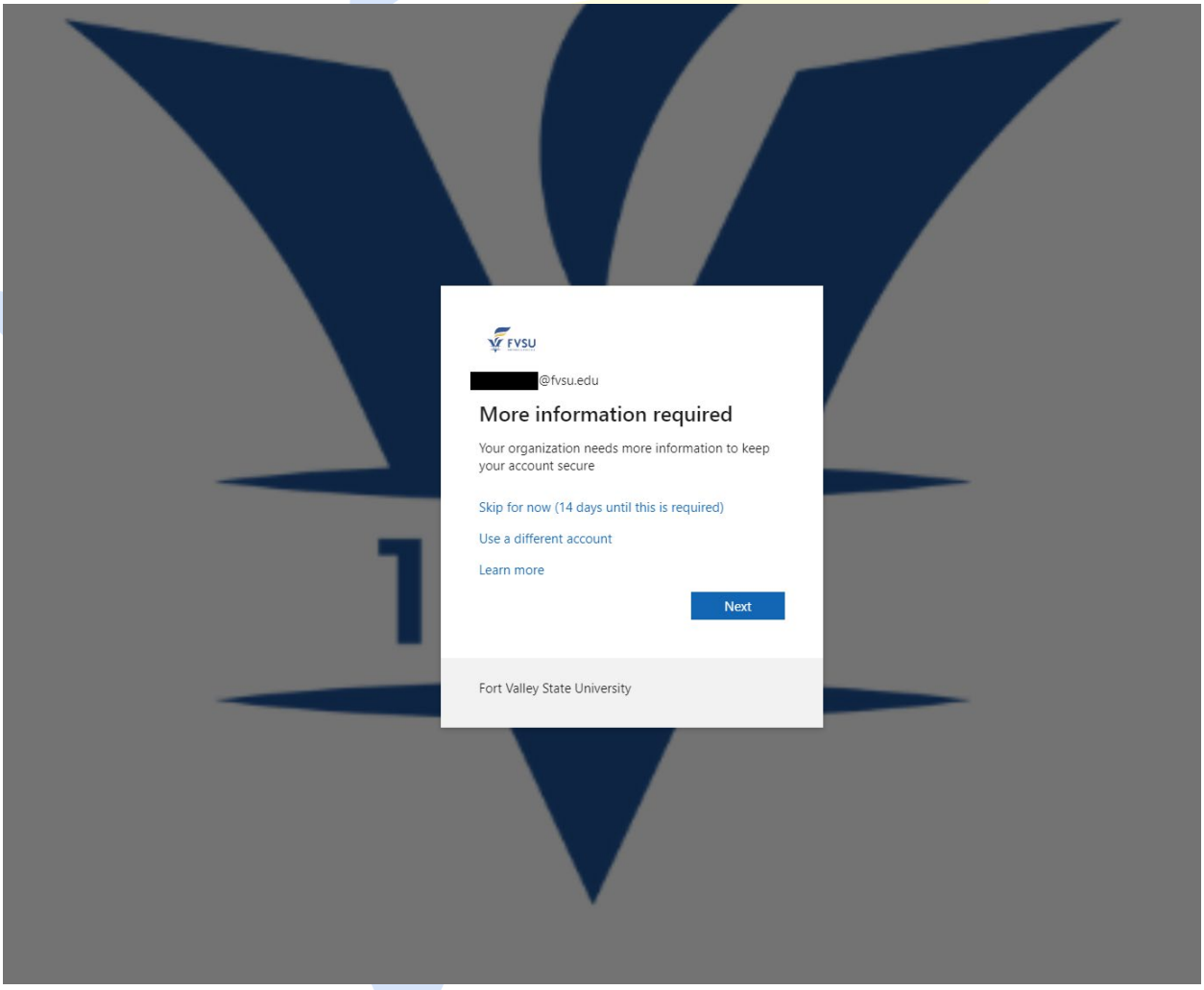
MICROSOFT MFA SETUP

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 COMPLETEING THE MFA SETUP.** Click Next to proceed.



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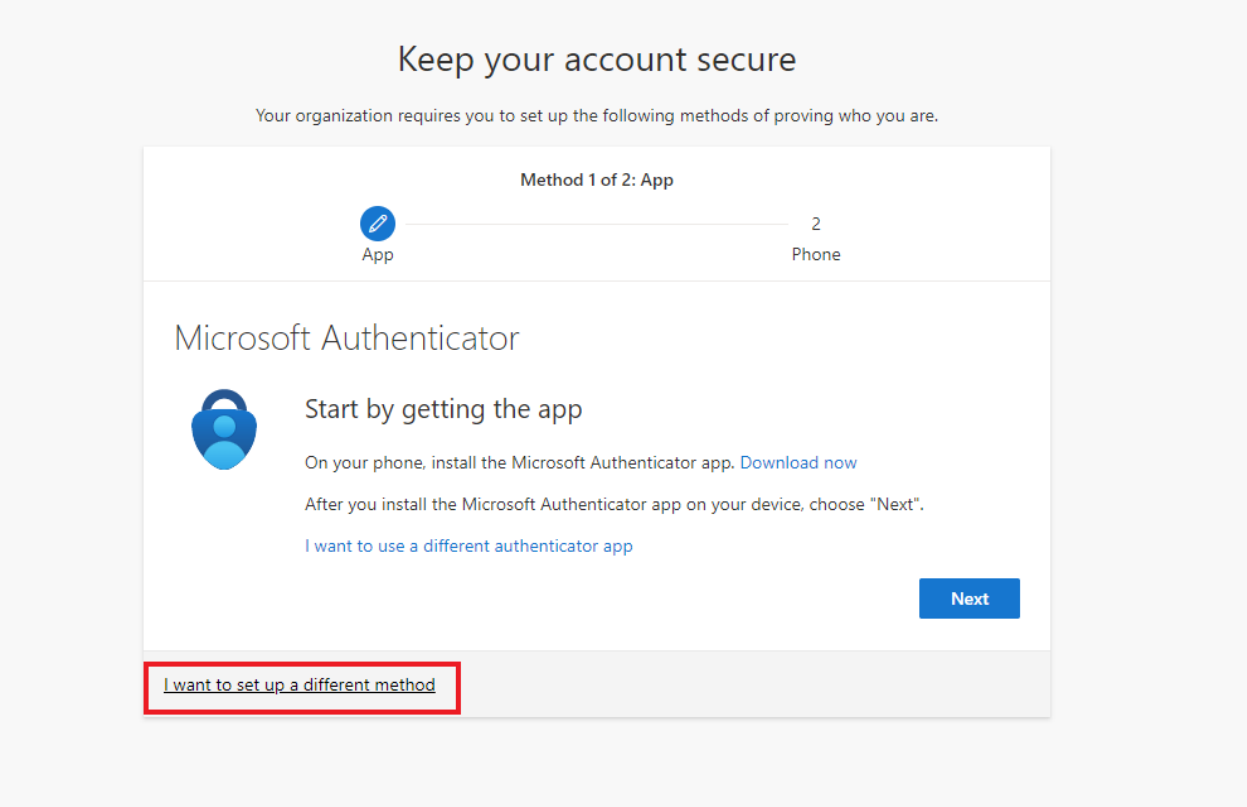
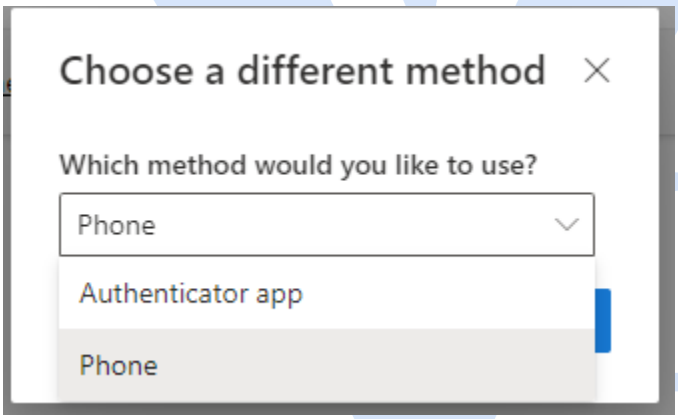
Setup your first method of authentication using your phone number. Click the “I want to set up a different method” button at the bottom of the page.



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



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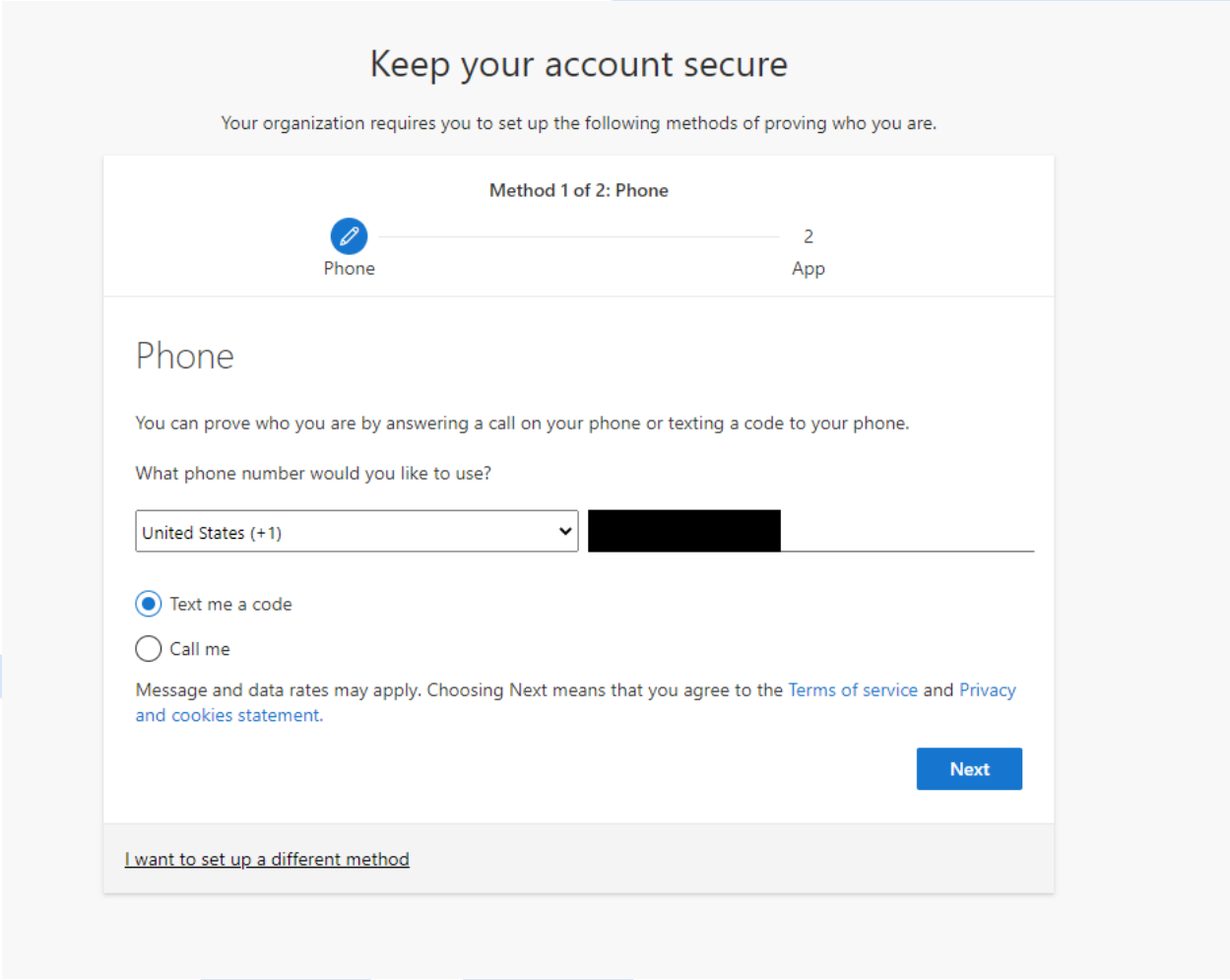
You have the options of receiving a code via text message or by phone call. Enter your phone number and click Next.



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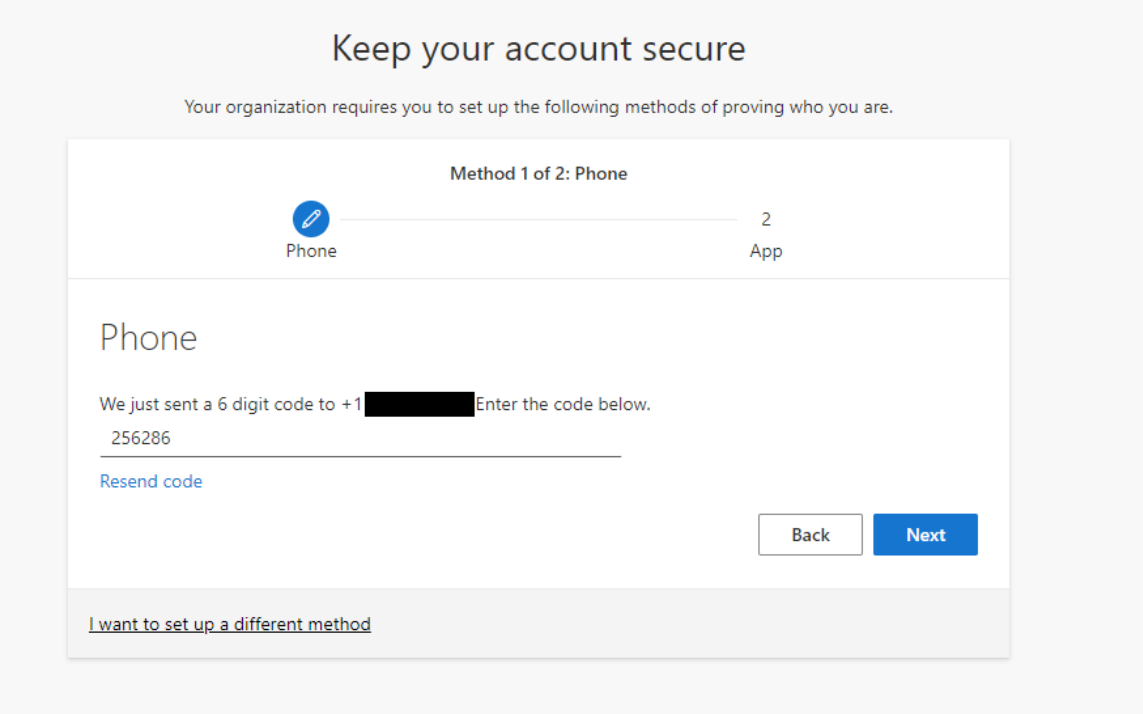
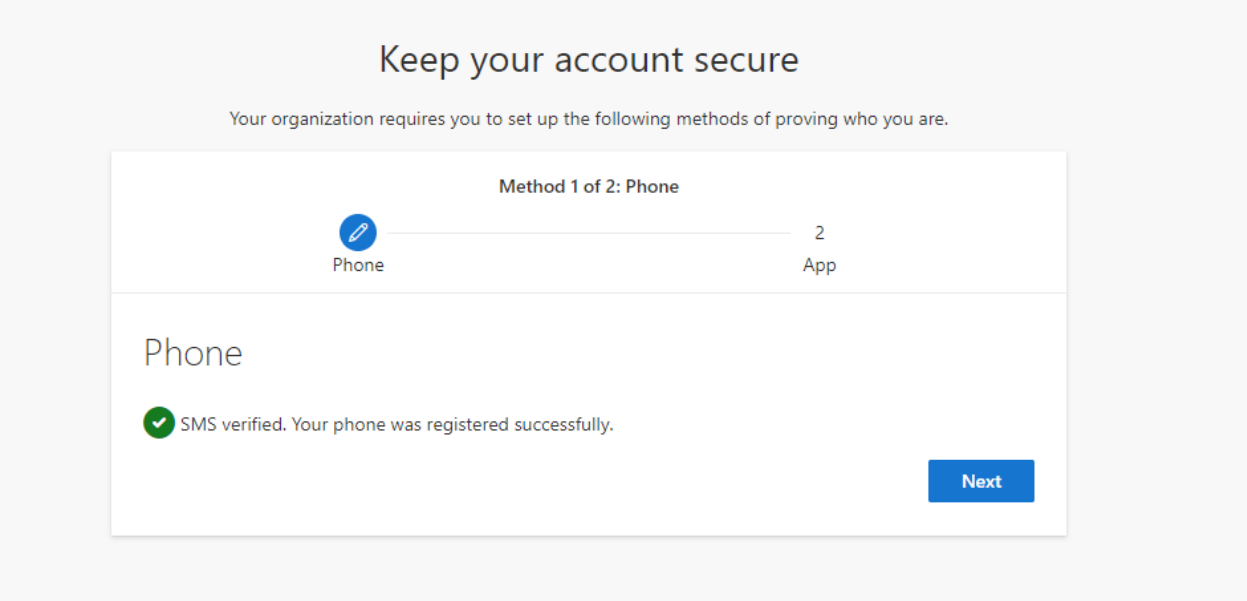
Enter the 6-digit code in the space provided, then click next.



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



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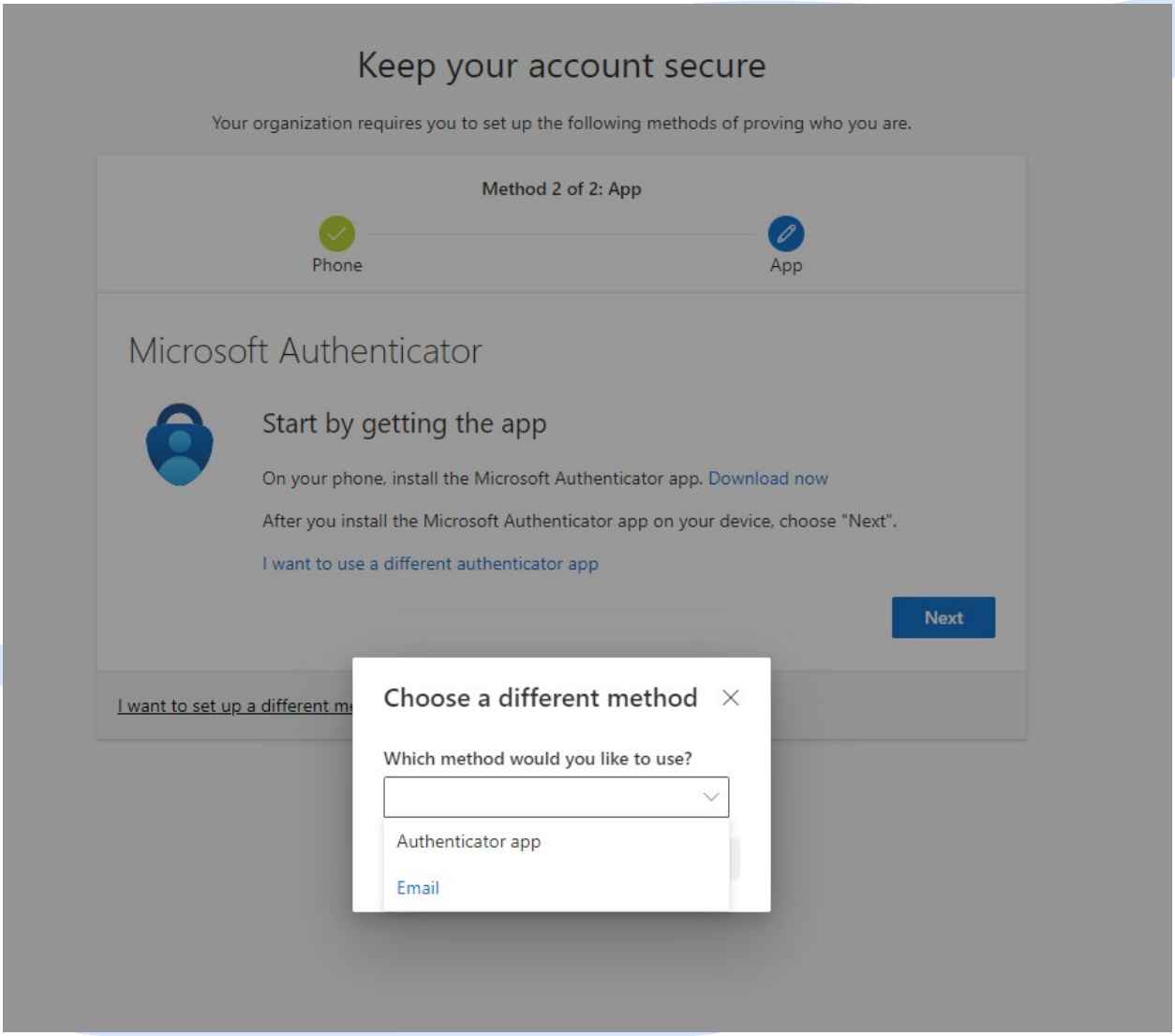
After you have successfully registered your phone, you will be returned to the Keep your account secure page. Again click “I want to set up a different method” and choose Email.



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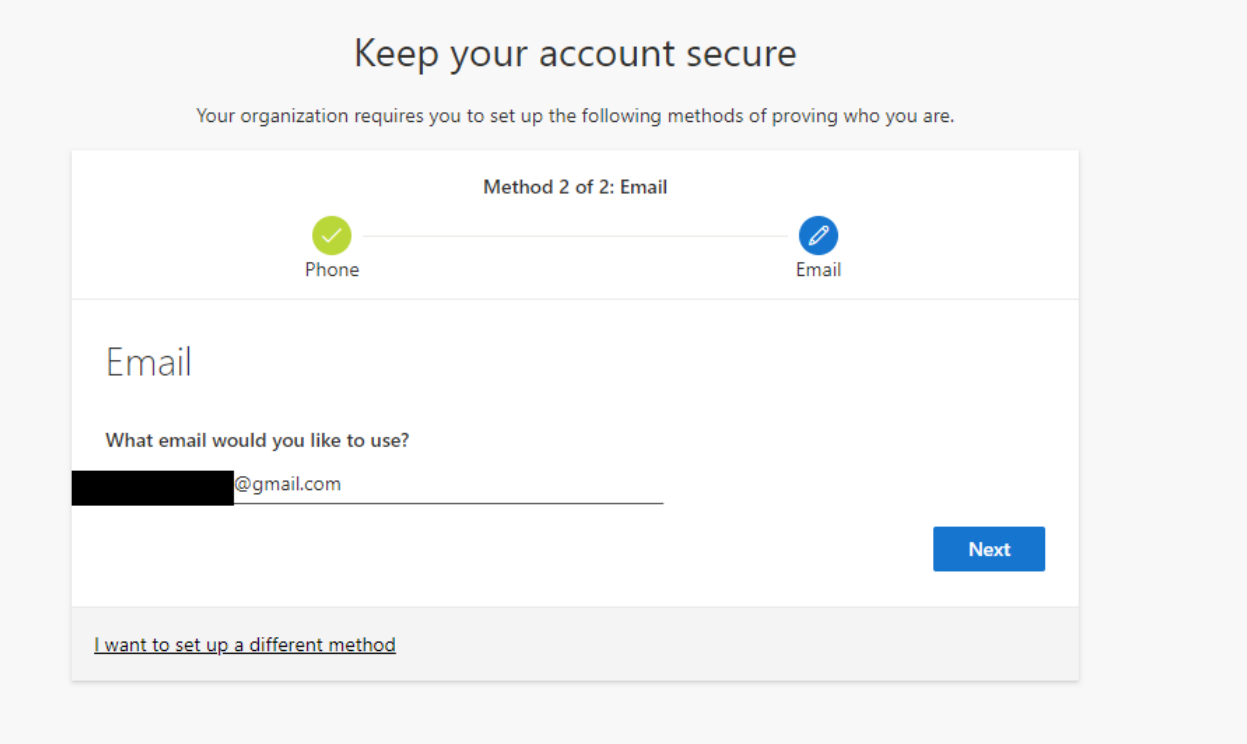
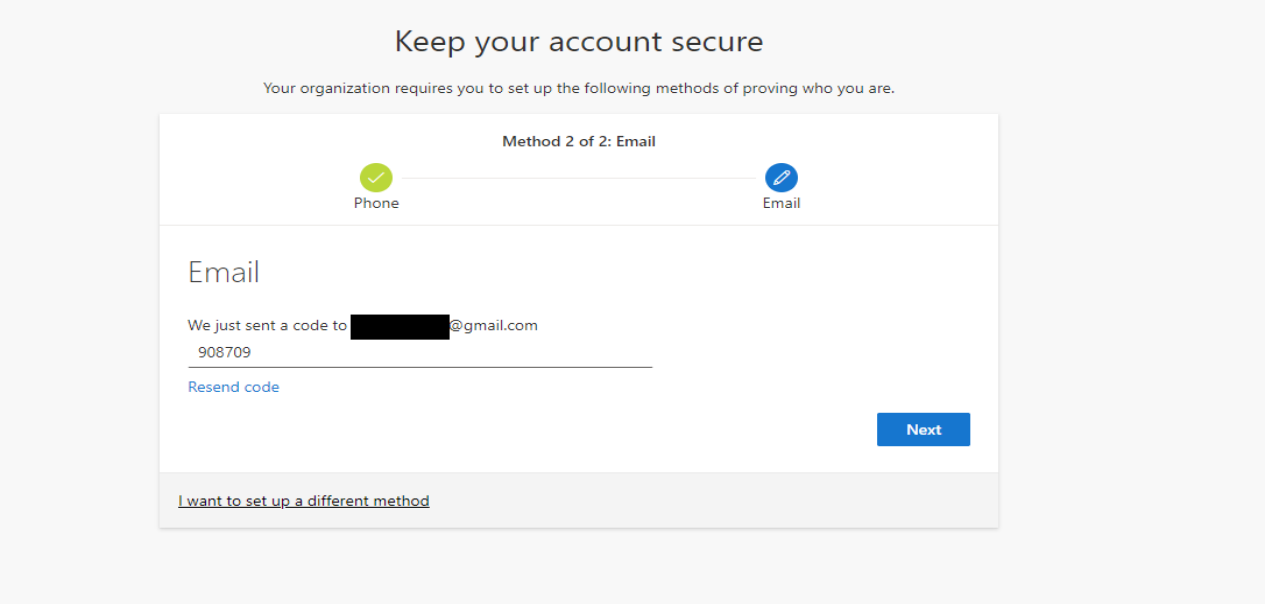
Enter an alternate email address that you have access to e.g., Gmail, Yahoo Mail, Outlook etc. Click next to continue setup.



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.



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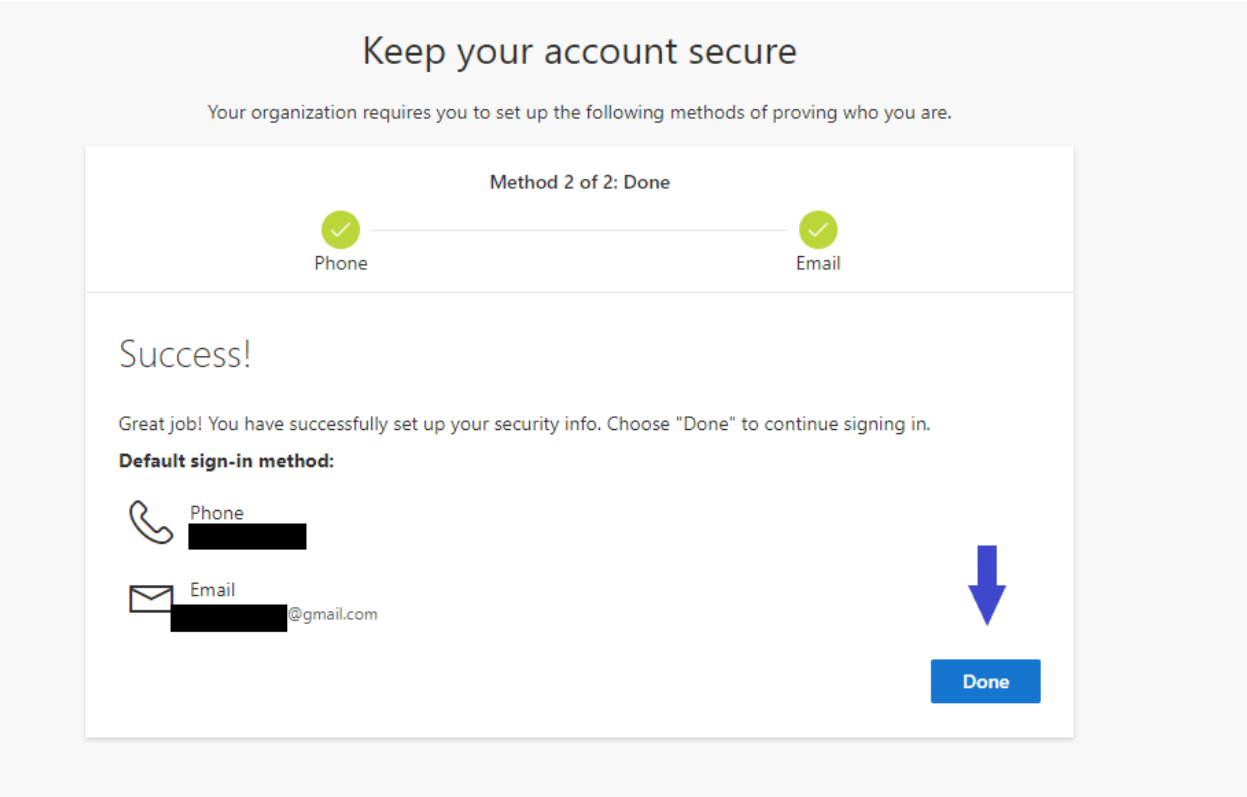
Once competed, clcik next to finish setup.



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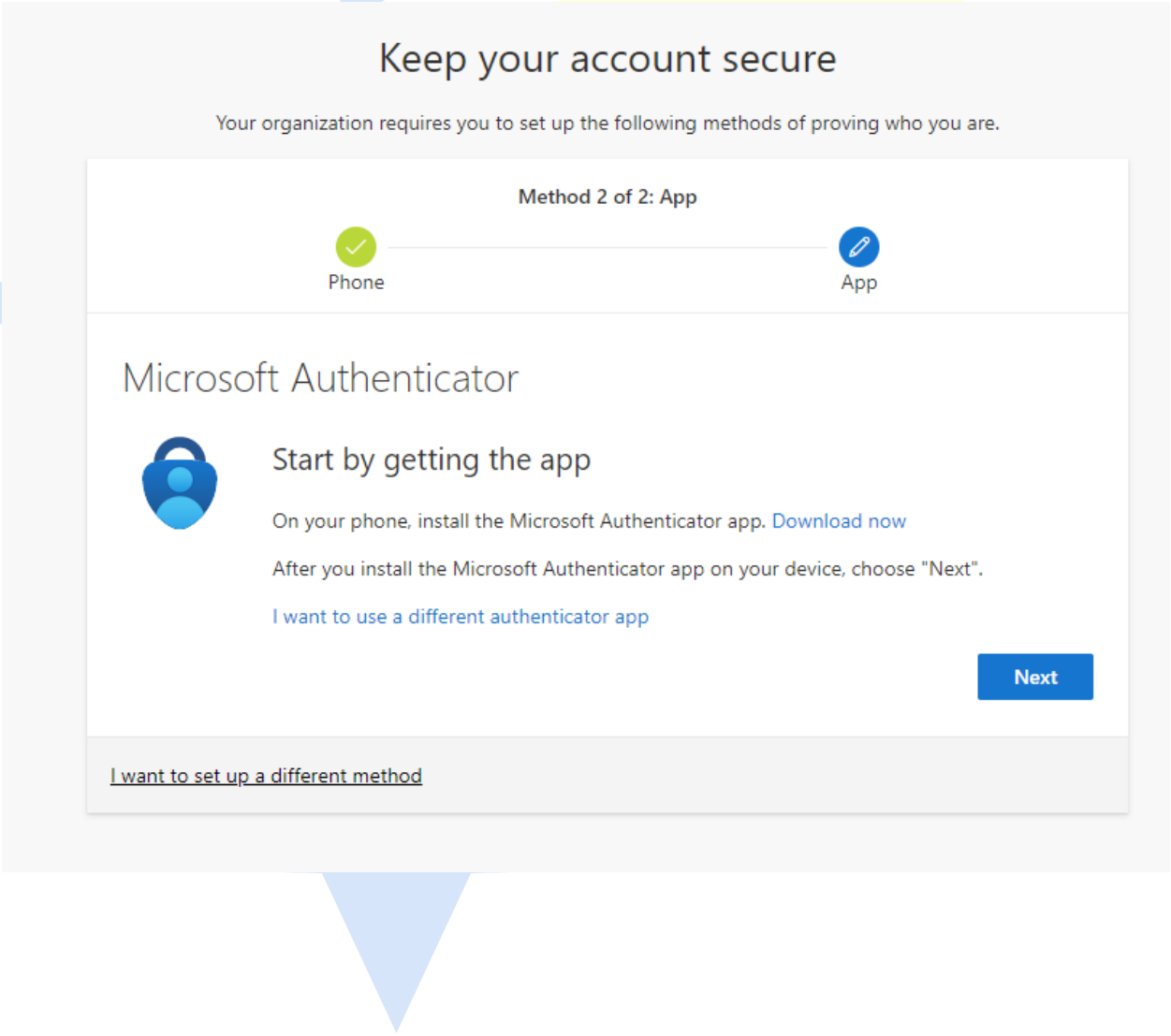
Setup Microsoft Authenticator App. Download the Application on your mobile phone. You can get the application via the Apple App Store or the Google Play Store, respectively. After installing the application click next.



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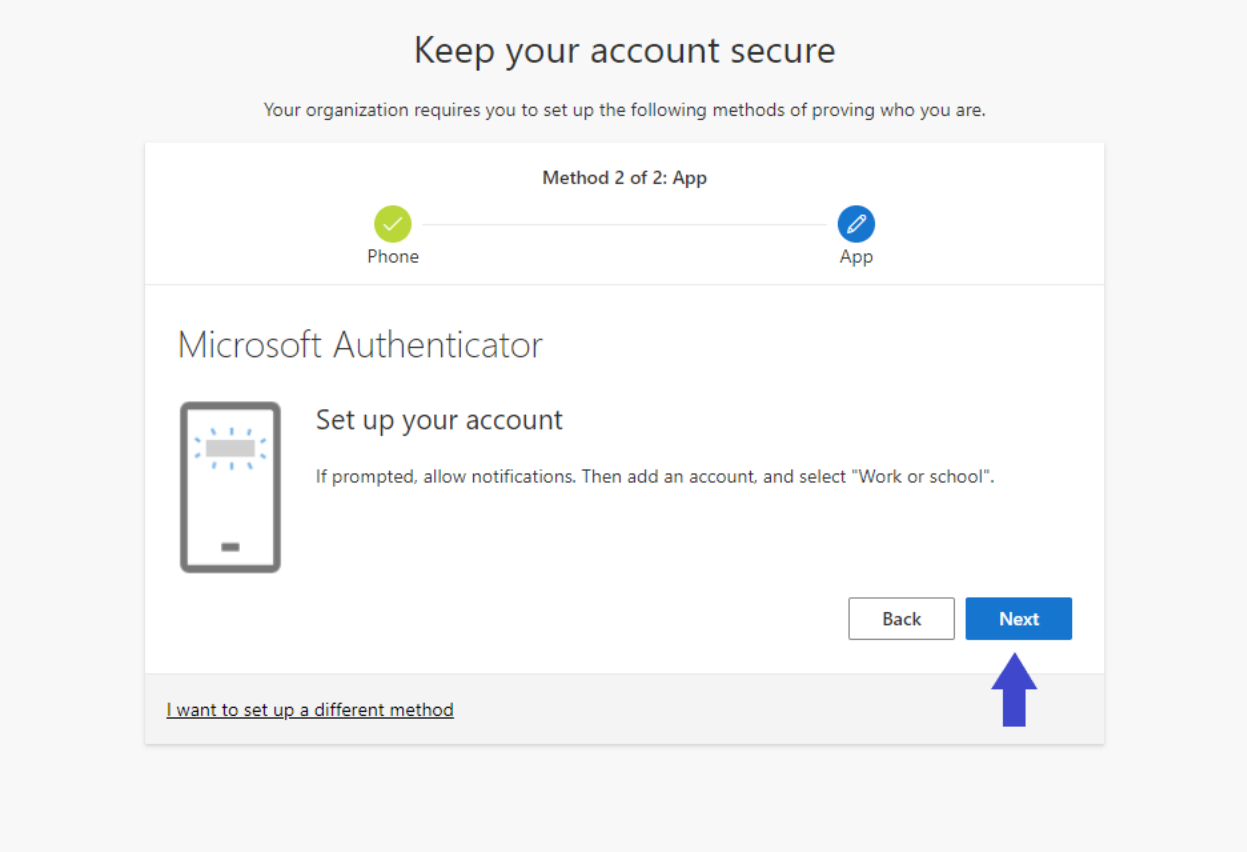
To complete setup, click next.



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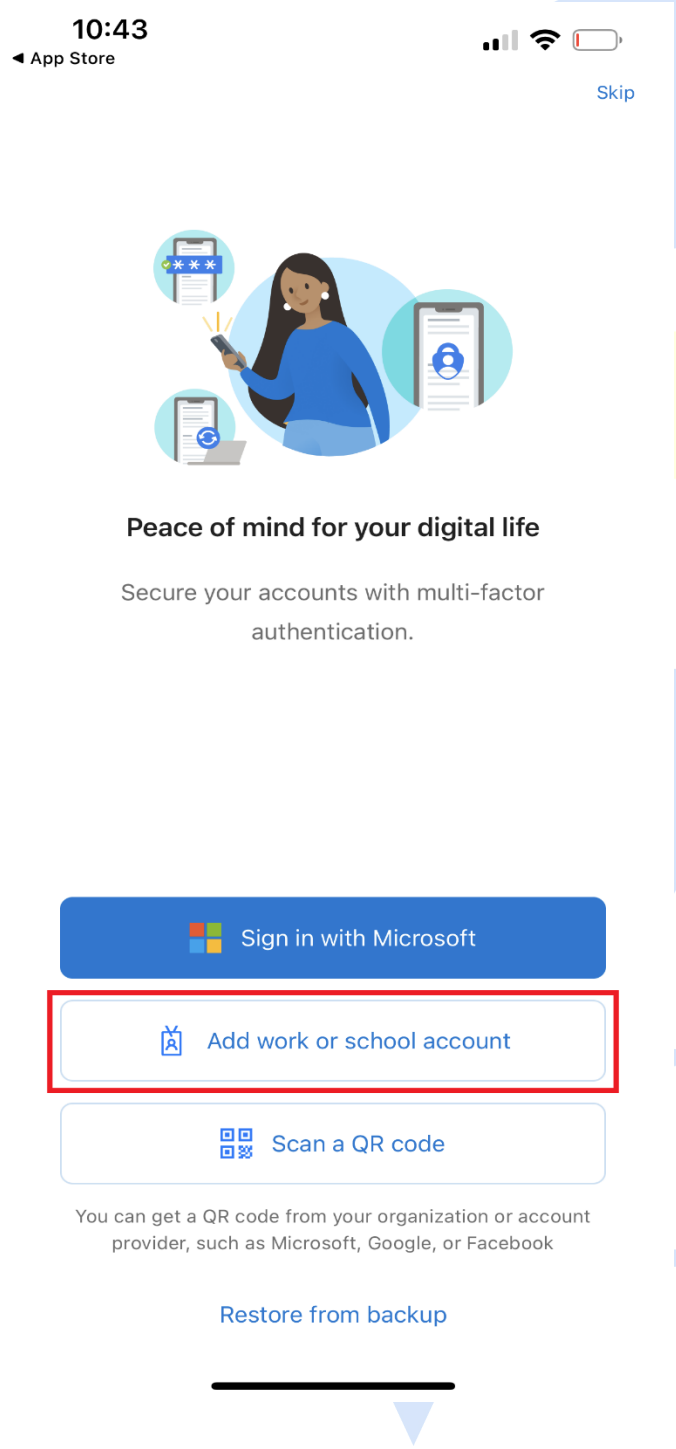
The following phone setup is from an iPhone, it will be the same for an Android based phone.



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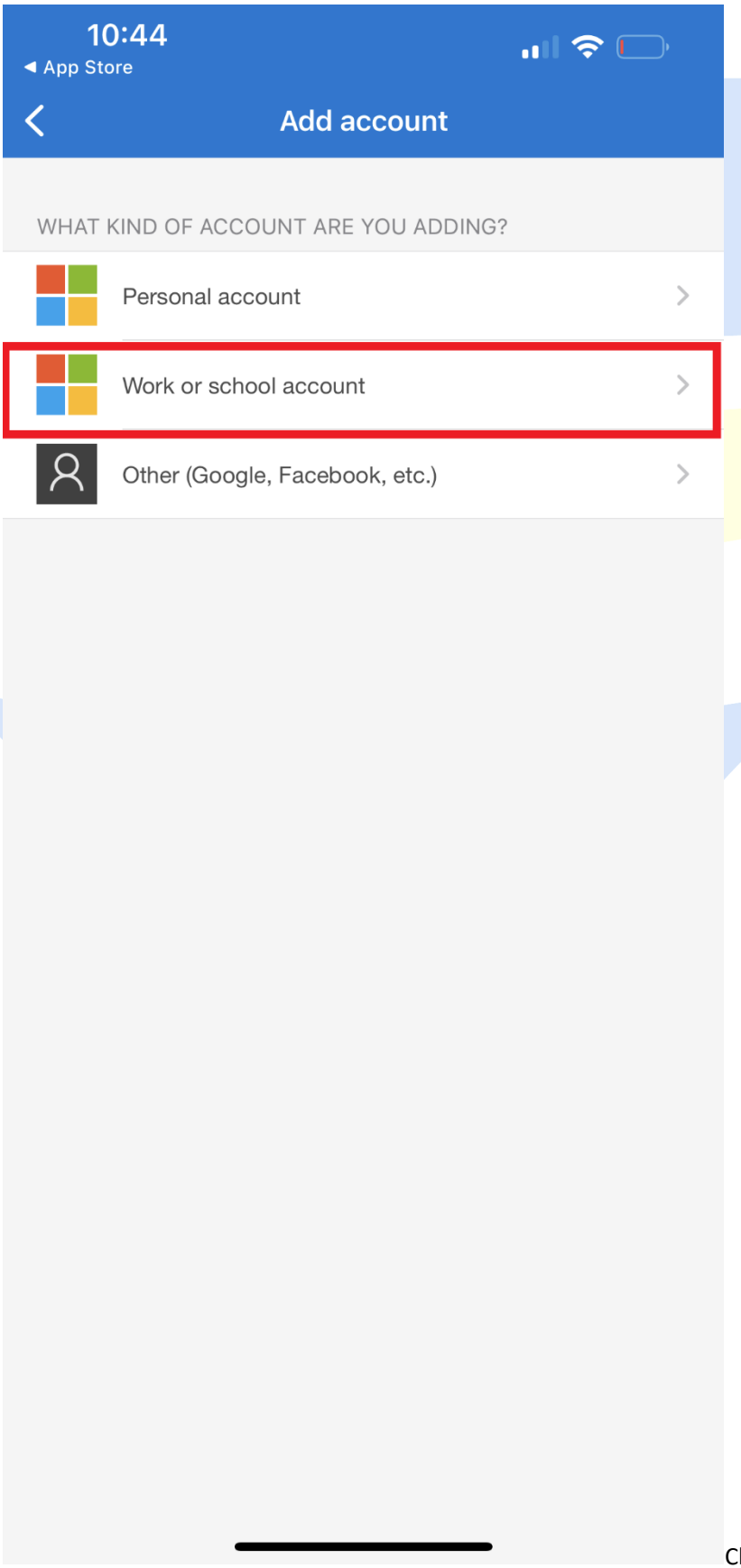

Click Work or school account.

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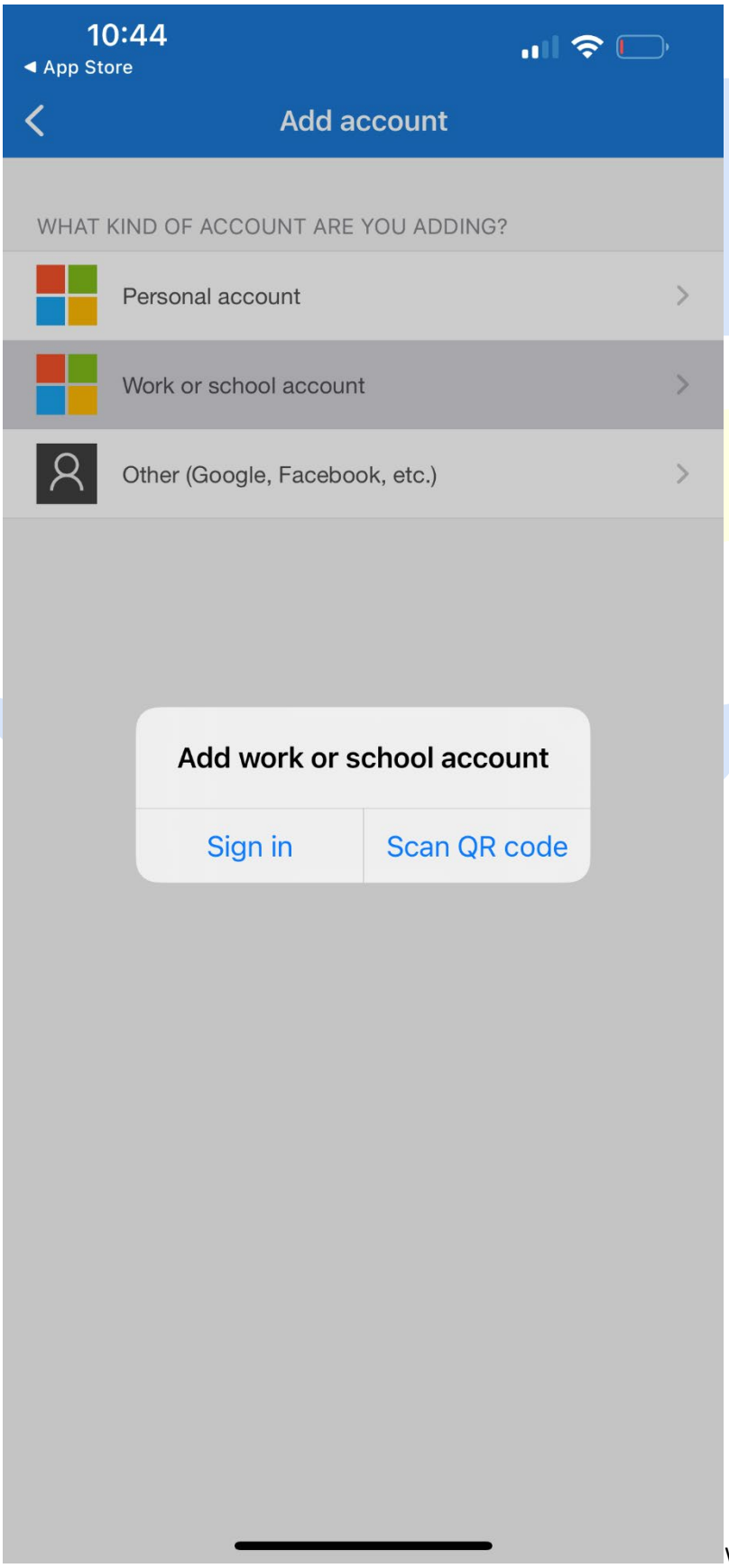

When prompted choose Scan QR code.

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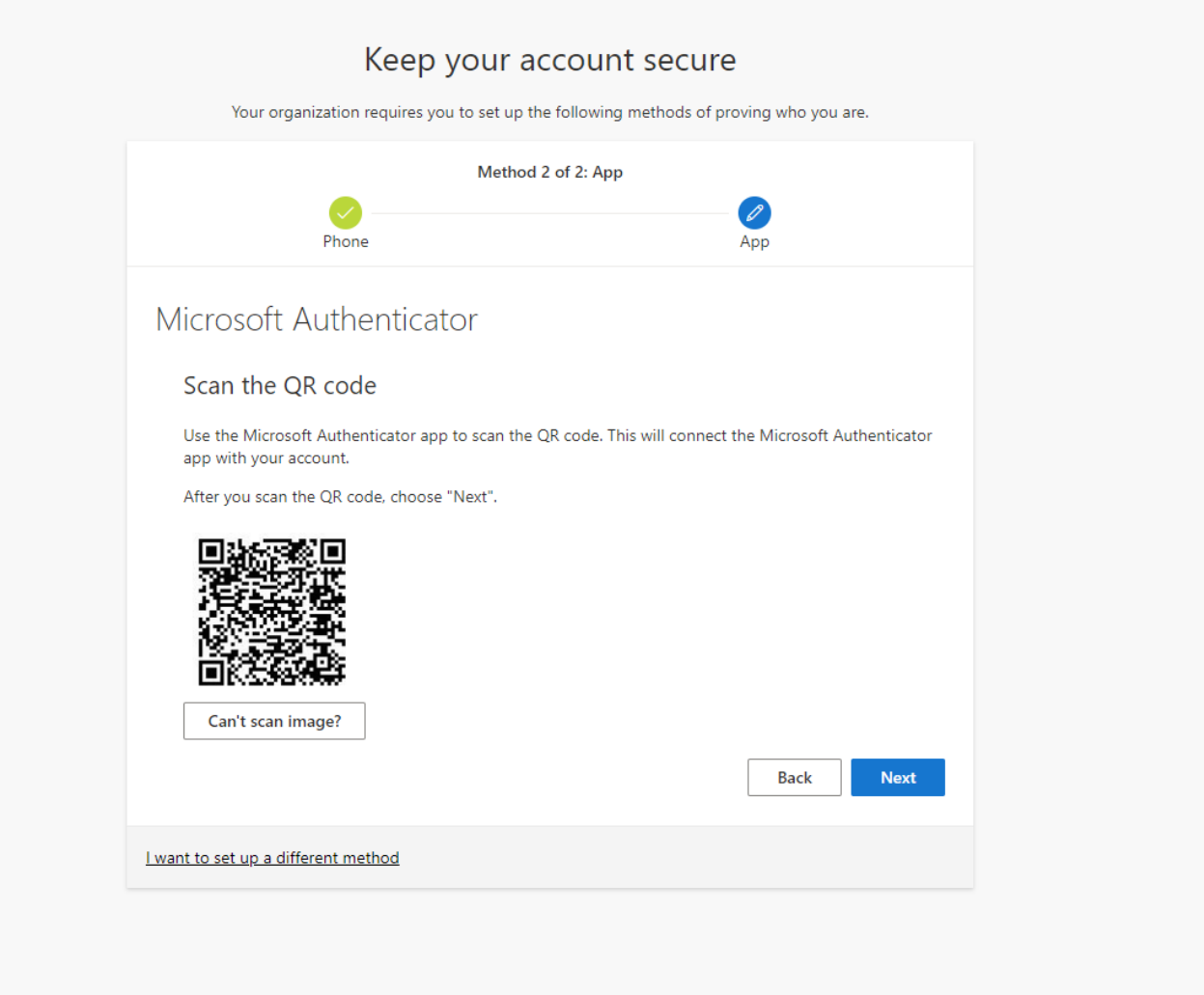
Use your phone to scan the QR code located on the Keep your account secure page.



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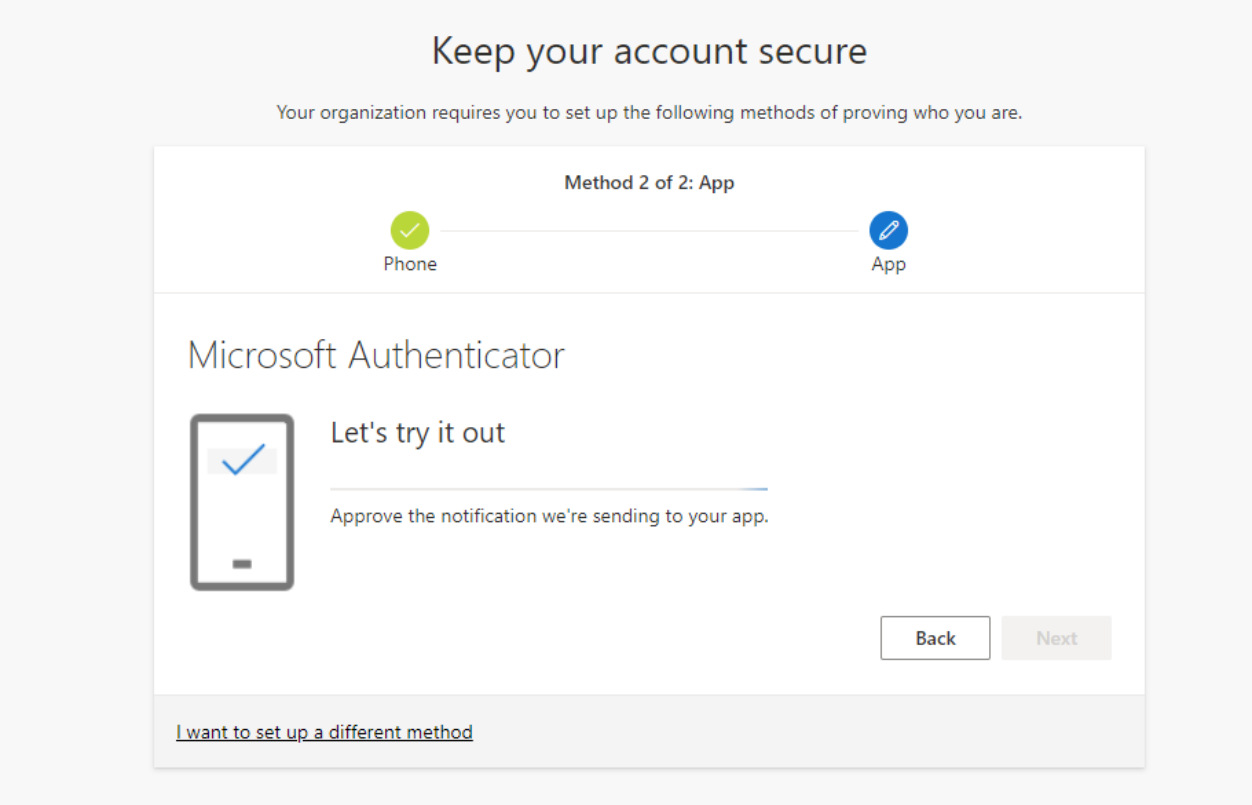
Check your device for the sign in approval notification.



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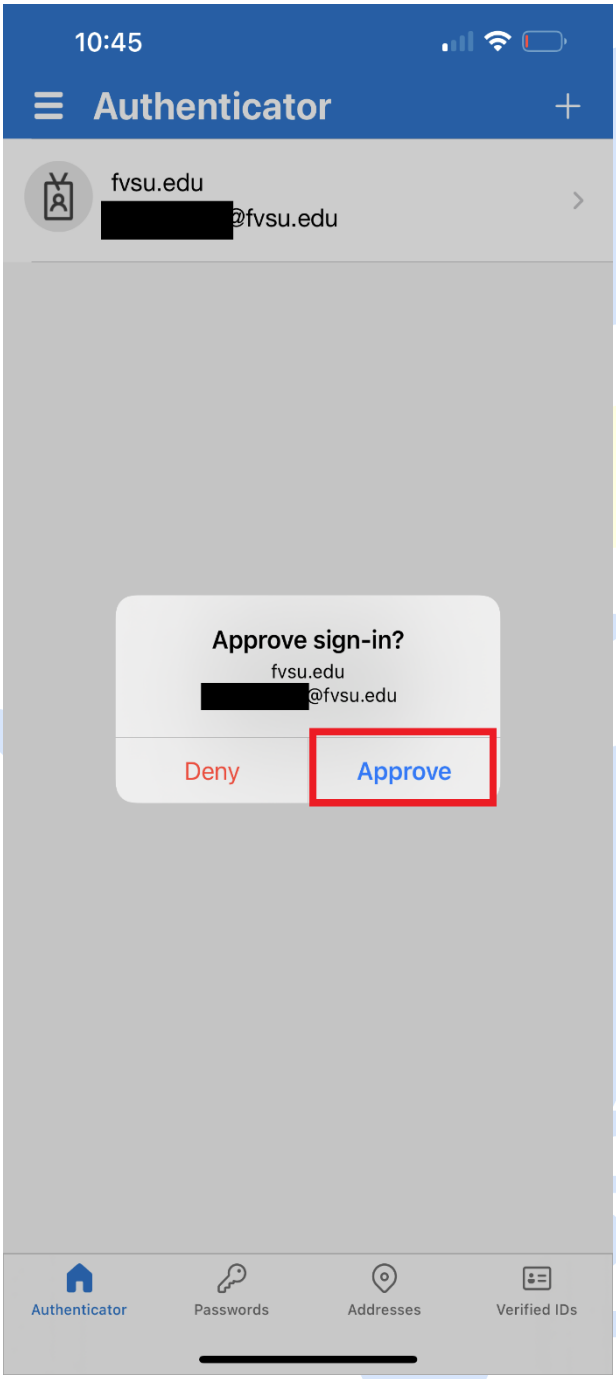
Click Approve on your phone.



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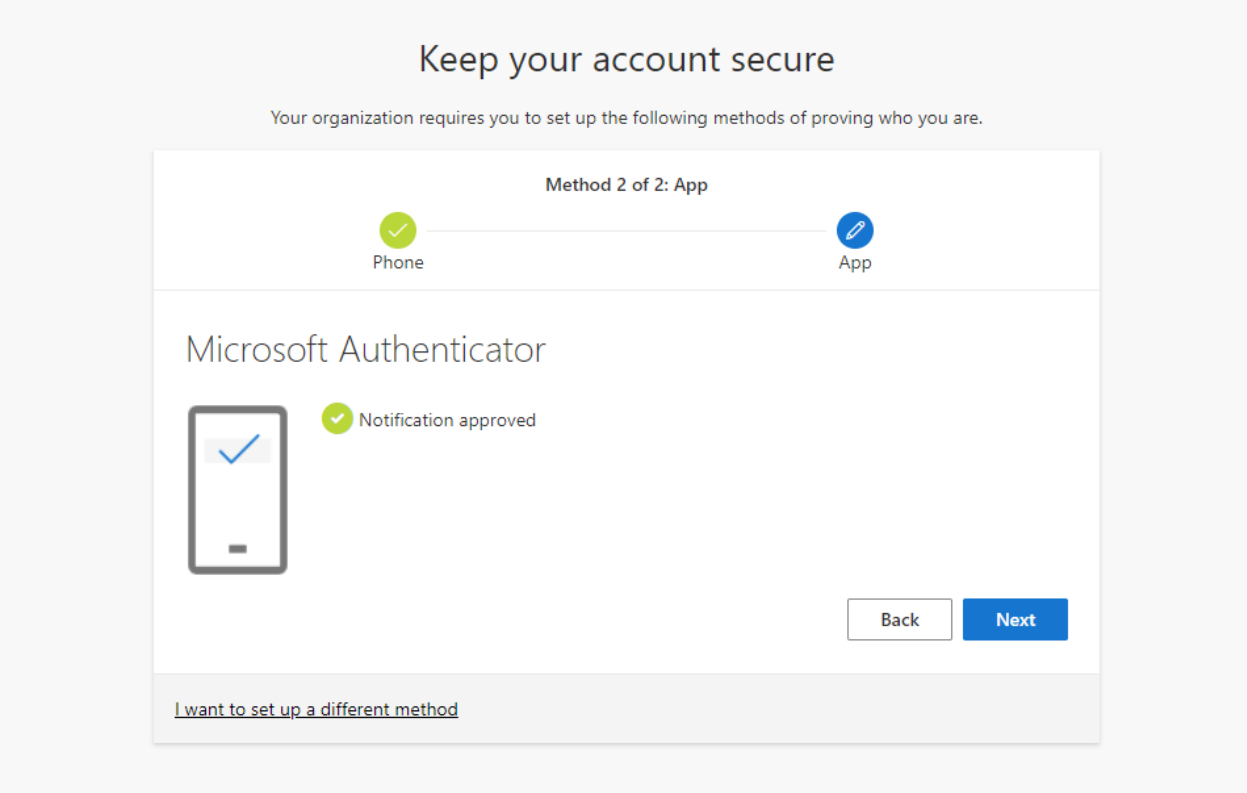

Click next after your notification has been approved.

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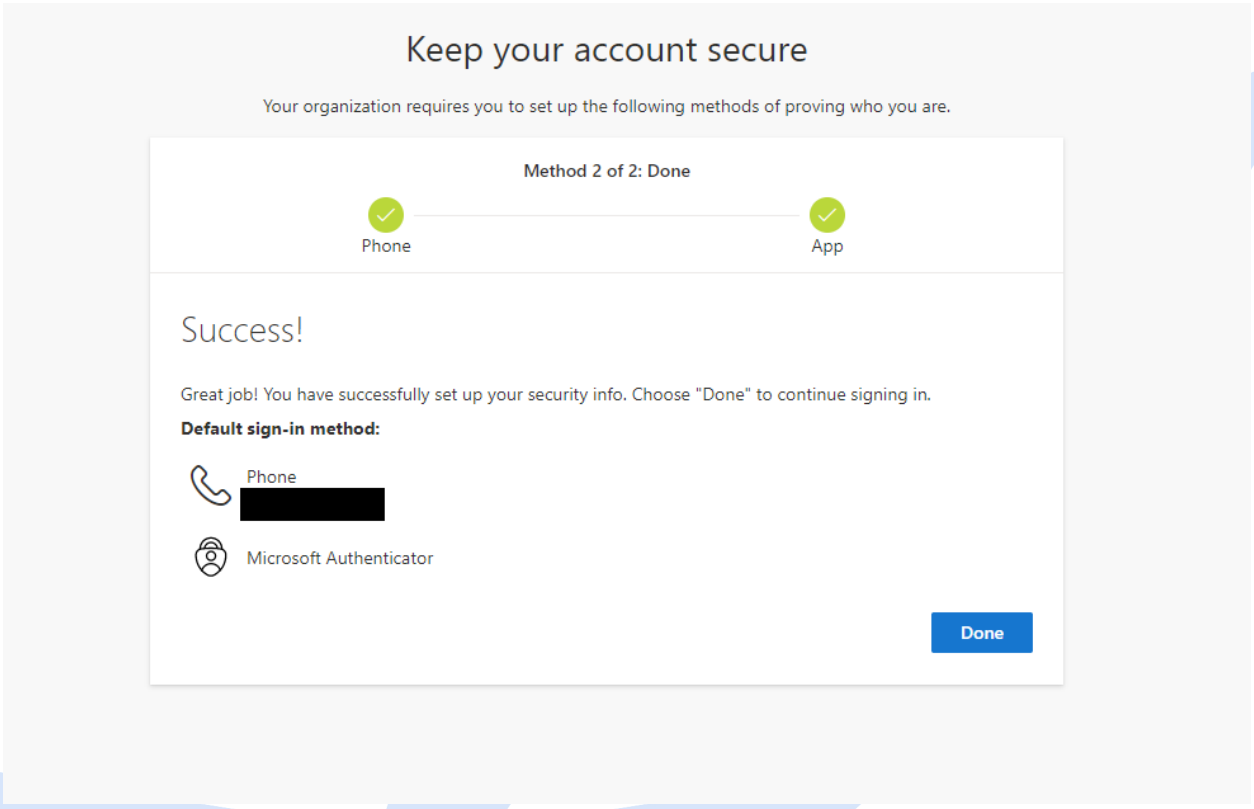

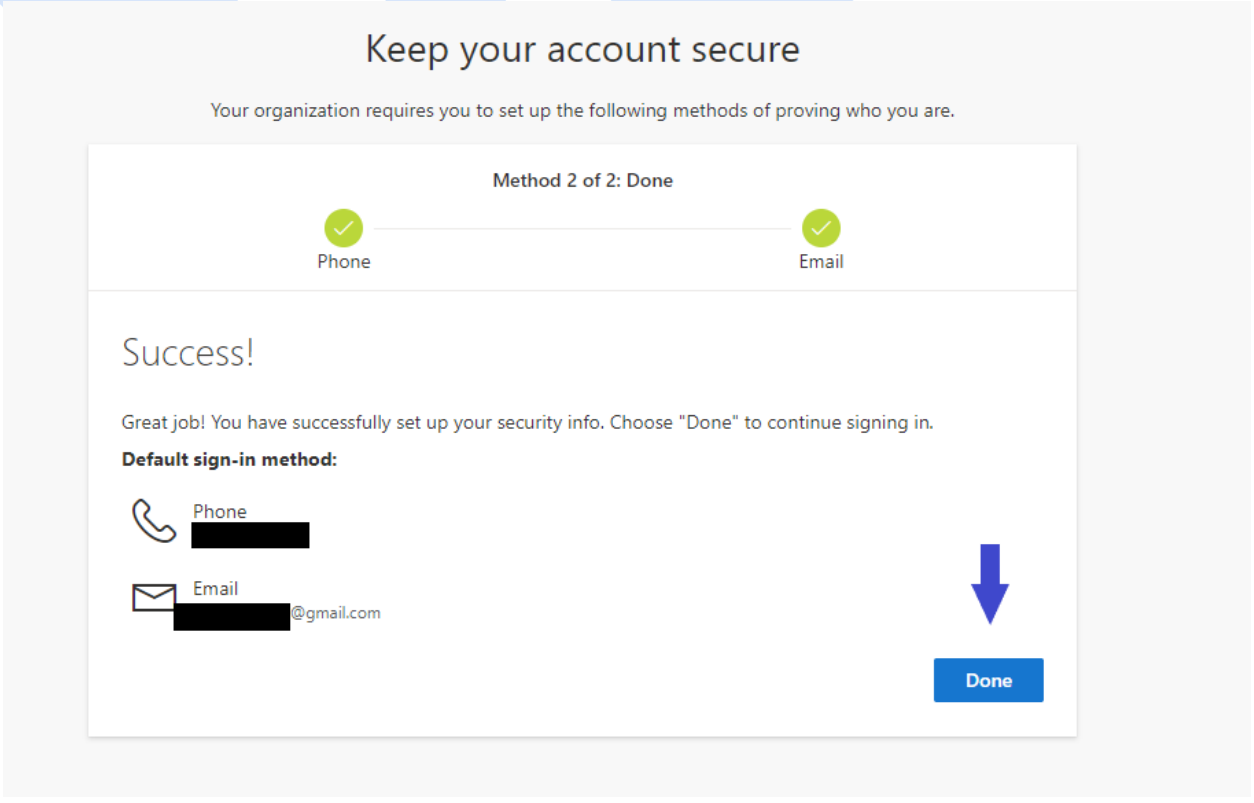

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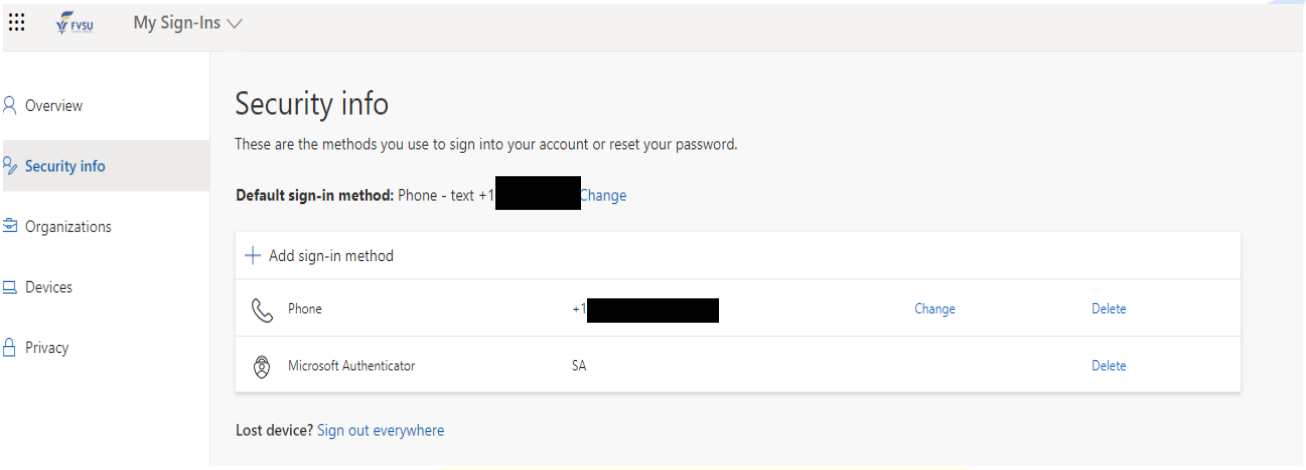
After completing setup. You will be routed to the Security Information page of your Account.



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