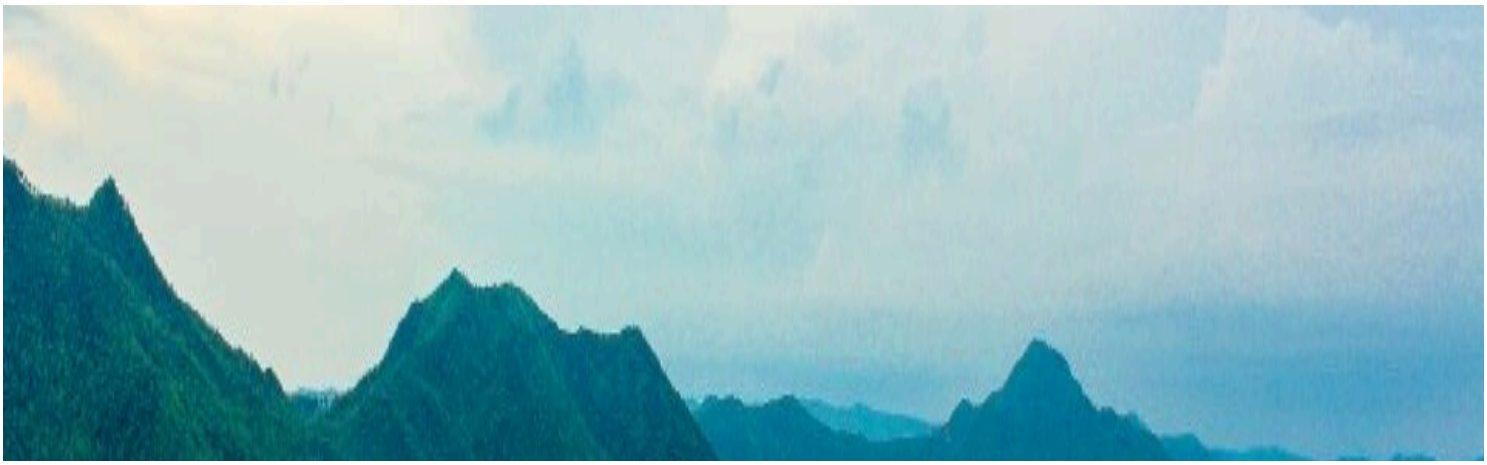


Multi-Factor Authentication

Azure MFA Enrollment Instructions

Important: Do NOT start this process on phone. Start on a **computer**. Multi Factor Authentication (MFA) will not be required when accessing email from the PWCS network, and you will only be prompted every 30 days per device when off-campus, per device. Please review Frequently Asked Questions if you encounter an issue.

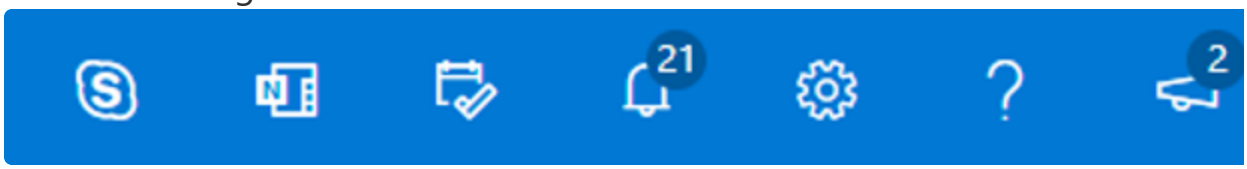
Requirements: Before starting this, if you prefer an app push, please install Microsoft Authenticator App from the Apple App Store or Google Play (Logo image below). If you prefer a text or call, have your phone ready.

Add a caption

Setup Instructions

1. **(On a Computer)** Navigate to the **PWCS Office365** bookmark in the **PWCS Sites** folder on any PWCS Windows computer and login with your username

and password. You may also type: **office.pwcs.edu** into the Chrome web browser and login.



Add a caption

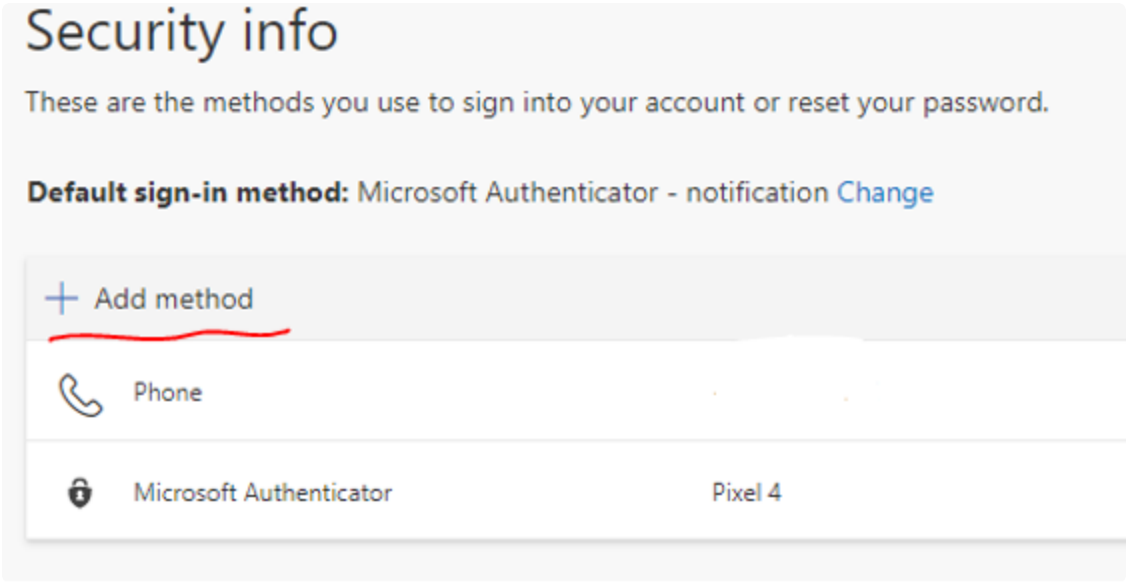
a. In the upper right-hand corner, look for your account icon. It may be your initials or a picture if you added one.
b. Click, "View Account."

Add a caption

c. Locate the Security info tile and click, "UPDATE INFO."

Add a caption

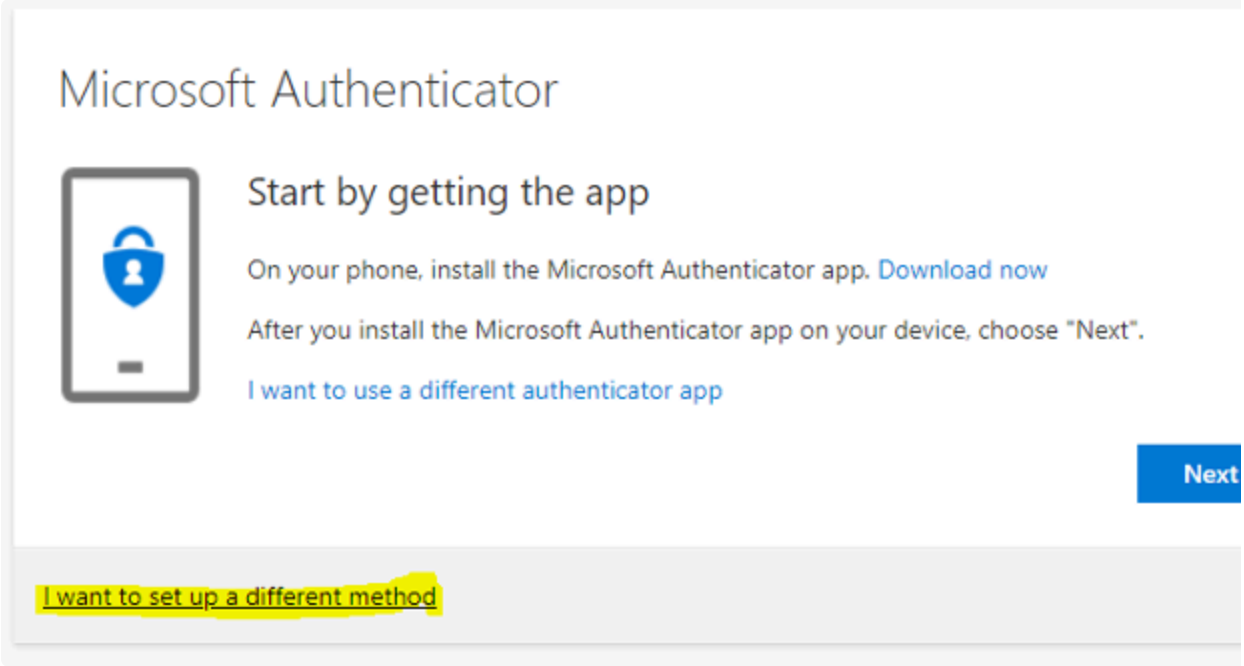
d. Click the "+ Add method" button to start the process below.
(To add the app, continue to Step 2, for your phone texts, skip to Step 11.)



Add a caption

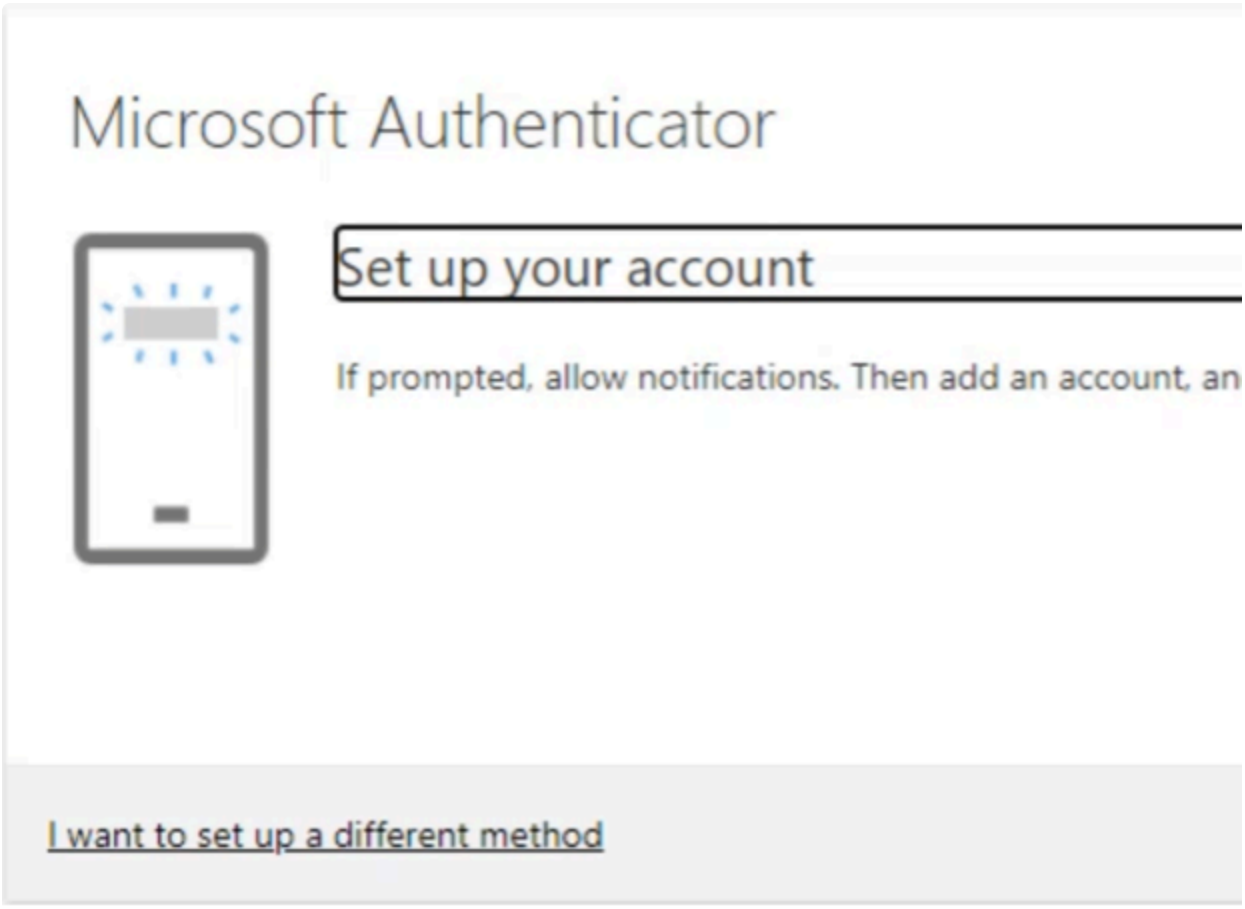
e. Refer Point(2)

2. (On Phone) If you haven't already downloaded the Microsoft Authenticator app (as mentioned above), please install it on your phone now. Search for the Microsoft Authenticator App from the Apple App Store or Google Play. Look for the icon as shown in the next step.
3. (On Computer) You should be prompted to download the App, then click Next. a. NOTE: If you prefer to receive a text/call instead of using the Microsoft Authenticator App, click on "I want to set up a different method" and skip down to Step 10.



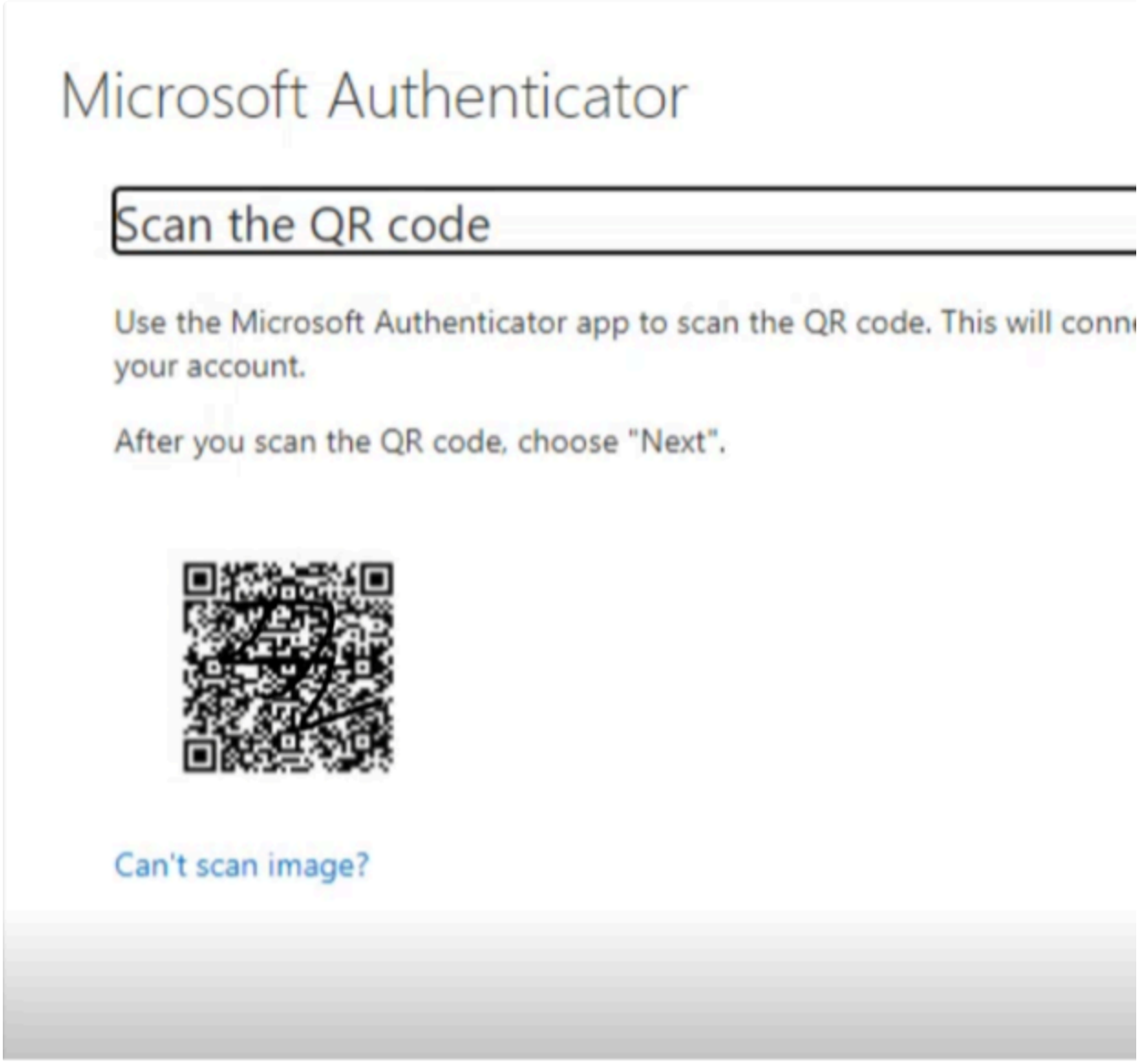
Add a caption

4. (On Computer) Select Next.



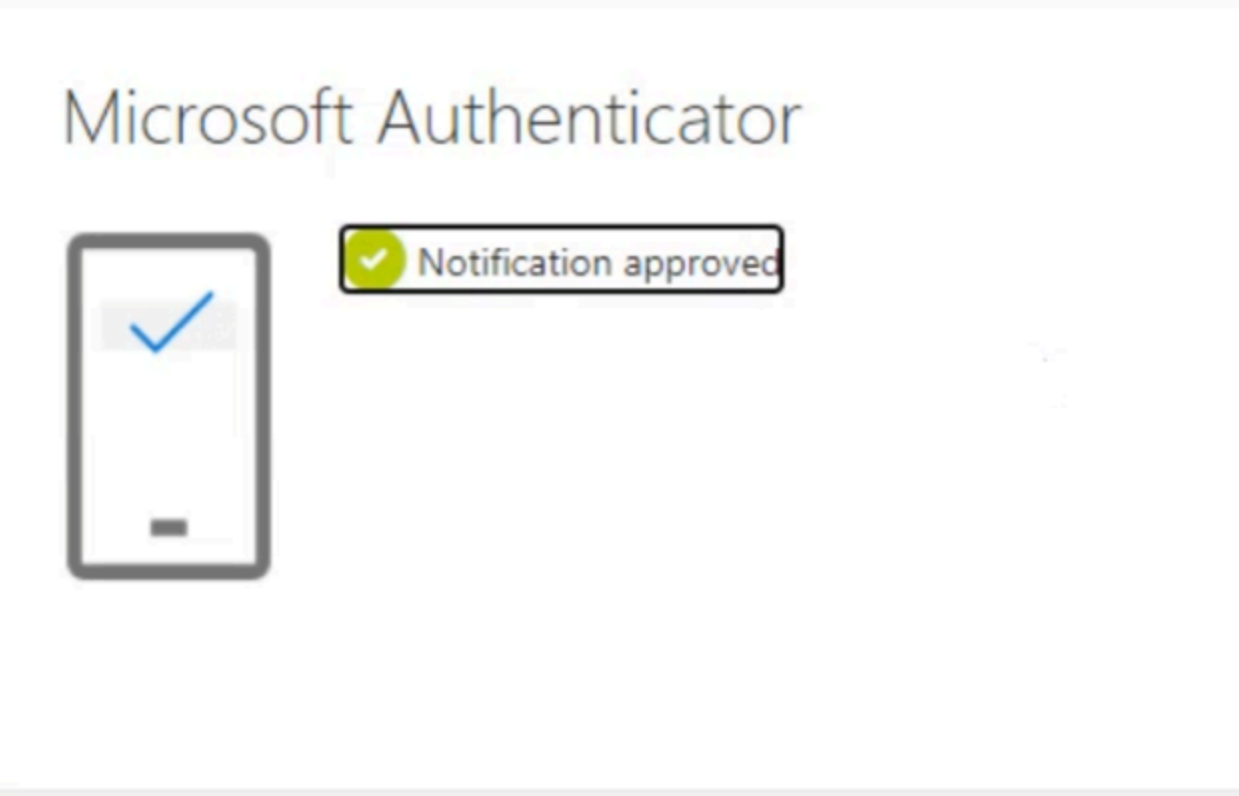
Add a caption

5. (On Phone) On your smart phone, click the "+" sign to add account. Select the "Work or School Account"
6. (On Phone) Scan the QR code by pointing your smartphone to the QR code provided to you on your computer's screen (DO NOTE USE THE CODE PROVIDED BELOW) and click Next.



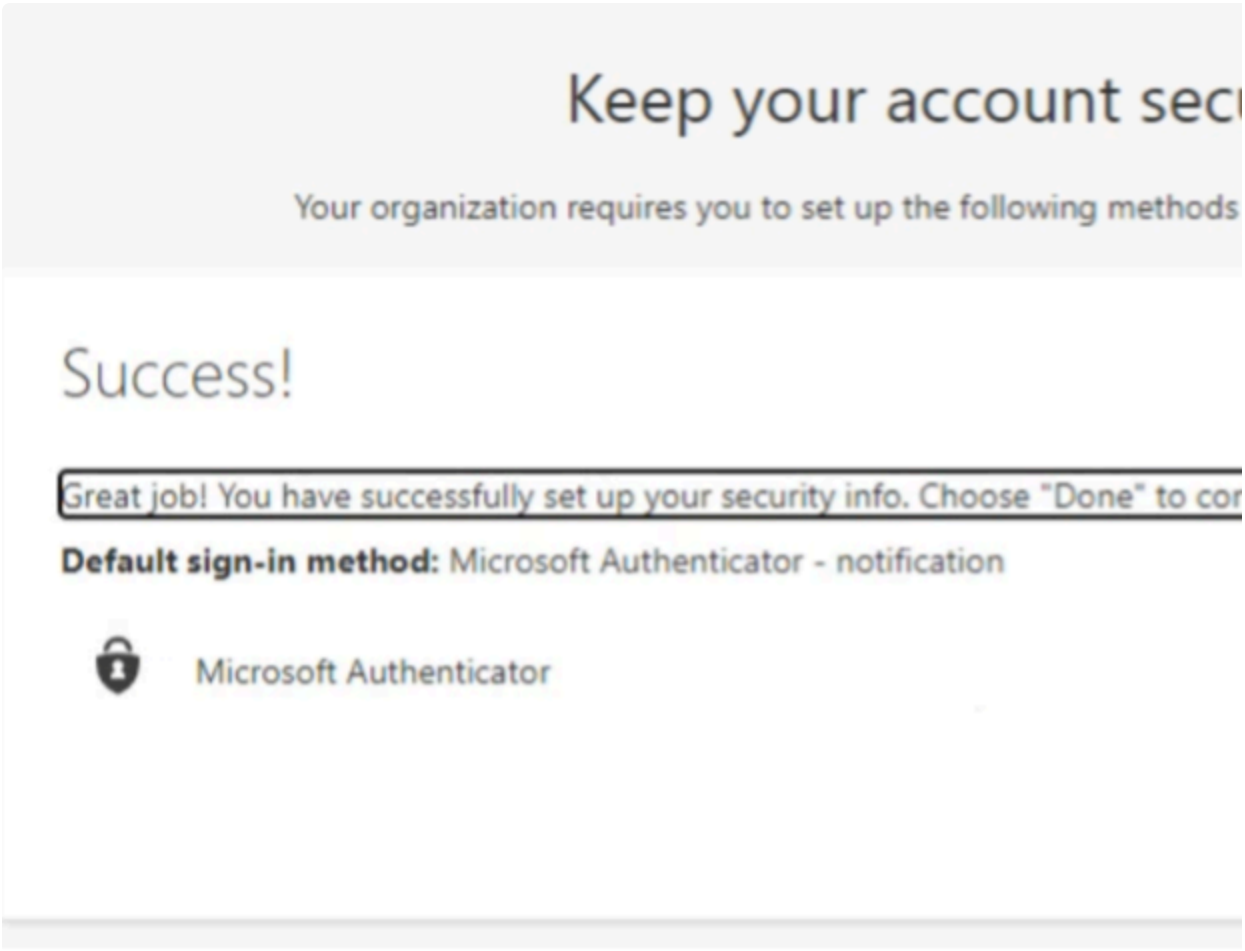
Add a caption

7. (On Phone) Hit Approve on your Microsoft Authenticator App and click Next.



Add a caption

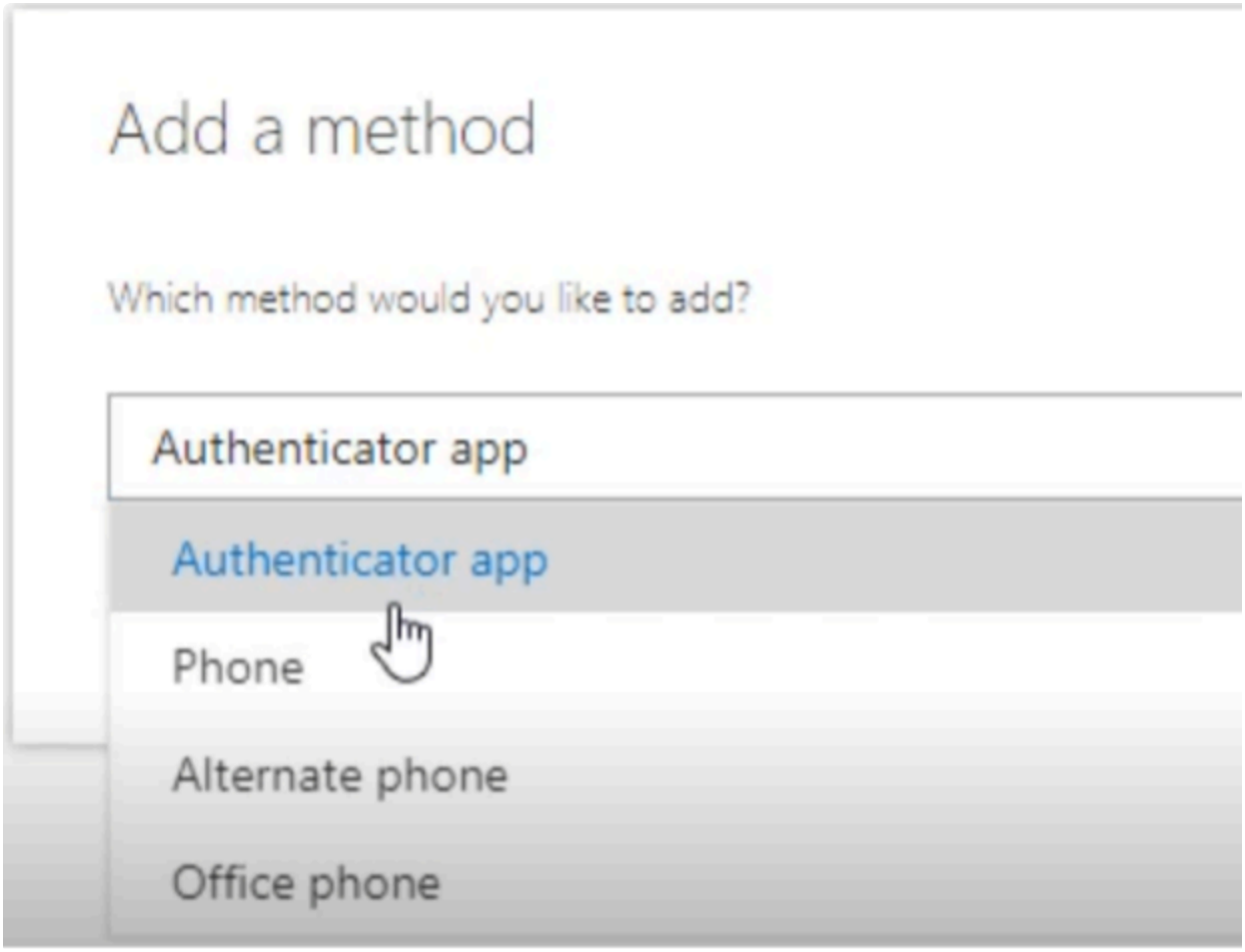
8. (On Computer) Your MFA registration is completed when you see this screen, however, please setup additional MFA methods in the next step to ensure you can always access your account.



Add a caption

a. TIP: Occasionally, the "Success!" screen won't appear, and it may just spin and not complete. If this occurs, remove the account from the App, and start over, and it will likely work the second time.

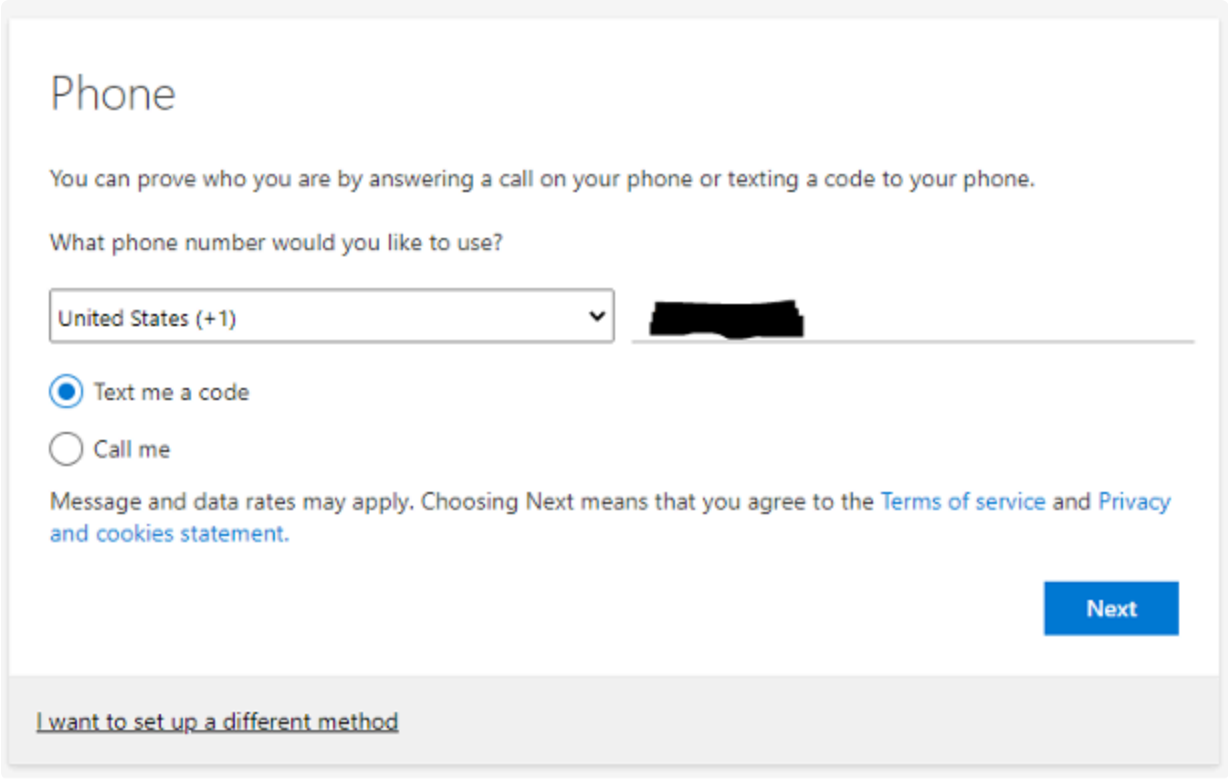
9. **(On Computer)** Setup additional methods (optional but highly recommended): Select **Add a method** and follow the onscreen instructions. You can setup App push, text, phone, and alternate phone. Setting up the phone options allows a phone call to be placed to you and you simply push the # button to authenticate. Having multiple method will allow you to **sign in another way** if your default method is not working, you have lost your smart phone, etc.
10. (On Computer) You can manage your default method as well as add, remove, or change additional methods by using the following URL: https://mysignins.microsoft.com.



Add a caption

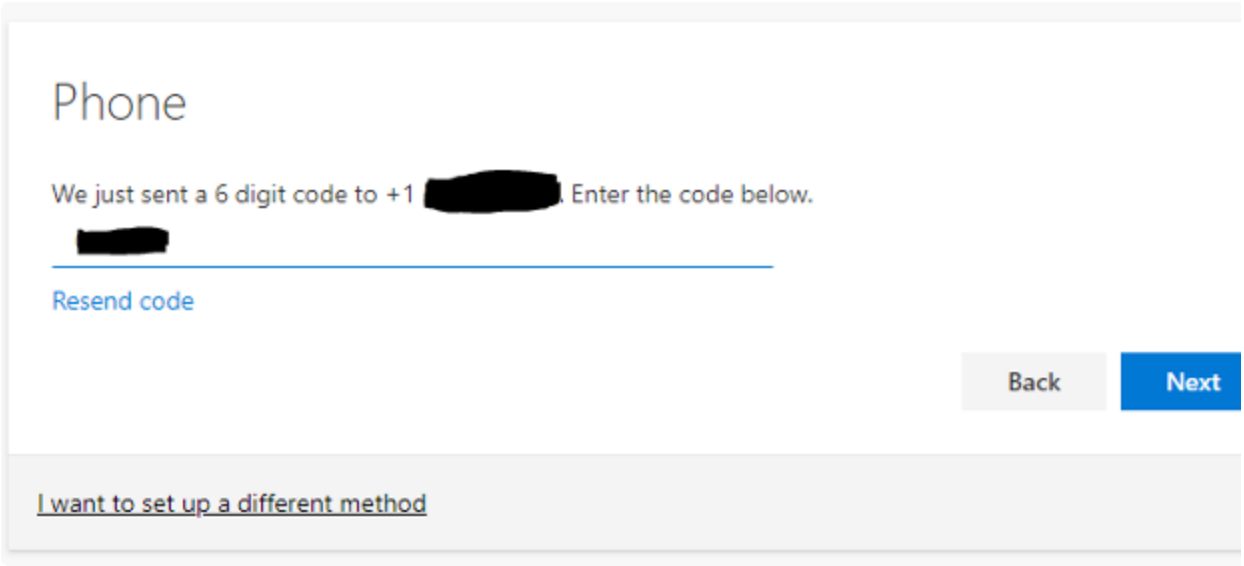
a. If you are here from Step 7, continue by selecting “Phone” and proceed with following Steps:

11. **(On Computer)** Enter your cell phone number and select the option on how you prefer to receive the authentication code (Text or Call).



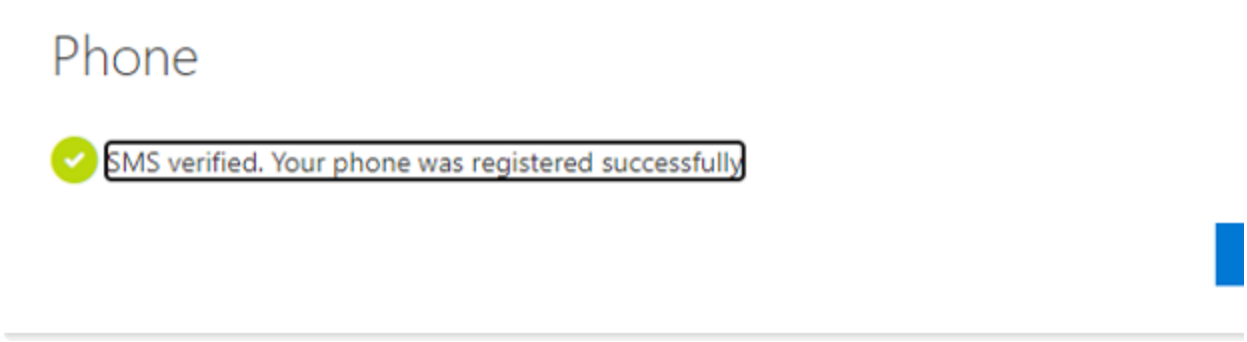
Add a caption

12. (On Computer) Enter the code 6-digit code and click Next.



Add a caption

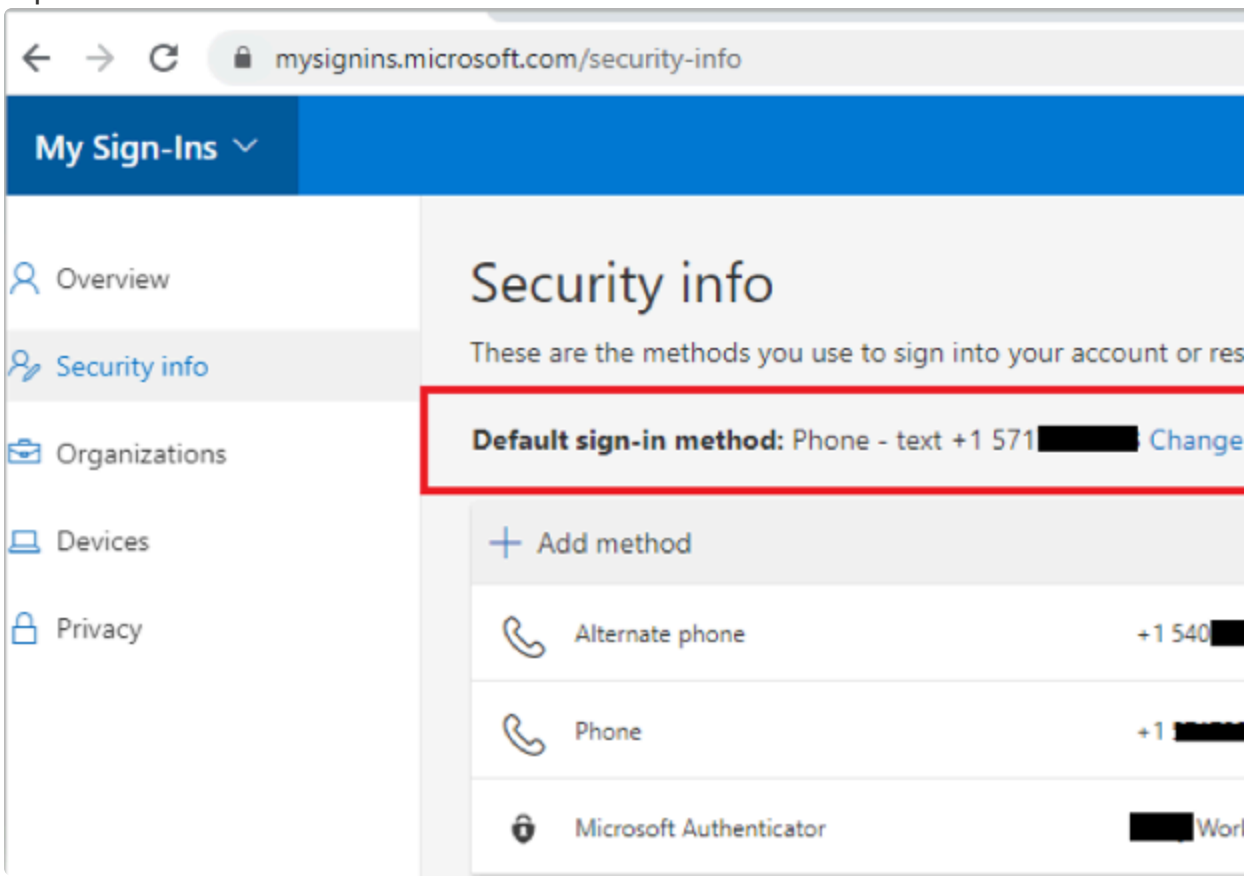
13. (On Computer) After successfully entering the code, your MFA configuration is complete for text/call.



Add a caption

a. NOTE: Refer back to Step 10 to add additional methods of authentication.

14. (On Computer) Lastly, once you've added all the methods you desire to use, you can set the Default sign-in method to whichever method you prefer (App, Text, Call).
    Remember, this will not take effect and be necessary to use until you are enrolled into MFA. The directions here are in preparation for this to occur and expedite the transition.



Add a caption

15. After enrollment, you will be prompted to use your default method.