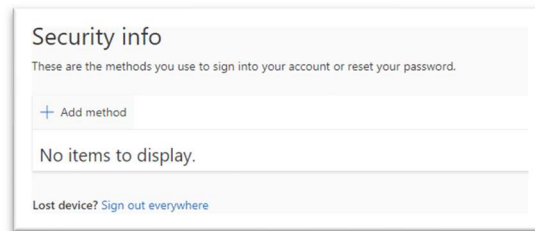
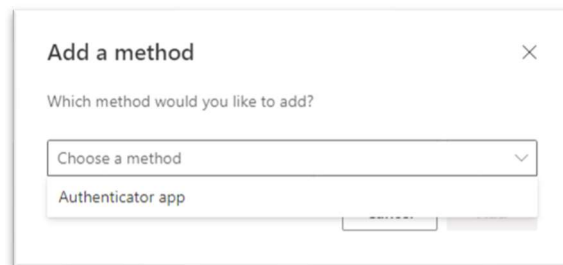


Multi-factor Authentication (MFA) – Set Up Using a Mobile Device

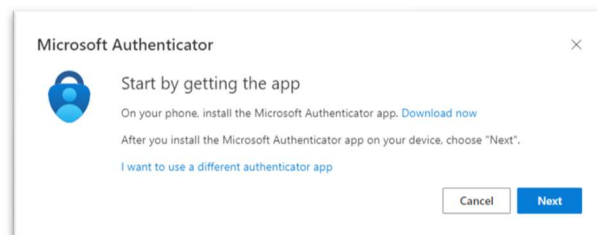
1. Open a desktop browser and go to <https://mysignins.microsoft.com/security-info>.
 - a. Click 'Add sign-in method'.



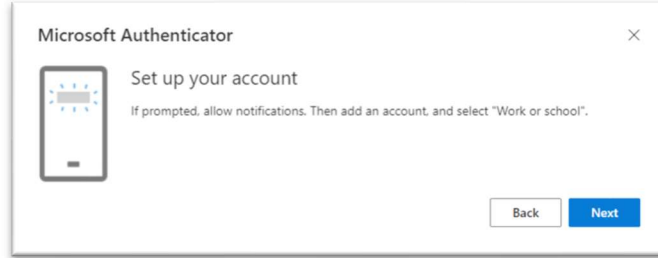
- b. Choose 'Authenticator App'.



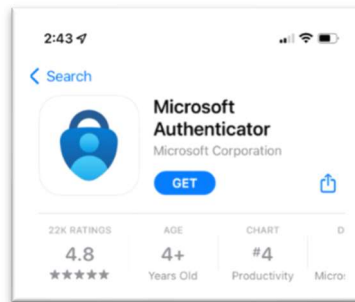
- c. Click 'Next'.



- d. Click 'Next'.

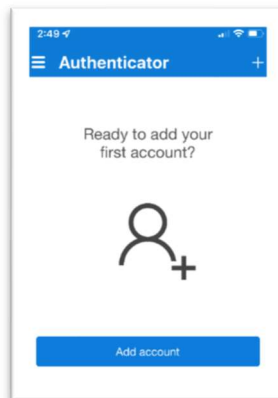


2. To register your device, you can use either the **Microsoft Authenticator** app, or another authenticator application that you have on your device. These instructions are for the **Microsoft Authenticator** application.



On your mobile device search for **Microsoft Authenticator** in the app store or play store. Once you have the application installed, select Next.

3. Follow the instructions on your screen, open the authenticator app on your mobile device.
4. Click 'Add account'.



5. Following the instructions on screen, you must select the 'Work or school account' option.

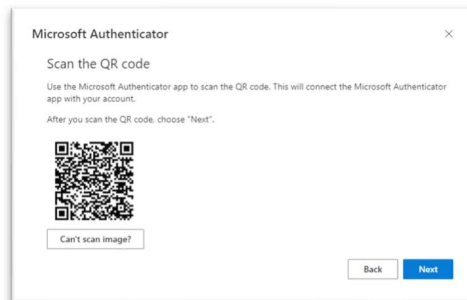
6. After selecting the account, you will be prompted to either sign-in or scan a QR code. These instructions describe using a QR code.

Important Note: If you do not see the option to "Scan QR code", and are only prompted to Sign in with credentials, DO NOT sign in. Exit the Microsoft Authenticator app, then re-open it and select + (or 3-dots, then "Add account"), then "Work or school account". It should now give you option to "Scan QR Code".

If you still do not see the "Scan QR Code" option, please contact the IT HelpDesk.

You may need to go into the MS Authenticator app settings and 'enable' the camera function to allow the camera to scan the QR Code.

7. On your computer, select Next and it will display a QR code that you can scan on your mobile device, to proceed onto the next step of the device registration process.



8. Move your mobile device so that it can scan the QR code on your computer screen.
9. Your mobile phone will register your account with the QR code, and it will now show on the list of accounts in the Microsoft Authenticator app.

Note: Your newly added account will be labelled Okanagan College, with your email firstinitiallastname@okanagan.bc.ca (Staff) or firstname.lastname@myokanagan.bc.ca (Student) underneath. If there are multiple students with the same first/last name subsequent usernames will have a numeric digital added after the lastname such as firstname.lastname1@myokanagan.bc.ca

10. On your computer screen you will see a request to test that the device is functional. This may take up to 90 seconds to appear.
11. On your device, you will be prompted to accept or deny the test request. Select Approve.
12. Your computer will then proceed with a standard login prompt.

Congratulations! MFA is now protecting your OC M365 account

If you need technical support with this process, contact the [IT HelpDesk](#).

Always remember to keep your device with you as you may be prompted to verify using the Authenticator app during future sign-ins to your account.

Thank you for helping OC secure our data and protect our users.