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	
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	MICrOSOft Authenticator Microsoft Corporation		Microsoft Authenticator Protects your online identity	OPEN
	Install		A A A A A I/2K	

- 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.

Microsoft	Microsoft
Sign in	\leftarrow afinein@stfrancis.edu
afinein@stfrancis.edu	Enter password
No account? Create one!	•••••
Can't access your account?	Forgot my password
Sign-in options	
Next	Sign in

4. On the next screen, click Next.

Microsoft	
afinein@stfrancis.edu	
More information r	equired
Your organization needs more ir your account secure	nformation to keep
Use a different account	
Learn more	
	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.

Micro	soft Authenticator
6	Start by getting the app
0	On your phone, install the Microsoft Authenticator app. Doemload now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	I want to use a different authenticator app
	Meat
	I want to use a different authenticator app.

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

Keep your account secure

	Set up your	account			
5.53	If prompted, allow	notifications. Then add	an account, and selec	t "Work or schoo	6
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	,			-	
				Back	Next

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.

	Reep your account secure
	Your organization requires you to set up the following methods of proving who you are.
N	licrosoft Authenticator
	Scan the QR code
	Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticato app with your account.
	After you scan the QR code, choose "Next",
	ୢଢ଼ୡଽ୶ଽୡଢ଼
	Can't scan image?
	Back Next

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.

Your on	panization requires you	to set up the following meth	ods of proving who you are.
Microsoft	Authenticato	or	
	Notification approve	ed.	
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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.

App Lock anabled	Authentic	ator C i	Security
To better protect Authenticator,	岗 Univ	🗊 Turn off battery optimization	App Lock
we've enabled App Lock by default. To turn it off, go to the app settings.	AFin	+ Add account	open the app or approve a notification.
ок		🖋 Edit accounts	
		Settings	/
		Help	the approval process.

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