

Account Authentication - Register Multi Factor Authentication Method

This help aid covers the steps to set up a *Multi Factor Authentication Method* for an Office 365 account.

IMPORTANT: Both a *mobile device* **and** a *computer* are required to complete this process.

IMPORTANT: If *Microsoft Authenticator* was installed previously on the mobile device you will be using to approve your sign in, follow the steps below, and **skip steps 7, 8, 9, 10, 14, and 16**. You may add your account so that it can be registered correctly.

On Your Computer:

1. Open a web browser and navigate to <https://myaccount.microsoft.com>.
2. Sign in using your Stark State account credentials (email and password).
3. Go to the **Security info** section and click on the **UPDATE INFO >** link.
4. In the *Security info* section, click on the **Add method** link.
5. From the **Add method** dropdown menu, select **Authenticator App**.
6. Click **Add** and the picture in figure 1 displays on the computer.
7. Click **Download now** link (reference *Figure 1*) to bring up the **QR codes** on the computer.

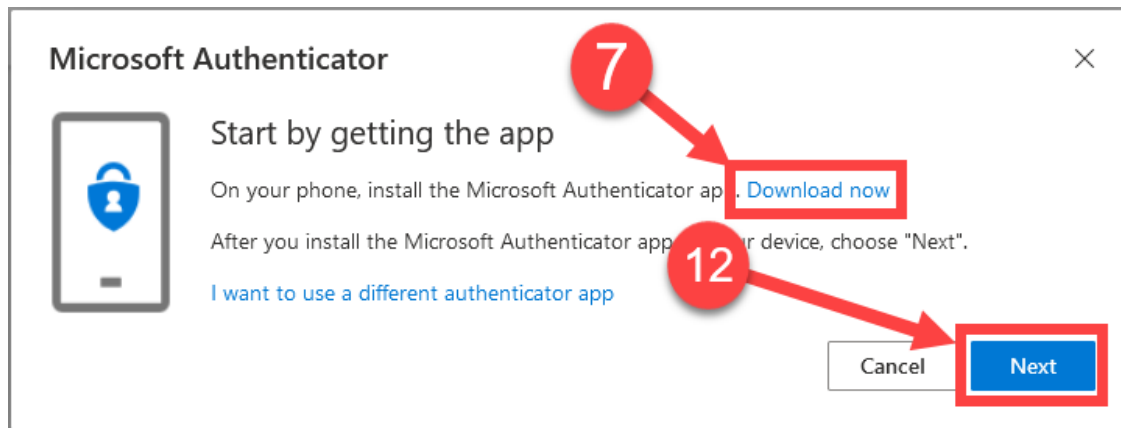


Figure 1

On Your Mobile Device:

8. Open the **camera** application and point it at the corresponding **QR code**, shown on the computer, for either an *Apple* phone or an *Android* phone.
9. Open the link on the *mobile device*, and the **App Store** (*Apple*) or **Play Store** (*Android*) opens to download the **Microsoft Authenticator** application.
10. Install the application on the *mobile device* by pressing either **Get** or **Install**.

On Your Computer:

11. Return to the **Microsoft Security Info** page as shown in *Figure 1* above.
12. Click the **Next** button (reference *Figure 1*).
13. In the **Set up your account** box, click the **Next** button again. A different **QR code** displays.

On Your Mobile Device:

14. Allow the installation to complete.
15. **Open** the **Microsoft Authenticator** app.
16. Press the **I agree** button for the *Privacy Agreement*.
17. Press the **Add account** button.
18. Press the **Add work or school account** button.
19. Two options are presented, select the **Scan a QR code**.

Note: If prompted, allow the **Microsoft Authenticator App** permission to use the camera.

Using Both Devices:

20. Aim the camera at the **QR code** displayed on the *computer* monitor.
21. On the *computer*, click **Next**.
22. On the *mobile device*, press **Approve**.
23. On the *computer*, click **Next** to **finalize** the registration.

Using the Microsoft Authenticator app:

1. Sign into the *Microsoft Authenticator* application using the account credentials for your email address (username & password). When prompted to pick an account, select your email address and enter your password.
2. On the mobile device, you are prompted to **approve the Sign In**. Select **Yes**.

Note: The default method is to prompt you to *approve* the Sign in request. You must have notifications enabled for the Authenticator application. If not prompted to *Approve*, open the **Microsoft Authenticator** application on the mobile device and select **Approve** when it displays.

3. If you selected to change the verification method to enter the six-digit **one-time password code** from the mobile device, enter it at the prompt on the computer.
4. When **successful**, the sign in request is processed and **you are signed in to your account**.

For more information and options to set up the Microsoft Authenticator application, visit Microsoft's set up documentation at:

<https://docs.microsoft.com/en-us/azure/active-directory/user-help/security-info-setup-auth-app>.

This concludes the help aid.