

Account Authentication – First Time Sign-in

This help aid shows the *Multi Factor Authentication* setup presented on the *first* sign-in to any Stark State College (SSC) application.

IMPORTANT: Both a *mobile device* and a *computer* are required to complete the process the first time.

Microsoft requires setting up two methods of authentication. You will be prompted during the setup.

If **Microsoft Authenticator is installed** on the mobile device you are using to approve your sign-in, follow the steps below, and **skip steps 4, 5, 6, 7, 8, and 12**. You may add your SSC account to the app. This must be done to register it correctly.

Detailed Steps

1. Sign-in to the SSC application on the computer. At the Microsoft *Sign-In* page, enter your **SSC email address** and at the *SSC sign in with your organization account* page, enter your **default format temporary password** and click the **Sign in** button (reference figure 1).

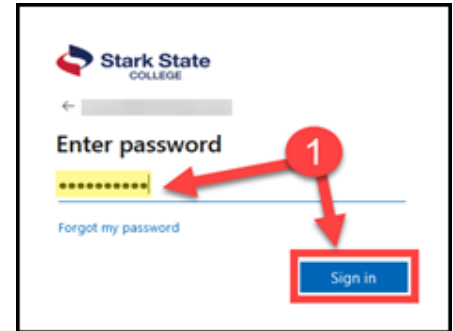


Figure 1

2. The prompt to enter a new password displays next. Enter your new password two times (not shown). Must include a capital, a number, and a special character

Note: This is the new password for all your SSC applications (mySSC, Brightspace, email, Help Desk, etc.) that use single sign-on.

The temporary format will not work after it is used.

3. The **More information required** page displays. Click the **Next** button (reference figure 2).

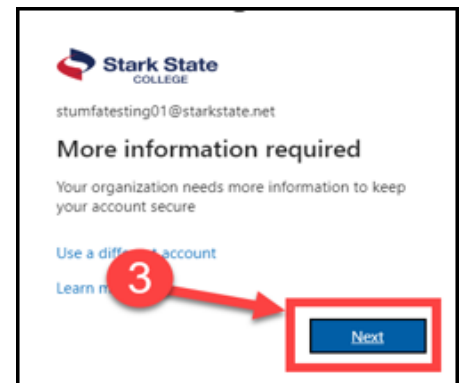


Figure 2

4. Click the **Download now** link (reference figure 3.)

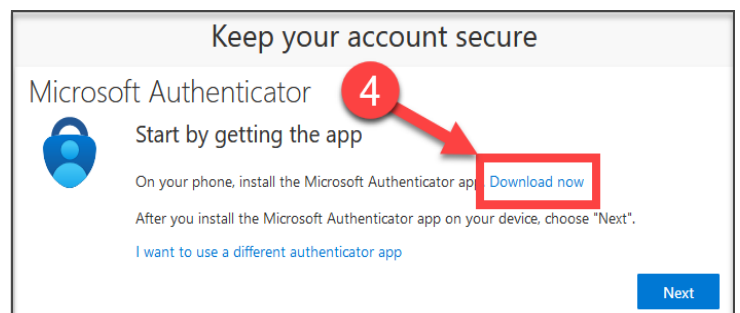


Figure 3

5. The **QR code** displays on the computer (reference figure 4).

On Your Mobile Device:

6. Open the **camera** application and point it at the **QR code** on the computer (reference figure 4).
7. Open the link on the mobile device, and the **App Store (Apple)** or **Play Store (Android)** opens to download the **Microsoft Authenticator** application.
8. Press either **Get** or **Install**, to *install* the Microsoft Authenticator application on the mobile device.



Figure 4

On Your Computer:

9. Return to the **Keep your account secure** page (reference figure 5 for steps 9 and 10).
10. Click the **Next** button.
11. In the **Set up your account** box, click the **Next** button again. A different **QR code** displays.

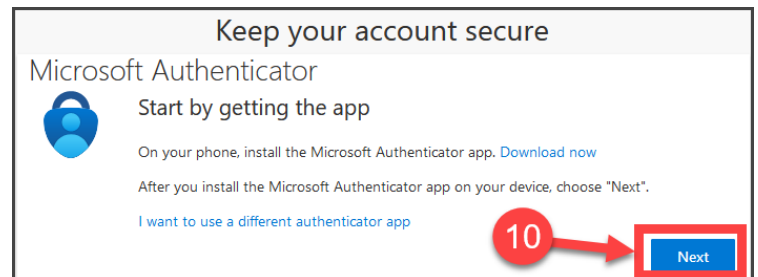


Figure 5

On Your Mobile Device:

12. Allow the installation to complete.
 13. Open the **Microsoft Authenticator** app.
 14. Press the **I agree** button for the *Privacy Agreement*.
 15. Press the **Add account** button.
 16. Press the **Add work or school account** button.
 17. Two options are presented; select the **Scan a QR code**.
- Note:** If prompted, allow the **Microsoft Authenticator App** permission to use the camera.

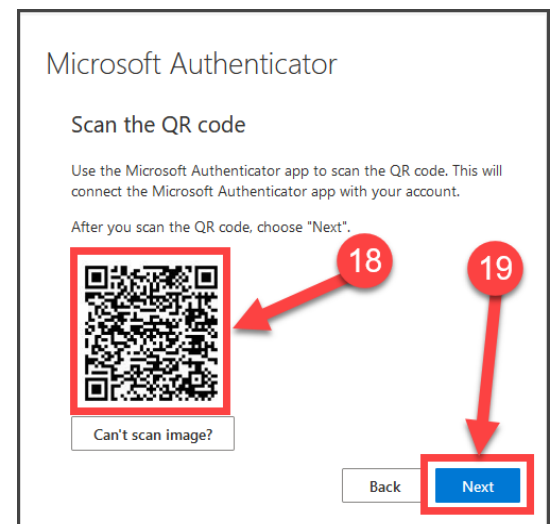


Figure 6

Using Both Devices:

18. Aim the camera at the **QR code** displayed on the computer monitor (reference figure 6 for steps 18 & 19).
19. On the computer, click **Next**.
20. On the mobile device, press **Approve**.
21. On the computer, click **Next** to **finalize** the registration (reference figure 7).
22. On the computer, click **Done** to continue into the account.

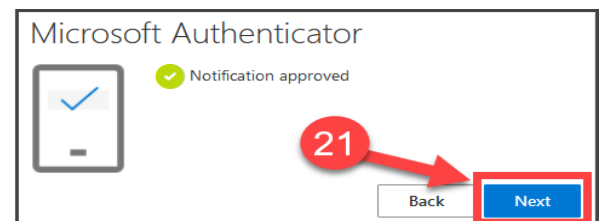


Figure 7

This concludes the help aid.