

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



Once the MS Authenticator app is installed, go back to the <u>https://portal.office.com</u> 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.

	Keep your account secure	
Keep your account secure	Microsoft Authenticator	
Microsoft Authenticator Set up your account If prompted, allow notifications, Then add an account, and select "Work or school". Back Next	Scan the QR code Use the Microsoft Authenticator ago to scan the QR code. This will connect the Microsoft Authenticator ago with your account. After you scan the QR code, choose "Next".	
<u>I want to set up a different method</u>	Lwant to set up a different method	

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

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Authenticator	(+) (4 ;	What kind of account are you adding?	Add work or school account
▲ leb289@uregina.ca	,	Personal account (1)	副語 Scan a Qit bode [] Sign in
		Other account (Google, Facebook, () etc.)	CANCEL

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 twodigit 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.

	Keep your account secure	
Microso	oft Authenticator Let's try it out Approve the notification we're sending to your app by entering the number shown below. 83 Back Next	
l want to set up a different method		

- 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

