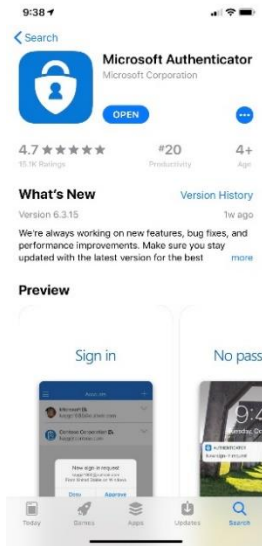


Sacred Heart University

Multi-Factor Authentication (MFA) setup instructions

To setup MFA, you will need two devices: your phone and access to a computer. Follow the below instructions carefully to complete the setup.

1. Go to your **PHONE** and download the Microsoft Authenticator App. This is available in Google Play Store and Apple App Store. Proceed to the next step once the download is complete.



2. Now go to your **COMPUTER**, and use a web browser to go to <https://aka.ms/mfasetup> and login with your SHU account. The page will look like the below image. If the page is like below image, proceed to the next step.

 Sacred Heart UNIVERSITY

Additional security verification

App Passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. [Learn more](#)

☒ Authentication phone

United States (+1)

☐ Office phone (do not use a Lync phone)

United States (+1)

Extension

☐ Alternate authentication phone

Select your country or region

☒ Authenticator app or Token

Set up Authenticator app

Authenticator app

Delete

restore multi-factor authentication on previously trusted devices

Restore

Save

cancel

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

3. Follow these three steps as show in the image below.

- 3.1. On the MFA setup page, look for “What’s your preferred option?”. Click the drop down and select “Notify me through app”.
- 3.2. Next to the Check box “Authentication Phone” place your cellphone number; If you would like to setup a recovery number or an alternative number such as your office phone number, you may do that here as well.
- 3.3. Check “Authenticator app or Token”. If all looks similar to the image below, then proceed to the next step.

what's your preferred option?

We'll use this verification option by default.

Notify me through app

Call my authentication phone

Text code to my authentication phone

Call my office phone

Notify me through app

Use verification code from app or token

☒ Authentication phone United States (+1)

☐ Office phone Select your country or region

☐ Alternate authentication phone Select your country or region

☒ Authenticator app or Token Set up Authenticator app

Authenticator app - Delete

restore multi-factor authentication on previously trusted devices

Restore

Save cancel

4. Click Set up Authenticator app, there will be a popup with a QR code to scan. Leave the pop up window open on your **COMPUTER** and go to your **PHONE**.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.

Code:

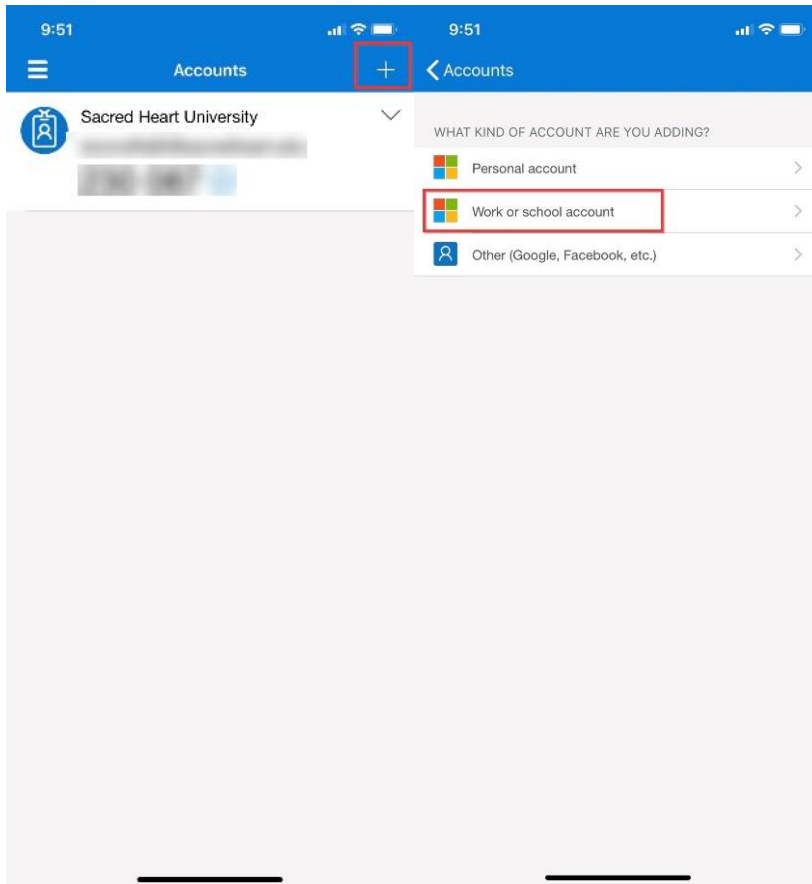
Url:

If the app displays a six-digit code, choose "Next".

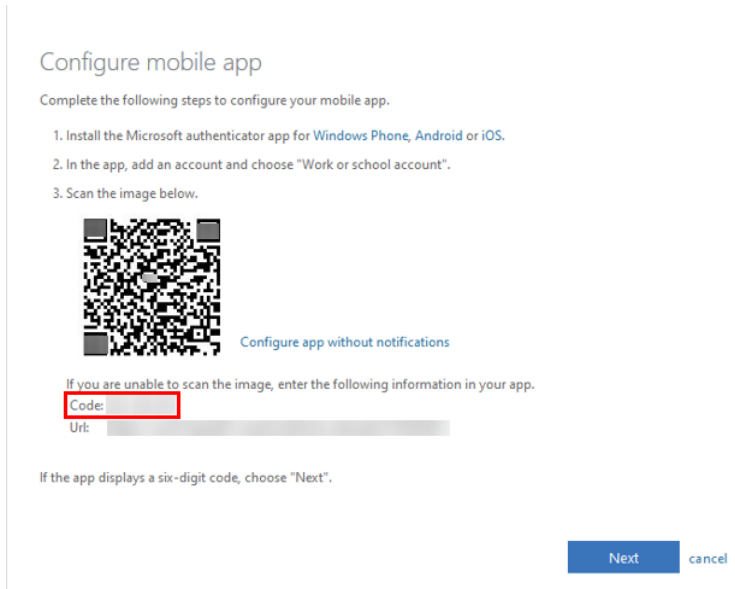
[Next](#)

[cancel](#)

5. On your **PHONE** open the Microsoft Authenticator app. It will ask if you want to setup an account, click the skip button on the bottom. From there click the + sign in the top right corner and click “Work or School account” (See image below).



6. The Microsoft Authenticator app will open your **PHONE** camera to scan the QR code. Scan the QR code and click next on the pop up window on your **COMPUTER**.



7. It will take roughly 10-20 seconds for the app to register, once it does, follow the prompts on your computer.
8. The final step will be to approve the sign in request on the Microsoft authenticator on your **PHONE**. It will look like the image below. Click approve.



9. This concludes the MFA setup. Your phone will prompt you to approve or deny whenever you log in to SHU account.

Note: This setup method ensures that you will still be able to login to SHU account if your phone numbers change. To change your phone numbers, simply log back in to <https://aka.ms/mfasetup> and change your phone numbers there.