

# Adding the Microsoft Authenticator App

**A Cyber Security Guide** 



# **Overview**

**Multi-Factor Authentication** (**MFA**) is a security system that requires you to provide more than one form of identification at the time of login to ensure you are who you claim to be. It combines at least two forms of authentication: something you know (e.g., a password) and something you have (e.g., a cell phone or a code generator).

Use this guide to modify the Multi-Factor Authentication settings for your Brock account.

This guide assumes that you have already set up Multi-Factor Authentication on your account and that you want to make changes to your existing settings. If you have not set up Multi-Factor Authentication on your account, close this guide and refer to the Multi-Factor Authentication Setup Guide.

# **Modifying your Multi-Factor Authentication settings**

**1.** Go to <u>mysignins.microsoft.com</u> and select your **account** (1a). If your account is not listed, select **Use another account** (1b) and follow the prompts.

Microsoft Pick an account	la
Sallen@brocku.ca O	: <b>1</b> b

2. Enter your username (2a) and password (2b), then click Sign In (2c).



**3.** Authenticate your login using the MFA method you previously set up on your account - you will proceed to the next screen automatically. If you encounter problems, click **Sign in another way**.

Microsoft		
sallen@brocku.ca		
<ul> <li>We've sent a notification to your mobile device.</li> <li>Please open the Microsoft Authenticator app to respond.</li> </ul>		
Don't ask again for 30 days		
Having trouble? Sign in another way		<b>— (3</b> )
More information		Ŭ
	Terms of use Privacy & cookies	

#### 4. Click Security info.

w	My sign-ins (previe	ew)	allen 1917 - Star Ballion Ba	. tofa	
ations	Today at 12:53:49 PM	Ontario, CA 🛈	Office.com	Successful sign-in	~
	Operating System MacOs Browser Mozilla Firefox		IP What is this? 123.456.789.00 App Office.com		
	Toronto		Account sallen@brocku.ca		
	Today at 12:33:24 PM	Ontario, CA 🛈	Office 365	Successful sign-in	~
	Operating System MacOs		IP What is this? 123.456.789.00		
	Browser Mozilla Firefox		App Office 365		
	Toronto		Account sallen⊜brocku.ca		

**5.** From this screen you can manage the various authentication methods available to you (**5a**). You can add a new method, change or delete an existing method, or change the default method used. To add the Microsoft Authenticator app, click **Add sign-in method** (**5b**).

::: My Sign-Ins $\lor$					
A Overview	Security info				
𝒫 Security info	These are the methods you use to sign into yo	our account or reset your password.			
💻 Devices	You're using the most advisable sign-in meti Sign-in method when most advisable is unavailable: Microsoft Aut	thenticator - notification Change			$\sim$
🔾 Password	+ Add sign-in method O				(5b)
Organizations	Password (preview)	Last updated: 2 years ago	Change		
A Settings & Privacy	Microsoft Authenticator     Push multi-factor authentication (MFA)	iPhone XR		Delete	5a
③ Recent activity	Email	ibrock@personalEmail.com	Change	Delete	-
	Lost device? Sign out everywhere				

**6.** In the pop-up window that appears, click the **drop-down arrow** (**6a**) to see the menu (**6b**). Choose the Authenticator app to set it as your default, then click **Add** (**6c**).

NOTE:	lt is highly	recommend	ed that you s	elect App	based a	uthentic	ation - no	otification	as your de	efault sign-
in meth	od. Micros	soft recomme	ends moving	away from	n the less	secure t	elephony	methods (	call and to	ext).

	Add a method Which method would you like to add?	×	
FA)	Choose a method Authenticator app Phone Alternate phone Security questions		6a 6b
	Office phone Add a method Which method would you like to add? Authenticator app	×	
	Cancel Ad	l 0	6c

#### **Setting up the Microsoft Authenticator App on Your Mobile Device**

To use the Authenticator app, you will need to download and install the app on your mobile device, and then link your account to it. To do this, log into your Brock account and you should receive a dialogue box like the one below, indicating that more information is required to keep your account secure. Click **Next**.



**1.** Start by getting the app. Click the **Download Now** link to open the **Download Microsoft Authenticator** window.

Keep your account secure Your organization requires you to set up the following methods of proving who you are.
Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now O After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app
Next

2. Navigate down to Get the app on your phone and scan the appropriate QR code with your Android or IOS mobile device to begin the download process.



**3.** Once the app has finished installing on your mobile device, go back to the **Start by getting the app** window on your computer and click **Next** to go to the **Set up your account** screen.



- **4.** Open the Microsoft Authenticator app on your mobile device, and then:
  - a. Select (+) in the upper right corner, then tap Add account
  - **b.** Select Work or school account
  - c. Select Scan QR code and then go back to your computer.



5. Click Next to get the QR code to scan with your device.

Keep your account secure Your organization requires you to set up the following methods of proving who you are.
Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school".
Back Next O

6. Scan the QR code using the Microsoft Authenticator app on your mobile device. Once scanned successfully, you should see your Brock account in the app. Click Next after successfully scanning the QR code.

**NOTE:** If you have trouble scanning the QR code, you can manually enter the QR code on your device. See **Manually Enter the QR Code** at the end of this guide.

Keep your account secure	
Your organization requires you to set up the following methods of proving who you are.	
Microsoft Authenticator	
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account. After you scan the QR code, choose "Next".	
Can't scan image?	
Back Next	

7. Microsoft will send a notification to the Authenticator app on your device, requesting the two-digit number shown on your computer's screen. Enter the **two-digit number** into your app and tap **Yes** to approve.

Signin?       Brock Unvestig         Brock Unvestig       Microsoft Authenticator         Enter the number of signin.       Let's try it out         No, it's not me       Approve the notification we're sending to your app by entering the number shown below.         1       2         4       5         5       5	2:15 • Search =	Authenticator Brock University	Q +	Keep your account secure Your organization requires you to set up the following methods of proving who you are.
1     2     3       4     5     6	A A A	sign in? Brock University Enter the number show sign in. Enter number No, it's not me Yes	a to > 0	Microsoft Authenticator Let's try it out Approve the notification we're sending to your app by entering the number shown below.  12
		1 2 4 5	3. 6	Back Next
7         8         9           0         Image: Ward of the set of		7. 8. 105 0	9 9 9 9 9 8 8	I want to set up a different method

8. Once approved, you will get a Notification approved message. Click Next.

Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
Microsoft Authenticator	8
Back Next O	

9. Your Default sign-in method should now be Microsoft Authenticator. Click Done.

Keep your account secure	
Your organization requires you to set up the following methods of proving who you are.	
Success!	
Great job! You have successfully set up your security info. Choose "Done" to continue signing in. <b>Default sign-in method:</b>	
Microsoft Authenticator <b>O</b>	
Done O	

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#### **Manually Enter the QR Code**

If you cannot scan the QR code in step 6 of the previous section, you can enter it manually. Complete steps 1-5 of the previous section, then do the following:

- 1. Click Can't scan image? A code and URL will be displayed on the screen.
- 2. In the app on your mobile device, select Or enter code manually.
- **3.** Enter the **Code** and **URL** into the authenticator app.
- **4.** Continue following steps 7-9 of the previous section to complete setting up the authenticator app.



# **Additional Resources**

# **More Information**

You can find more information about Multi-Factor Authentication at <u>brocku.ca/information-technology/</u> <u>service-catalogue/security-and-access/multi-factor-</u> <u>authentication/</u>.



# **Help Desk Support**

If you require technical assistance with Multi-Factor Authentication, please contact the Help Desk at x4357 or <u>ithelp@</u> <u>brocku.ca</u>.

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# **Other Learning Support**

For additional learning support resources, go to <u>brocku.sharepoint.com/information-</u> <u>technology</u>.