

# Microsoft Multi Factor Authenticator App

Presented by the Technology Resource Center  
Hunter College

Hunter College has enabled Multi-Factor Authentication (MFA) for your Office 365 account. MFA is an authentication method that requires a two-step verification method for users when signing into Microsoft Office.

Two-step verification allows you to use your accounts more securely because:

- passwords can be forgotten!
- passwords can be stolen!
- passwords can be compromised!

This guide will instruct you on how to accomplish MFA utilizing the **Microsoft Authenticator App**.

Be advised:

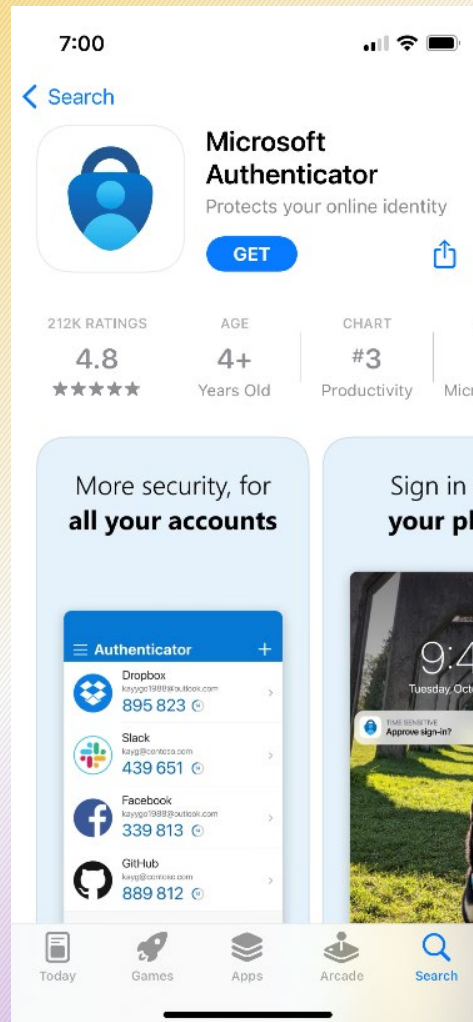
- The following procedure is a one-time process and can take up to 5 minutes to activate (average less than 3 minutes).
- To perform this initial setup, both a mobile device and a desktop/laptop computer will be utilized.

# Microsoft Authenticator App for iOS

- Download and install the **Microsoft Authenticator app** for your mobile device

1.For iOS devices or visit:

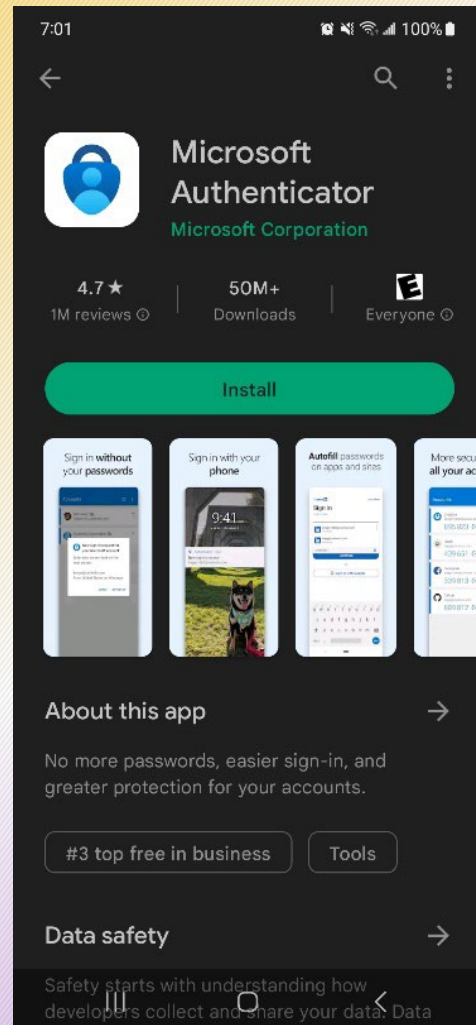
- <https://apps.apple.com/us/app/microsoft-authenticator/id983156458>



# Microsoft Authenticator App for Android

1. For Android devices or visit:

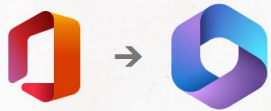
• <https://play.google.com/store/apps/details?id=com.azure.authenticator>



On your computer's web browser:

## Sign in to Microsoft 365

- Open a web browser and visit **www.office.com** or **login.microsoftonline.com**.
- Clicking the **Sign In** button (office.com) will display the Microsoft Sign in dialog box.
- Enter your CUNYfirst username.
- Click the blue **Next** button.



## Office is becoming Microsoft 365

The all-new Microsoft 365 lets you create, share and collaborate all in one place with your favorite apps

Sign in

Get Microsoft 365

www.office.com



## Sign in

firstname.lastname55@login.cuny.edu

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next

login.microsoftonline.com

On your computer's web browser:

## CUNY Web Applications

•You will be then re-directed to the **CUNY Web Applications** page (this will be very familiar):

- 1.Log in using your complete **CUNYfirst** credentials (username & password).
- 2.Click on the blue **Login** button.



### Web Applications Login

If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the [CUNY Acceptable Use of University Data in the Cloud policy](#).

Log in with your [CUNY Login credentials](#):

Username

Password

Login

[> Forgot Password](#) [> New User](#)

[> Forgot Username](#) [> Manage your Account](#)

### PROTECT YOUR PERSONAL INFORMATION AND PRIVACY

ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#).

On your computer's web browser:



[Redacted]@login.cuny.edu

## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

- You will then be prompted that “**More Information required**”.
- Click the blue **Next** button.

On your computer's web browser:

## Keep your account secure

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

### 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](#)

- You then see the Keep you account secure dialog box.
- Click on the blue **Next** button.
- Clicking I want to set up a different method offers alternative sign methods where you can opt to receive a text message or phone call with a passcode.
- It is highly recommended to set up alternate sign-in methods in case you do not have your mobile device.



On your computer's web browser:

## 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".

Back

Next

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

- The following screen will prompt you to **Set up your account**.
- Click the blue **Next** button.

On your computer's web browser:

## Keep your account secure

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

### Microsoft Authenticator

#### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

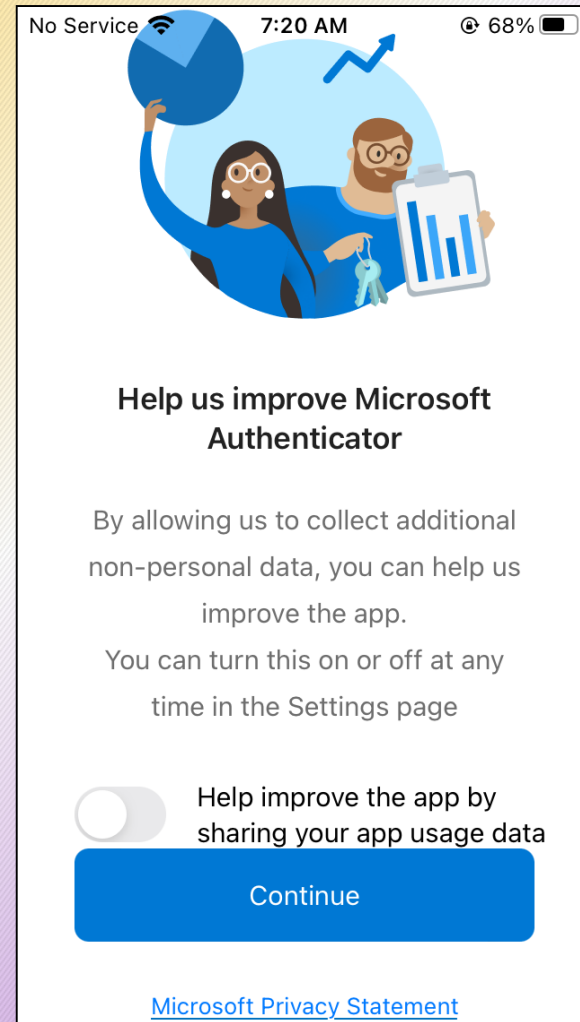
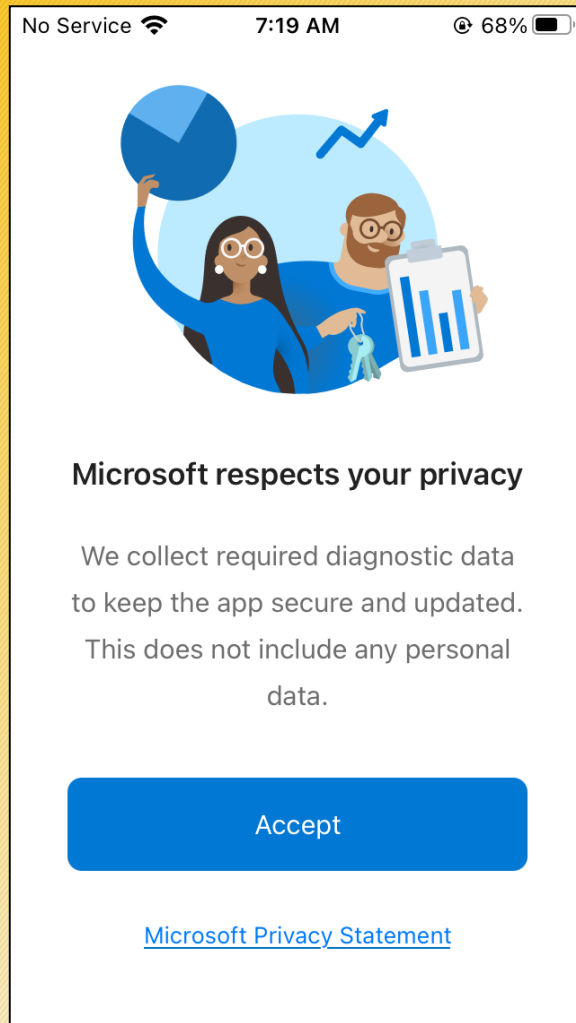
Back

Next

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

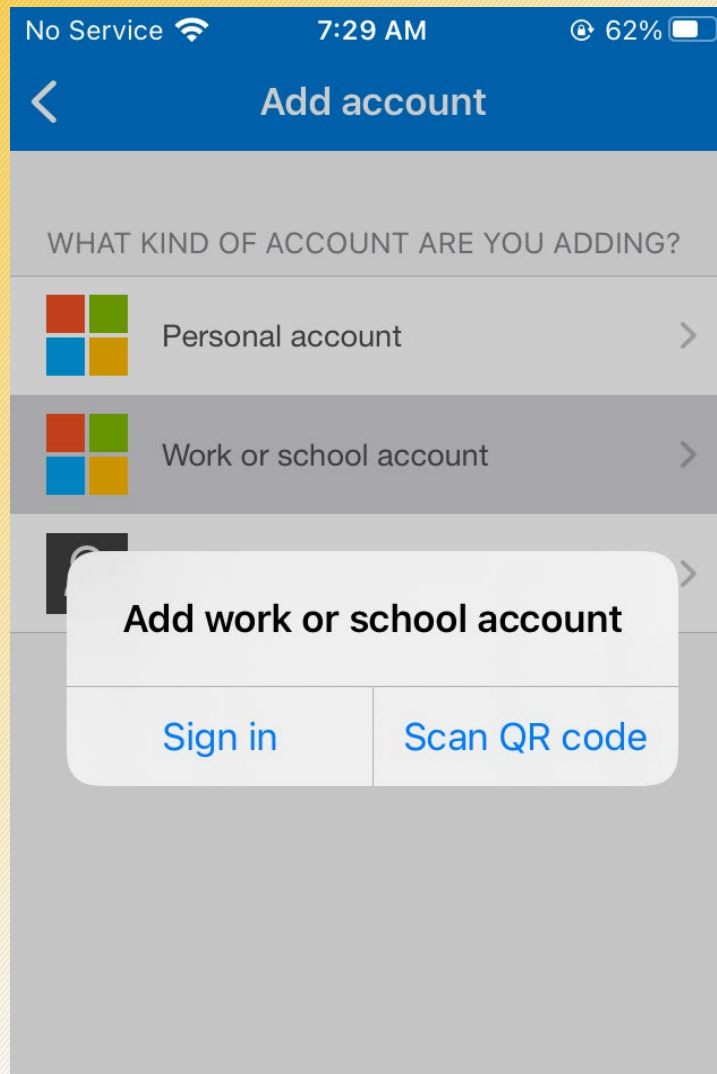
- A **QR code** will be displayed.
- Go back to your mobile device to continue set up.

## On your mobile device:



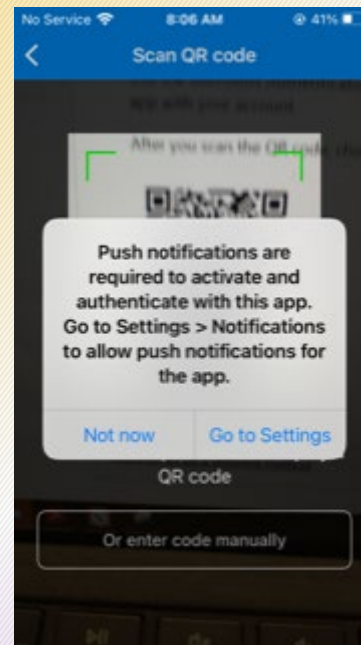
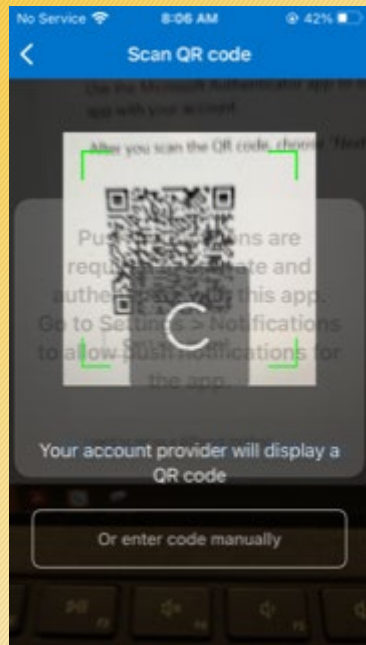
- On your mobile device, open the Microsoft Authenticator App.
- Review the privacy statement, and if you agree, tap the blue **Accept** button.
- Select whether the “**Help improve . . .**” or not, and click the blue **Continue** button.

On your mobile device:



- The Microsoft Authenticator App will then inquire which type of account you are adding.
- Tap **Work or school account**.
- A pop-up dialog box will appear. Tap **Scan QR code**.
- If prompted, allow the Microsoft Authenticator App access to your device's camera.

On your mobile device and your desktop/laptop computer:



- Your device's camera will be active.
- Scan the QR code displayed on your desktop/laptop computer with your mobile device.
- **\*\*Your mobile device will prompt you to allow push notifications from the Microsoft Authenticator App. You MUST allow this for the process to function.**

On your desktop/laptop computer:

## 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 by entering the number shown below.

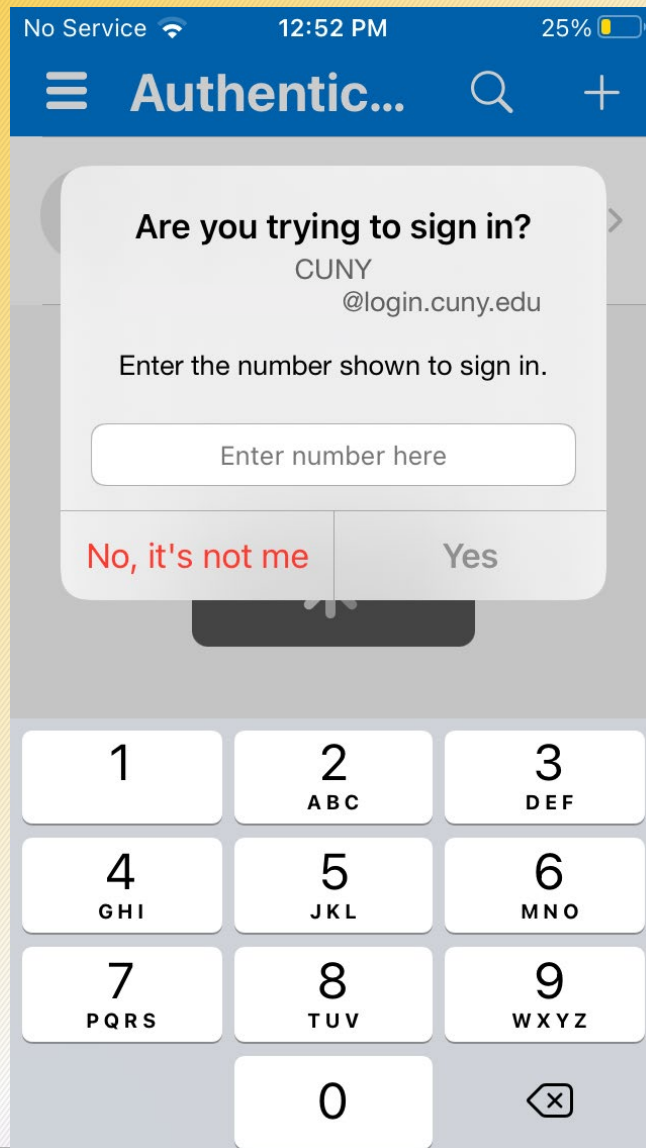
**14**

Back

Next

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

On your mobile device:



- The Authenticator App will then prompt you to “Enter the number shown to sign in”.
- Enter the multi-digit code displayed on your computer.
- Tap the blue **Approve** button.

On your computer's web browser:

## Keep your account secure

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

### Microsoft Authenticator



 Notification approved

Back

Next

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

- The Authenticator App will then indicate the **Notification approved**.
- Tap the blue **Next** button.



On your computer's web browser:

## Keep your account secure

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

### Success!

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

**Default sign-in method:**



Microsoft Authenticator

Done

- Success!!
- Tap the blue **Done** button.
- You have now completed the registration process!

You are now ready to securely use Microsoft Office 365 and all associated applications!

The screenshot shows the Microsoft 365 home interface. On the left is a vertical navigation bar with icons for Home, Create, My Content, Feed, Apps, Teams, Word, and Excel. The main content area is titled "Welcome to Microsoft 365" and features a "Recommended" section. Two cards are displayed, both sharing content from a Teams chat on Monday at 11:51 AM. The first card shows a blurred document with the text "Microsoft Multi Factor" and is titled "MS Authenticator App CUNY". The second card shows a document titled "MFA - Phone" with a list of instructions: "1. Click on I want to set up a different method." and "2. Click the Next button." The document also includes logos for "INSTRUCTIONAL COMPUTING" and "INFORMATION TECHNOLOGY" and a "Setup" section.