# 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.

	Keen vour	account secure
	Keep your	account secure
Y	'our organization requires you to set up	the following methods of proving who you are.
	Meth	od 1 of 2: App
		2
	App	Phone
	Start by getting the ap	מו
	Start by getting the ap On your phone, install the Micros	oft Authenticator app. Download now
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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.

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	Keep your account secure four operation makes you out up the blowing instruction of proving who you are.	
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	Authenticator app Scan the QR code	
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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	p the following methods of proxing who you are.
Metho	d 2 of 2: Phone
eo Aco	Prone
Phone	
You can prove who you are by anowering a call or	your shone 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	
Text me a code Call me	
Text me a code Gall me Message and data rates may apply. Choosing Nex and cookies statement.	t means that you agree to the Terms of service an
Text me a code Cell me Message and data rates may apply. Choosing Nex and cookes statement.	t means that you agree to the Terms of service an

## Enter the code sent to your phone

Your orga	nization requires you to :	set up the following met	hods of proving wh	io you are.
	M	lethod 2 of 2: Phone		
	<mark>.</mark> Арр		Phone	
Phone				
We just sent a 6 digit	code to +1	. Enter the code below.		
Resend code				
			8	ick Nex

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

Keep your ac	count secure
Your organization requires you to set up the	following methods of proving who you are.
Method 1 c	of 2: Phone
	2
Phone	App
Phone	
Flione	
SMS verified. Your phone was registered successful	ly.
	Next

#### MFA Complete:

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

Keep your accou	int secure
Your organization requires you to set up the follow	ing methods of proving who you are.
Method 2 of 2: 0 App	lone Phone
Success! Great job! You have successfully set up your security info. Che Default sign-in method: Microsoft Authenticator - notification Phone +1 Microsoft Authenticator iPhone 14 Pro	oose "Done" to continue signing in. on Done

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

Microsoft	
Sign in	
Email, phone, or Skype	
Can't access your account?	
	Next

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.



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