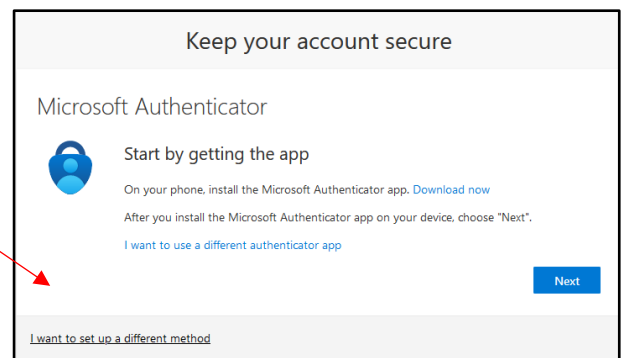


Microsoft Authenticator First Time Set-up

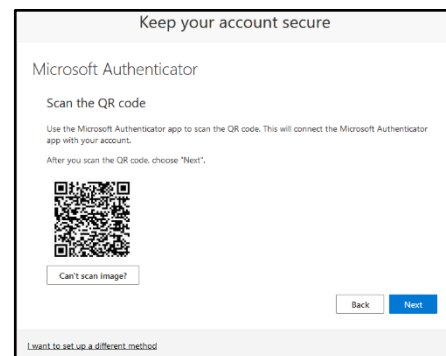
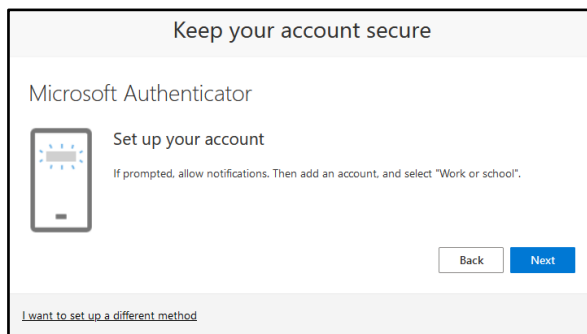
1. Go to <https://portal.office.com/> in a web browser on your computer
2. Sign in to your uregina Microsoft Account username@uregina.ca and usual password
 - a. If MFA is enabled, you will be prompted to install the Microsoft Authenticator App on your mobile device.
 - b. If not prompted, you will need to enroll in MFA first.
 - i. Go to the MFA portal at: <https://novapp.cc.uregina.ca/perl/mfa.cgi>
 - ii. Log in with your uregina username and password
 - iii. Click the "Enroll in MFA" button
 - iv. Wait until you see "Your request was submitted successfully" in red across the top
3. Install the MS Authenticator App
 - a. Open the Google Play Store or Apple App Store on your mobile device
 - b. Search for "Microsoft Authenticator"
 - c. Click to Install, same as other apps

NOTE: If you do not have a smart phone, set up your phone number for SMS text MFA instead.

- a. Click "I want to set up a different method"
- b. Select 'Phone' from the dropdown list
- c. Enter your cell phone number
- d. Choose 'Text me a code' and click Next
- e. You will receive a code on your mobile device
- f. Enter the code into the Authenticator screen
- g. Click Next then click Done



4. Once the MS Authenticator app is installed, go back to the https://portal.office.com browser window
5. If this is your first time using the app, click 'Next' until you see a screen with a QR Code on it.



6. On your mobile device, open the MS Authenticator app.

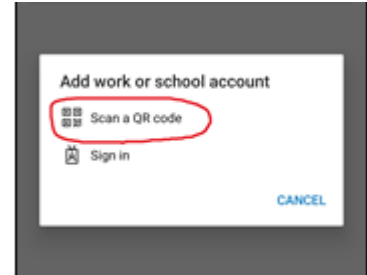
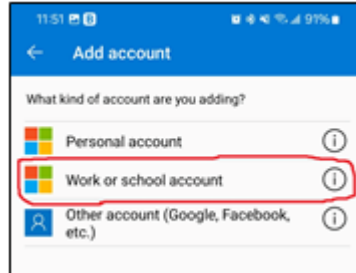
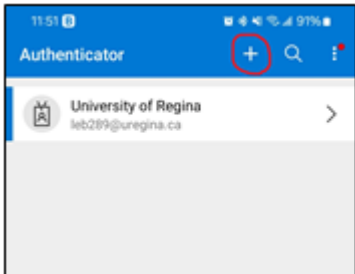
7. Scan the QR code with the MS Authenticator app

OR

If you already had the app and have signed in before you need to add an account manually first.

- a. Click the "+" in the top right corner in the app
- b. Click "**Work or School Account**"
- c. Click "**Scan a QR Code**"

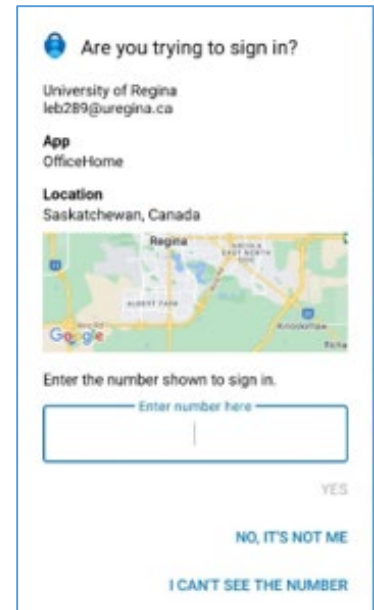
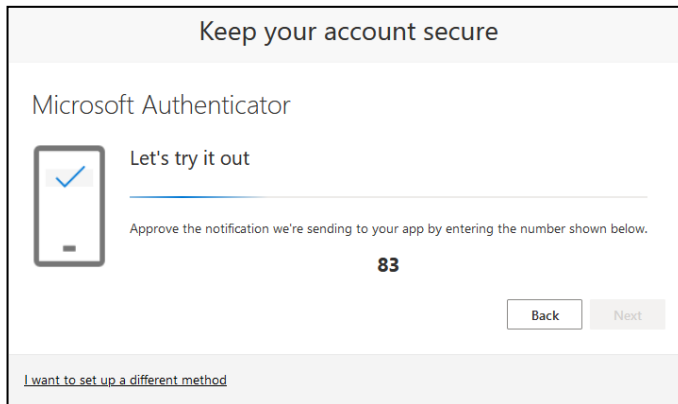
NOTE: You MUST scan the QR code with the MS Authenticator app. Do NOT scan the code with your phone camera



8. After scanning the QR Code, your device will be set up to use MS Authenticator.

When Signing into your uregina Microsoft account, you will periodically be prompted to enter a two-digit number into the MS Authenticator app on your device to verify your identity.

9. On the Sign in page you will see a two-digit number.



10. On your mobile device open the MS Authenticator app
 - a. Authenticator will show the location of the login request
 - b. You will see a prompt to 'Enter the number shown to sign in'
 - c. Enter the number shown in the browser window to authenticate.
 - d. You will now be signed in to your Microsoft Account.

11. Set up a secondary backup MFA method for SMS text
 - a. Go to <https://myaccount.microsoft.com/>
 - b. Sign in if prompted, using your username@uregina.ca and current password
 - c. Select "Security Info" on left side
 - d. Click "+ Add sign-in method"
 - e. Choose Phone and add your cell number