Multifactor Authentication - Initial Setup

Created: May 17, 2023 - 2:10PM by Zachary Tedder

Multifactor authentication (MFA), also known as two-factor authentication (2FA), is a feature which allows users to better protect their account by requiring additional steps when signing in. MFA increases security on your account by requiring you to first sign in using your username and password, then approve the sign in request using a second factor like your mobile phone.

MFA can be configured via **Text Message**, an **Authentication App**, or **both**.

We recommend installing the **Microsoft Authenticator** to your mobile phone. It is available on both the **App Store** for **iPhone** and **Google Play** for **Android**. You can easily Approve or Deny login requests via a prompt on your phone.

Get the app on your phone

Scan the QR code with your Android or IOS mobile device.

Google Play

App Store

This guide will first go over setting up the **App** first.

If you wish to **set up MFA with your phone number**, skip to the **Phone / Text Authentication Setup** section below.

Microsoft Authenticator App Setup

1. When logging in to myTC, you will be prompted with the **"More information required"** screen. Select **"Next"**.

2. The next prompt will ask you to get the **Microsoft Authenticator app**. If you haven't already, install the **Microsoft Authenticator app** now, and then select **Next**.

3. Select **Next** on the **Set up your account** prompt.

4. When you see the **Scan the QR code** prompt, **do not** hit next. Continue to step **5.**

5. On your mobile phone, open the **Authenticator** app. When prompted, **allow** the Authenticator app access to your **camera and to send notifications**.

"Authenticator" Would Like to Access the Camera

May be needed to scan QR code
to add a new account

Don't Allow | **OK**

Any Microsoft account or other type

"Authenticator" Would Like to Send You Notifications

Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.
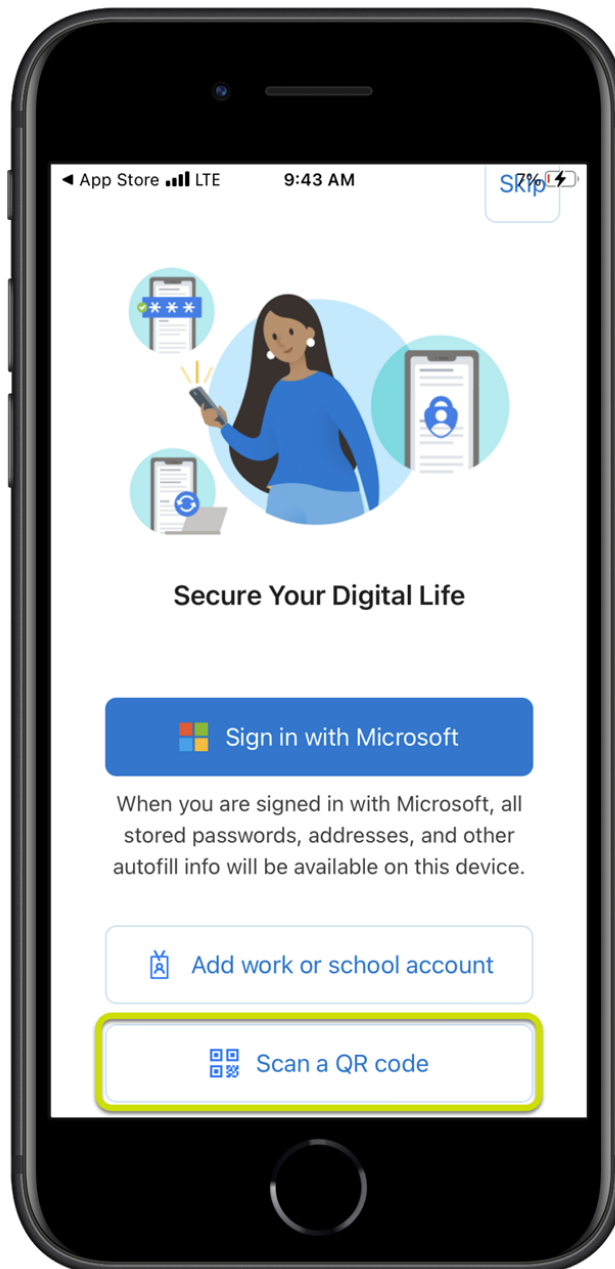
Allow

Allow in Scheduled Summary

Don't Allow

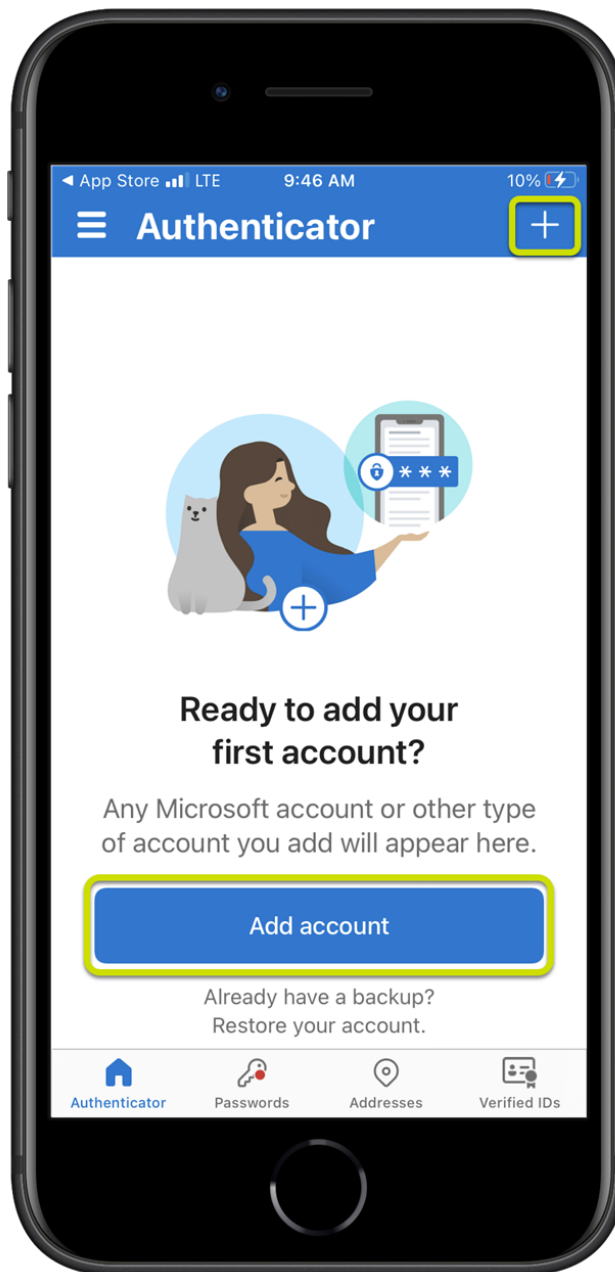6. Depending on the device, you will get one of the following screens (a or b):

a. **Secure Your Digital Life**

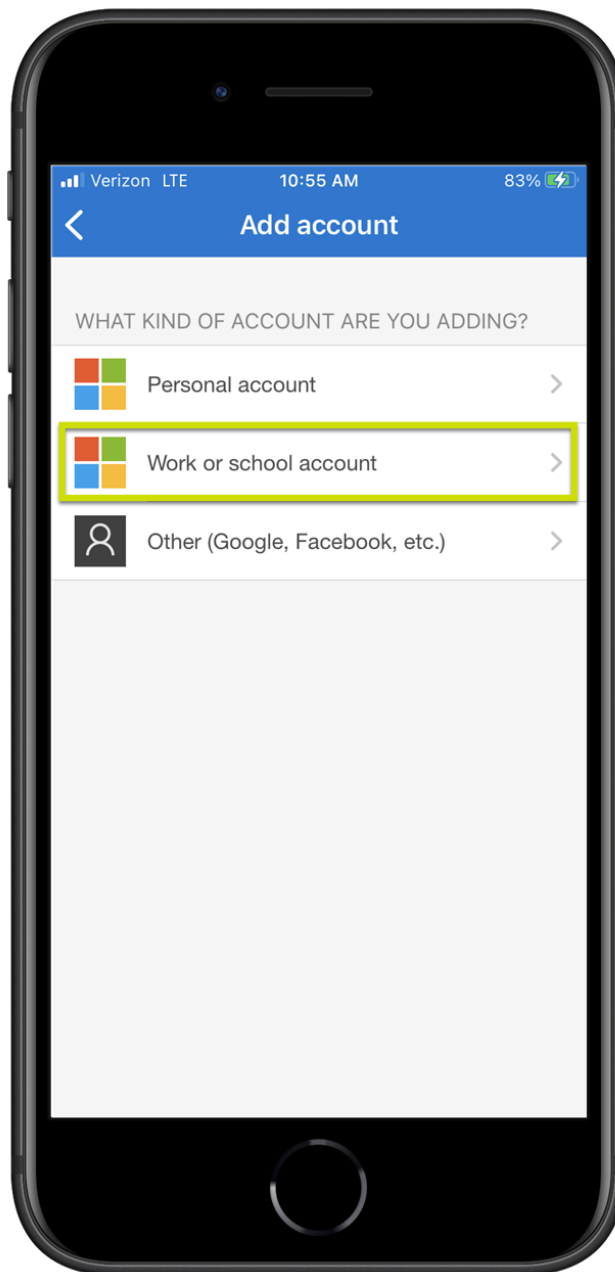1) Select **Scan a QR code** (*If you select this option, skip to* **Step 7**).
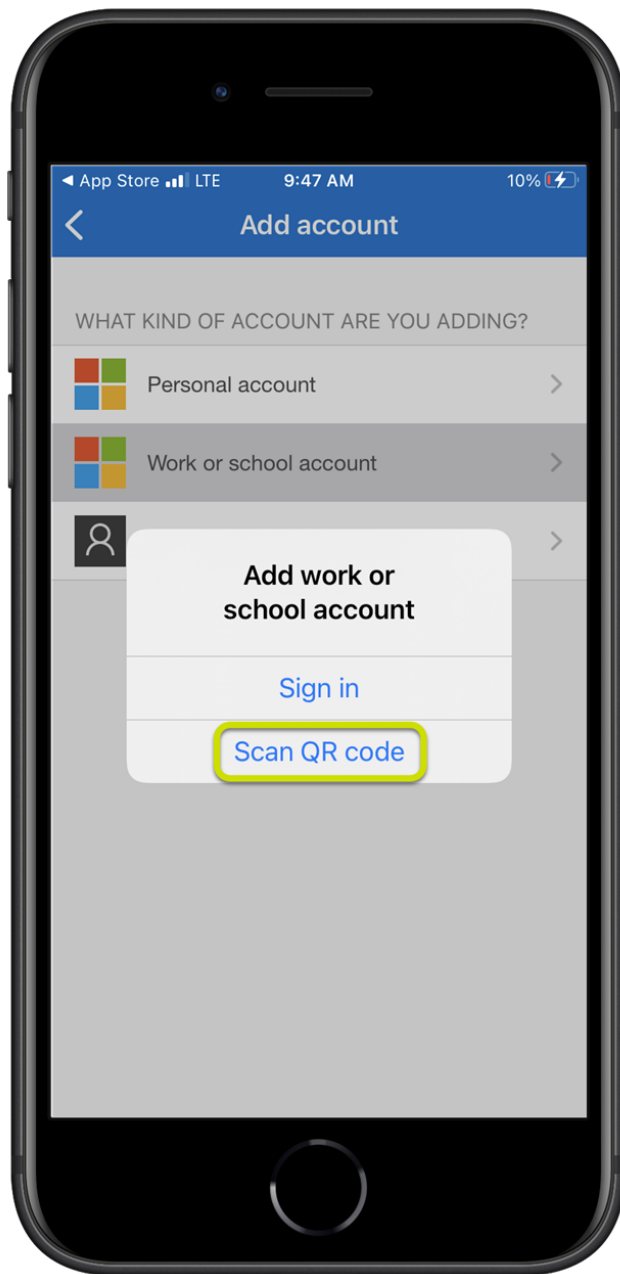

b. **Ready to add your first account?**

1) Select **Add account** or the **+** icon

2) Select **Work or school account**

3) Select **Scan a QR code**

7.   Scan the QR image with your mobile phone.

8. Your account will now be listed in the Authenticator App.
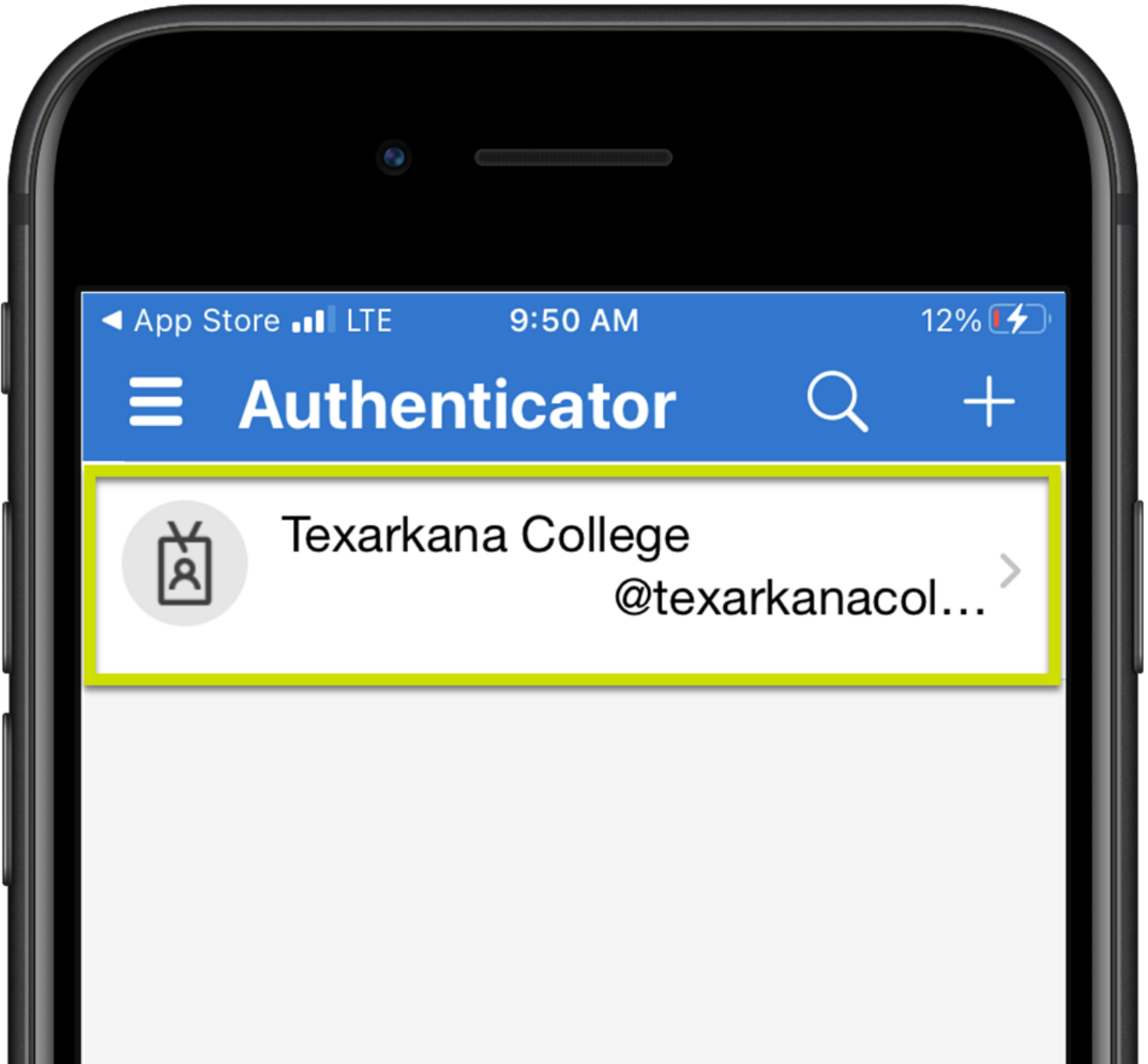
9. Select **Next** on your computer**.**

?

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Scan the QR code

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

I want to set up a different method

---

10.   Enter the **number** displayed on the screen into the prompt on your **mobile phone** and select **Yes**.

?

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Let's try it out
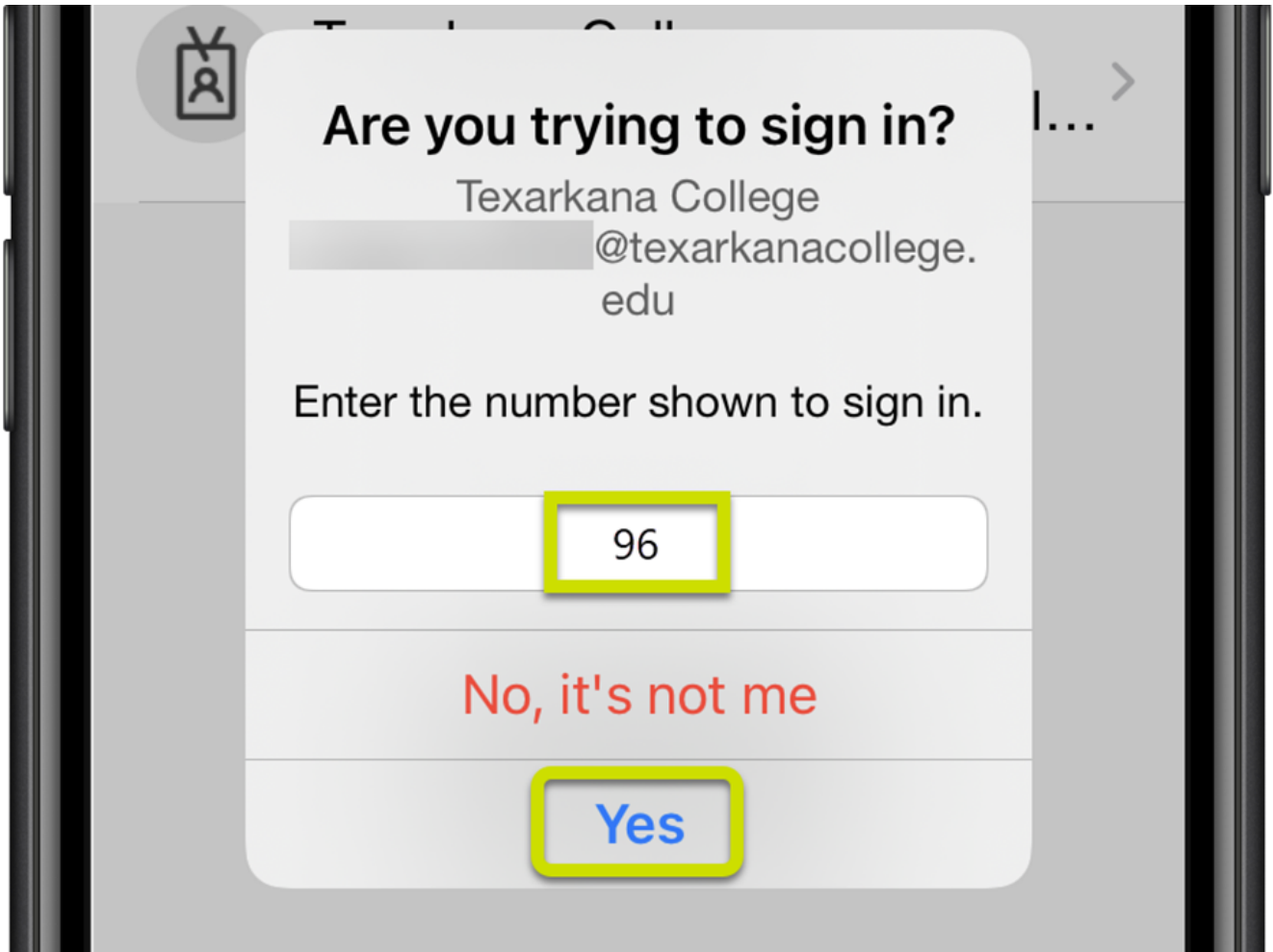
Approve the notification we're sending to your app by entering the number shown below.

96

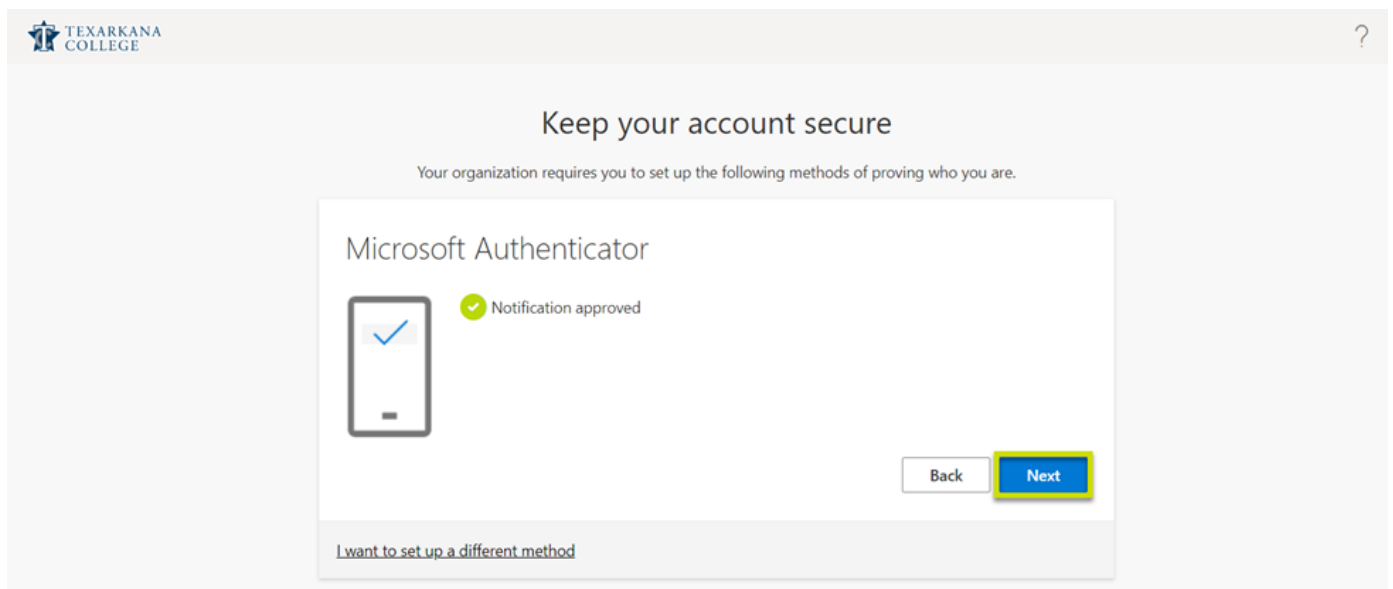Back   Next

I want to set up a different method

11. You will receive a **"Notification approved"** message on your computer, select **Next,** and then **Done.**
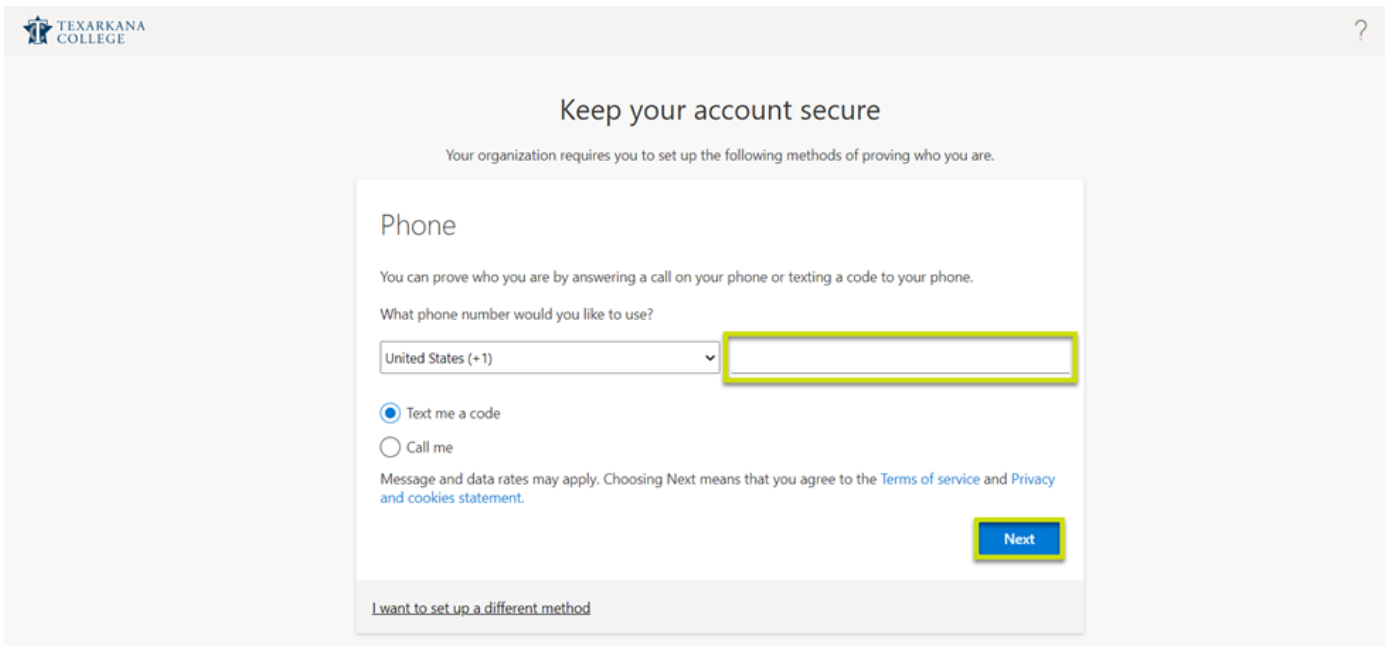
Phone / Text Authentication Setup

1. Select **I want to set up a different method**.

2. From the **drop down menu**, select **Phone** and then **Confirm.**
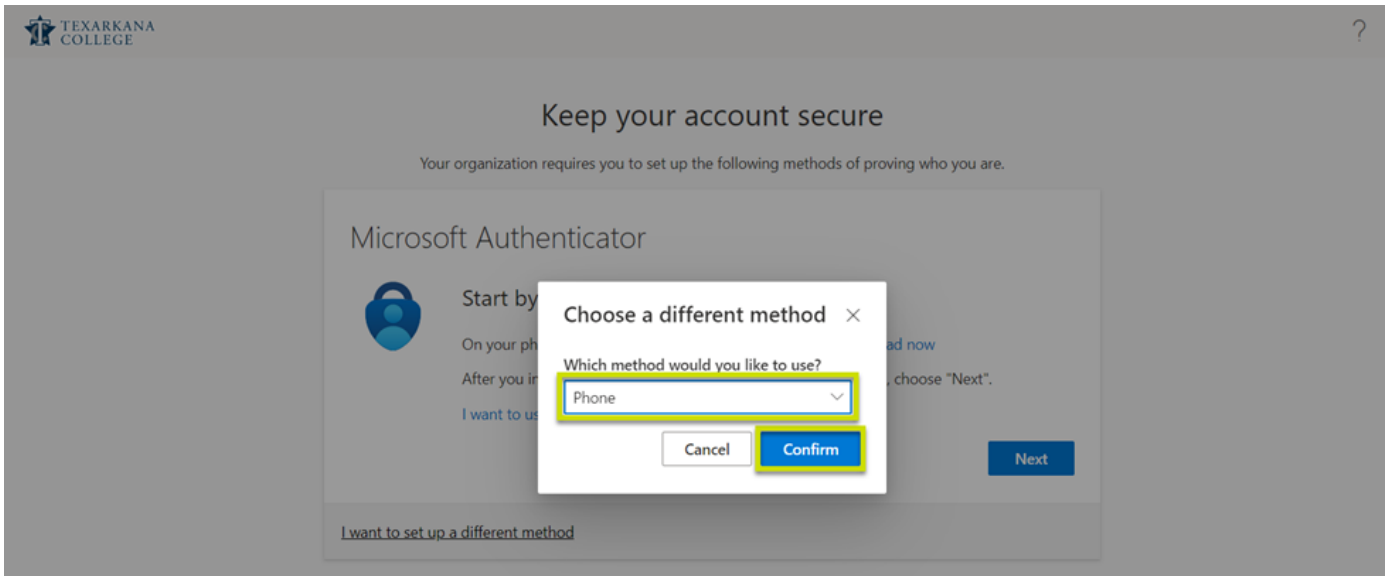
3. Enter your **Phone Number** next to the area code field and select **Next**.

4. You will receive a **6 digit code** via **text** to your phone. Enter that code and select **Next**.

5. A **SMS verified. Your phone was registered successfully**. message will be displayed, select **Next.** Then select **Done**.

<mark>We suggest setting up additional MFA methods in case you forget or misplace your mobile phone.</mark> You can access

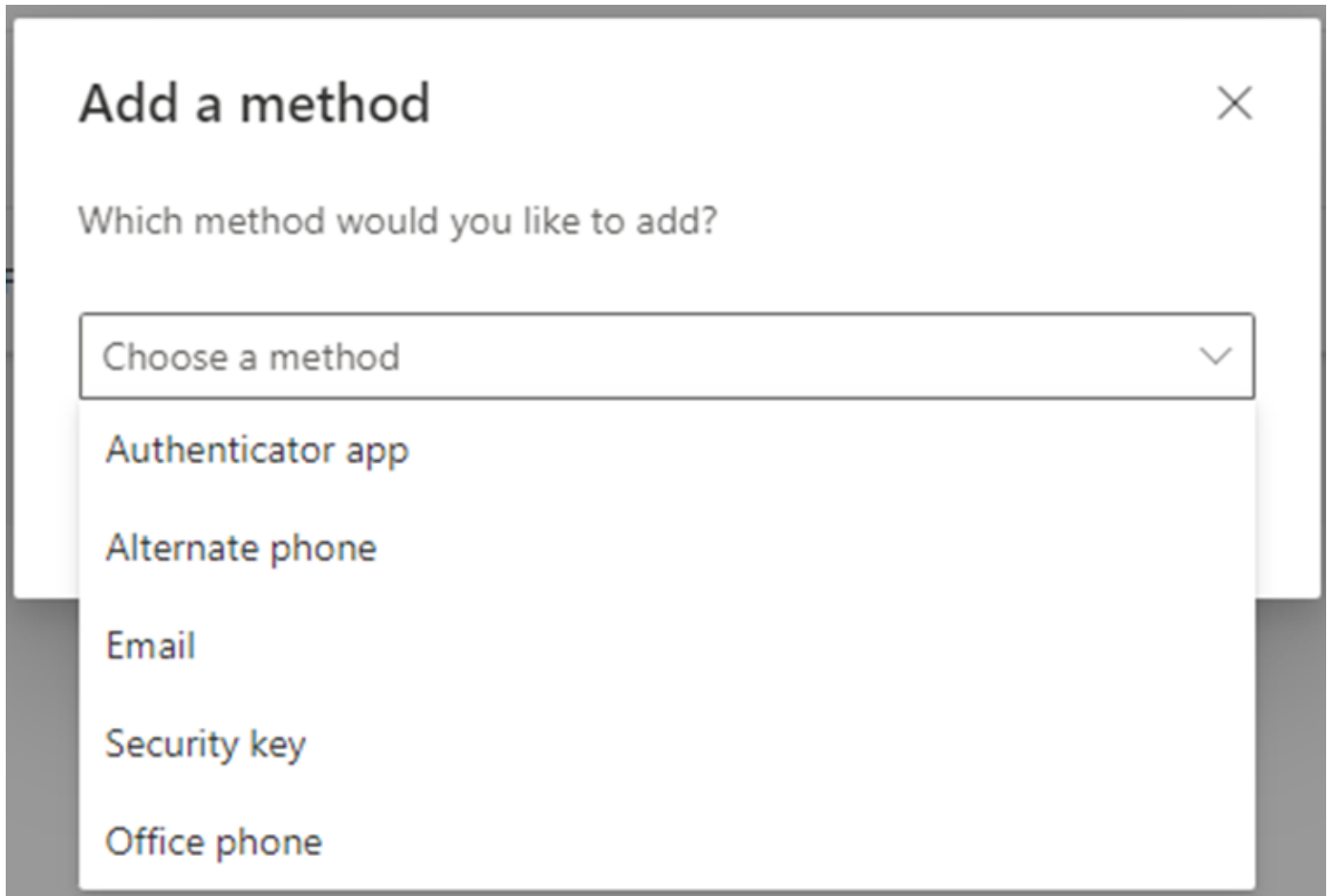# the Security info page to add methods by going to https://aka.ms/mfasetup.

The following steps provide a basic overview of adding additional methods via the Security info page. In general, they will be the same as the steps listed above.

1. Select **Add sign-in method** and choose the **authentication method** you would like to add.

Examples of setting up different methods:

     a.   **Alternate phone / Office phone** – Enter your alternative / office phone number, answer the call, and press the # key to verify the authentication.

Phone ✕

You can prove who you are by answering a call on your phone.

What phone number would you like to use?

| United States (+1) ▾ | 1234567890 |

◉ 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]

b. **Email** – Input your personal email address and enter the code sent from the email to authenticate.

Email ✕

We just sent a code to

Enter code

Resend code

[Back] [Next]

Authenticator, Microsoft, MFA, 2FA, SMS, Text, Authentication, Verify