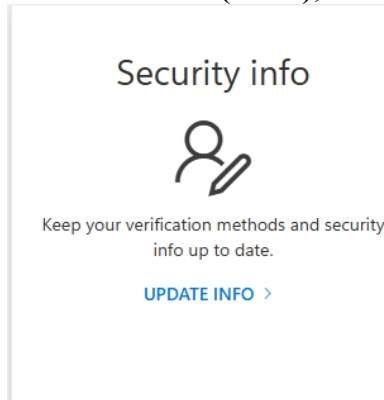


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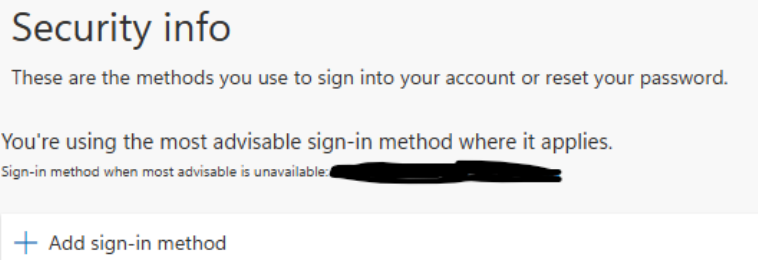
Guide to Adding Microsoft Authenticator

Steps to Add Microsoft Authenticator

1. **Download the App**
 - Go to the **App Store** (iOS) or **Google Play Store** (Android).
 - Search for **Microsoft Authenticator** and install the app.
2. **Sign In to Your Account on a computer**
 - Open a web browser and navigate to <https://myaccount.microsoft.com>
 - Log in with your student email and password.
(FLastname#####@st.colin.edu where ##### equals last 4 digits of your ID number and F equals the initial of first name)
3. **Access Security Settings**
 - Go to your account settings or profile (often found under “Account” or “Security & Privacy”).
 - Look for options like **Two-Step Verification**, **Multi-Factor Authentication (MFA)**, or **Security Info**.



4. **Add a New Authentication Method**
 - Select **Add Method** or **Add Sign-In Method**.



- Choose **Authenticator App** from the list of options.
5. **Set Up the Authenticator App**
 - Open the Microsoft Authenticator app on your phone.
 - Tap **Add Account** (or the “+” icon) and select **Work or School Account**.

- Scan the **QR code** displayed on your computer screen. If prompted, allow the app to access your camera.
 - If you can't scan the QR code, manually enter the code and URL provided on the screen.
6. **Verify the Setup**
- Once the account is added, the app will display a six-digit code that refreshes every 30 seconds.
 - Enter this code in the browser when prompted to verify the setup.
 - You may receive a test push notification—approve it to confirm.
7. **Complete the Process**
- Follow any additional on-screen instructions to finalize the setup.
8. **Test Your Login**
- Log out of your account and log back in to ensure the authenticator works.
 - When prompted, open the Microsoft Authenticator app and either approve the push notification or enter the displayed code.
- **Contact IT Support:** If you encounter issues, reach out to your school's IT helpdesk for assistance.