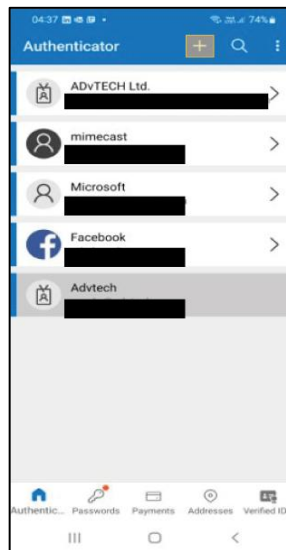|	STEP 2: ADD YOUR IMCONNECT ACCOUNT TO MICROSOFT AUTHENTICATOR
	NOTE: You will need your computer and phone for this step.
2.1	**On your computer,** follow this link and sign in to your imconnect account.
2.2	Go to the Security info page of your account dashboard and select **+ Add sign-in method**.
2.3	Choose **Authenticator app** from the dropdown and select **Add**.

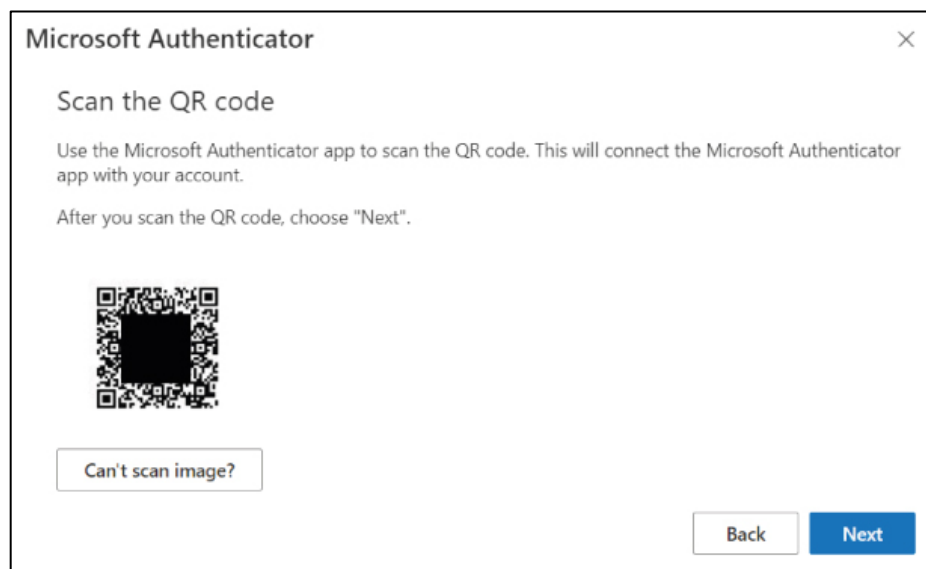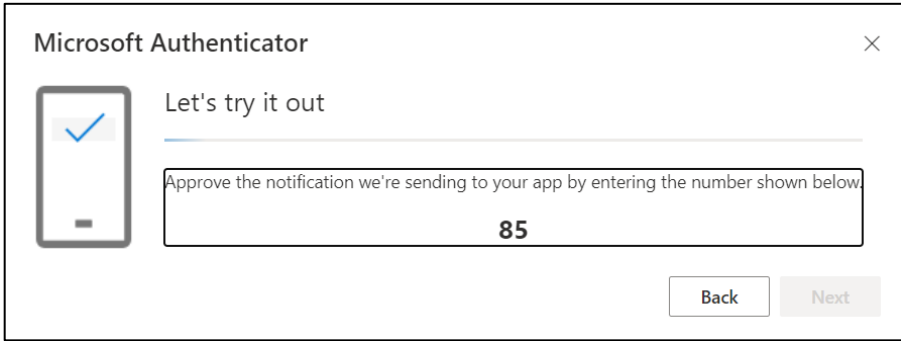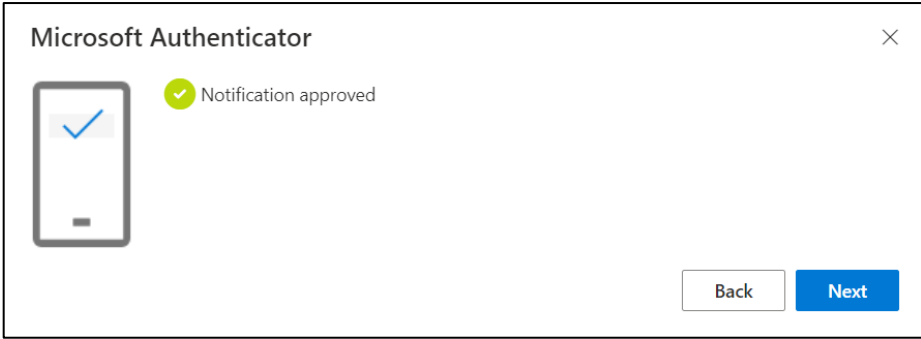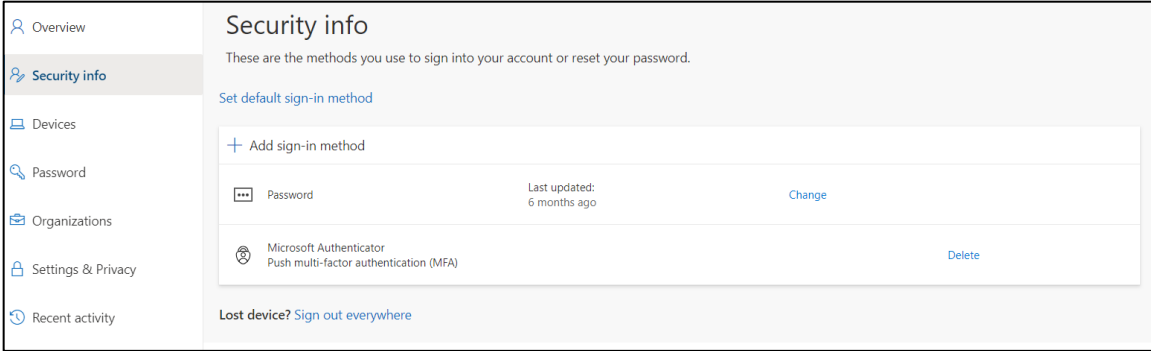|	
2.4	If you already have Authenticator installed on your phone, select **Next** to display a QR code. **Microsoft Authenticator** × **Start by getting the app** On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Cancel **Next**
2.5	Open Authenticator **on your phone** and select the plus icon (+) and select **Add Work or School account,** then click on **Scan a QR Code.**
2.6	Use your phone's camera to scan the QR code on screen and click **Next**. **Microsoft Authenticator** × **Scan the QR code** Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account. After you scan the QR code, choose "Next". Can't scan image? Back **Next**

2.7	You will receive a notification in your Authenticator app. Approve the notification by entering the number displayed in the pop-up window on your computer screen and then click **Next** on the popup on your computer screen. **Microsoft Authenticator** ✕ Let's try it out Approve the notification we're sending to your app by entering the number shown below. **85** Back Next
2.8	You will then receive another popup notification that says 'Notification approved'. Click **Next**. **Microsoft Authenticator** ✕ ✓ Notification approved Back **Next**
2.9	**Microsoft Authenticator** should now appear as an option under sign-in methods. ⊘ Overview ⚷ Security info ⊟ Devices ⚲ Password ⊡ Organizations 🔒 Settings & Privacy 🕙 Recent activity **Security info** These are the methods you use to sign into your account or reset your password. Set default sign-in method + Add sign-in method ⋯ Password Last updated: 6 months ago Change ⊙ Microsoft Authenticator Push multi-factor authentication (MFA) Delete Lost device? Sign out everywhere

To access your student account, follow these steps if you are not signed in. If you are already signed in, make sure to follow these steps the next time you sign in.

NOTE: MFA will not be prompted when you are on campus.

STEP 3: SIGN IN
3.1   Go to the site where you want to sign in. For example: My IIE MSA Student Intranet

3.2	Enter your username and password at the sign-in prompt and click **Sign In**.
3.3	You will be prompted to **Check your Authenticator app** and will also be shown a number.
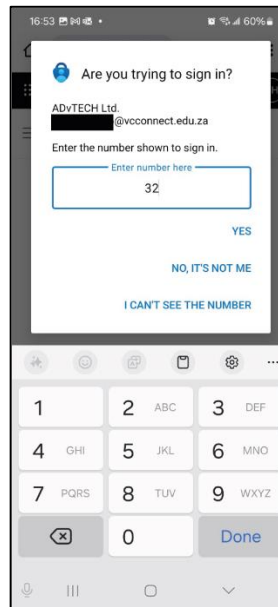
3.4	On your mobile device, open Authenticator, or tap the **New sign-in request** notification, then enter the corresponding number, then select **YES**.
3.5	A popup will appear. Select 'Don't show this again', and click on **Yes**.