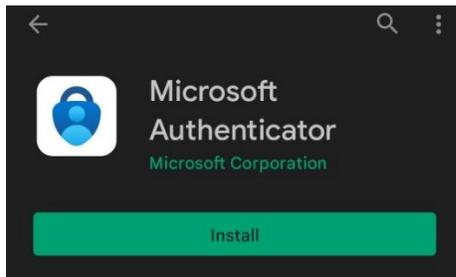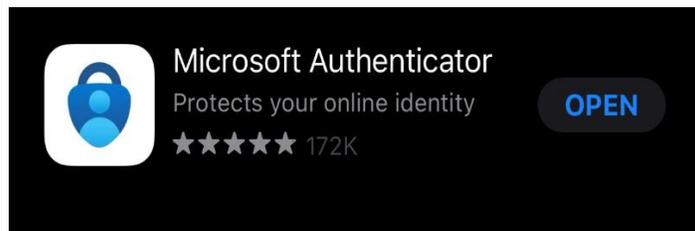# Configuring MFA for Microsoft Account

1. Install the Microsoft Authenticator app (from Microsoft Corporation) for your mobile device from the app store for your device. If prompted, **do not** login to your Microsoft account through the app, this will be configured later.
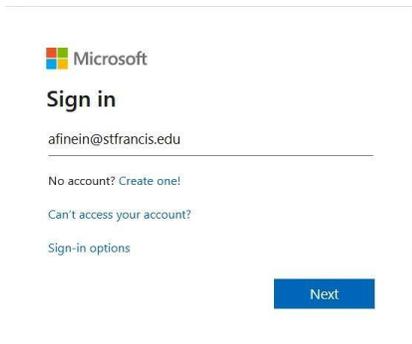
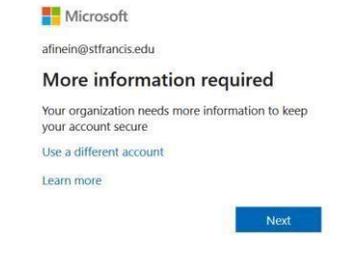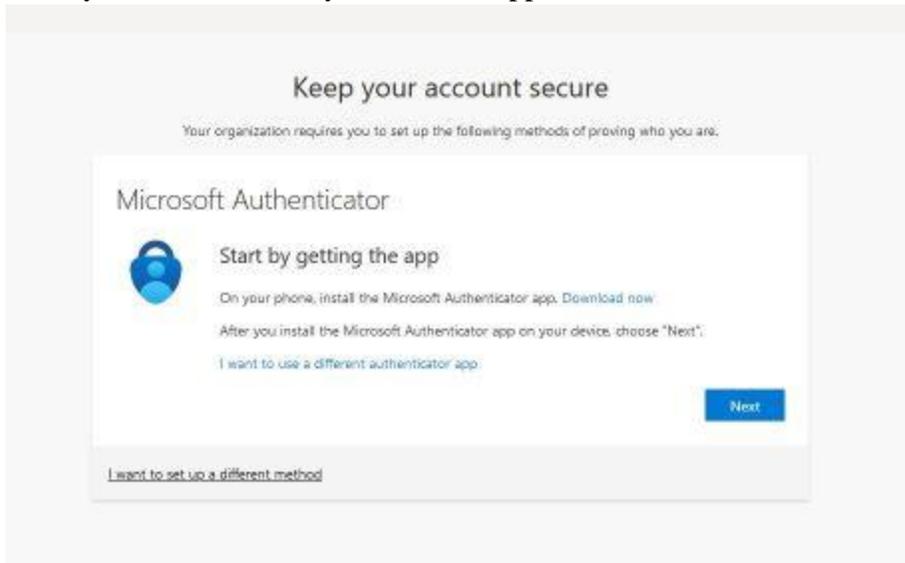**Android**   **Apple iOS**

2. From your computer, open **a web browser** and go to **portal.office.com**.

3. Enter your USF email address and password when prompted on your computer.
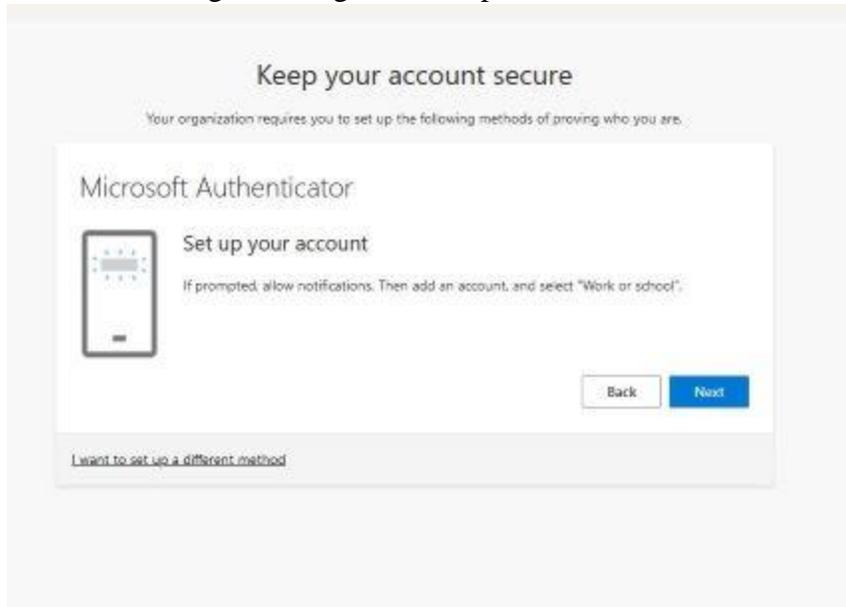

4. On the next screen, click **Next**.

5. On the next page, you will be prompted to install the mobile app if you have not done so already. Click next once you have the app installed.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

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

I want to set up a different method

6. Click next again to begin the setup of Microsoft Authenticator.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Set up your account

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

Back   Next

I want to set up a different method

7. A QR code will be displayed for you to scan with your device. Open the Microsoft Authenticator app from your device, select "Work or School" account and scan the QR code with your device when prompted.
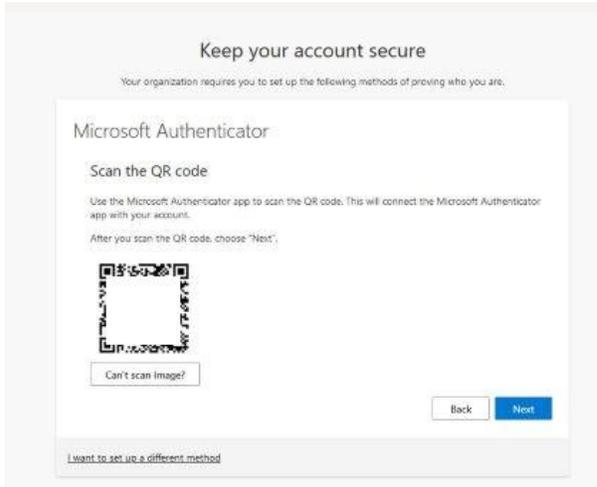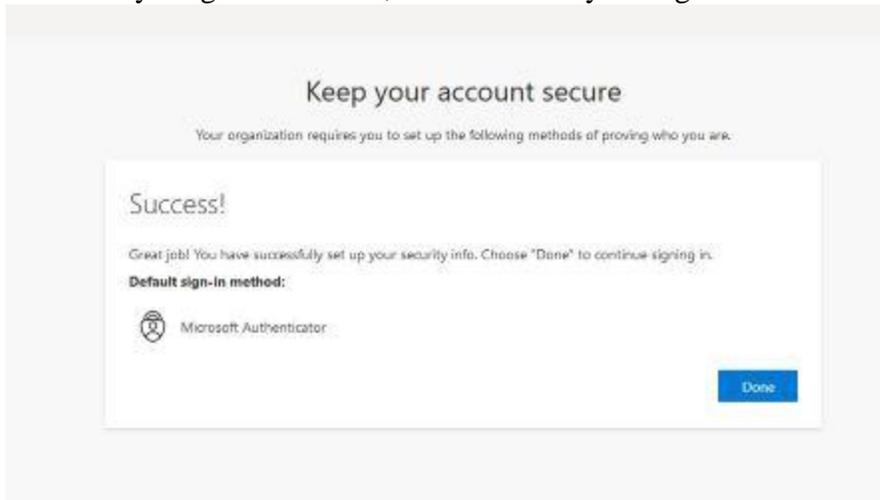

Once your have successfully scanned the code, click next.

8. You will then be prompted to verify your login by being shown a two digit number, enter this number on the Microsoft authenticator app when prompted. Once the notification is approved, click next to continue with your login.
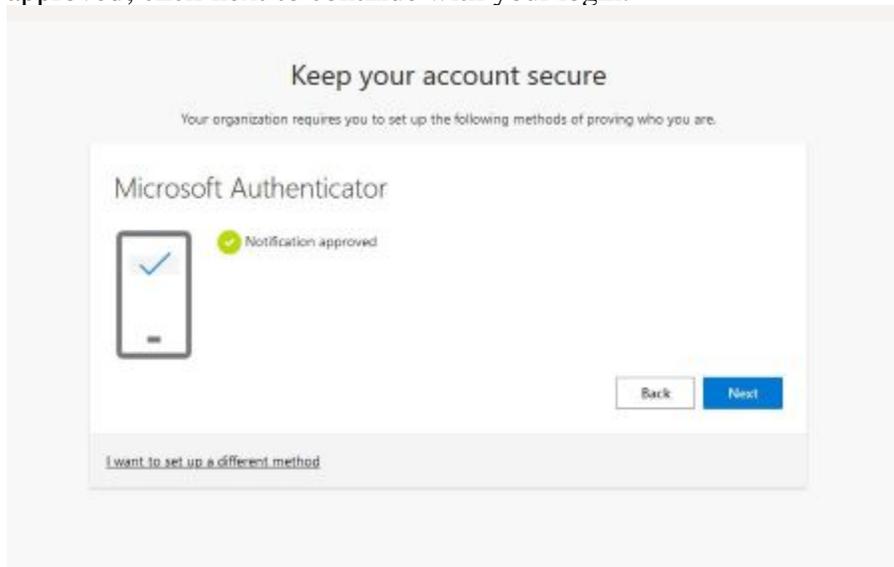
9. Once everything is successful, continue with your login.

10. Microsoft protects the app by requiring you to enter your phone/device passcode on supported devices before being able to access the app or approve notification. To turn this feature off, go to the **app main screen**, click the **three lines in the top left corner**, and select **Settings**. Turn off the toggle for App Lock.

Turn off if enabled to simplify the approval process.

For assistance, please contact the Technology Support Center by submitting a ticket at techsupport.stfrancis.edu/help or calling 815-768-TECH (8324).