Microsoft MFA Setup Guide

The steps below will guide you on how to setup Microsoft Multi-factor Authentication (MFA) to access Miami Dade College online resources. This process will be replacing DUO as the standard login authentication method for MDC employees.

Preparation Steps

a) You will need a mobile device with internet connection, an active mobile phone number, or an accessible alternate phone number.

b) If you are having password issues, please visit https://www.mdc.edu/password/

==*Individual experiences may vary. **Please read instructions fully** as some prompts or display/option windows may be in slightly different formats*==

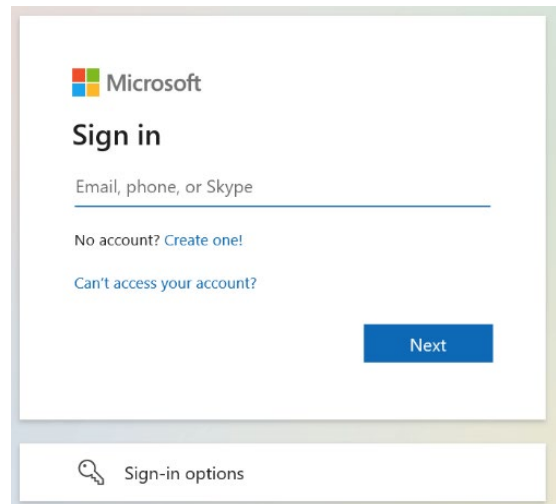## How to setup Microsoft Authenticator

DO NOT USE MOBILE DEVICE FOR THIS STEP

Step 1

On your **Desktop/Laptop** web browser, navigate to https://aka.ms/mfasetup
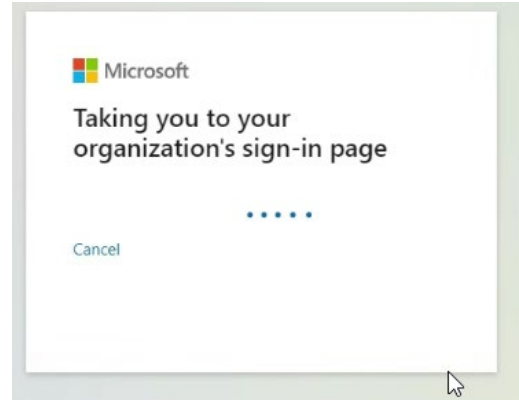
Enter your MDC email address:
 (yourusername@mdc.edu)

Click **Next**

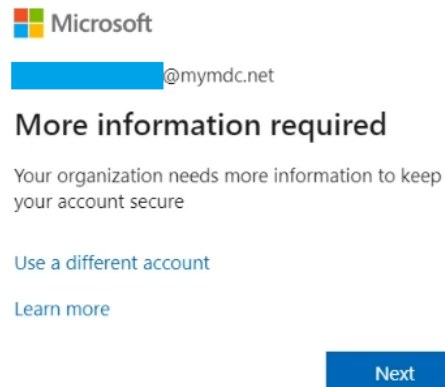You will be redirected to the MDC login screen

Enter your MDC credentials and
Click **Sign in**
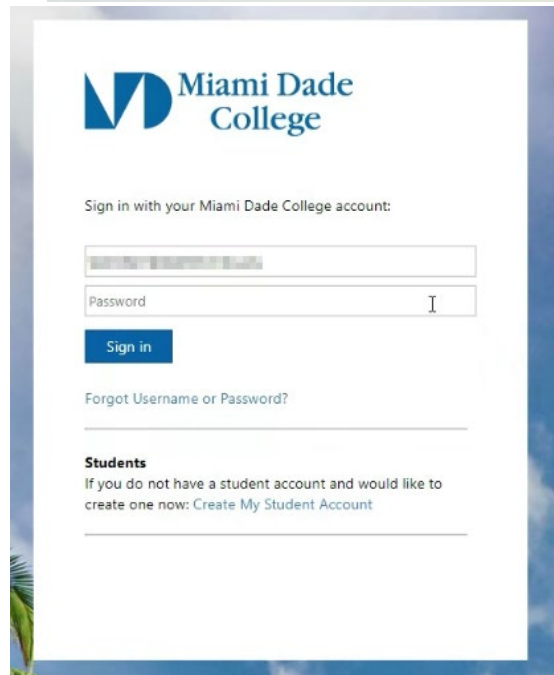
If you have already registered a Microsoft account you will
be directed to the **Microsoft Self Service** homepage and may
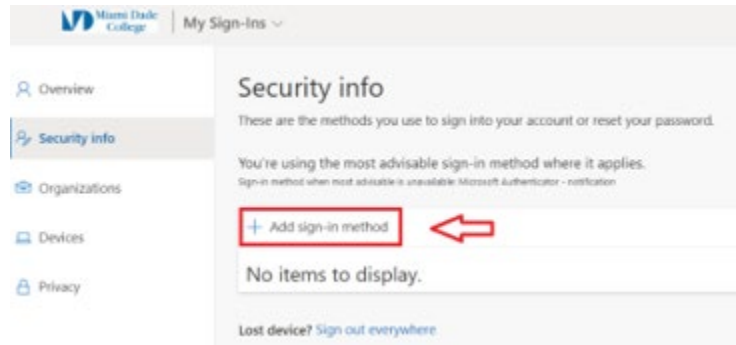proceed to **Step 2.**
If you immediately see a **"More information required"**
window, click **Next** and skip to **Step 3.**

Step 2

On the Microsoft Self Service page
Click on **Security Info** on the **Left Column**

Click **"Add sign-in method"**

A pop-up window should appear labeled:
Add a method

Use the drop-down menu and select:
Authenticator app

Click **Add**
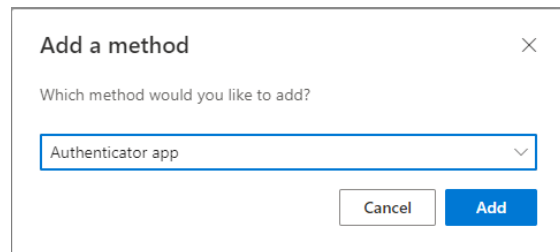
Step 3

A window will display a message prompting you
to install **Microsoft Authenticator** app on your
phone or mobile device

Click **Next**

Another information window will be displayed.

Click **Next**

A **QR code** should now be visible on your computer screen.

Leave this QR code on screen and continue the steps

Step 4

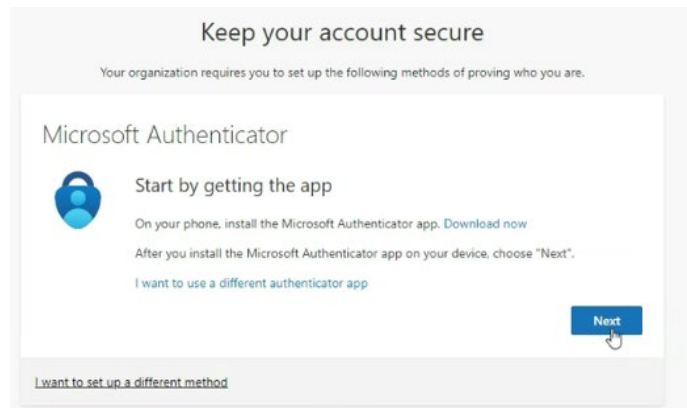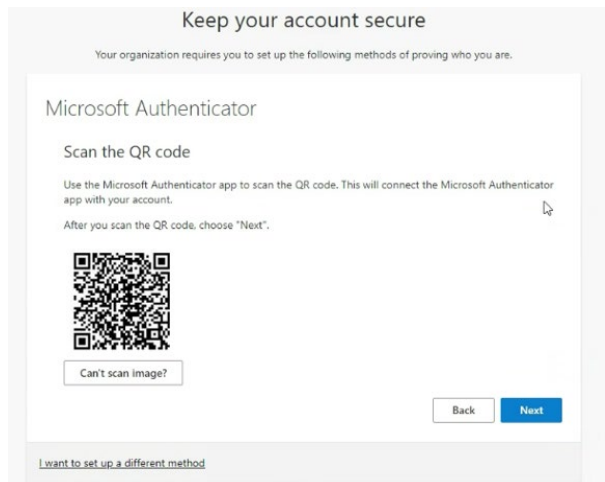**Install Microsoft Authenticator application**

Use your mobile device to scan the **QR code** for the type of device you are using:

Apple (iPhone/iPad)	Android

Alternatively,

On your **mobile device**, navigate to the App Store (Apple iOS) or the Play Store (Android OS) and search for **Microsoft Authenticator**

Click **Install**
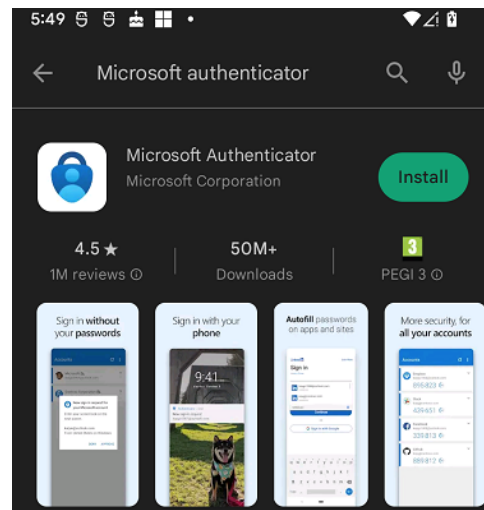
NOTE: Once the application has been installed on your phone, you may be prompted to "**Allow to display notifications**"

Click to **Allow**.

==The Microsoft Authenticator app is **completely FREE** and should **NOT PROMPT FOR PAYMENT**. If the app you downloaded is asking for payment, it is likely you have installed the **INCORRECT** "Authenticator" app==

Step 5

On your mobile device, open the **Microsoft Authenticator** app

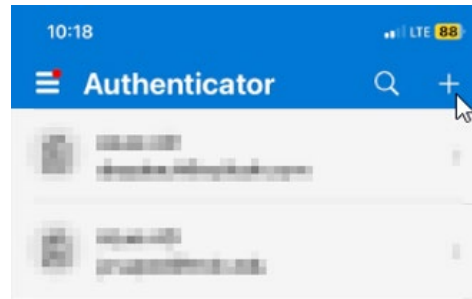If this is the first time you use the app you will see an initial splash screen.

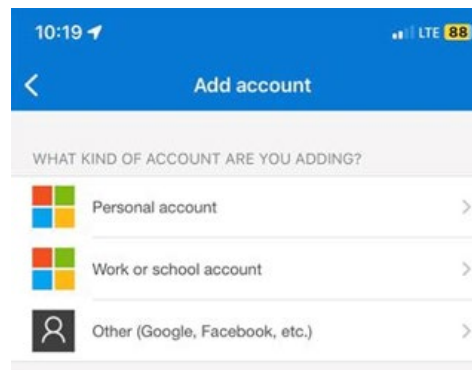Tap **Scan a QR code** and move on to **Step 6**

Otherwise,
If you have opened or used the Microsoft Authenticator app previously,

Tap the **Plus Sign (+)** on the top right corner

Select **Work or school account**

On the "**Add work or school account**" pop-up
Tap **Scan a QR code**

Step 6

Your mobile device's camera should become active.
Scan the **QR code** displayed on your computer screen
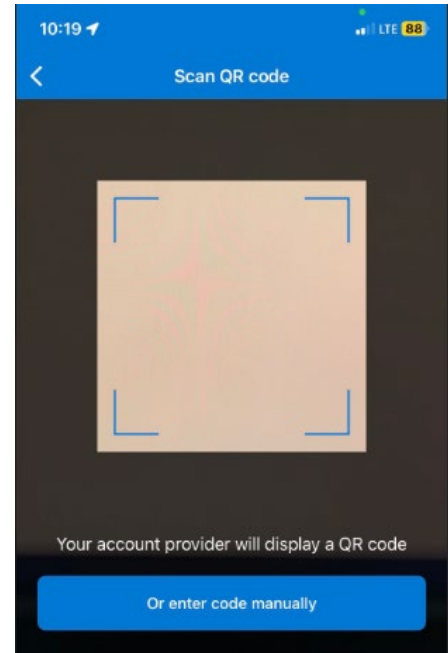
You **may** be prompted to test the application.
A **random number** will be displayed on the computer screen.
Example: **95**

Back on the mobile device, open the **Microsoft Authenticator** app if not already open, you will be prompted to
Enter or select the number displayed on the computer screen
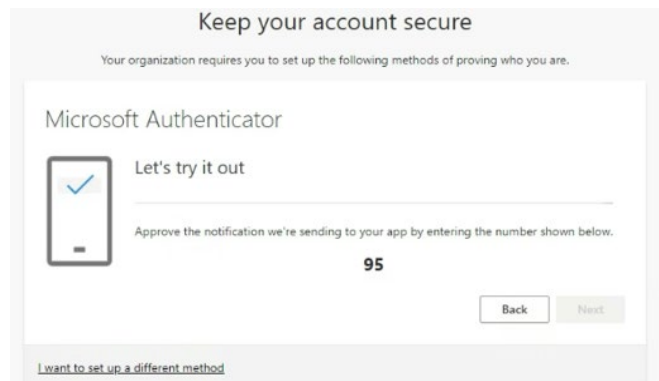
If entered correctly you will see a "**Success**" message

Click **Done**
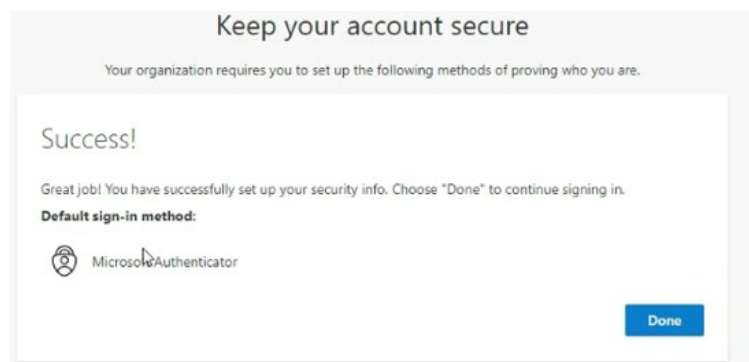
Step 7
Setup Alternative Authentication method

It is **highly recommended** to add at least one other alternative authentication method such as a mobile phone number.

Open your web browser, navigate to
https://mysignins.microsoft.com/security-info

If prompted, enter you **MDC credentials**

Click **Security Info** on the left-hand column

Click **Add sign-in method**

Use the drop-down menu to select "**Phone**"

Click **Add**

Enter your **Phone Number**

Select whether you want to receive a **Text message** or **Call**
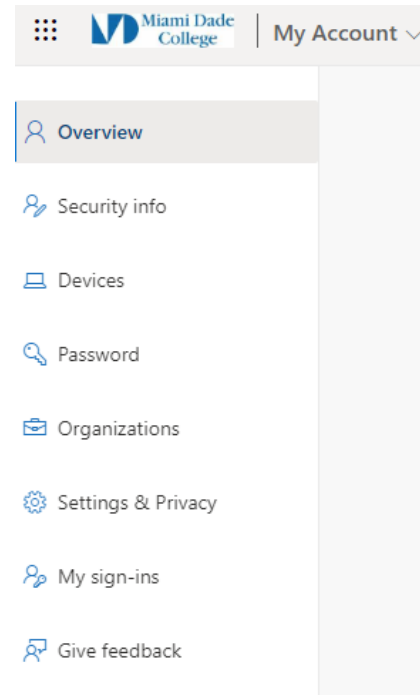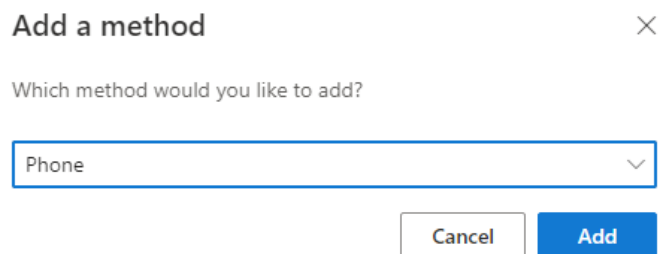
Note: If you select **"Text me a code"** the phone you entered must be able to receive text message. Also note that text message rates apply if your service does not include text/data.

In this example we have selected **"Call me"**

Click **Next**

Phone   ✕

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

| United States (+1) ⌄ | 3051234567 |

◯ Text me a code

⦿ Call me

Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

[Cancel]   [Next]

Shortly, you should receive a phone call and a voice saying:

 "*This is Microsoft, if you are trying to sign in press pound (**#**) to finish signing in*"

Press **#**

You should now see a message stating the Phone was successfully registered

Click **Next**

Phone

✔ Call answered. Your phone was registered successfully.

[Next]

If you chose "**Text me a code**"
You will be prompted to enter the code sent via text message to your mobile phone

Click **Verify**

Congratulations you have successfully setup MFA Authentication!

Should you have any questions, please do not hesitate to contact your local **Campus IT Service Desk**, or email us at ithelpdesk@mdc.edu

Miami Dade College

~~xxxxxxxx~~mdc.edu

Enter code

💬 We texted your phone +X XXXXXXXX03. Please enter the code to sign in.

| Code |

☐ Don't ask again for 1 days

Having trouble? Sign in another way

More information

[Verify]

Welcome to MDC