# **2Factor Enrollment Instructions**



This guide provides step-by-step instructions for setting up Two-factor authentication using the Microsoft Authenticator app. Follow these instructions to enhance the security of you MUSC applications and protect sensitive information.

# 01 Step 1 - Download the Microsoft Authenticator App on your Phone via QR Code

The first step in using the 2Factor tool is to download the Microsoft Authenticator Application to your phone. This can be done by scanning the QR codes shown on the screen or searching for it in Google Play or the App Store as shown on the next screen.



# Or search for the Microsoft Authenticator App in your Play or App Store

To find the application in Google Play or the iPhone App Store, type "Microsoft Authenticator" in the search bar. Be sure to choose the application titled "Microsoft Authenticator" by the Microsoft Corp. This is the official Authenticator app we use at MUSC. Once you have selected the correct application, install it to your phone.



### 02 Step 2 - Select "Allow" to allow all app notifications

During the application installation on the phone, select allow to allow notifications from this app. The allow screen may differ slightly to the one shown if you are using an iPhone.



#### 03 Step 3 - Select "Add work or school account"

Follow the prompts on your phone until you reach the sign-in screen. When there, select the "add work or school account".

Sign in with Microsoft	
When you are signed in with Microsoft, all stored password addresses, and other autofill info will be available on this device.	ds,
Add work or school account	
Scan a QR code	

### 04 Step 4 - Select "Scan a QR code"

Next, a screen will pop-up asking you to add the work or school account through two options. Select the "Scan a QR code" option.



# **05** Step 5 - Select an "Allow" option to allow pictures and videos from this App

Next, you'll select an allow option to allow pictures and videos from this app. The allow screen may differ slightly to the one shown if you are using an iPhone. After you allow pictures and videos on your phone, you'll need to move to a computer to create the QR code for scanning.



# **06** Step 6 - Go to https://mysignins.microsoft.com/security-info

On the computer, go to a browser and enter: https://mysignins.microsoft.com/security-info

My Sig	n-Ins ~			
A Overview	Security info These are the methods you use to sign into yo	our account or reset your password.		
𝒫 Security info □ Devices	Default sign-in method: Microsoft Authentica	tor - notification Change		
Password	+ Add sign-in method	Last undated:		
Organizations	Password     Microsoft Authenticator	a month ago	Change	
Settings & Privacy     Recent activity	Push multi-factor authentication (MFA) Lost device? Sign out even/where	Pixel ba		Uelete
	terrer ognest ererjinete			
g.				

### 07 Step 7 - Click "Add sign-in method"

The Microsoft Security info page will appear. Scroll down to the "Two-step verification" section and click on "Add sign-in method".

III 👔 🗤 🗤 🕅 My Sign	n-Ins 🗸			
R Overview	Security info These are the methods you use to sign into you Default sign-in method: Microsoft Authentical	ir account or reservour password.		
Devices     Password	+ Add sign-in method	Last updated: a month ago	Change	
Organizations     Settings & Privacy     Recent activity	Microsoft Authenticator     Push multi-factor authentication (MFA)  Lost device? Sign out everywhere	Pixel 6a		Delete
<b>9</b> .				

### 08 Step 8 - Select "Authenticator app"

Select the dropdown box and click on "Authenticator app" from the list of options.

R       Overview       Security info         In backes       Taske are the methods you use to sign into your account or reset your password.         In backes       Detailst sign-in method: Microsoft Authenticator - notification Change         In Deprices       Image: Change         In Deprices       Image: Change         In Deprices       Image: Change         In Deprices       Image: Change         In Organizations       Image: Change         In Sectings & Frinzey:       Image: Change         In Beneficiator       Image: Change         In Control Authenticator       Note device? Sign out wereywhere         In Control Authenticator       Note device? Sign out wereywhere         In Control Authenticator       Note device? Sign out wereywhere         In Control Authenticator       Image: Change         In Control Authenticator       Image: Change         In Control Authenticator       Note the dover of upon Units of the change         In Control Authenticator       Image: Change         In Control Authenticator       Note the change         In Control Authenticator       Image: Change </th <th>My Sign</th> <th>n-Ins 🗸</th> <th></th> <th></th> <th></th> <th></th>	My Sign	n-Ins 🗸				
	R Overview	Security info These are the methods you use to sign into you	r account or reset your passwo			
<ul> <li>Password</li> <li>Diganizations</li> <li>Settings &amp; Privacy</li> <li>Recent activity</li> </ul>		Default sign-in method: Microsoft Authenticate				
Organizations   Corganizations     Settings & Privacy     Recent activity     Lost device? Sign out everywhere     Unit device? S	🔍 Password	+ Add sign-in method				
Settings & Privacy  Recent activity  Settings & Privacy  Recent activity  Settings & Privacy  Lost device? Sign out everywhere  Lost device? Sign out everywhere  Add a method  Authenticator app  Tenter  Authenticator  Authenticator app	Organizations	Password				
Recent activity     Lost device? Sign out everywhere     Which method would you like to add?     Luthenticator app	A Settings & Privacy	Microsoft Authenticator     Push multi-factor authentication (MFA)	Pixel 6a	Add a method	Delete	×
	Recent activity	Last device? Sign out everywhere	$\rightarrow$	Which method would you like to add?		

#### 09 Step 9 - Select "Add"

Click on the "Add" field to select the Authenticator App option.

🗰 📓 🗤 🖓 🖬 🗍 My Sign	n-lns $\sim$			
R Overview	Security info			
$\mathcal{P}_{\!\!P}$ Security info	These are the methods you use to sign into your Default sign-in method: Microsoft Authenticator			
	+ Add sign-in method			
Crossword		Last updated: a month ago		
A Settings & Privacy	Microsoft Authenticator     Push multi-factor authentication (MFA)	Pixel 6a		Delete
Recent activity	Lost device? Sign out everywhere		Add a method Which method would you like to add? Authenticator app	×
				Cancel
g.				

# 10 Step 10 - Confirm the Authenticator App Installation

Since you've already setup the Authenticator app on your phone, click on "Next" to continue.

R Oververver Security info   Security info   Devices   Devices   Organizations   Settings & Privace   Microsoft Authenticator In MRA   Neerent activity	R Derview Security linfo   I Dervices Dervices   I Dervices	III 👔 🗤 - 2 Marriege / V.C. My Sig	n-ins 🗸		
Security info      Peacet     Add sign-in method: Microsoft Authenticator - notification Change      Microsoft Authenticator     Peacett activity      Recent activity      Lost device? Sign out everywhere      Start by getting the app     On your phone, install the Microsoft Authenticator app. Downlead now     After you install the Microsoft Authenticator app on your device, choose "Next".     I want to use a different authenticator app     Cancel     Next	<ul> <li>Security infa</li> <li>Berkes are the methods you use to sign into your account or reset your password.</li> <li>Derives         <ul> <li>Plassword             <ul> <li>A dd sign-in method: Microsoft Authenticator - notification Change</li> <li>Plassword                 <ul> <li>Microsoft Authenticator</li> <li>Name</li> <li>Microsoft Authenticator</li> <li>Sectings &amp; Privacy</li> <li>Recent activity</li> <li>Lost device? Sign out everywhere</li> <li>Microsoft Authenticator app</li> <li>Secting a Privacy</li> <li>Microsoft Authenticator apple install the Microsoft Authenticator app</li> <li>Secting a Privacy</li> <li>Microsoft Authenticator atthenticator apple install the Microsoft Authenticator app</li> <li>Secting a different authenticator app</li></ul></li></ul></li></ul></li></ul>	R Overview	Security info		
Chances Password  Softrage a tartivity  Recent activity  Recent activity  Last device? Sign out everywhere  Start by getting the app  On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now  After you install the Microsoft Authenticator app. Download now	<ul> <li>Choices</li> <li>Password</li> <li>Organizations</li> <li>Settings &amp; Privace</li> <li>Recent activity</li> <li>Recent activity</li> </ul>	Security info	These are the methods you use to sign into you Default sign-in method: Microsoft Authenticat		
<ul> <li>A raisened</li> <li>Organizations</li> <li>Settings &amp; Privacy</li> <li>Monoch Auftenticator</li> <li>Monoch Auftenticator app. Openload now</li> <li>After you install the Microsoft Authenticator app.</li> <li>Lwant to use a different authenticator app.</li> <li>Cancel</li> <li>Next</li> </ul>	<ul> <li>A raison of a rai</li></ul>	Devices	+ Add sign-in method		
Settings & Privary     Consult Authenticator     Max     Normalia     Settings & Privary     Consult Authenticator     Normalia     Settings & Privary     Consult Authenticator     Normalia     Settings & Consult Authenticator     Normalia     Settings     Setting     Settings     Settings     Settings     Settings     Settings     Setting     Setting     Setting     Setting     Setting     Setting     Setting     Settings     Setting     Setting     Setting     Setting     Setting     Seting     Setting     Seting     Setting     Setting     Seting	Settings & Privacy Cost device? Sign out everywhere Cost device? Sign out everywhere		••• Password	Last updated Change a month ago	
Recent activity     Lost device? Sign out everywhere     Start by getting the app     On your phone, install the Microsoft Authenticator app. Downlead now     After you install the Microsoft Authenticator app on your device, choose "Next".     Ivant to use a different authenticator app     Cancel Next	Secont activity Lost device? Sign out everywhere Start by getting the app On your phone install the Microsoft Authenticator app. Downlead now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Cancel Next	Settings & Privacy	Microsoft Authenticator Push multi-factor authentication (MFA)	Niet Microsoft Authenticator X	
		Recent activity	Lost device? Sign out everywhere	Start by getting the app On your phone. Install the Microsoft Authenticator app. Downlead now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Cancel Next	
		Q.			
(a <sup>e</sup>	a.				

# 11 Step 11 - Confirm Microsoft Authenticator App Setup

Click on "Next" to confirm you've setup the Microsoft Authenticator App and proceed.

🔛 👔 🕬 🕬 🕅 My Sigr	gn-Ins v	a ? 🌘
R. Overview	Security info	
$P_{\!$	These are the methods you use to sign into your account or reset your password.	
Devices	Detault sign-in method: Microsoft Authenticator - notification Change	
🔍 Password		
Organizations		
A Settings & Privacy	Microsoft Authenticator     Part multi-factor suthemication (MA)     Part d     Microsoft Authenticator     X	
Recent activity	Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back Next	
g.		

#### 12 Step12 - Scan the QR Code with your phone

Next, scan the QR Code on the screen with your phone



# 13 Step 13 - Confirm MUSC Authenticator is added on the phone

The phone app will then add the M U S C Authenticator. Confirm it is added by comparing it to the phone screen shown.



### 14 Step 14 - Select Next on computer after phone confirmation

Once you've confirmed the M U S C Authenticator has been added to your phone, go back to the computer and select "Next"



#### 15 Step 15 - Use the 2-digit code shown on the computer screen and enter it into the requested screen on your phone.

You'll now get a screen asking you to try the new 2-digit entry process.

Image: Propriet Antice Ant	2Factor MFA User Instructions	My Sign-Ins   Security Info   Mix X +		
Index Control     Index Control     Index Control     Security info     Index Control				
<ul> <li>Security info</li> <li>Security info</li> <li>The real method you use to say in they care account or read your passed.</li> <li>Security info</li> <li>Se</li></ul>	My Sign-			?
	Overview Security info Devices Password Organizations Settings & Privacy Recent activity	Security info These are the methods you use to sign into your accor Default sign-in method: Microsoft Authenticator - not + Add sign-in method Password Microsoft Authenticator Microsoft Auth	in to reset your password. Included tradicate Microsoft Authenticator Let's try it out Approve the notification we've sending to your approventeering the number frown below. 28 Back Next	

#### 16 Step 16 - Confirm 2-digit process on your phone

Use the 2-digit number provided on the computer to enter into the number requested field on your phone.

Are you trying to sign in? Medical University of South Carolina rybackm@musc.edu Enter the number shown to sign in. Enter number here 28	
YES	
NO, IT'S NOT ME	
I CAN'T SEE THE NUMBER	

# 17 Step 17 - Click "Next"

Finally, go back to your computer, review the confirmation message, and click on "Next" to complete the setup process.

tti 👔 🔐 transformation (Str. 🛛 My Sign	gn-Ins V	å ? 🚺
A Overview	Security info	
$\mathcal{P}_{\!\!P}$ Security info	These are the methods you use to sign into your account or reset your password.  Default sign-in method: Microsoft Authenticator - notification Change	
💻 Devices	+ Add sign-in method	
<ul> <li>Password</li> <li>Organizations</li> </ul>	Password Let updated Change	
A Settings & Privacy	Microsoft Authenticator     Point Microsoft Authenticator (MRA)     Point Microsoft Authenticator X	
<ol> <li>Recent activity</li> </ol>	Last device? Sign out everywhere	
Q.º		

### 18 Step 18 - Process Complete

Navigate to the top right of the screen where you'll see the "Microsoft Authenticator app was successfully registered" pop-up. Click 'x" to close it. This completes the 2Factor process.

III 👔 Marshard My S	Sign-Ins ∨					å ? i
A Overview	Security info				$\rightarrow$	Microsoft Authenticator app was successfully $\chi$ registered
A Security info	These are the methods you use to sign into y Set default sign-in method	our account or reset your password.				Tue, 30 Jan 2024 16:49:51 GMT
💻 Devices	+ Add sign-in method					
Ressword	Password	Last updated: a month ago	Change			
Grganizations     Settings & Privacy	Microsoft Authenticator     Push multi-factor authentication (MFA)	Pixel 6a		Delete		
① Recent activity	Microsoft Authenticator     Push multi-factor authentication (MFA)			Delete		
	Lost device? Sign out everywhere					
g.º						

In this guide, you learned how to set up Two-factor authentication using the Microsoft Authenticator app. By following these instructions, you have added an extra layer of security to your Microsoft account, ensuring the protection of your personal information.