

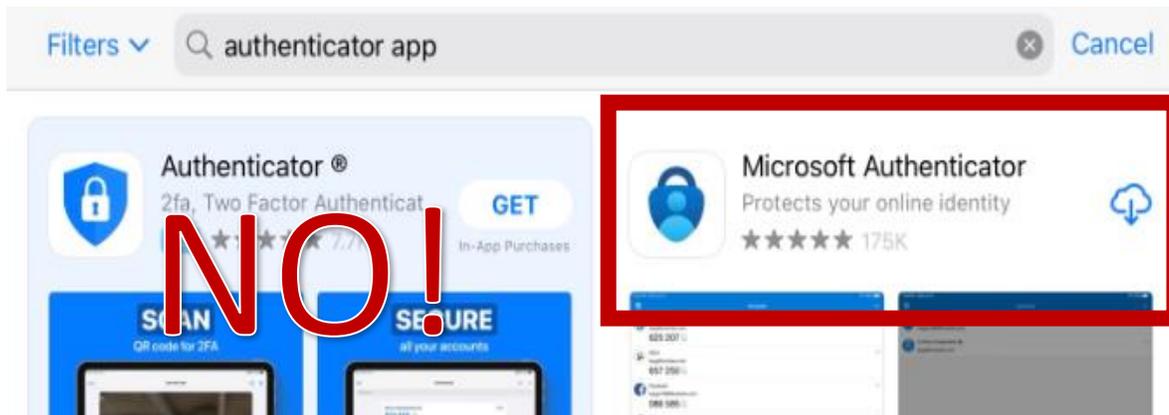
Microsoft Authenticator app

1. Download the Microsoft Authenticator app from the [App Store](#) (Apple devices) or the [Play Store](#) (Android devices).

Downloading the app first will make later steps easier. Please use this links provided in this guide (or on www.triton.edu/mfa) to ensure you are downloading the correct app.



If you do search for the app in the App or Play store, VERIFY YOU HAVE THE CORRECT APP! If you are asked to pay for the app or a subscription, it is not the correct app!



2. Go to your Triton College email account. outlook.office365.com/triton.edu

3. Click into the username field, enter your email address, and click "Next". Enter your password and click "Sign in".

4. You will receive a notification that Triton College (your organization) needs more information to keep your account secure. Click "Next" to be taken to the Multi-Factor Authentication setup process.



@triton.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)



Microsoft Authenticator app

5. You will be shown the "Additional security verification" page. This is where you will configure your Multi-Factor Authentication app settings. Make sure "Mobile app" is selected in the dropdown menu.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Please configure the mobile app.

6. Click "Receive notifications for verification" OR "Use verification code", depending on your preference, then click "Setup".

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

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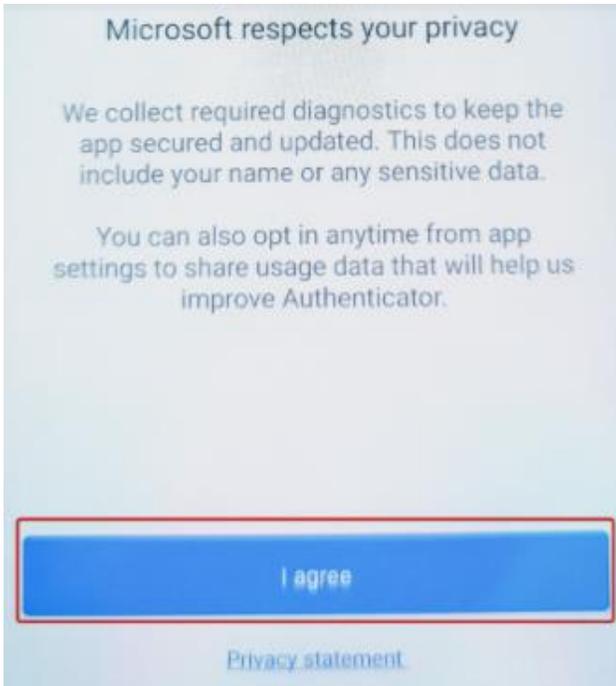
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Set up Please configure the mobile app.

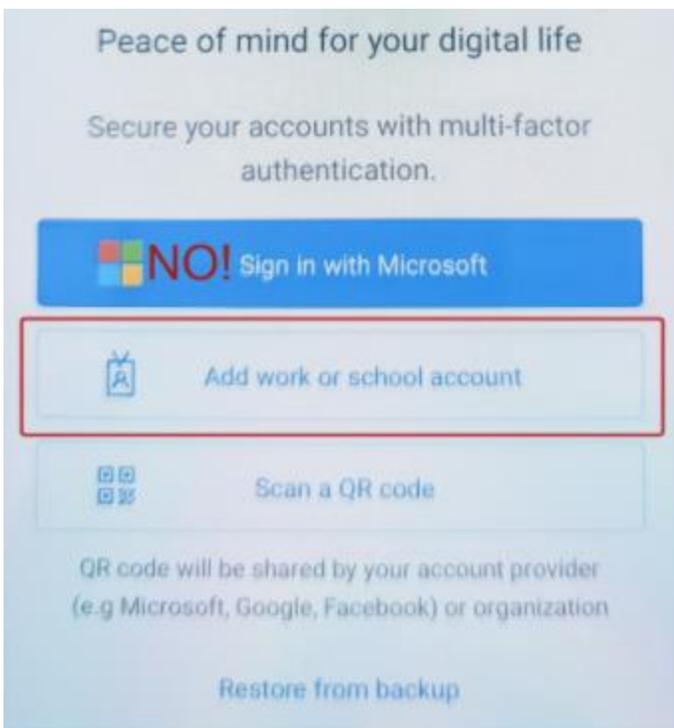
Microsoft Authenticator app

7. You will receive a popup with instructions to download and set up the Microsoft Authenticator mobile app. You will need to download and open the app **before** you can scan the QR code.

8. Open the Microsoft Authenticator app on your phone. If this is the first time opening the app, you will be shown their privacy statement and must tap "I agree" to continue.



9. Tap "Add work or school account". **DO NOT try to sign in!!** Signing in will cause an authentication loop.



Microsoft Authenticator app

10. Your app may ask for permission to access the camera to take a photo or record video. If you grant permission, you will be taken to the QR code scanner. If you deny permission, you must enter the code and URL given in the "Configure mobile app" prompt manually.

11. You can either enter the code and URL provided, or scan the QR code within the Microsoft Authenticator app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



← OR ↓

If you are unable to scan the image, enter the following information in your app.
Code: 79[redacted]13
Url: [https://mobileappcommunicator.auth.microsoft.com/activate/5\[redacted\]i0/WUS](https://mobileappcommunicator.auth.microsoft.com/activate/5[redacted]i0/WUS)

If the app displays a six-digit code, choose "Next".

12. If the Microsoft Authenticator app shows a 6-digit code, click "Next". You may need to tap on your account in Microsoft Authenticator app to show the code.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



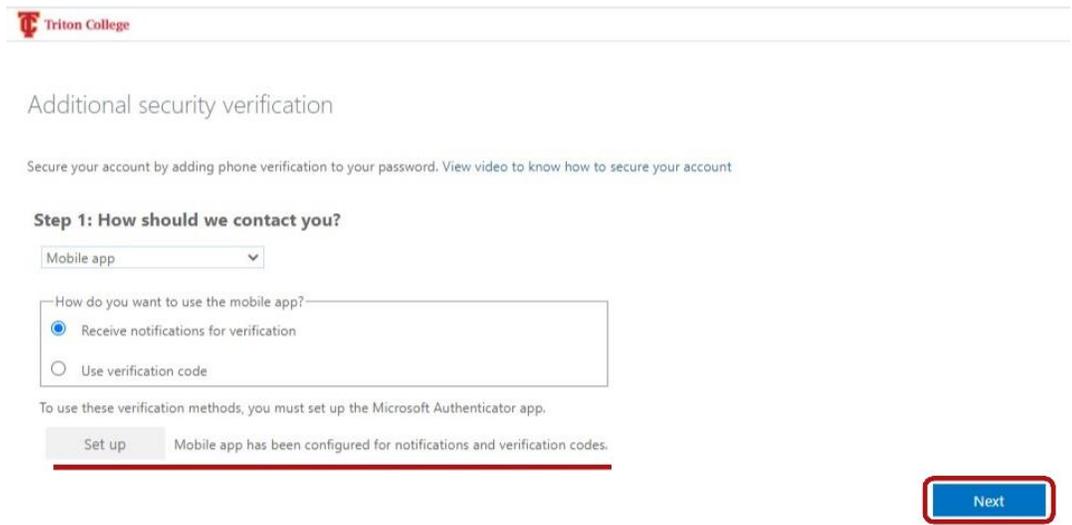
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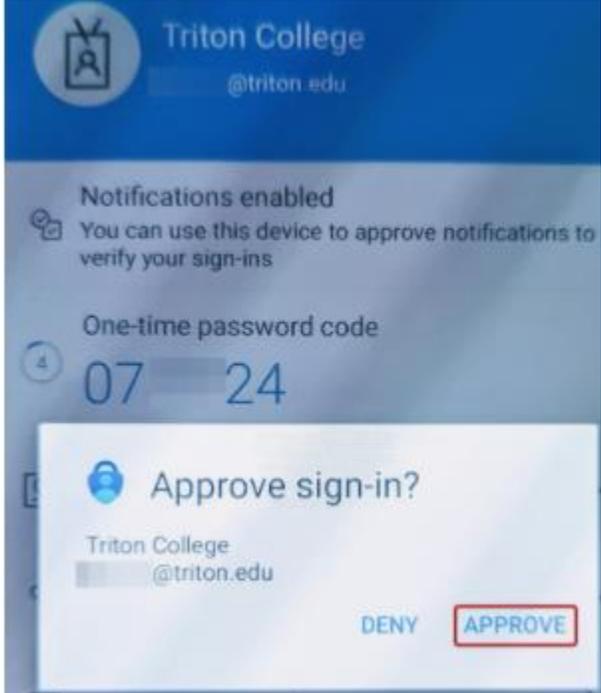
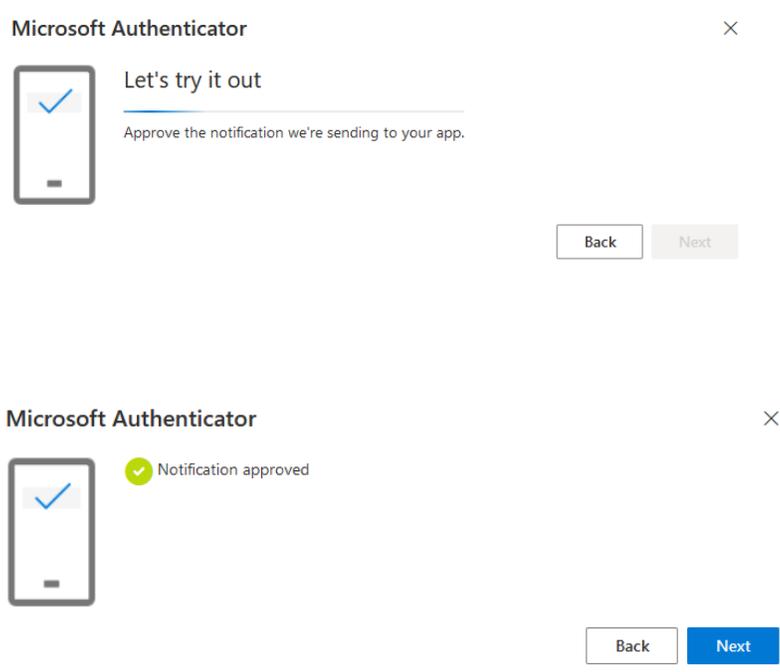
Next cancel

Microsoft Authenticator app

13. You will be taken back to the initial "Additional security verification" page. Notice that the "Set up" button is now greyed out. Click "Next".



14. You should receive a notification on your phone asking to approve or deny a sign-in. Tap "APPROVE". **You may be asked to confirm the sign in on your phone by providing your phone passcode, pattern, or biometric info.** The passcode should be the same passcode you use to unlock your phone. Once your login is approved, click Next in your email.



****You should only approve sign ins when you are actively trying to sign into your account. If you receive a notification to approve a sign in and you HAVE NOT recently tried to sign-in to your Triton account, always DENY the sign-in.****

Microsoft Authenticator app

15. You will be taken back to your email login screen. Click "Yes" or "No" to stay signed in, depending on your preference.



_____)@triton.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

A horizontal button group with two buttons. The left button is light gray and labeled 'No'. The right button is blue and labeled 'Yes'. The entire button group is enclosed in a red rectangular border.

16. You have now set up Multi-Factor Authentication for your Triton College email account!

You will not be asked to authenticate every time you log in; only when you log in on a new device or browser, or every 30 days.