



Setup the Microsoft Authenticator App for Multi-Factor Authentication (MFA)

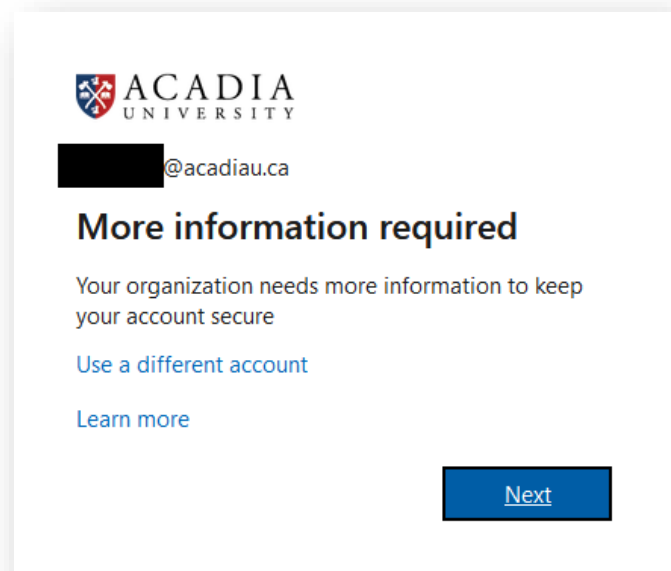
IMPORTANT:

- Use **two** devices to complete these instructions.
 - Your **smartphone** or **tablet** to download the authenticator app on (i.e. the one you'll be using for MFA)
 - A **computer** or **secondary device** to follow the setup instructions (e.g. your Acadia laptop or desktop)
- Know your **password** for your smartphone or tablet's **app store** (Google's Play Store or Apple's App Store)
- When prompted for permissions for notification and access to the camera, ensure you click **yes** or **approve**.

Note: these instructions were created using an iOS device; screenshots may differ slightly for Android.

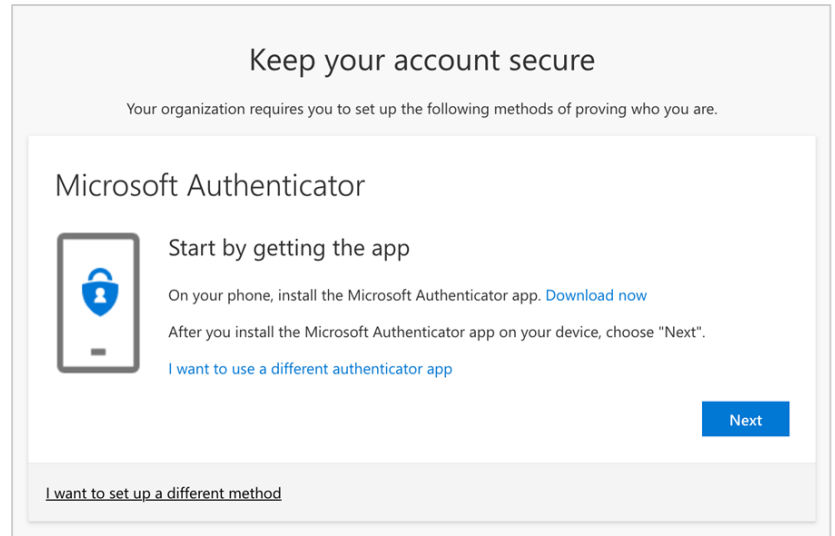
ENROLLMENT:

1. Open a web browser **on your computer** and navigate to <https://aka.ms/mfasetup>.
2. Enter Your *Acadia University Email* and click **next**
3. Enter Your *Acadia University Password* and login to the MFA Setup
4. When prompted for "More information required", Click **Next**



5. **Download** and **Install** Microsoft Authenticator App on your **smartphone** or **tablet** by finding it in your application store.

([iOS](#) | [Android](#) | [Windows](#))

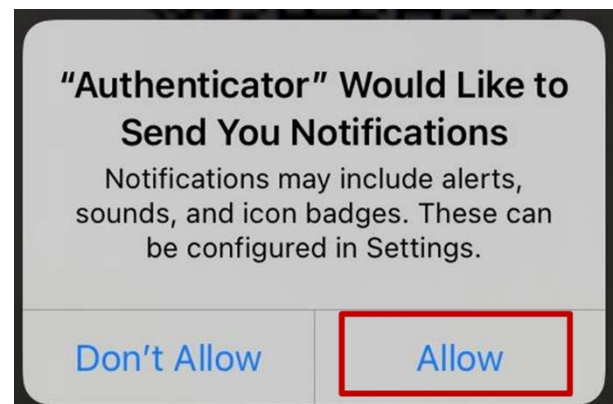


Note: Ensure you pick the Microsoft Authenticator App



6. Launch the Microsoft Authenticator app. **When prompted to allow permissions for notifications and access to the camera, make sure you click yes or approve.**

7. Once the app has been installed on your smartphone or tablet, click **Next**.



8. Click **Next**

Keep your account secure

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

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

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

9. From within the Microsoft Authenticator app on your smartphone or tablet, click the **"add account"** button and then **scan** the barcode presented to you on your computer screen. This will add your Acadia account to the Microsoft Authenticator application.

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.

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

Code: [REDACTED]

Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCom> [REDACTED]

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

[Next](#) [cancel](#)

10. Click **Next**

11. Microsoft will now test your Authenticator setup to see if everything is working correctly with a testing approval.

Keep your account secure

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

Microsoft Authenticator

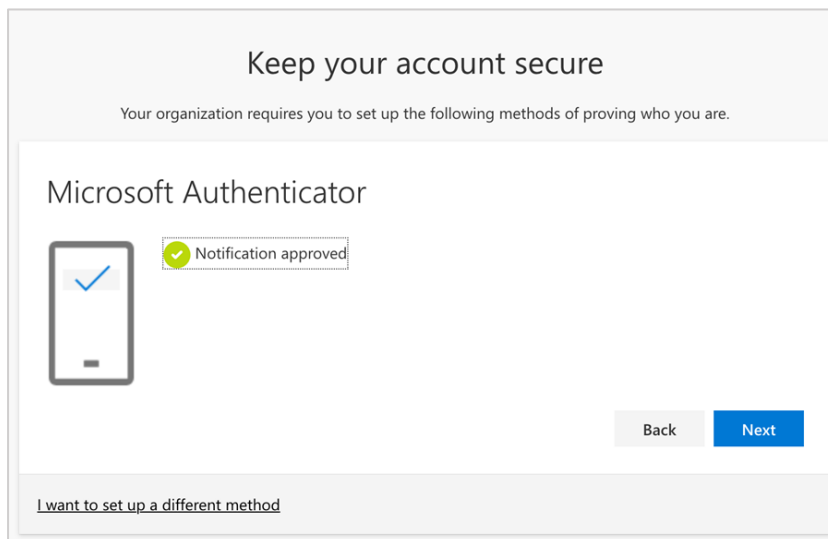
Let's try it out

Approve the notification we're sending to your app.

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

12. Once it is received on your smartphone or tablet, press the "**approve**" to confirm the test.



13. Microsoft will confirm the approval test has been a success. Click **Next**.

ACTIVATION AND NEXT STEPS

1. Your MFA enrolment is now registered. A background process will activate your account with MFA.
2. You will receive a confirmation email once your account is activated.
3. Once you receive your confirmation email regarding your activation, using your computer, launch the [Microsoft Office 365 Portal](#).
4. **Sign In** with your Acadia email address and password.
5. **Approve** the login using your smartphone or tablet.
6. You'll be prompted with a "**more information required**" screen. Click **Next**.
7. Follow any additional prompts on the login screen.

You are now completely setup to use MFA with your Acadia Account.

MORE INFORMATION

See [Multi-factor Authentication - MFA](#) for more information and other how-to guides.

