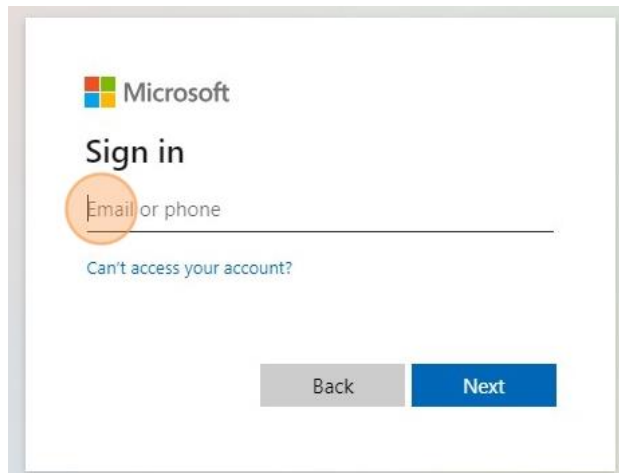


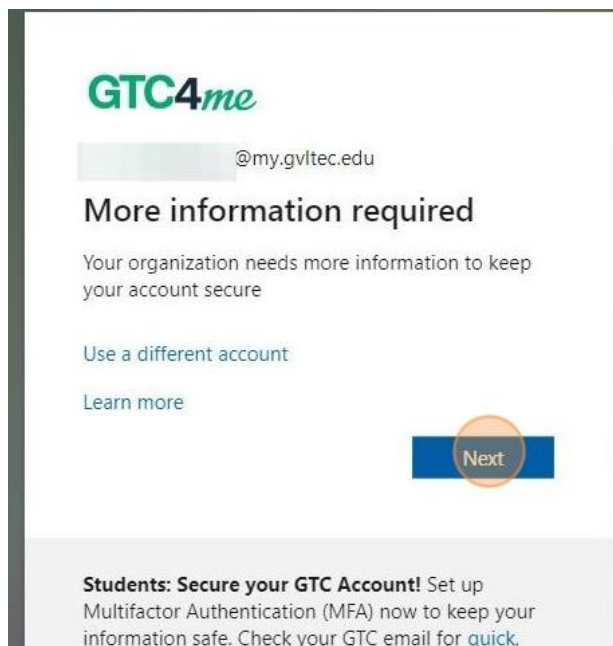


MFA Set-Up Guide

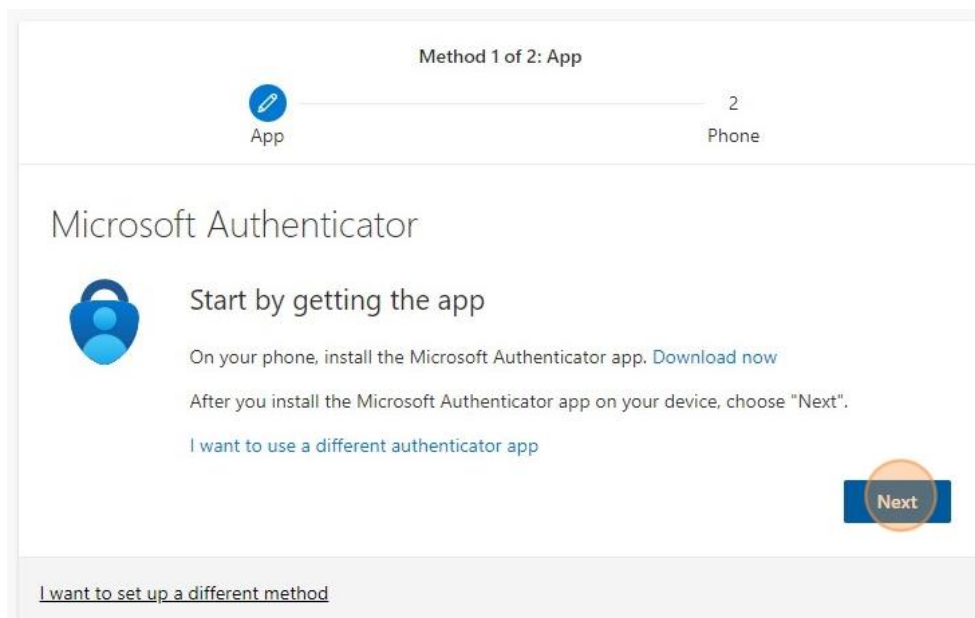
1. Navigate to <https://myaccount.microsoft.com>
2. Click the "Email or phone" and enter your @my.gvltec.edu email address. Click Next.



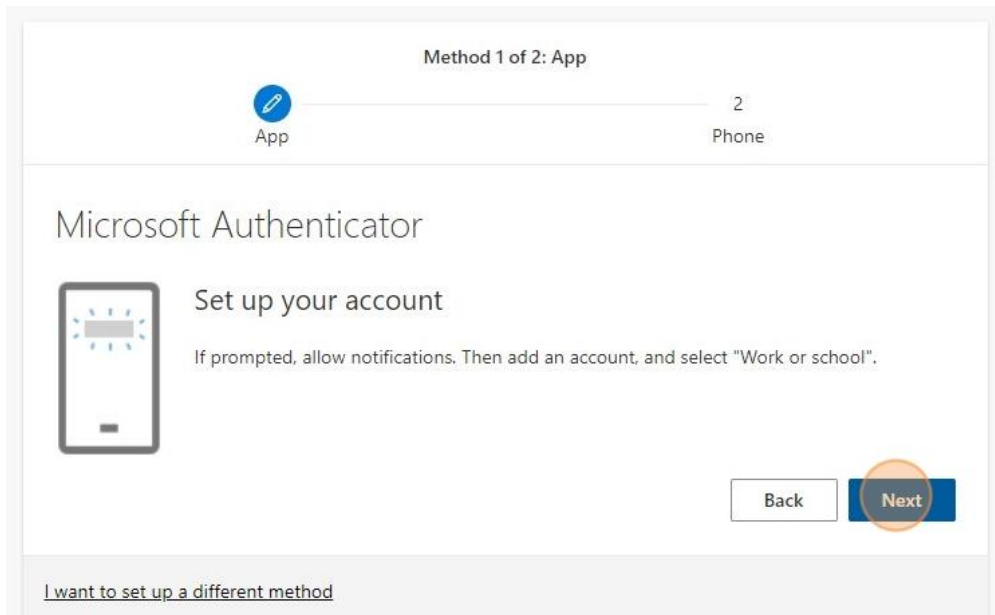
3. On the "**More information required**" screen click next.



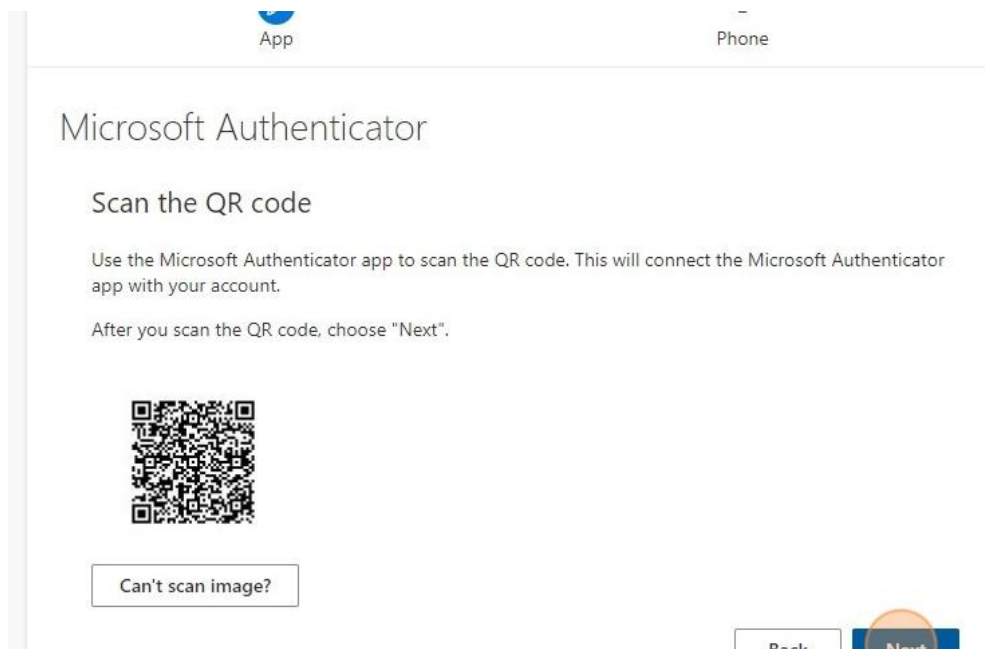
4. Once you have the **Microsoft Authenticator App** click next.



- To set up your account click next.



- Scan the QR code in the Microsoft Authenticator App and click next.




7. You will get a two digit code on your computer, enter code on your phone and click next.

Method 1 of 2: App

App 2
Phone

Microsoft Authenticator

 ✔ Notification approved

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

8. Enter a phone number for a second factor.

Method 2 of 2: Phone

✔ App Phone

Phone

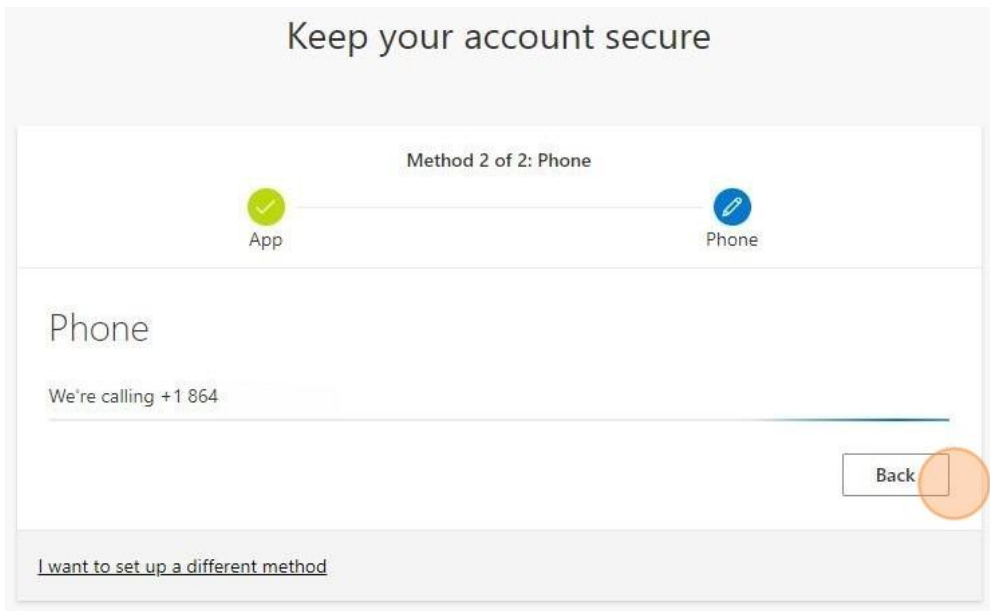
You can prove who you are by answering a call on your phone.

What phone number would you like to use?

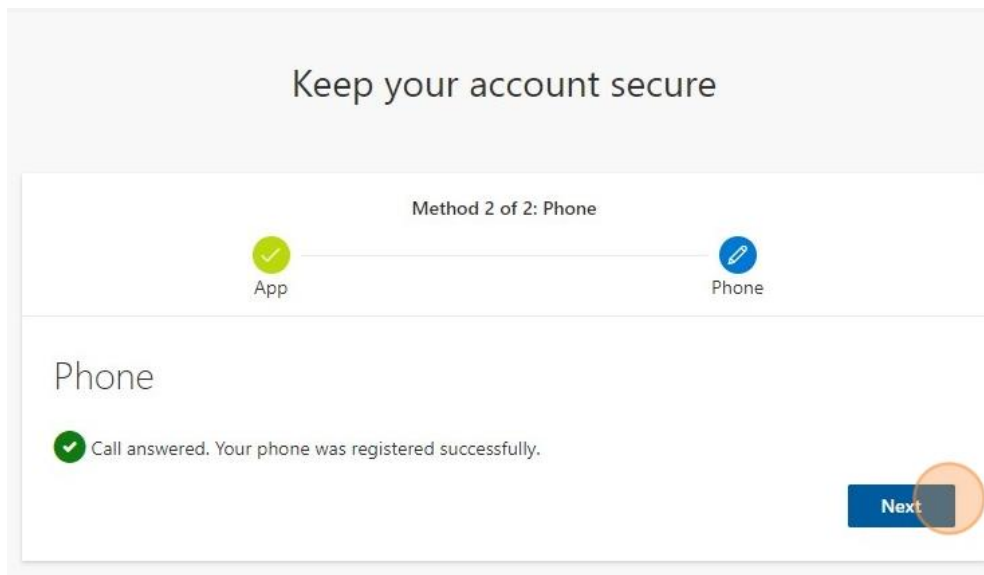
Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

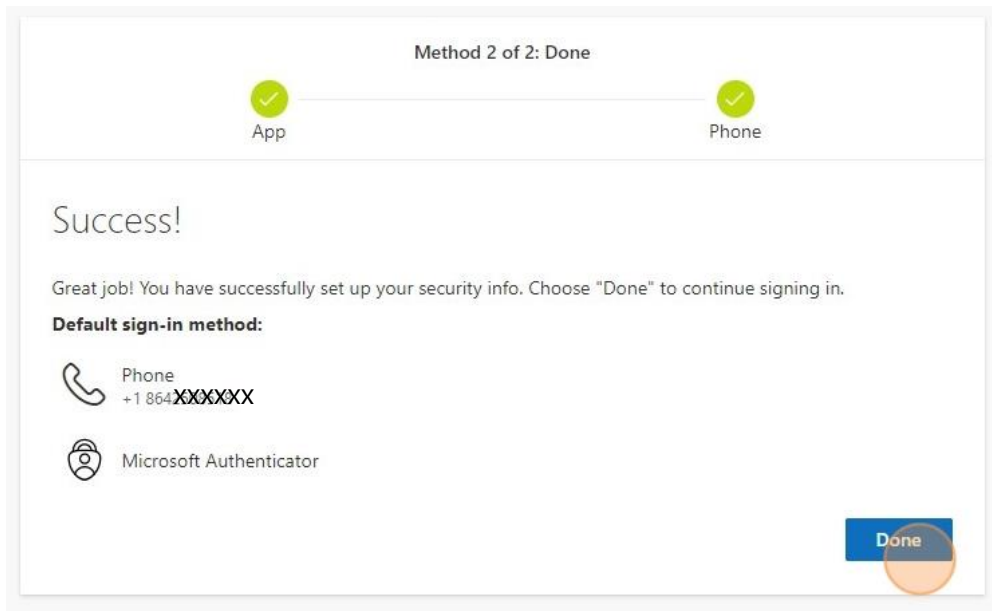
- Microsoft will call you and ask you a question you need to answer.



- Once you answer the question click next.



11. Congratulations you are now MFA authenticated.



FAQ'S: https://www.gvltec.edu/about_greenvilletech/tech_support/Frequently-Asked-Questions-Microsoft-Security-Info.pdf