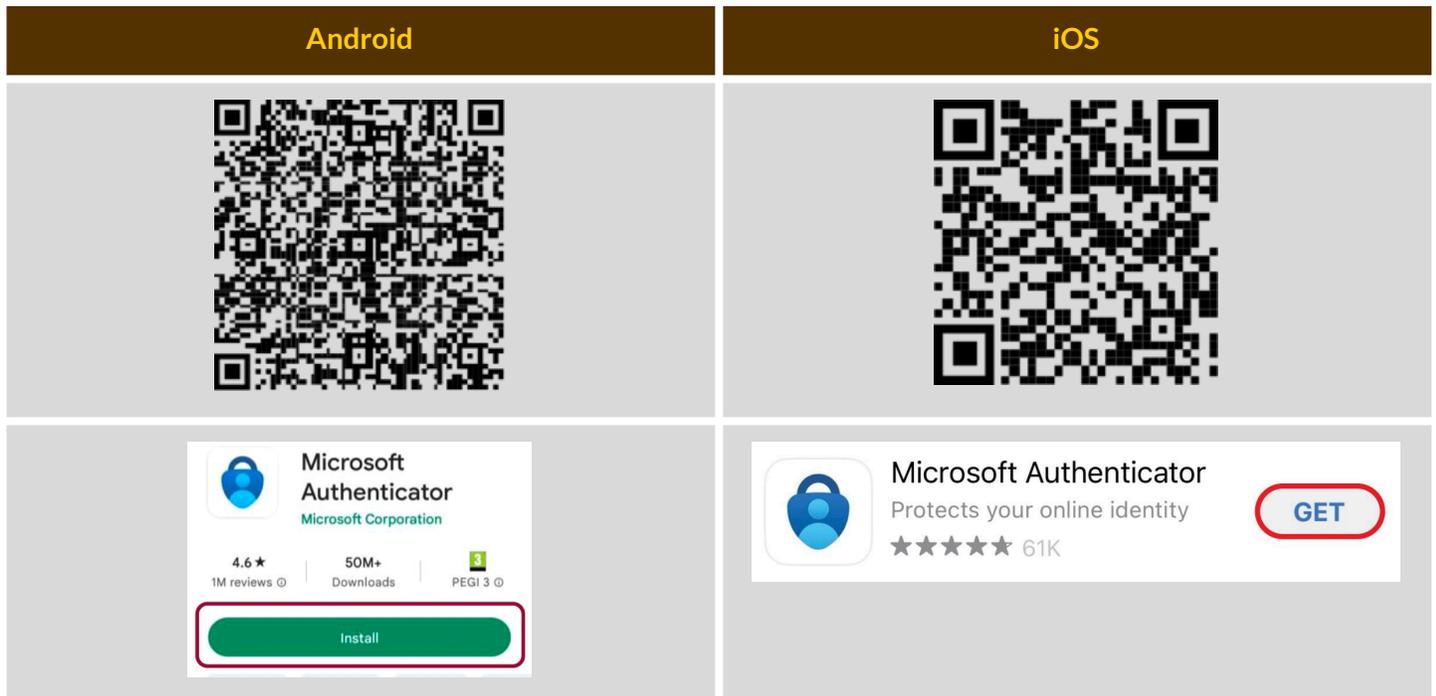# Microsoft MFA Setup Guide

Step 1: Install the Microsoft Authenticator app on your mobile device.

1. Download the Microsoft Authenticator app by scanning the appropriate QR code below. If you are unable to scan the QR code, search for "microsoft authenticator" in your mobile device's app store.

Android	iOS

Step 2: Set up MFA on your user account.

1. **On a computer**, open a web browser and navigate to portal.office.com.
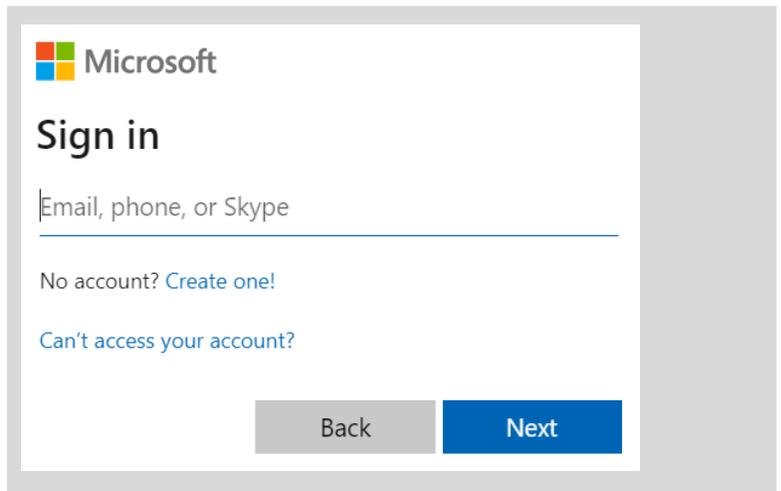
2. Enter your USF email address and click "Next".	**Microsoft** **Sign in** █████ @stfrancis.edu No account? Create one! Can't access your account? Sign-in options **Next**
3. Enter your USF password and click "Sign in".	**Microsoft** ← █████ @stfrancis.edu **Enter password** ●●●●●●●●●●●●●● Forgot my password **Sign in**
4. Click "Next".	**Microsoft** █████ @stfrancis.edu **More information required** Your organization needs more information to keep your account secure Use a different account Learn more **Next**

5. Click "Next".

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**

6. Click "Next".

Microsoft Authenticator

Set up your account

When prompted, allow notifications. Then add an account, and select "Work or school".

Back   **Next**

Step 3: Link your user account with the Microsoft Authenticator app.

1. A QR code will be displayed **on your computer**.

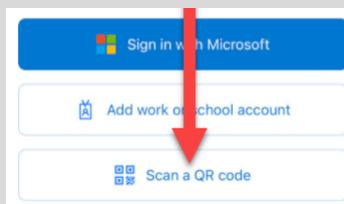Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

Can't scan image?

Back   **Next**

2. **On your mobile device,**

   a. Open the Microsoft Authenticator app;

   b. Tap "Scan a QR code"; and

   c. Scan the QR code displayed on your computer.

   Sign in with Microsoft

   Add work or school account

   Scan a QR code

3. **On your computer**, 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.

Can't scan image?

Back   Next

4. A test notification will be sent to the authenticator app and a two-digit number will be displayed **on your computer screen**.

Microsoft

██████ @stfrancis.edu

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

65
(for illustrative purposes only)

No numbers in your app? Make sure to upgrade to the latest version.

I can't use my Microsoft Authenticator app right now

More information

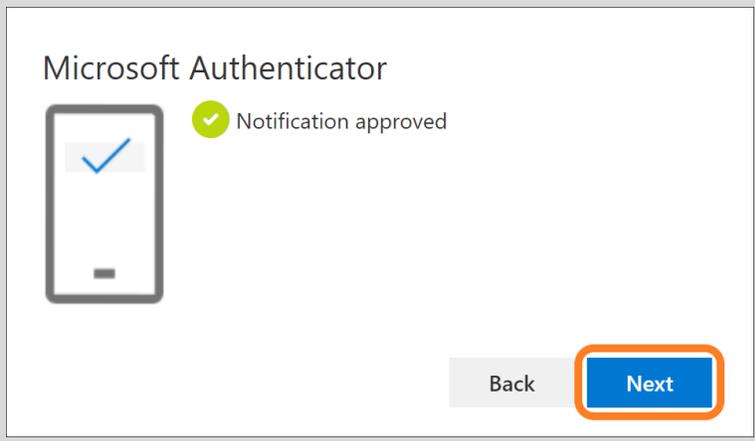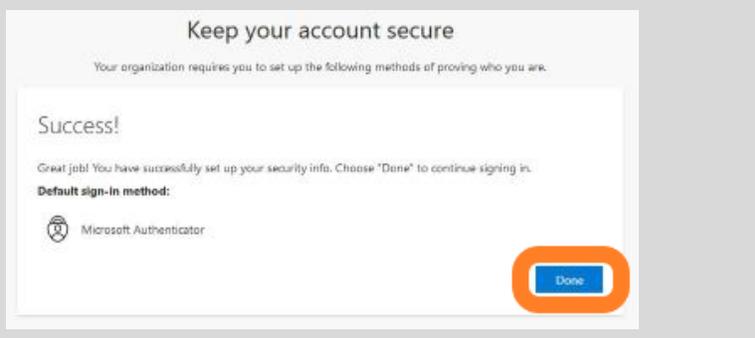|	
5. **On your mobile device**, enter the number displayed on your computer screen and tap "YES".	**Are you trying to sign in?** University of St. Francis ▮▮▮▮@stfrancis.edu Enter the number shown to sign in. Enter number here 53 (for illustrative purposes only) YES NO, IT'S NOT ME I CAN'T SEE THE NUMBER
6. **On your computer**, click "Next".	Microsoft Authenticator ✓ Notification approved Back Next
7. **On your computer**, click "Done".	Keep your account secure Your organization requires you to set up the following methods of proving who you are. Success! Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method: Microsoft Authenticator Done

For assistance, please contact the Technology Support Center by filling out the online form at techsupport.stfrancis.edu/help or by calling 815-768-TECH (8324).