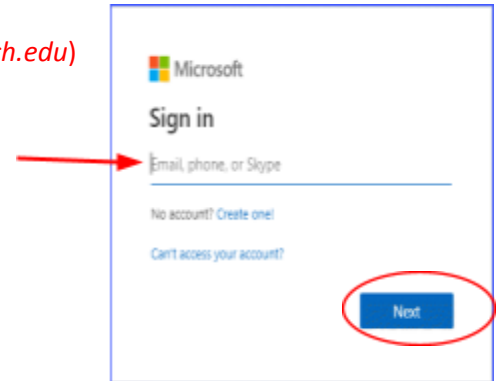


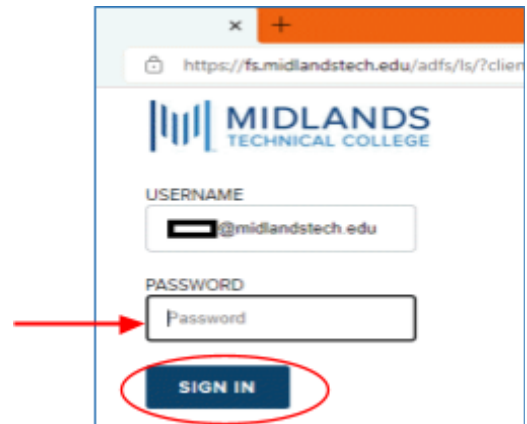
Using a desktop or a laptop computer, open a web browser and go to <https://aka.ms/MFAsetup>



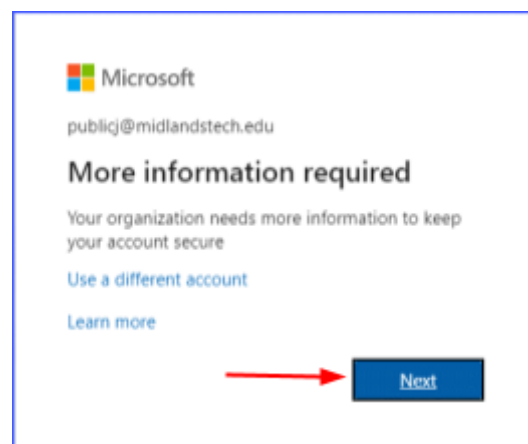
1. At the Microsoft Sign In prompt, enter your Midlands Technical College email username (Full new MTC email address ex. *johnqpublic@midlandstech.edu*) and click **Next**.



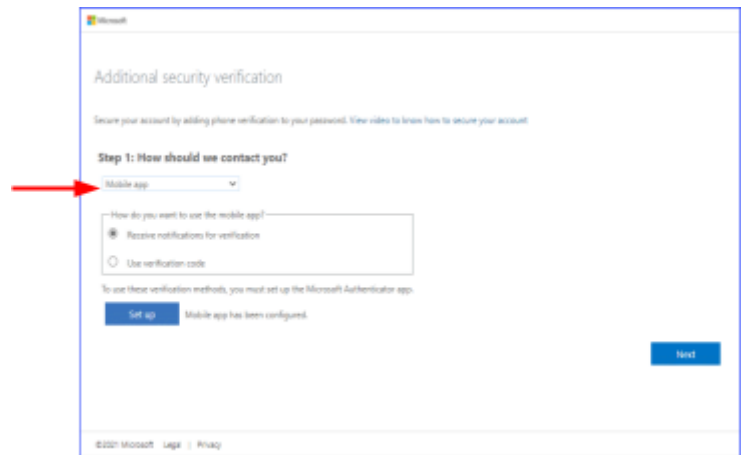
2. On the MTC login page, enter your MTC **Password** and click **SIGN IN**.



3. When prompted for more information, click **Next**.



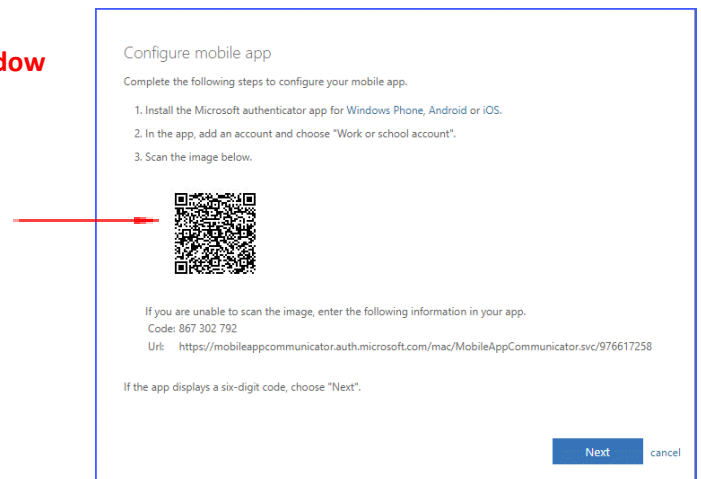
4. From the dropdown menu, choose **Mobile App**.



5. Then choose **Receive notifications for verification** (*this allows for Authentication from your mobile phone*).

6. Click **Set up**.

7. A QR code window will be displayed. (**NOTE: Leave this window open while you perform the next steps.**)

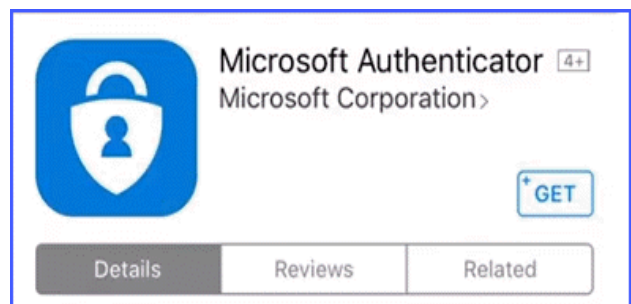


8. **On your mobile phone**, select your device's **App store**.

9. Search for the Microsoft Authenticator App.

10. Launch and Install the App on your phone.

11. Select the option to **"Add account"**



Choose **"Work or school account"** and accept/approve the app permissions.

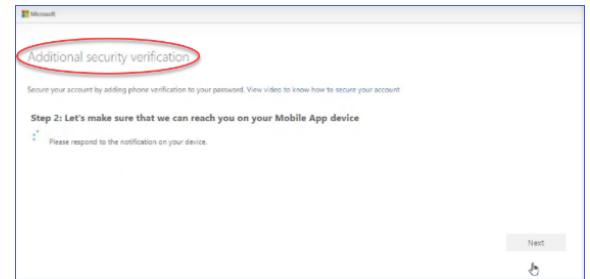
Scan the **QR code on your computer**.

Once your MTC email account has been successfully linked, it will be displayed on your mobile phone in the Authenticator app.

12. Click **Next on your computer** to close the QR code window and click **Next** again to complete:

Step 1: Additional security verification.

Step 2: Additional security verification is displayed. When the Authenticator app prompts you for approval to sign-in, a screen will appear on your computer with a verification code (2-digit number), enter the code into the Authenticator App **on your phone** and click 'Yes'. You may be required to enter your screen lock verification to continue.

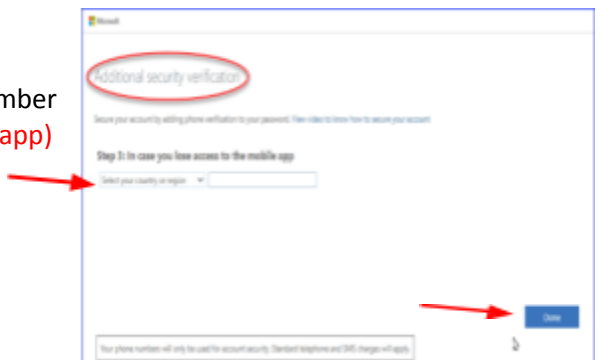


Once the verification is successful, you will be taken to the next step.

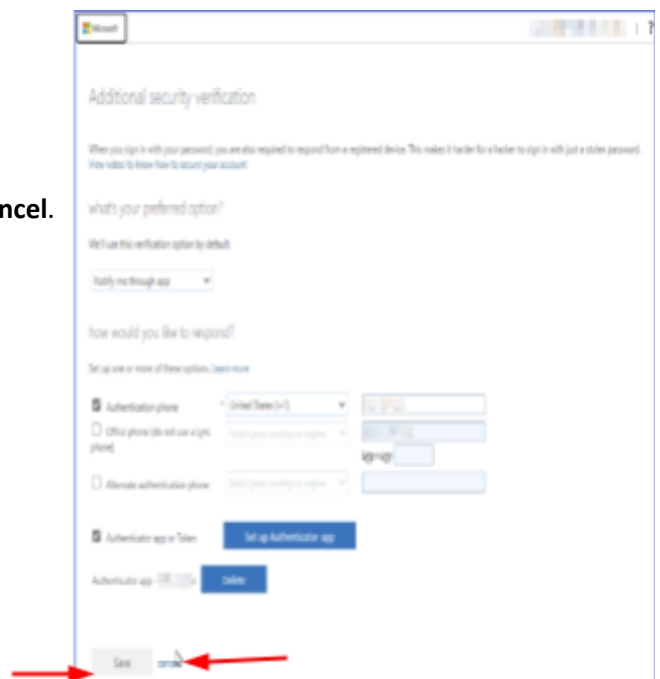
Step 3: Additional security verification prompts you to add an alternate phone number.

Select a country code from the dropdown and enter an alternate phone number (**NOT the number for the mobile phone being used with the Authenticator app**) as a backup contact method *"In case you lose access to the mobile app"*.

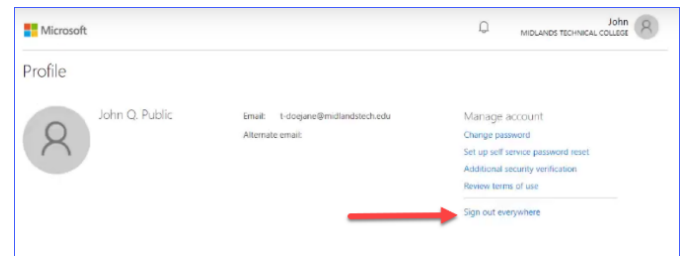
Click **Done** to complete the MFA enrollment process.



13. If an **Additional security verification** page is displayed, verify the entries. If you make any changes, click **Save** – otherwise click **Cancel**.



14. On the Microsoft Profile page, click **“Sign out everywhere”** to exit.



15. The following message screens will be displayed:

