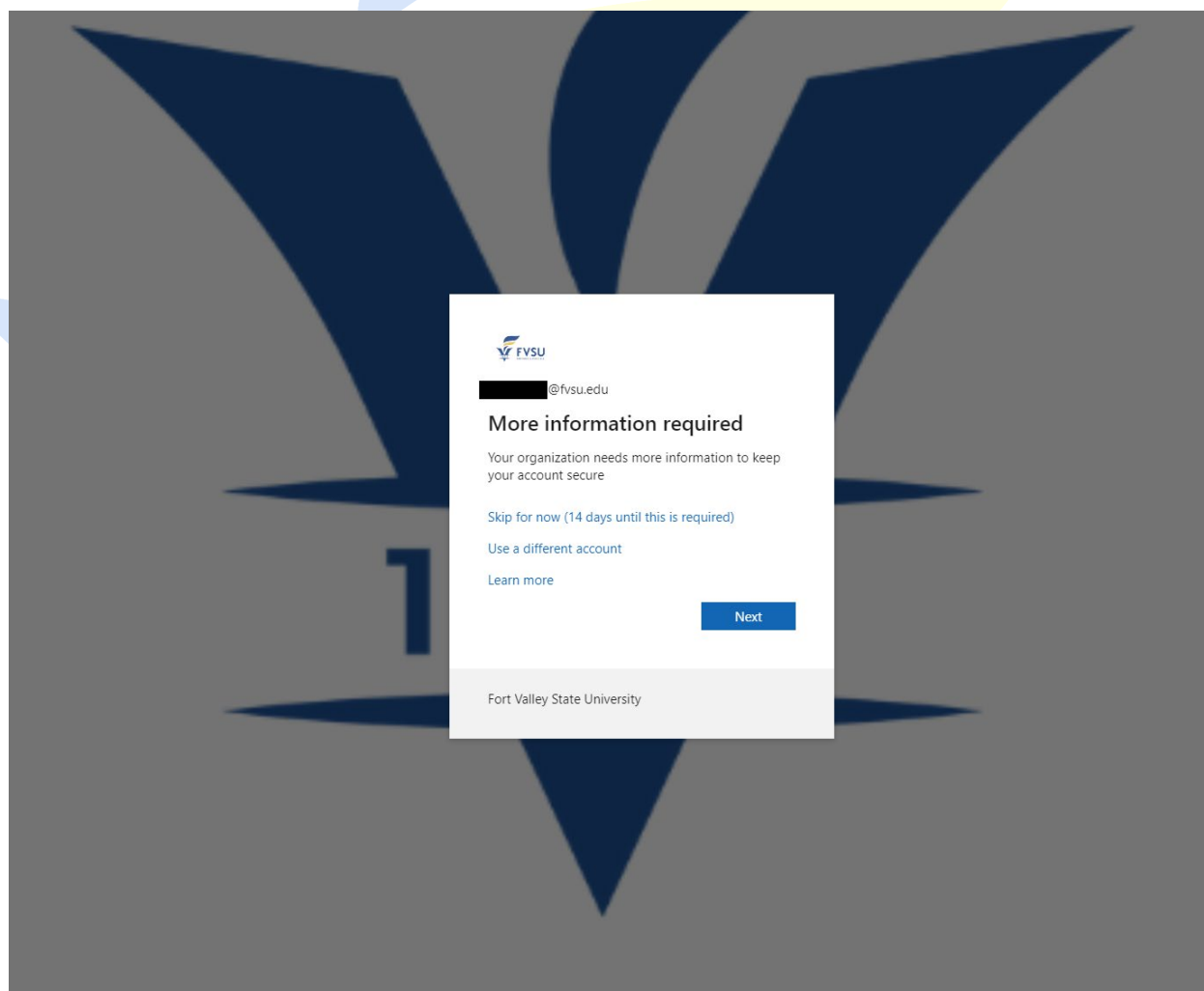

MICROSOFT MFA SETUP

This documentation serves as a guide on how to setup your MFA (Multi Factor Authentication) with Microsoft.

If you have any difficulties following this guide or have any questions, please contact the Fort Valley State University IT HelpDesk by submitting a ticket in our [ServiceNow Portal](#), emailing ITHelpDesk@fvsu.edu or by calling 478 825 6228. The IT Helpdesk is located on the 3rd floor of the Hunt Library.

When accessing the new Single Sign On you will be taken to this page to provide more information and secure your account. **DO NOT SKIP THIS STEP. PLEASE SECURE YOUR ACCOUNT BY COMPLETING THE MFA SETUP.** Click Next to proceed.



MICROSOFT MFA SETUP

Setup your first method of authentication using your phone number. Click the “I want to set up a different method” button at the bottom of the page.


Keep your account secure

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

Method 1 of 2: App

App 2
Phone

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](#)

Choose Phone. We will setup the Microsoft Authenticator App further down in the document.

Choose a different method ×

Which method would you like to use?

Phone ▾

Authenticator app

Phone

MICROSOFT MFA SETUP

You have the options of receiving a code via text message or by phone call. Enter your phone number and click Next.

Keep your account secure

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

Method 1 of 2: Phone

Phone 2
App App

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

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MICROSOFT MFA SETUP

Enter the 6-digit code in the space provided, then click next.

Keep your account secure

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

Method 1 of 2: Phone

Phone 2 App

Phone

We just sent a 6 digit code to +1 [REDACTED] Enter the code below.

256286

[Resend code](#)

[I want to set up a different method](#)

Once your code is verified and your phone is registered successfully, click next.

Keep your account secure

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

Method 1 of 2: Phone

Phone 2 App

Phone

SMS verified. Your phone was registered successfully.

MICROSOFT MFA SETUP

After you have successfully registered your phone, you will be returned to the Keep your account secure page. Again click "I want to set up a different method" and choose Email.

The screenshot shows the 'Keep your account secure' page. At the top, it says 'Your organization requires you to set up the following methods of proving who you are.' Below this, there are two progress indicators: 'Phone' with a green checkmark and 'App' with a blue pencil icon. The main content area is titled 'Microsoft Authenticator' and includes the text 'Start by getting the app'. It provides instructions: 'On your phone, install the Microsoft Authenticator app. [Download now](#). After you install the Microsoft Authenticator app on your device, choose "Next".' There is a link 'I want to use a different authenticator app' and a blue 'Next' button. A modal window titled 'Choose a different method' is open, asking 'Which method would you like to use?' with a dropdown menu showing 'Authenticator app' and 'Email'.

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MICROSOFT MFA SETUP

Enter an alternate email address that you have access to e.g., Gmail, Yahoo Mail, Outlook etc. Click next to continue setup.

Keep your account secure

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

Method 2 of 2: Email

Phone ✓ Email ✎

Email

What email would you like to use?

██████████@gmail.com

[Next](#)

[I want to set up a different method](#)

Enter the code that was sent to your alternate email inbox. Depends on your email settings you may need to check your Spam/junk folder if the code was not in your Inbox.

Keep your account secure

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

Method 2 of 2: Email

Phone ✓ Email ✎

Email

We just sent a code to ██████████@gmail.com

908709

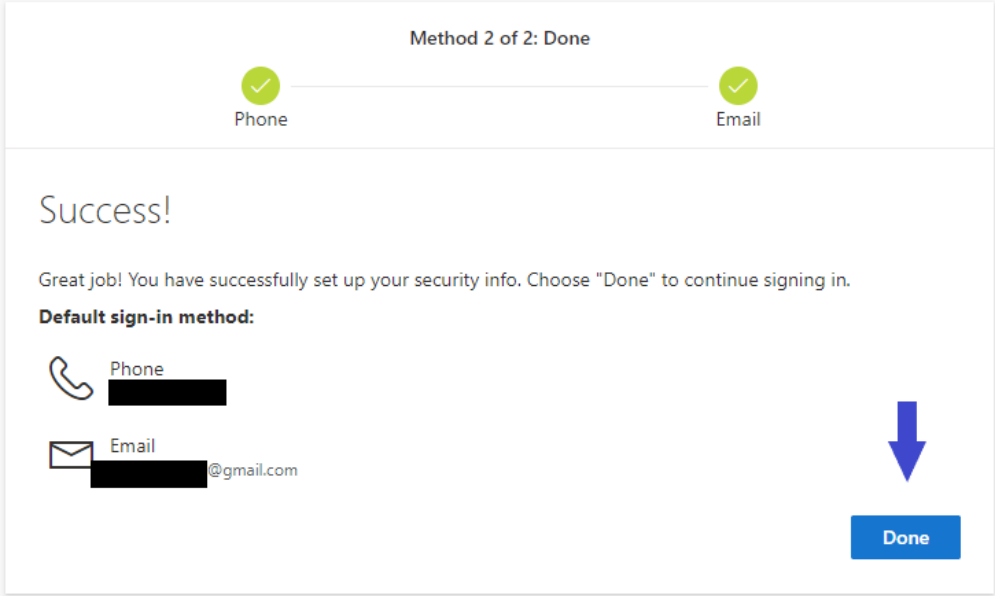
[Resend code](#)

[Next](#)

[I want to set up a different method](#)

MICROSOFT MFA SETUP

Once completed, click next to finish setup.



Keep your account secure

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

Method 2 of 2: Done

Phone ✓ Email ✓

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone [REDACTED]

Email [REDACTED]@gmail.com

Done

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MICROSOFT MFA SETUP

Setup Microsoft Authenticator App. Download the Application on your mobile phone. You can get the application via the Apple App Store or the Google Play Store, respectively. After installing the application click next.

Keep your account secure

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

Method 2 of 2: App



Phone



App

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](#)

MICROSOFT MFA SETUP

To complete setup, click next.

Keep your account secure

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

Method 2 of 2: App



Phone



App

Microsoft Authenticator



Set up your account

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

Back

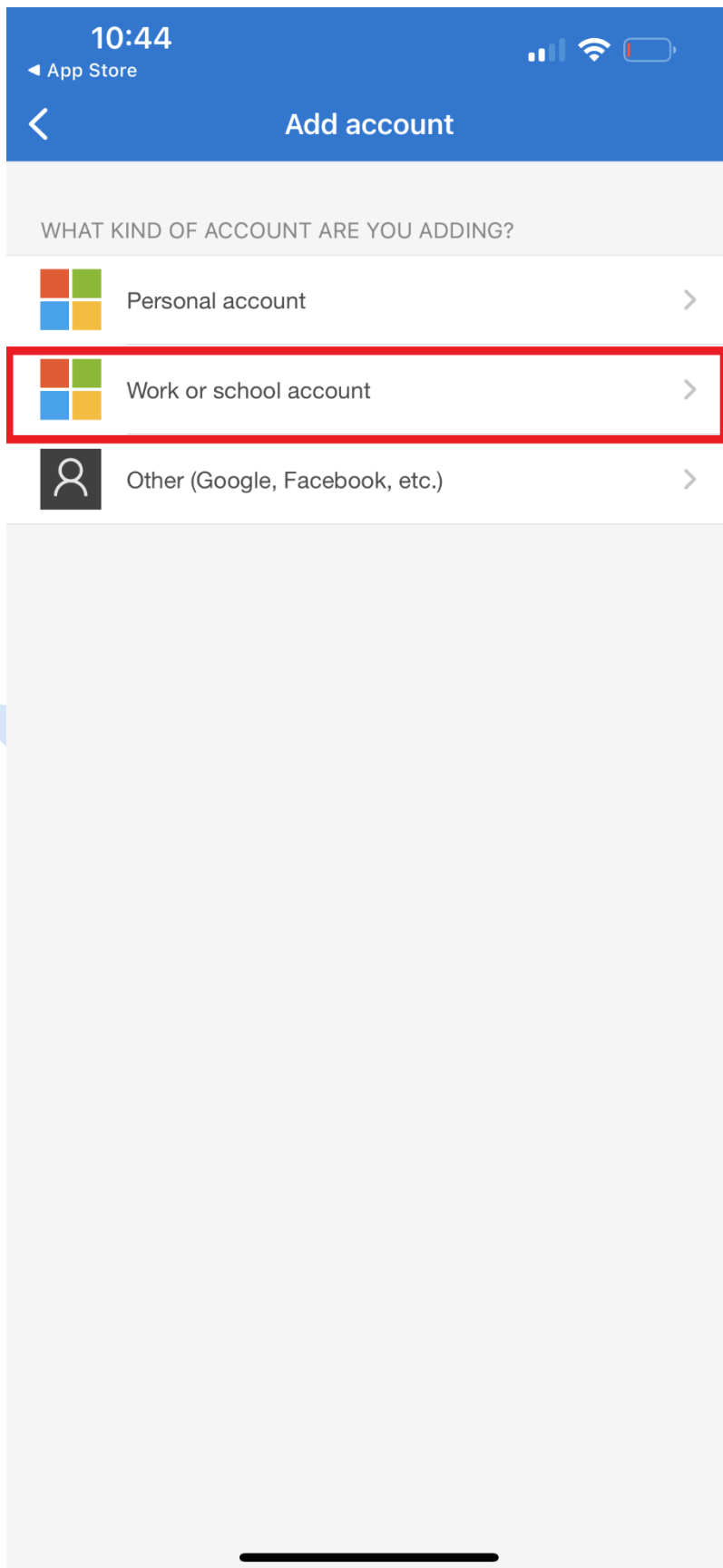
Next

[I want to set up a different method](#)



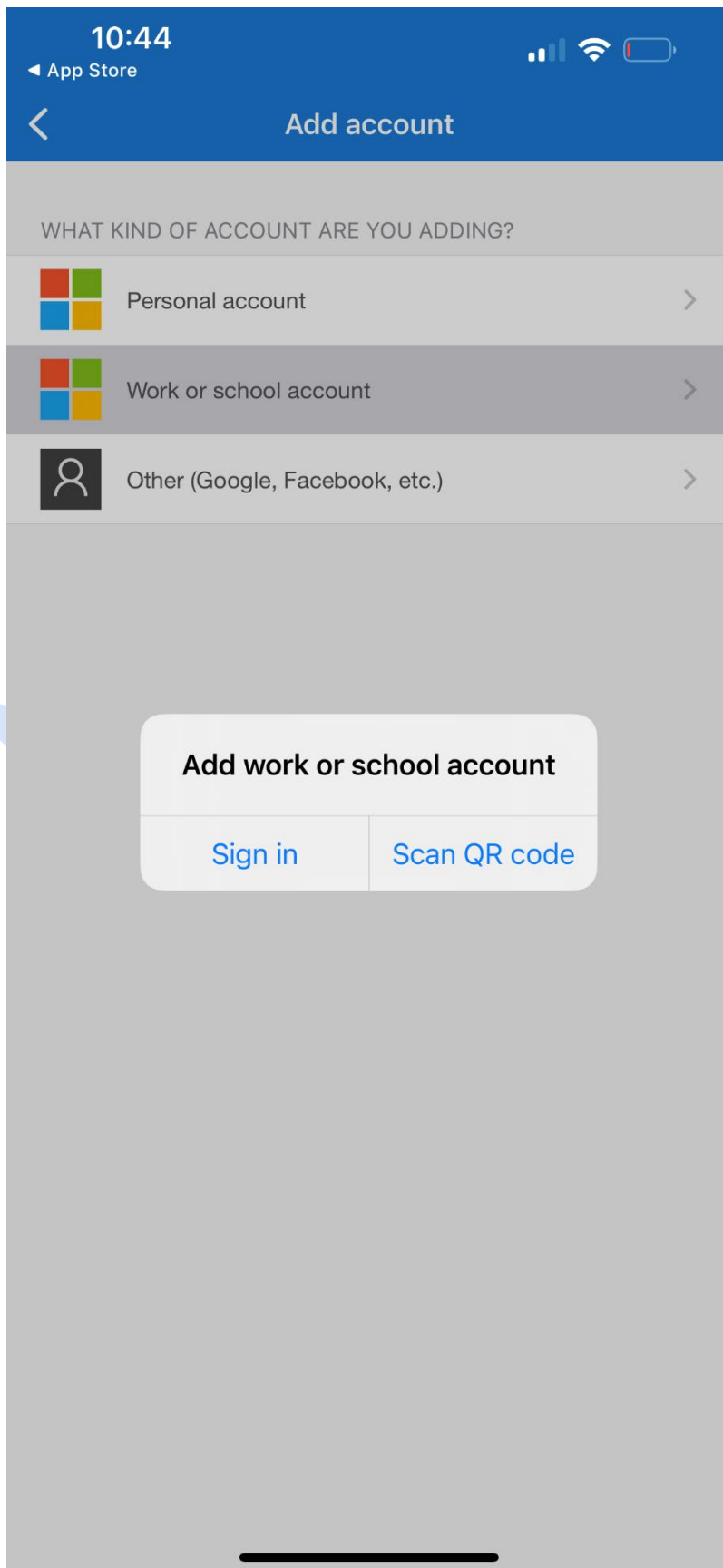
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MICROSOFT MFA SETUP



Click Work or school account.

MICROSOFT MFA SETUP



When prompted choose Scan QR code.

MICROSOFT MFA SETUP

Use your phone to scan the QR code located on the Keep your account secure page.

Keep your account secure

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

Method 2 of 2: App


Phone App

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.

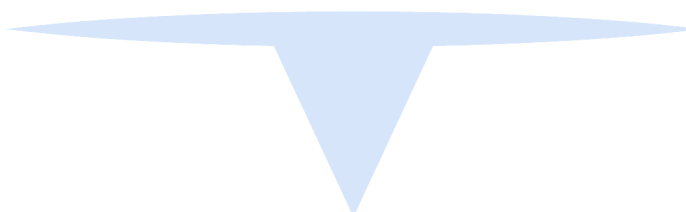
After you scan the QR code, choose "Next".



[Can't scan image?](#)

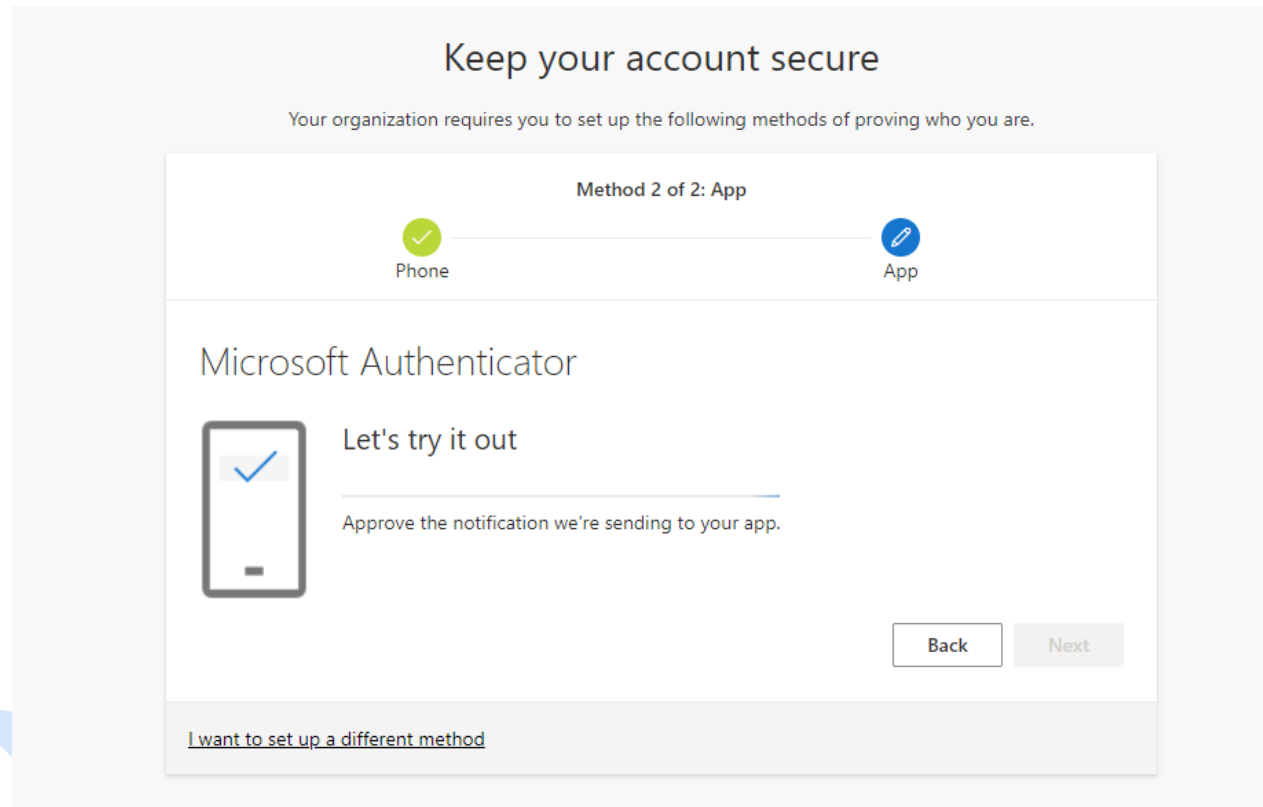
[Back](#) [Next](#)

[I want to set up a different method](#)



MICROSOFT MFA SETUP

Check your device for the sign in approval notification.



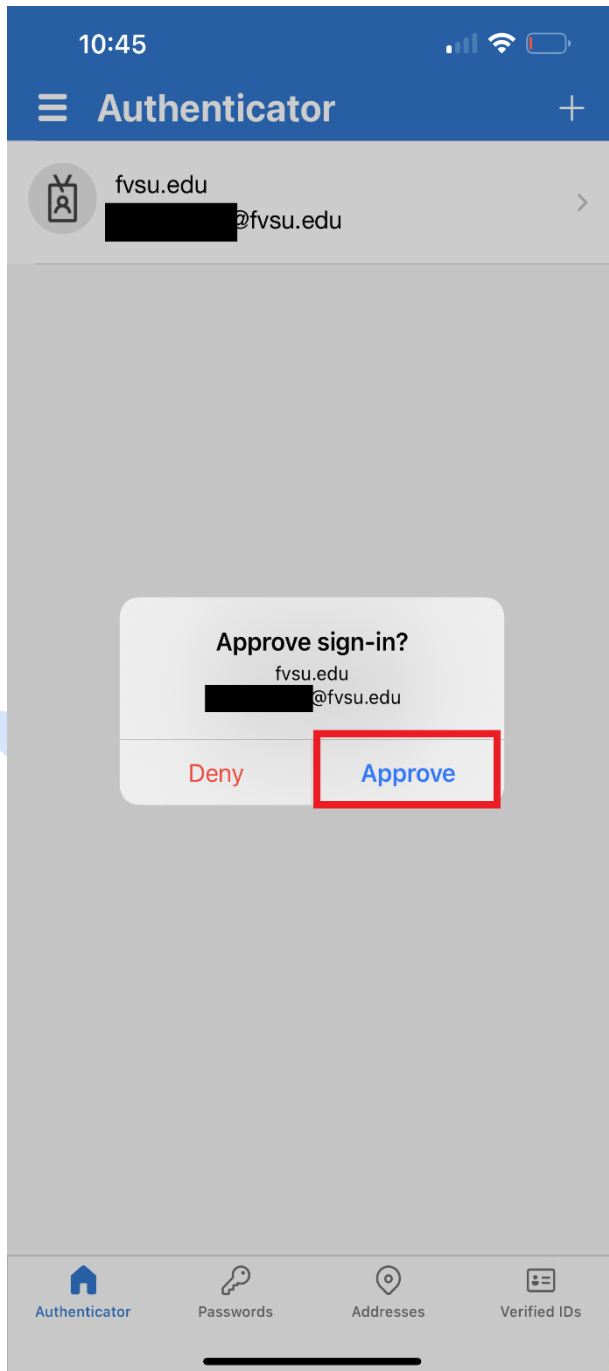
The screenshot shows a Microsoft MFA setup interface. At the top, it says "Keep your account secure" and "Your organization requires you to set up the following methods of proving who you are." Below this, a progress bar indicates "Method 2 of 2: App". The progress bar has a green checkmark under "Phone" and a blue pencil icon under "App". The main content area is titled "Microsoft Authenticator" and features a smartphone icon with a blue checkmark. The text reads "Let's try it out" followed by a horizontal line and "Approve the notification we're sending to your app." At the bottom right, there are "Back" and "Next" buttons. At the bottom left, there is a link: "[I want to set up a different method](#)".



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MICROSOFT MFA SETUP

Click Approve on your phone.



MICROSOFT MFA SETUP


Keep your account secure

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

Method 2 of 2: App

Phone App

Microsoft Authenticator

 ✔ Notification approved

[I want to set up a different method](#)

Click next after your notification has been approved.

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MICROSOFT MFA SETUP

Keep your account secure

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

Method 2 of 2: Done



Phone



App

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



Phone

[Redacted]



Microsoft Authenticator

Done

Keep your account secure

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

Method 2 of 2: Done



Phone



Email

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



Phone

[Redacted]



Email

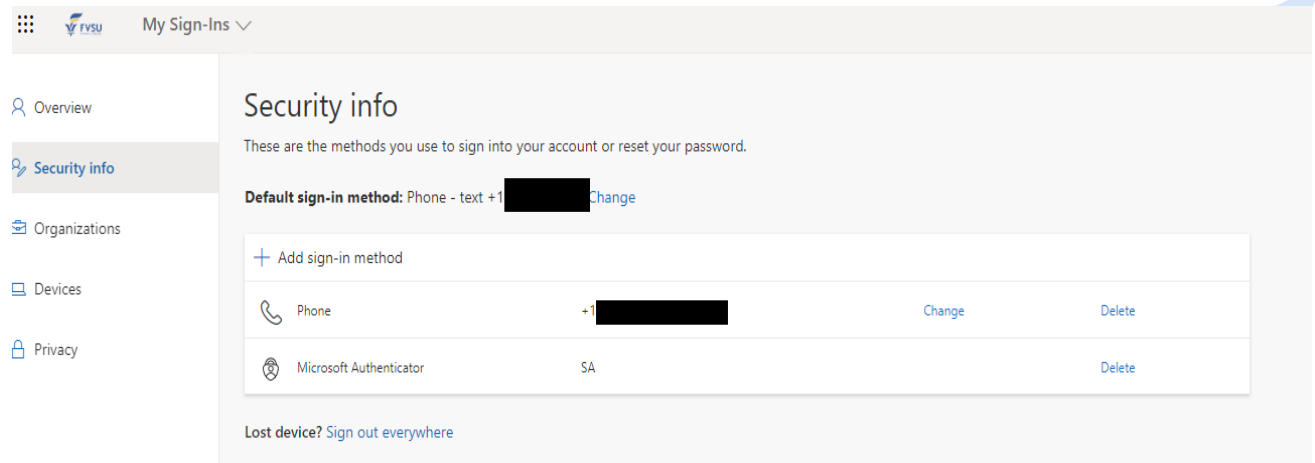
[Redacted]@gmail.com



Done

MICROSOFT MFA SETUP

After completing setup. You will be routed to the Security Information page of your Account.



The screenshot shows the Microsoft Security Information page for a user. The page title is "Security info" and it includes a sub-header "These are the methods you use to sign into your account or reset your password." The "Default sign-in method" is listed as "Phone - text +1 [redacted] Change". Below this, there is a table of sign-in methods:

+ Add sign-in method			
Phone	+1 [redacted]	Change	Delete
Microsoft Authenticator	SA		Delete

At the bottom of the page, there is a link: "Lost device? Sign out everywhere".

If have any questions, please contact the Fort Valley State University IT HelpDesk by submitting a ticket in our [ServiceNow Portal](#), emailing ITHelpDesk@fvsu.edu or by calling 478 825 6228.



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MICROSOFT MFA SETUP

