

Office 365 Multifactor Authentication Registration

Pre-register

Please use the link below to pre-register for Office 365 Multifactor Authentication and follow the steps below to complete the registration process.

<https://aka.ms/mfasetup>

Selecting a Verification Method

There are three options that can be selected for providing additional verification once Multifactor Authentication is configured. **Using the mobile authentication application is the preferred method.**

Verification Method	Description
Mobile Authenticator App (preferred)	The mobile app will receive a verification prompt that can be approved within the application, or a one-time password is presented within the authenticator app to be used to complete the login process.
Authentication Phone	With text message verification, an SMS is sent to the mobile phone number containing a verification code. To complete the sign-in process, the verification code provided is entered into the sign-in interface. If the "Call Me" option is selected, an automated voice call is made to the phone number registered by the user. To complete the sign-in process, the user is prompted to press # on their keypad.
Office Phone	With phone call verification, an automated voice call is made to the phone number registered by the user. To complete the sign-in process, the user is prompted to press # on their keypad.

Installing the Mobile Authenticator APP

Before you can configure your account, you must download and install the Microsoft Authenticator app on your mobile device.



The mobile application can be found in your device's app store as "Microsoft Authenticator."

[Download For Android Devices](#)

[Download For iOS Devices](#)

Configuring the Authenticator App

Choose mobile app from the drop-down menu and select "**Receive notifications for verification.**" This will ensure phone notification when an authentication request is initiated.

Select "Set up" to continue to the mobile app configuration.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app ▾

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#) Please configure the mobile app.

Next

Follow steps 1 through 3 in the image below to configure the mobile app.

Do not use the sample image below as your QR Code. You will be prompted with a new QR code.

Additional security verification

Secure your account by

Step 1: How should we verify you?

How do you want to verify your account?

Receive notifications from the Microsoft Authenticator app

Use verification code

To use these verification methods, you need to install the Microsoft Authenticator app on your mobile device.

[Set up](#)

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

Code: 181 503

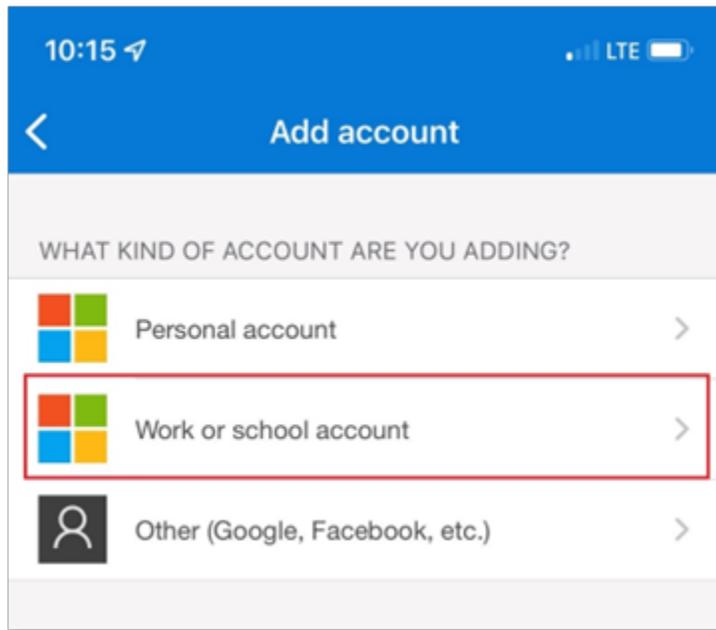
Url: <https://mobileappcommunicator.auth.microsoft.com/activate/687743>

If the app displays a six-digit code, choose "Next".

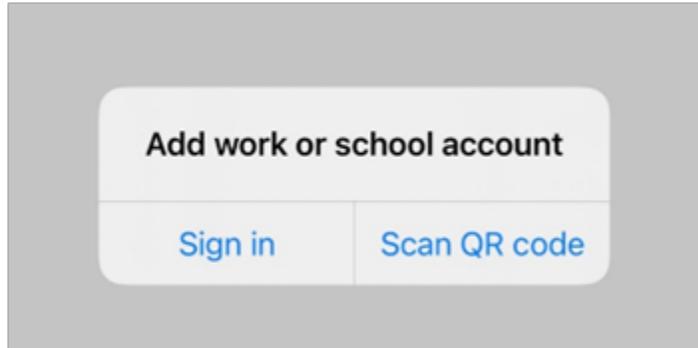
[Next](#) [cancel](#)

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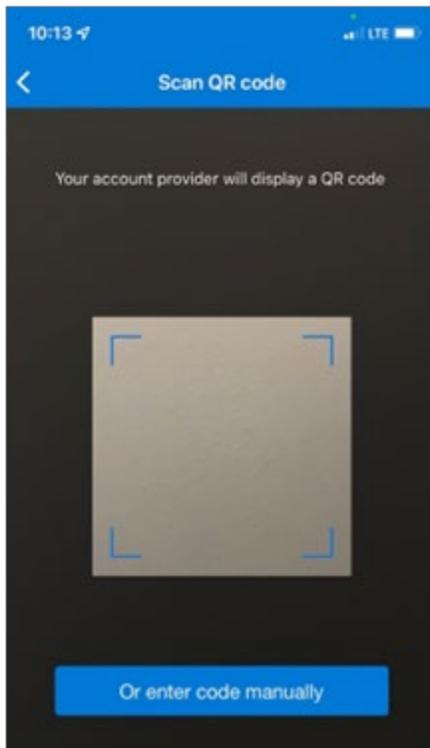
In the Microsoft Authenticator app, select “Add Account” and choose “Work or school account.”



Select “Scan QR code” to add your account to the application using your camera.



Scan the QR image on the configure mobile app screen with your mobile phone.



The mobile app will now display a Shelton State Community College account and is ready for use.



Select “Next” on the configure mobile app screen which should now indicate that the mobile app has been configured.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Mobile app has been configured.

Next

A confirmation sign-in will be sent to the mobile app to validate its function.

Additional security verification

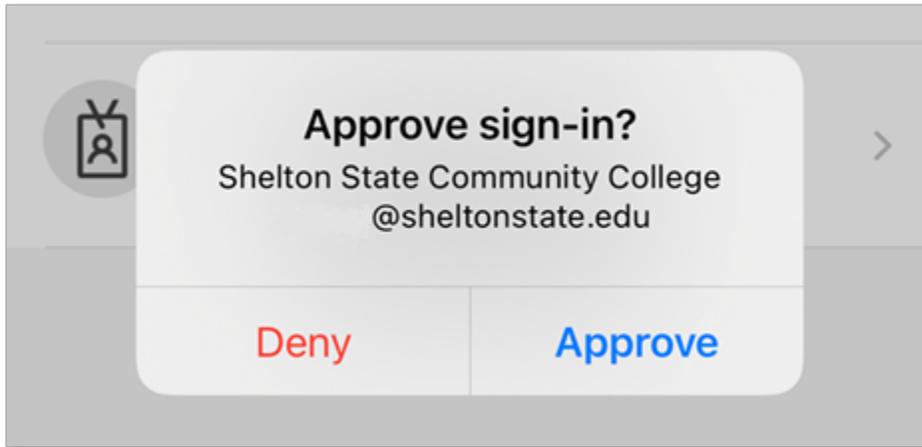
Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: Let's make sure that we can reach you on your Mobile App device

- Please respond to the notification on your device.

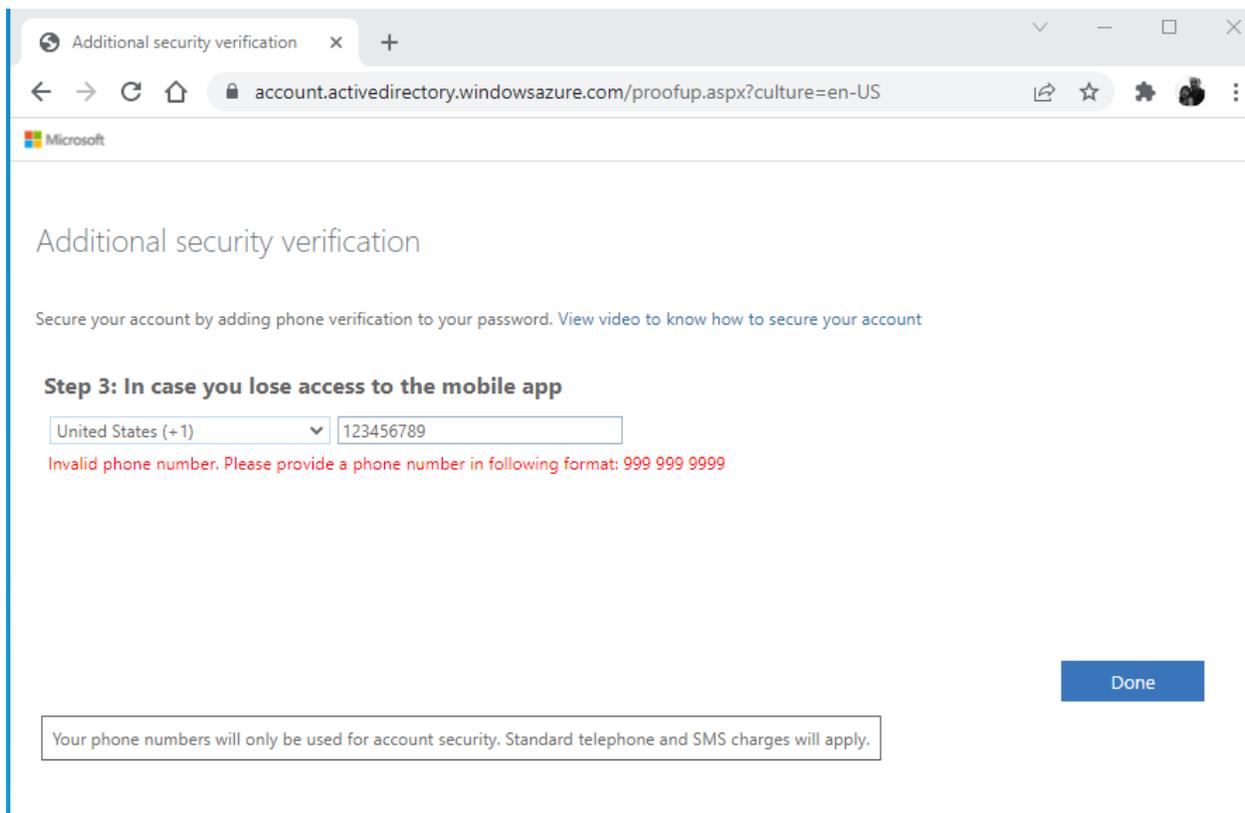
Next

Select "Approve" on your Microsoft authenticator app.



The final step is entering a phone number to verify your identity if you lose access to your mobile app.

Select "Done" to complete the setup and sign in to email using Multifactor authentication.



For more information or assistance, contact [Help Desk](#) or 205.391.3939.