

# TNCC Multi-factor Authentication Setup

The purpose of this document is to walk you through setting up multi-factor authentication (MFA) for your tncc.edu email account. This extra verification step is done through a combination of your username, your password, and a mobile device or phone.

**This setup will require you to access your cell phone and the website simultaneously during the completion of the process. Best practice is to use a PC or mac with your mobile device to setup MFA.**

To begin the process, follow these steps:

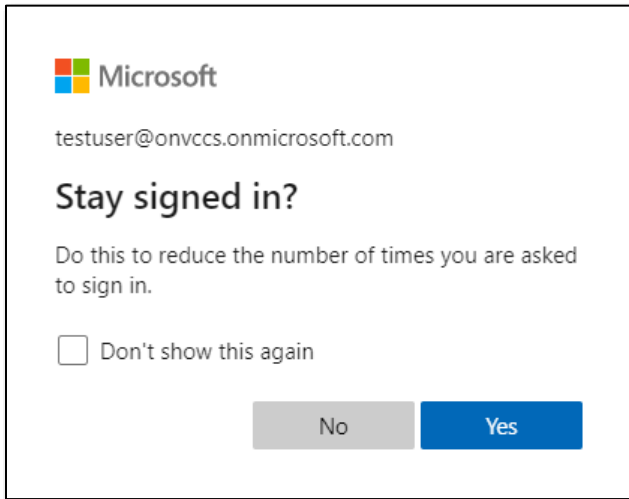
## Using the Microsoft Authenticator app

**This is the preferred method of setting up MFA.** If not already installed on your device, typically your smartphone, you will download the Microsoft Authenticator app and set it up to receive a push notification for approving or denying an authentication request.

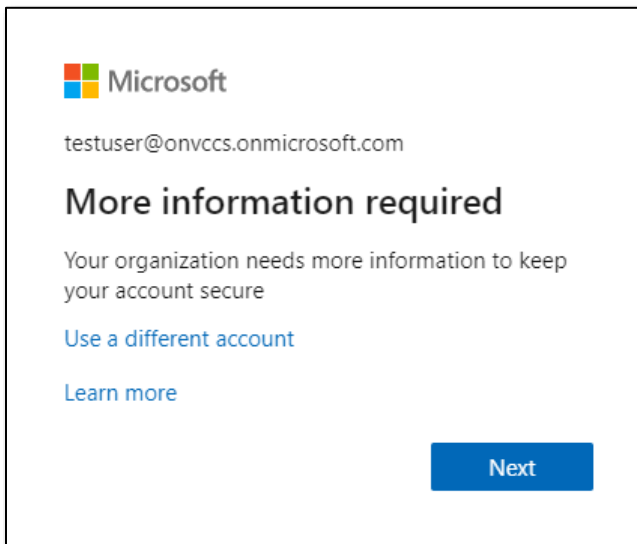
1. Download the Microsoft Authenticator app to your mobile device. You can use this link, [https://www.microsoft.com/en-us/security/mobile-authenticator-app?cmp=zgcv4w\\_jfocsj](https://www.microsoft.com/en-us/security/mobile-authenticator-app?cmp=zgcv4w_jfocsj), to find the app.
2. On a computer, open a web browser and go to <https://aka.ms/mfasetup>
3. Log in with your email address and password:

The image displays two overlapping screenshots of the Microsoft sign-in process. The top screenshot shows the 'Sign in' page with the Microsoft logo and a text input field for 'Email, phone, or Skype'. Below the input field are links for 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. The bottom screenshot shows the 'Enter password' page with the Microsoft logo, a back arrow, the email address 'testuser@onvccs.onmicrosoft.com', a password input field, a 'Forgot my password' link, and a blue 'Sign in' button.

4. If presented with the following window, choose your preference. If in doubt choose "No":



5. Click **Next**:



6. Click **Next**.

## Keep your account secure


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

Method 1 of 2: App

App 2  
Phone

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### Microsoft Authenticator



#### Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

**Next**

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

7. While still in web browser on your computer, Click **Next**.

## Keep your account secure


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

Method 1 of 2: App

App 2  
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---

### Microsoft Authenticator



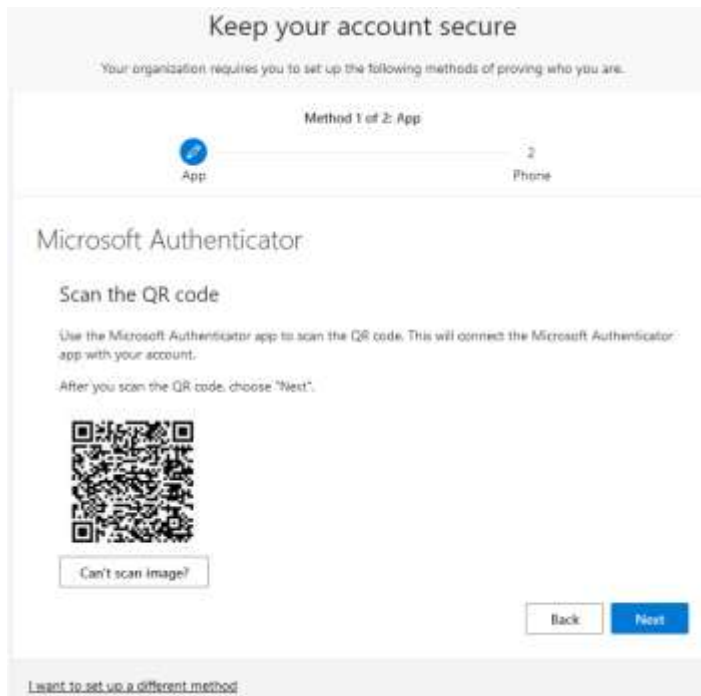
#### Set up your account

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

[Back](#) **Next**

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

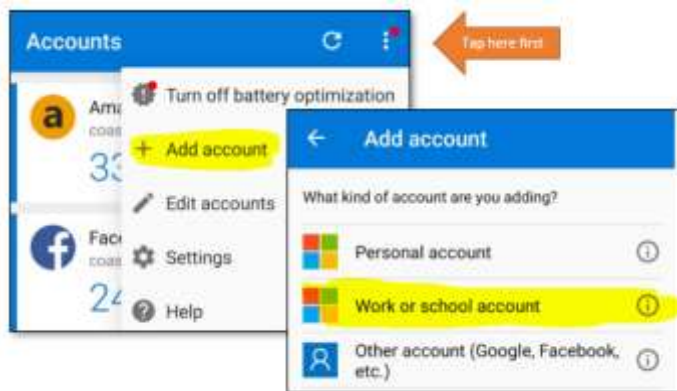
8. This will bring up the following screen with a QR code on your computer.



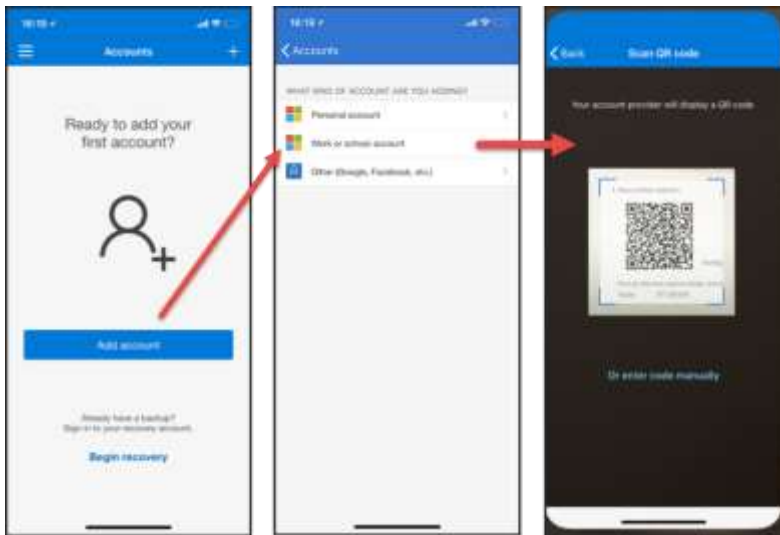
Before clicking on the Next above, open the **Microsoft Authenticator app** on your mobile device. You are looking for the option to add a new account as shown below. If option isn't visible, select skip or cancel to continue to app's home screen.

Once found, select **Add Account**. Select **Work or school account** then select **Scan a QR code**. **Note, you want to allow the Camera permission!**

#### Android



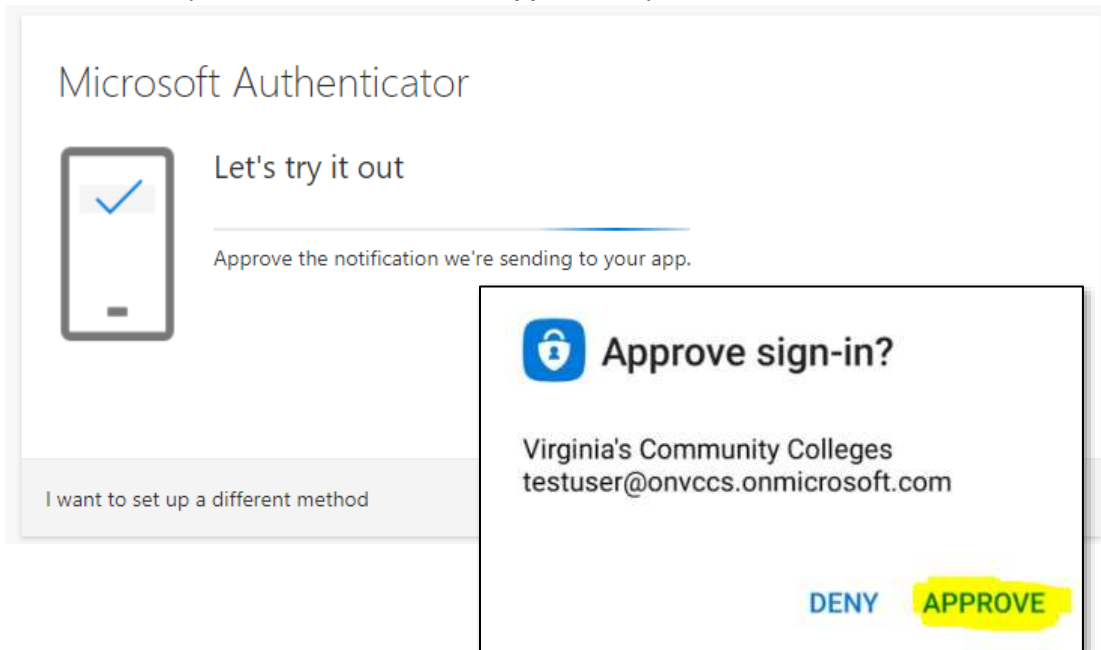
### iPhone



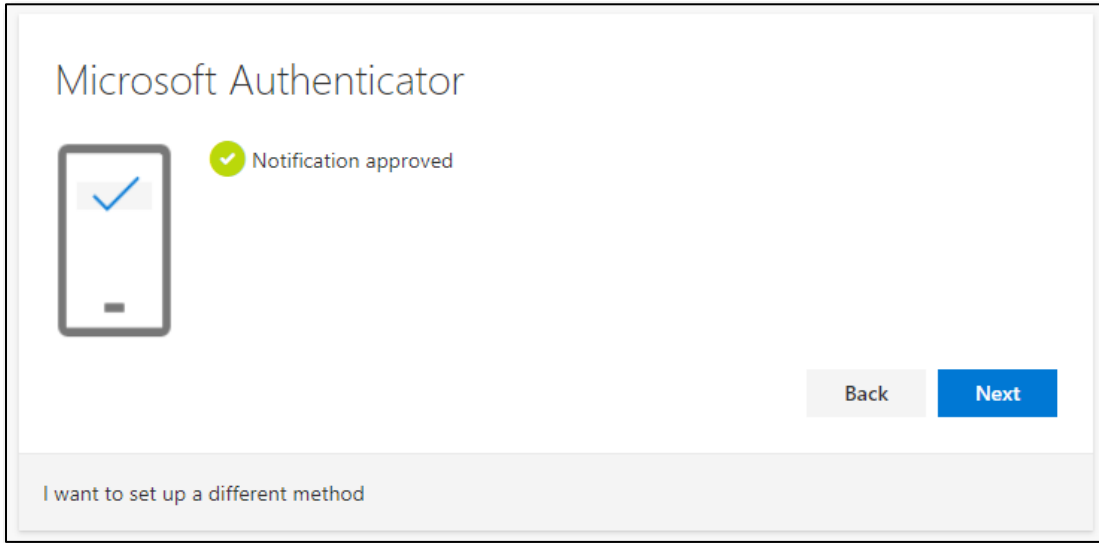
From within the app on your mobile device, scan the QR code displayed in your computer's web browser.

Once complete, click **Next**.

9. While the following is seen in the computer's web browser, you should have received a notification on your mobile device. Click **Approve** on your mobile device.



10. In the web browser, you'll see the following. Click **Next** to setup a secondary method of authentication:



11. Enter your phone number for a second method of authenticating in case you have problems using the Authenticator app.

**Keep your account secure**

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

Method 2 of 2: Phone

App  Phone

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## Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Text me a code  
 Call me

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

**Next**

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

## Keep your account secure

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

Method 2 of 2: Phone



App



Phone

### Phone



SMS verified. Your phone was registered successfully.

Next

12. You are done! Click the **Done** button.

### Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:** Microsoft Authenticator - notification



Microsoft Authenticator

Done