

## **Multi-Factor Authentication**

Get started by logging into your MtA account using a desktop computer or laptop and have your mobile device ready to use. You can also sign up directly by visiting <a href="https://aka.ms/mfasetup">https://aka.ms/mfasetup</a> at any time.

## **Step-by-Step Guide**

1. You will be prompted to set up MFA when signing into your MtA email. Select "Next."



2. Download the Microsoft Authenticator App. CSD recommends downloading the Microsoft Authentication app on your mobile device through the app store.



- 3. Once the app is downloaded, open the Microsoft Authenticator App on your mobile device. If prompted, allow notifications from the App.
- Tap the "+" located in the upper right-hand corner of the Authenticator App to add a new account.
- 5. Select "Work or School account" when prompted to add an account.

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$\equiv$ Authenticator	Q +	< Add acco	unt
Mount Allison University YourName@mta.ca	>	WHAT KIND OF ACCOUNT ARE YO	U ADDING?
		Personal account	>
		Work or school account	>
		Other (Google, Facebook,	ətc.) >
Authenticator Passwords Addresses	Verified IDs	<ul> <li>When you are signed in with yo stored passwords, addresses, a be available on this device.</li> </ul>	ur personal account, all and other autofill info will

6. When prompted by the App on your mobile device to either "Sign In" or "Scan the QR code", CSD recommends that you tap "Scan the QR code".



7. Go back to your laptop or desktop computer and select "Next" to generate a QR code.



8. Using your mobile device, scan the QR code that will generate on your laptop or desktop computer. After you scan the QR code from your mobile device, click "Next."

Config	ure mobile app		
Complete	the following steps to configure your mobile app.		
1. Instal	Il the Microsoft authenticator app for Windows Phone, Android or iOS.		
2. In the	e app, add an account and choose "Work or school account".		
3. Scan	the image below.		
lf you Code	QR Code will generate u are unable to scan the image, enter the following information in your app. e: 009 812 972		
Url:	https://mobileappcommunicator.auth.microsoft.com/activate/249446399/WUS		
If the app	displays a six-digit code, choose "Next".		
		Next	cand

9. After you select "Next", you will be prompted to test the authenticator app is working. A number will generate on your laptop or desktop computer. (*Please note, the app will generate a different number each time*).

Microso	oft Authenticator		
_	Let's try it out Approve the notification we're sending to your app by entering <b>86</b>	the number show	wn below. Next
<u>l want to set up</u>	a different method		

10. Type the number into your mobile device to ensure that the authentication app is working properly and then select "Yes".

11:28			
∃ Authe	nticator	Q +	
Mount A amontar	>		
Mount Allison University Are you trying to sign in? Mount Allison University jst003@mta.ca Enter the number shown to sign in. 86 No, it's not me Yes			
1 <u>2</u>		3	
4 6ні	5 јкі	б	
7 Pors	9 wxyz		
	0		

11. You will receive a notification on your laptop or desktop computer that the notification has been approved. Select "Next".

Microsoft Authenticator	Back Next
<u>l want to set up a different method</u>	

12.Success! You've set up Multi-Factor Authentication and a summary of your default sign in methods will appear. Select "Done"

Suc	cess!
Great jo	bb! You have successfully set up your security info. Choose "Done" to continue signing in.
Defaul	t sign-in method:
Ø	Microsoft Authenticator iPhone 11
٢	Microsoft Authenticator
	Done

- 13. It is recommended that you add another authentication method as a back-up if your default method is unavailable. For example, if you replace your mobile phone or forget your mobile phone at home, you may need to use a secondary authentication method to access your MtA account.
- 14. To add a secondary method, go to "Security Info" and select "Add sign-on method" to enter details as prompted.

Reminder: You can add or modify your sign-in methods at any time by visiting: <u>https://aka.ms/mfasetup</u>

III MountAllison   My Sign-Ins V					品	?	(J3)
A Overview	Security info						
♀ Security info	These are the methods you use to sign into your account or reset your password.						
Devices	+ Add sign-in method						
💫 Password	Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone 11		Delete			
S Organizations	Email	amontana@mta.ca	Change	Delete			
A Settings & Privacy	Lost device? Sign out everywhere						
S Recent activity							

**Questions?** Please email <u>Helpdesk@mta.ca</u> if you need further assistance with setting up.