

## **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.

Microsoft		
Sign in		
Email or phone		
Can't access your accou	unt?	
	-	Mart

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



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



5. To set up your account click next.

Method 1 of 2: App				
	App		2 Phone	
Microso	oft Authenticator			
2 × 1 × (	Set up your account If prompted, allow notifications. Th	en add an account, and sele	ct "Work or school".	
l want to set up	a different method		Back	

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

Арр	– Phone
Microsoft Authenticator	
Scan the QR code	
Use the Microsoft Authenticator app to scan the QF app with your account.	R code. This will connect the Microsoft Authenticator
After you scan the QR code, choose "Next".	
Can't scan image?	
	Rack Next

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



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	g a call on your phone.	
What phone number would you like to u	use?	
United States (+1)	✓	
Call me		
Message and data rates may apply. Cho and cookies statement.	osing Next means that you agree to the Terms of service and Privacy	
	Next	

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

Method 2	of 2: Phone
Арр	Phone
Phone	
We're calling +1 864	
	Back

10. Once you answer the question click next.

Keep your a	account secure
Method	2 of 2: Phone
Арр	Phone
Phone	
Call answered. Your phone was registered succe	essfully.
	Next

11. Congratulations you are now MFA authenticated.



FAQ'S: <u>https://www.gvltec.edu/about\_greenvilletech/tech\_support/Frequently-</u> <u>Asked-Questions-Microsoft-Security-Info.pdf</u>