



How to: Setup Multi-Factor Authentication (MFA) (Main Campus)

Introduction: This article will show you how to Setup your Multi-Factor Authentication (MFA) for your TU Microsoft Account

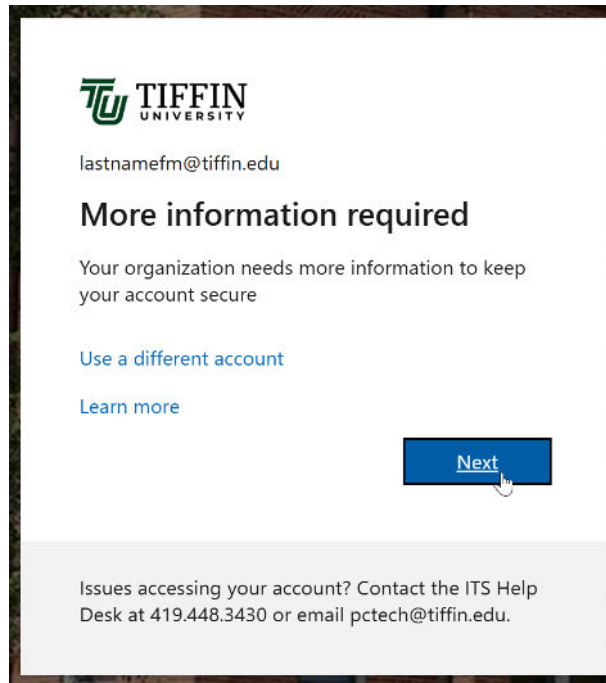
Prerequisites/symptoms: Prior to setting up Multi-Factor Authentication (MFA), you will need access to your personal smartphone device.

Step-by-step guide:

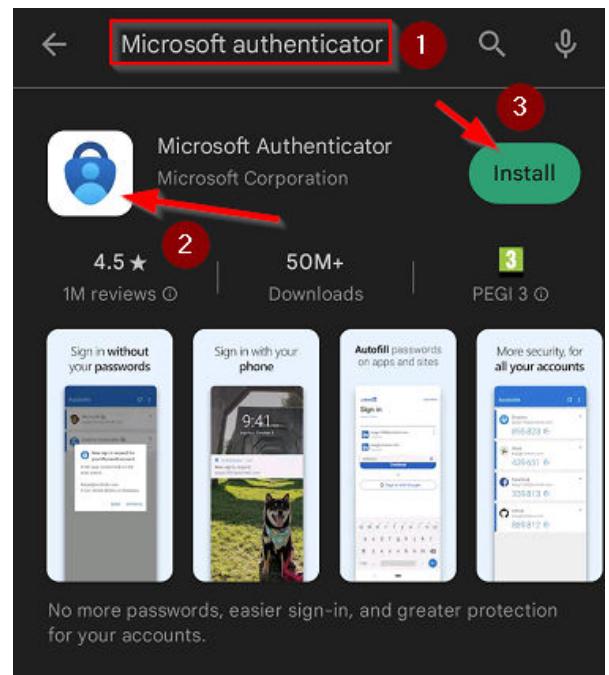
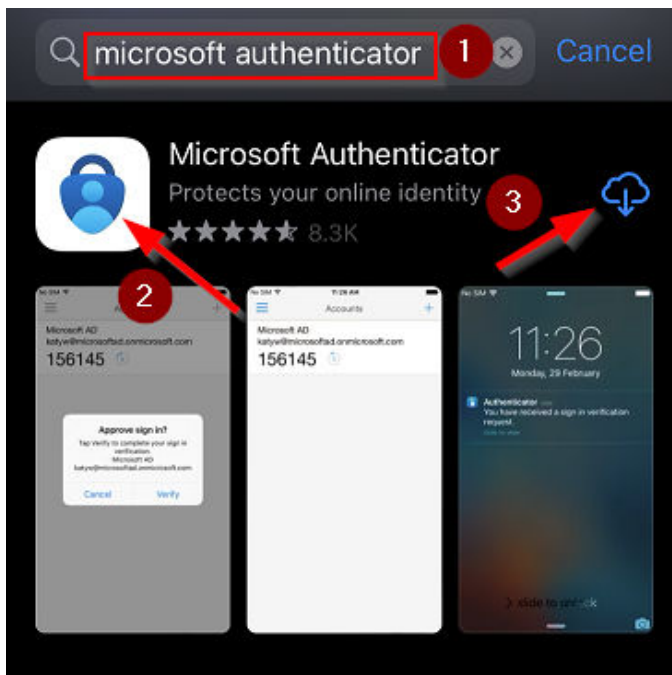
1. Navigate to: myapps.microsoft.com on a computer or tablet that is separate from the phone that you will setup MFA on
2. Sign in with your @tiffin.edu account with the username provided by your admissions counselor or advisor.
 - If this is your first time signing in, your password will follow the pattern of Dragon\$MMDDYYYY where the date is your Date of Birth.

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. A text input field contains the email address 'lastname@tiffin.edu'. Below the input field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom right is a blue 'Next' button with a hand cursor icon. At the bottom left is a link 'Sign-in options' with a key icon.A screenshot of the Tiffin University sign-in page. At the top left is the Tiffin University logo. Below it, the text 'Enter password' is displayed. A text input field contains a series of dots representing a password. Below the input field is a link 'Forgot my password'. At the bottom right is a blue 'Sign in' button with a hand cursor icon. At the bottom, a grey box contains the text: 'Issues accessing your account? Contact the ITS Help Desk at 419.448.3430 or email ptech@tiffin.edu.'

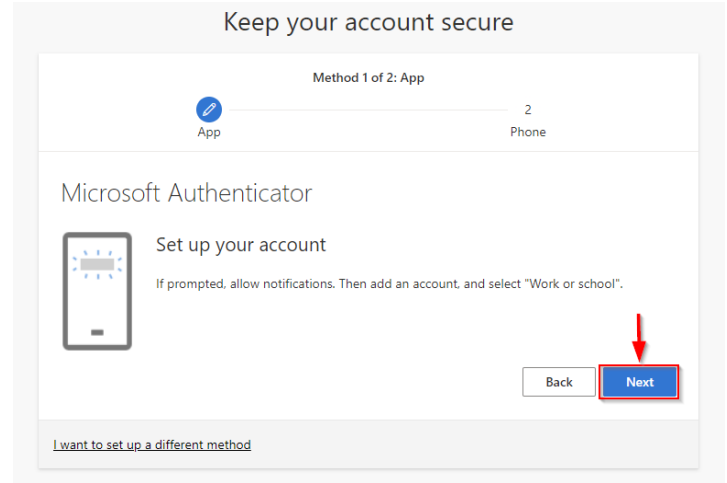
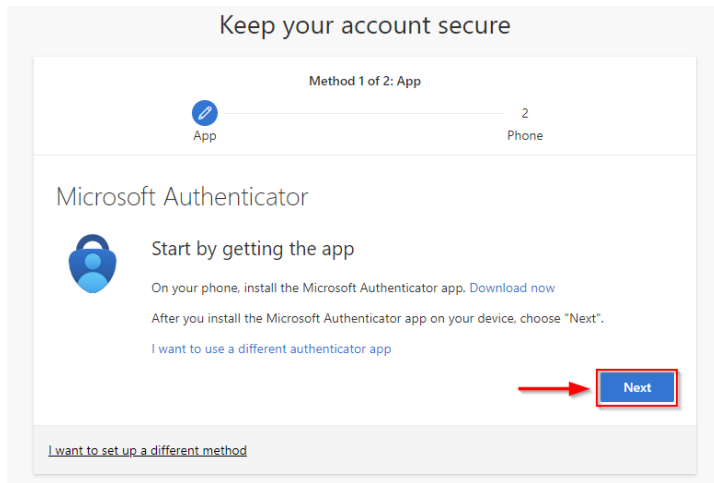
3. On the “More Information required” page, select “**Next**”



4. You will now be taken to a page named titled “Keep your account secure”
- For this step, you will need to access your personal phone and Navigate to your app store and download **Microsoft Authenticator**.
 - Search for “Microsoft Authenticator”
 - Select the app and verify that it is the correct app by looking at the title and icon
 - Select “**Get**” or “**Install**”

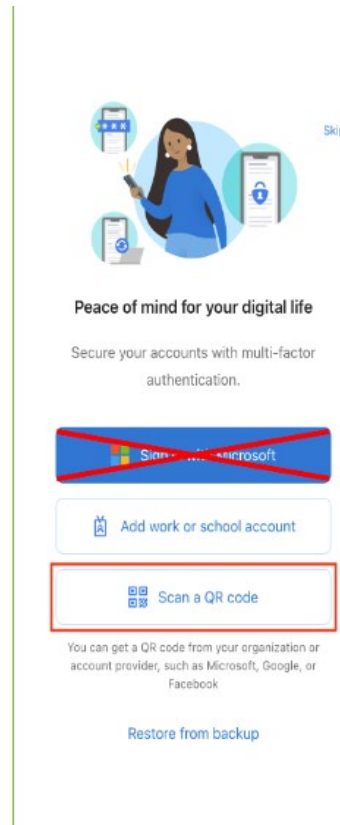
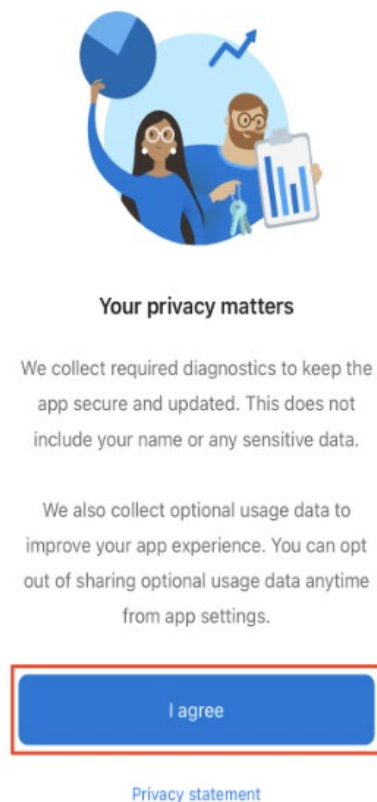


5. Select **“Next”** on the next two screens.

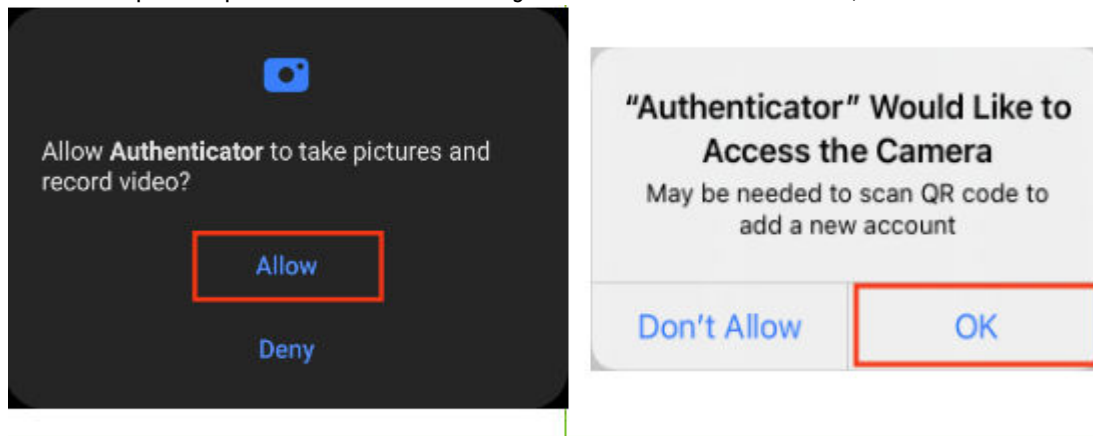


6. You will now be presented with a QR code.
Navigate back to your smartphone and open the **“Microsoft Authenticator”**

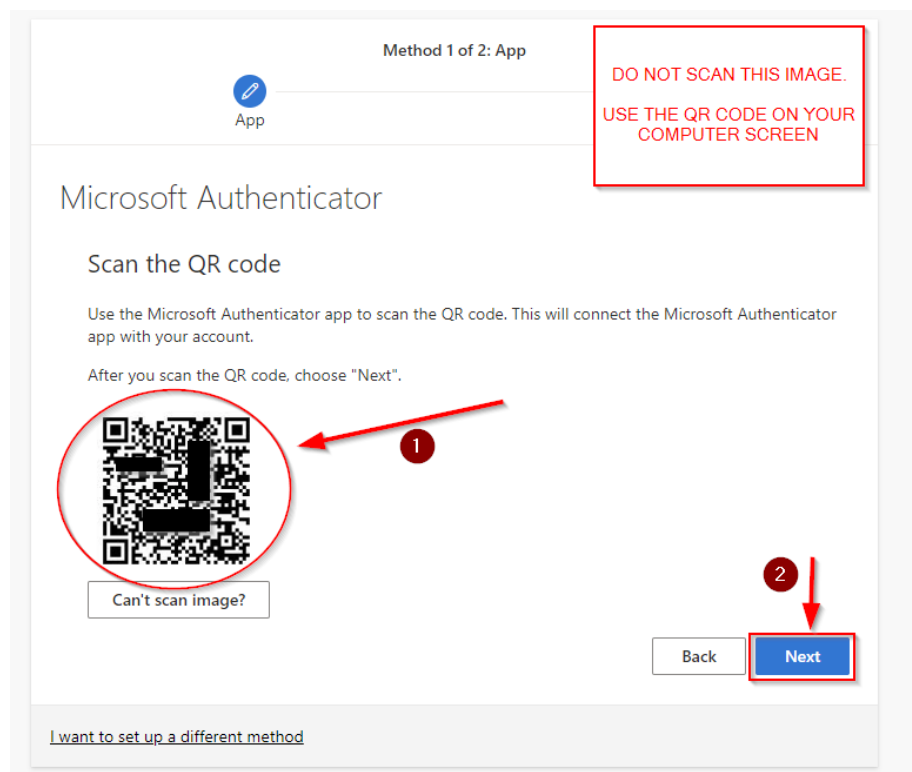
- Agree to Privacy statement
- Continue past “Help Microsoft Improve”
- Select **“Scan a QR Code”**



7. When prompted for access to your device's camera, select **"Allow"**



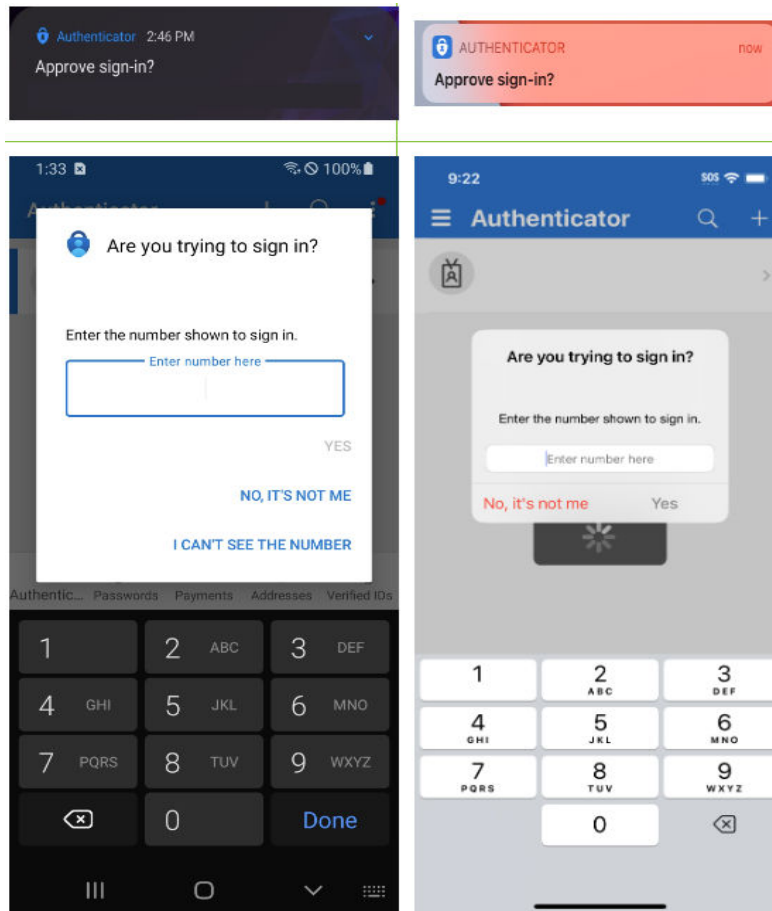
8. Now scan the QR code on your screen with your device using the Microsoft Authenticator App and select **"Next"** on your computer.



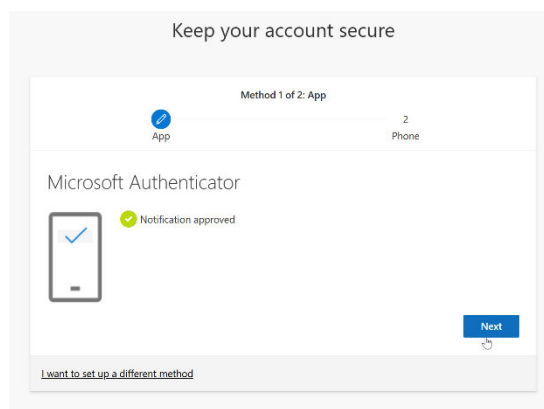
9. After the code is scanned, you will receive a prompt for permission to send notifications. Select **"Allow"**.

10. Once the code has been scanned, select **“Next”** and you will receive a push notification on your registered device.

Respond to the push notification on your device by tapping **“Approve”** and then typing in the number you see on your computer screen.



11. After enrolling the Microsoft Authenticator App, select **“Next”**.



12. You will then be required to register a phone number as a backup authentication method. Input an easily accessible phone number and select to **“receive a code”** or **“Call me”**

The screenshot shows the 'Keep your account secure' setup screen for 'Method 2 of 2: Phone'. At the top, there are two progress indicators: 'App' with a green checkmark and 'Phone' with a blue pencil icon. The main heading is 'Phone'. Below it, a message states: 'You can prove who you are by answering a call on your phone or receiving a code on your phone.' The question 'What phone number would you like to use?' is followed by a dropdown menu showing 'United States (+1)' and a text input field labeled 'Enter phone number'. Below this, there are two radio button options: 'Receive a code' (selected) and 'Call me'. A red box highlights these options, with a red circle '1' above it. Below the radio buttons, a message says: 'Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).' At the bottom right, there is a 'Next' button, which is highlighted with a red box and a red circle '2' above it, with a red arrow pointing to it. At the bottom left, there is a link: 'I want to set up a different method'.

13. Verify the code that was sent to your phone number and select **“Next”**

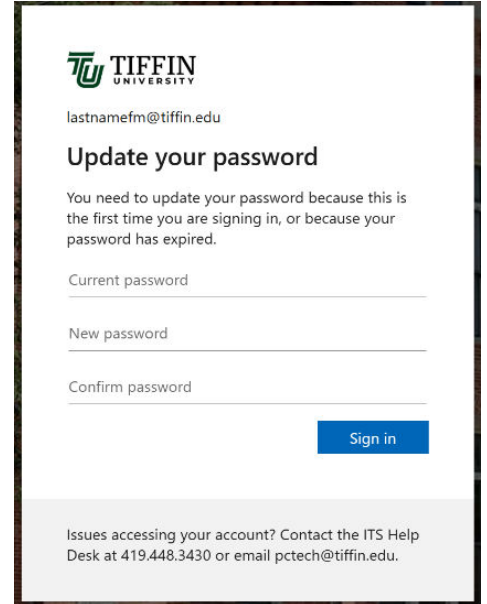
The screenshot shows the code verification screen for 'Method 2 of 2: Phone'. At the top, there are two progress indicators: 'App' with a green checkmark and 'Phone' with a blue pencil icon. The main heading is 'Phone'. Below it, a message states: 'We just sent a 6 digit code to [redacted] Enter the code below.' There is a text input field labeled 'Enter code', which is highlighted with a red box and a red circle '1' below it. At the bottom right, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a red box and a red circle '2' above it, with a red arrow pointing to it. At the bottom left, there is a link: 'I want to set up a different method'.

14. Verify that all the information is correct and select **“Done”**

The screenshot shows the 'Success!' screen for 'Method 2 of 2: Done'. At the top, there are two progress indicators: 'App' with a green checkmark and 'Phone' with a green checkmark. The main heading is 'Success!'. Below it, a message states: 'Great job! You have successfully set up your security info. Choose "Done" to continue signing in.' Below this, there is a section titled 'Default sign-in method:' with three options: 'Phone' (selected), 'Microsoft Authenticator', and 'Microsoft Authenticator'. At the bottom right, there is a 'Done' button, which is highlighted with a red box and a red arrow pointing to it.

15. Once you get signed in, you may be asked to update your password. If so, please enter a new password that is compliant with the password policy below:

- Passwords must be at least 12 characters long.
- Passwords must include all of the following:
 - a capital letter
 - a lowercase letter
 - a number
 - a special character
- Previously used passwords cannot be repeated.



The screenshot shows the Tiffin University login page with the email 'lastnameefm@tiffin.edu' entered. Below the email is the heading 'Update your password'. A message states: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three input fields labeled 'Current password', 'New password', and 'Confirm password'. A blue 'Sign in' button is located to the right of the 'Confirm password' field. At the bottom, a link for 'Issues accessing your account?' points to the ITS Help Desk at 419.448.3430 or email pctech@tiffin.edu.

It will take roughly 15 minutes for all of your accounts to sync, so please give the systems 15 minutes before trying to log into other TU accounts.

16. Following sign-in, you will be redirected back to myapps.microsoft.com

- From here you can click tiles to access various TU applications including:
 - Moodle
 - Housing Portal
 - Self-service
- Please bookmark this page to reference your applications moving forward

