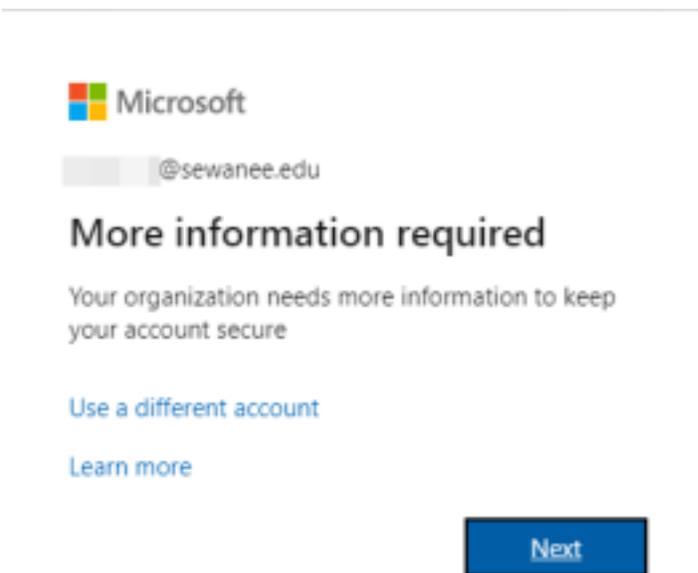


# Instructions for Setting up MFA

You will be prompted to set up MFA when you go into Self-Service Banner. Login using your Sewanee email address and password. (If prompted, choose the Work or School account option.)

You will be asked to provide information in order to set up a new authentication method.



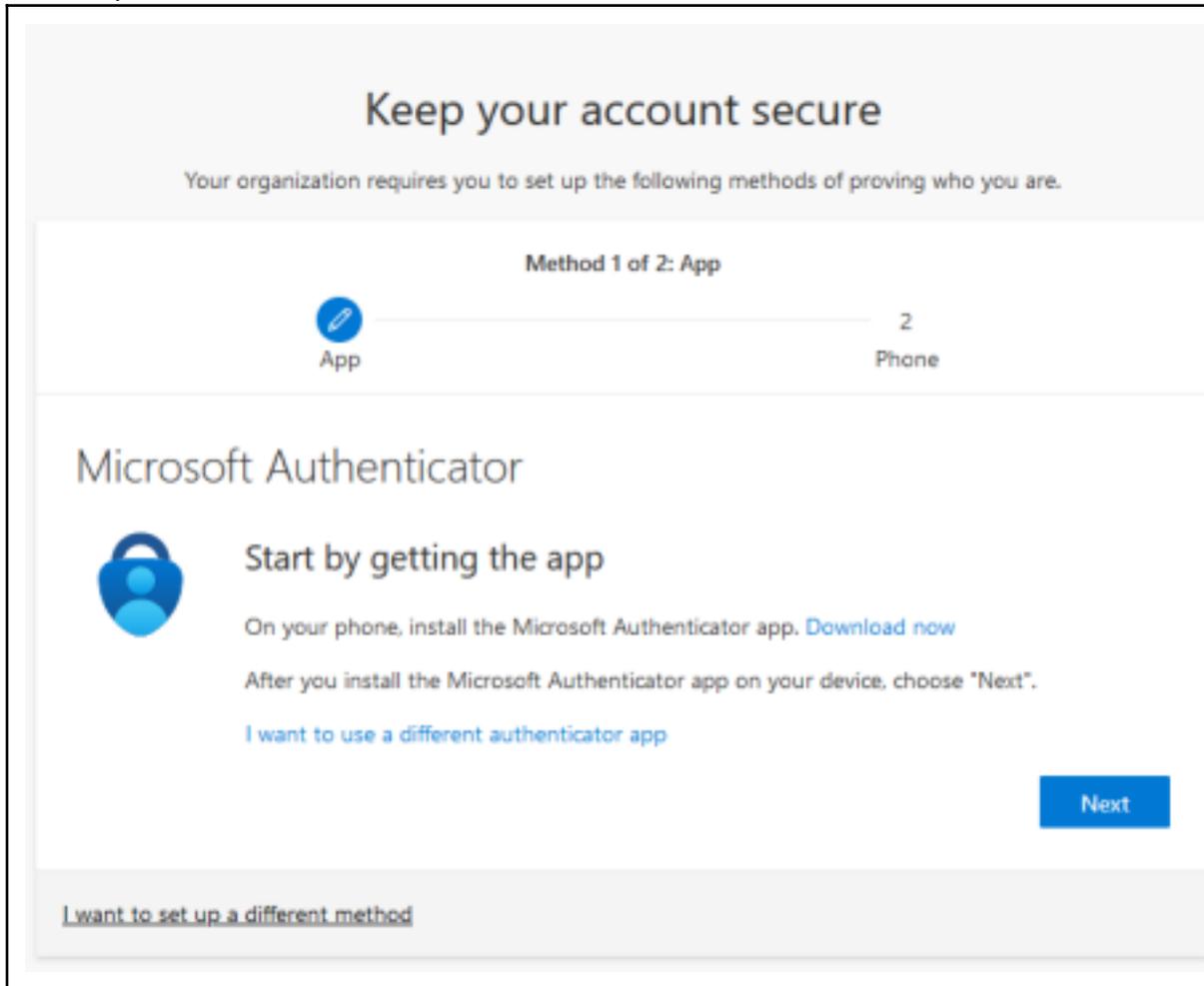
Microsoft allows a user to sign up for multiple forms of MFA. This is to prevent locking out access to a user's account should a single form of MFA be unavailable. Currently, users can choose between an authenticator app (Microsoft or Google) on their cell phone or tablet and a cell or landline phone. If a user's session is interrupted during the MFA signup process, the user will return to the MFA signup process the next time they login.

The initial method for MFA authentication is the Authenticator app. Microsoft will default to prompting a user to utilize the Microsoft Authenticator app or you can use the Google authenticator app. You will need to download the authenticator app from the appropriate app store for your phone. **Make sure the publisher of the app for the Microsoft Authenticator App is Microsoft Corporation or the publisher of the Google Authenticator App is Google, LLC. (Note: The app shouldn't come with ads nor should it try to charge you money. If it does, you have the wrong app).**

To use the Microsoft authenticator app, you can click next and follow the instructions.

To use the Google authenticator, you choose “*I want to use a different authenticator app.*”

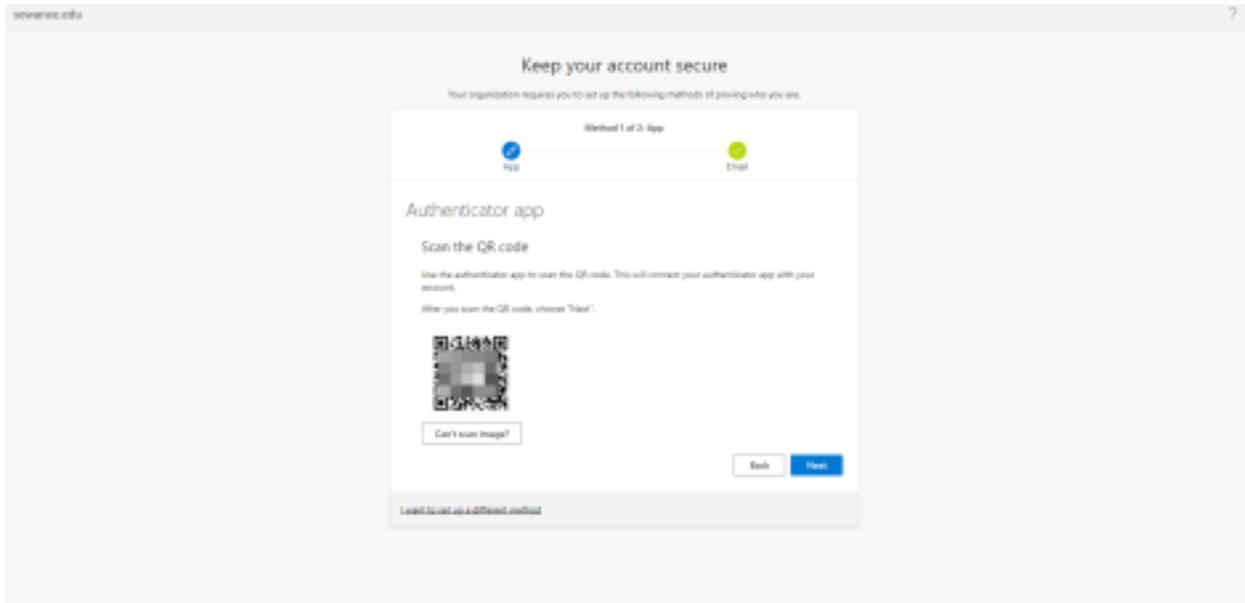
- Note: selecting “I want to set up a different method” only allows you to select the order in which you want to set the phone or authenticator app. Currently, these are the only two options available for Sewanee Users.



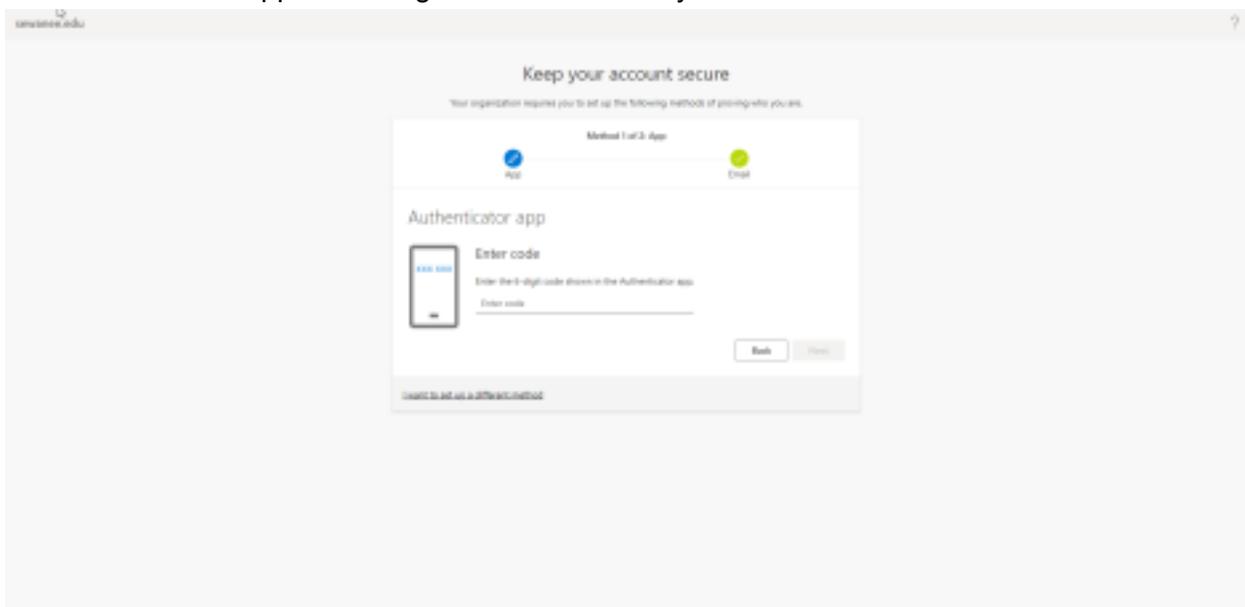
When setting up the Google Authenticator app choose “I want to set up a different method and then select “Next.”

### **Google Authenticator App Process**

Open the authenticator app on your phone, click on the + sign in the bottom right corner, choose scan a QR code. Hover your phone to capture the QR code that is showing on your computer screen.



Your authenticator app will then generate a code for you to enter on the next screen.



### Phone Method:

To set up your phone (method 2) for texting a code, enter a phone number and follow the instructions.

**Keep your account secure**

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

Method 2 of 2: Phone

App  Phone

### 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)  Enter phone number

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](#).

Next

[I want to set up a different method](#) [Skip setup](#)

Enter the code sent to your phone

**Keep your account secure**

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

Method 2 of 2: Phone

App  Phone

### Phone

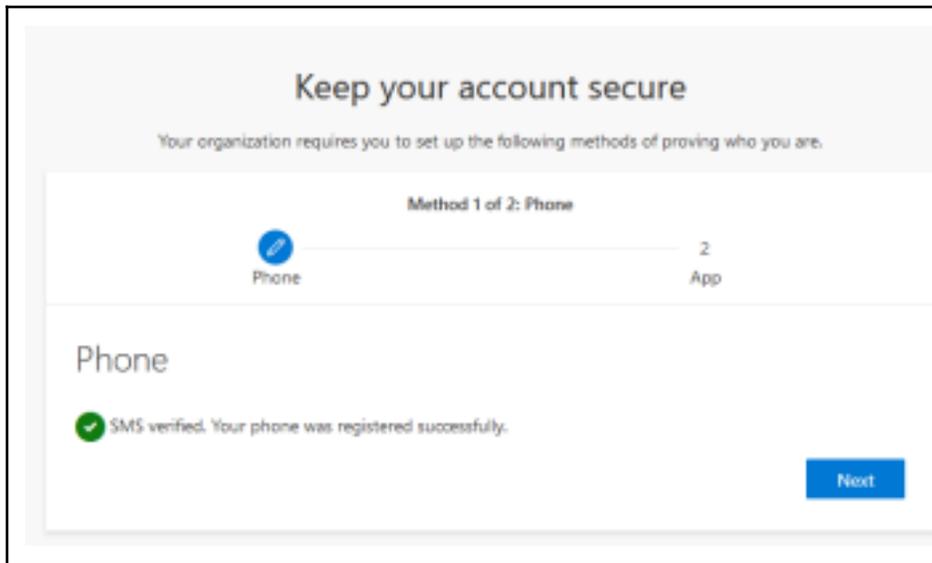
We just sent a 6 digit code to +1 . Enter the code below.

[Resend code](#)

Back Next

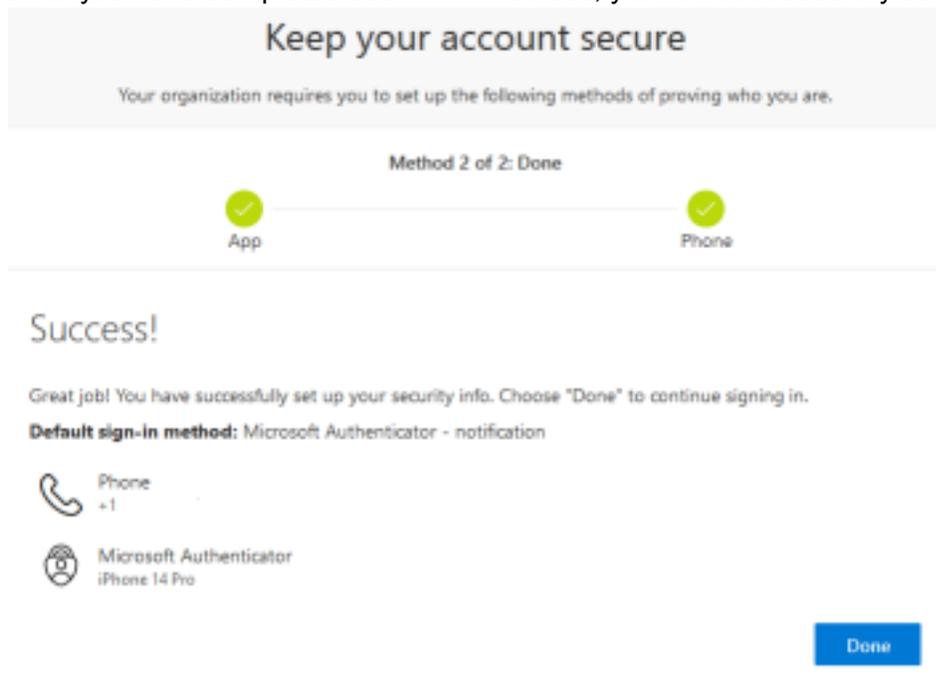
[I want to set up a different method](#)

Once this is completed, you will receive a prompt that your phone has been registered successfully.

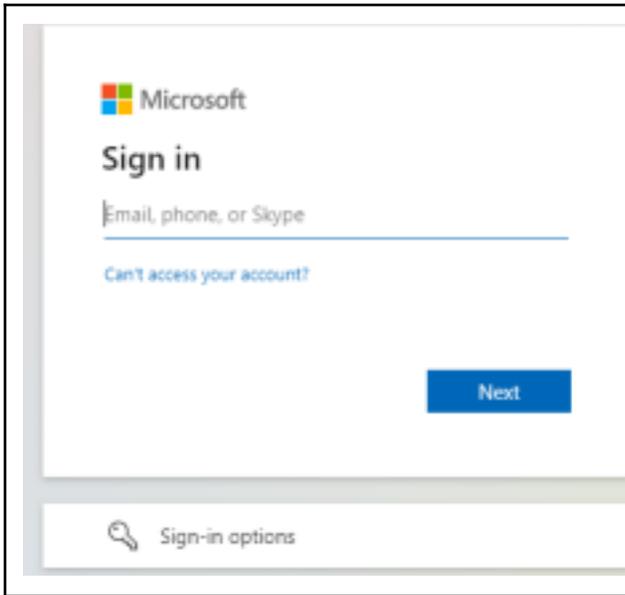


### MFA Complete:

Once you have completed both MFA methods, you have successfully set up your account!



In the future when you sign in, you will be prompted for your password



Then you will be prompted to select a method of multi-factor authentication to finalize logging into your account. Click on the option with which you wish to login and follow the instructions.



[redacted]@sewanee.edu

## Enter code

Enter the code displayed in the authenticator app on your mobile device

Code

Having trouble? [Sign in another way](#)

[More information](#)

Verify

You can click on “Sign in another way” to use a method other than the authenticator app.

You can manually force mfa set-up by going to <https://aka.ms/mfasetup>