# <u>Microsoft MFA - Enrolling in Microsoft Multi-Factor</u> <u>Authentication (Student MFA)</u>

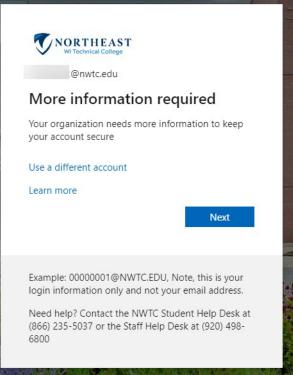
Multi-factor authentication or MFA is an extra layer of security for your NWTC account. MFA verifies your identity by asking you for a second factor to prove you are who you say you are. It uses two different forms of identity: your password, and a contact method (also known as security information). Even if someone else finds your password, they will be stopped if they do not have access to your security information. This is also why it is important to use different passwords for all your accounts. NWTC has chosen the Microsoft Authenticator app for that extra layer of security. Please review the following link for more information about how it works here.

### For assistance with setting up multi-factor authentication contact the NWTC Helpdesk.

- The Student Help Desk is available 24/7. Call <u>920-498-6900</u> or <u>866-235-5037</u> (toll free) or <u>chat with us</u>.
- Contact the Staff NWTC Help Desk at <u>920-498-6800</u> for assistance with MFA, or email <u>help.desk@nwtc.edu</u> to open a ticket in our Staff Help Desk system.

## <u>Enrolling in Microsoft Multi-Factor Authentication using the Microsoft</u> <u>Authenticator App:</u>

1. When logging in to your NWTC Microsoft account you will see the following prompt to enroll in Microsoft MFA:



2. Click Next and be prompted to provide an additional security method.

Y	our organization requires you to set up the following methods of pro	
Micros	soft Authenticator	
•	Start by getting the app On your phone, install the Microsoft Authenticator app. Downlo After you install the Microsoft Authenticator app on your device I want to use a different authenticator app	
want to get	up a different method	Next Skip setup

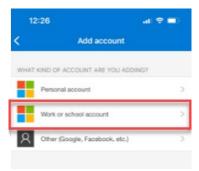
- 3. Install the Microsoft Authenticator app for your device. Details on how to install the app are <u>here</u>.
- 4. On your computer screen, click **Next**.
- 5. You will be prompted to set up your account on the Microsoft Authenticator App. Click Next.

	Keep your account secu	ire
Yo	ur organization requires you to set up the following methods (	of proving who you are.
Micros	Oft Authenticator Set up your account In your app, add an account and select "Other".	
L-J		Back Next
want to set u	p a different method	Skip setur

6. Open the Microsoft Authenticator app on your device and click the + in the upper right corner of the screen.

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			al	>
-				2
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	Northeast V	withenticator	uthenticator	Northeest Wisconsin Technical

7. Select Work or school account.



8. Click Scan QR code.

Add work or	school account
Sign in	Scan QR code

9. Use the Microsoft Authenticator app to scan the QR code on your computer screen.

Microsoft Authenticator	
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR code. This will connect app with your account.	t the Microsoft Authenticator
After you scan the QR code, choose "Next".	
Can't scan image?	
	Back Next
I want to set up a different method	Skip setup

- 10. Click Next.
- 11. You will test your app setup now. Enter the 2-digit code shown on your computer screen into the Microsoft Authenticator app.

Microsoft Authenticator           Let's try it out <ul> <li>Are you trying to sign in?</li> <li>Contose robilicontose.com</li> <li>Enter number lakown to sign in.</li> <li>Citer number lakown to sign in.</li> </ul>			r organization requires you to set up the following methods of proving who	
Approve the notification we're sending to your app by entering the number Contose robi@contose.com Enter the number shown to sign in. Enter number here	0.26		oft Authenticator	Micro
Approve the notification we're sending to your app by entering the number of the number shown to sign in.	ac a	ontoso	Let's try it out	
67 67		nter the number shown to sign in.	Approve the notification we're sending to your app by entering the number	L-
Back NO, IT'S NOT M				
I want to set up a different method		I CAN'T SEE THE NUMBER	a different method	I want to set
0° 4 @ 72 Q		4 0 D Q		

- 12. Click Next on your computer screen.
- 13. Click Next on the notification approval page.

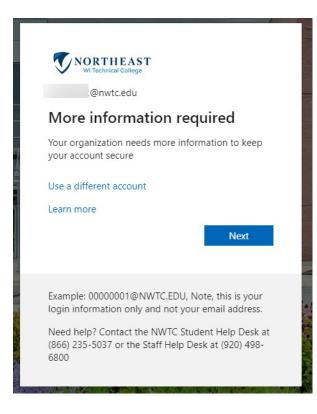
Microsoft Authenticator
Notification approved
l want to set up a different method

14. You have completed enrollment of MFA. Click **Done**. You are encouraged to **add your mobile device phone number** to act as a backup if you are unable to access or use the Microsoft Authenticator app for any reason. Additionally, you could provide a phone number to a different device, or landline as a backup if your phone is lost or stolen. After completing enrollment, you can add additional methods or change security information at <u>https://mysignins.microsoft.com/security-info</u>.

SUCCESS! Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method: Microsoft Authenticator		Keep your account secure
Default sign-in method:	Success!	
Microsoft Authenticator	-	
	Microsof	t Authenticator

# <u>Enrolling in Microsoft Multi-Factor Authentication using Phone Call/SMS</u> <u>texting:</u>

1. When logging in to your NWTC Microsoft account you will see the following prompt to enroll in Microsoft MFA:



- 2. Click Next and be prompted to provide an additional security method.
- 3. Click the link in the lower left corner of the screen: I want to set up a different method.

Micro	soft Authenticator	
6	Start by getting the app	
	On your phone, install the Microsoft Authenticator app. Download now	
	After you install the Microsoft Authenticator app on your device, choose "Next".	
	I want to use a different authenticator app	
	N	ext

4. Use the drop-down box to select **Phone**.



5. Click Confirm.

Choose a diffe	rent method $\rightarrow$
Which method would	d you like to use? $\scriptstyle  imes$
Car	ncel Confirm

6. Enter your phone number without dashes. Example: 123456789

Phone			
You can prove who you are by answ	ering a call on your	phone or texting a code t	o your phone.
What phone number would you like	to use?		
United States (+1)	~	9201234567	•••1
• Text me a code			
Call me			
Message and data rates may apply. and cookies statement.	Choosing Next mea	ns that you agree to the T	erms of service and Privacy
			Next

- 7. Click Next.
- 8. You will be sent a 6-digit code from Microsoft to your phone as a text message. Enter the 6-digit code.
- 9. Click Next.

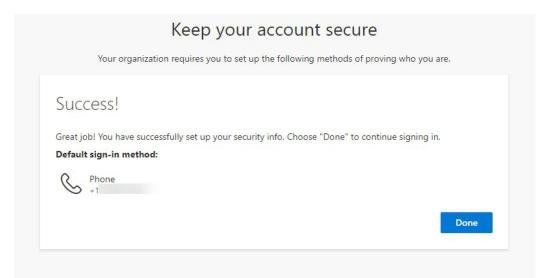
Your organization requires y	ou to set up the following methods of	proving who you are.
Phone		
We just sent a 6 digit code to +1	Enter the code below.	
511500		
Resend code		

10. Your phone will be registered. Click Next.

Phone	
SMS verified. Your phone was registered successfully.	
	Next
	Skip setup

### 11. Click Done.

This completes your enrollment of MFA. You are encouraged to enroll multiple devices in MFA. You can add additional methods or change security information at <u>https://mysignins.microsoft.com/security-info</u>.



## Help with Multifactor Authentication:

- Instructions to enroll a new or replacement phone with Microsoft Authenticator: <u>How to</u> <u>setup authenticator on a new phone</u>
- Common troubleshooting tips for Microsoft Authenticator App: <u>Common problems with</u>
   <u>two verification and your work or school account.</u>
- To change provided Microsoft security information or add backup authentication methods for your NWTC account, log in to your <u>security options page</u>.
- If you feel you do not have the technology to successfully enroll, please call the NWTC Help Desk for support.
- If you have lost your device, left it at home, or are experiencing difficulties authenticating please call the NWTC Help Desk for support.

### For assistance with multi-factor authentication contact the NWTC Helpdesk.

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