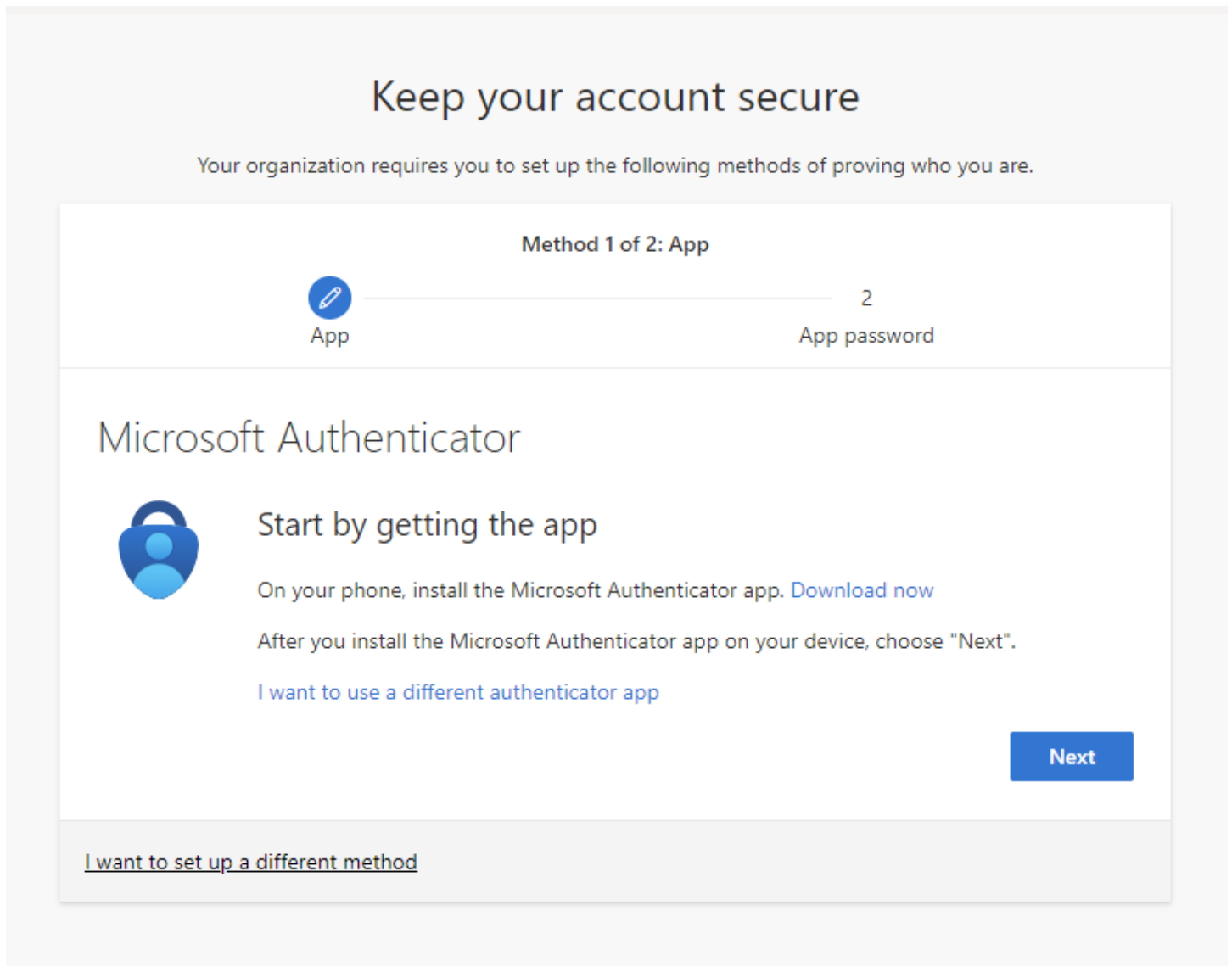


MULTI-FACTOR AUTHENTICATION

Below are the instructions for setting up Multi-Factor Authentication (MFA) for Northwest network accounts. MFA will be enabled for all Microsoft-related platforms such as Microsoft Outlook, Word, Excel, PowerPoint, OneDrive, SharePoint, etc.

You will be prompted upon the first launch of any one of these programs and MFA setup will apply to all other Microsoft programs after the process is completed the first time.

This will appear when you launch and/or log in to a Microsoft program the first time:



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App

2

App password

Microsoft Authenticator

 Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

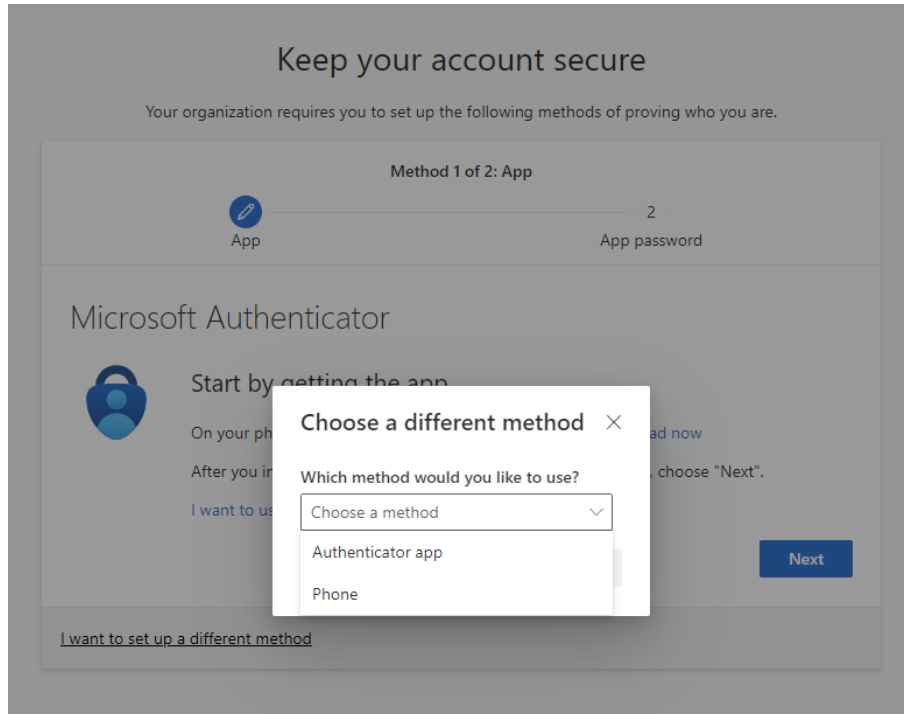
[I want to set up a different method](#)

IF YOU WISH TO USE THE MICROSOFT AUTHENTICATOR APP, BE SURE THE APP IS DOWNLOADED FIRST, THEN SKIP AHEAD TO PAGE 3 FOR FURTHER INSTRUCTIONS.

If you wish to set up MFA via phone text, click "I Want to Set Up a Different Method." The following procedure defines the Phone Method of authentication.

PHONE/TEXT Method

You will be prompted with the following. Choose Phone and Click Next.



Enter your phone number including area code. Choose Receive a Code. Click Next.

The screenshot shows the 'Keep your account secure' setup screen. At the top, it says 'Your organization requires you to set up the following methods of proving who you are.' Below this, a progress bar shows 'Method 1 of 2: Phone' and '2 App password'. The main heading is 'Phone'. Below the heading, it says 'You can prove who you are by answering a call on your phone or receiving a code on your phone.' Then, it asks 'What phone number would you like to use?'. There is a dropdown menu for the country/region, currently set to 'United States (+1)'. Next to it is a text input field with the placeholder 'Enter phone number'. Below the input field, there are two radio buttons: 'Receive a code' (which is selected) and 'Call me'. At the bottom, there is a note: 'Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).' A 'Next' button is located at the bottom right. At the bottom left, there is a link: 'I want to set up a different method'.

Enter the code you received via text in the box. Click Next.

The screenshot shows a setup screen titled "Keep your account secure". Below the title, it says "Your organization requires you to set up the following methods of proving who you are." A progress bar at the top indicates "Method 1 of 2: Phone". The progress bar has two steps: "Phone" (active, with a blue key icon) and "App password" (step 2). The main content area is titled "Phone" and contains the text "We just sent a 6 digit code to +1(000) 000-0000. Enter the code below." Below this is a text input field containing the code "782268". To the left of the input field is a blue link "Resend code". At the bottom right are two buttons: "Back" and "Next". At the bottom left is a link "I want to set up a different method".

The process is finished. You will see this screen. Click Done.

The screenshot shows a success screen titled "Keep your account secure". Below the title, it says "Method 2 of 2: Done". The progress bar at the top has two steps, both marked with green checkmarks: "App" and "App password". The main content area is titled "Success!" and contains the text "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." Below this is the section "Default sign-in method:" which lists two options: "App password" (with a three-dot icon) and "Microsoft Authenticator" (with a shield icon). At the bottom right is a blue button labeled "Done".

AUTHENTICATOR APP Method

The following procedure defines the Authenticator App Method of authentication. *Be sure the Microsoft Authenticator App has been downloaded on your device before proceeding.*

On this screen, click Next.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App

2

App password

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

Click Next.

Keep your account secure

Method 1 of 2: App

App

2

App password

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

[Back](#)[Next](#)

[I want to set up a different method](#)

Once on this screen you will need to open the Microsoft Authenticator App on your device. *You cannot use your native phone camera application for this process.*

Keep your account secure

Method 1 of 2: App


App

2
App password

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



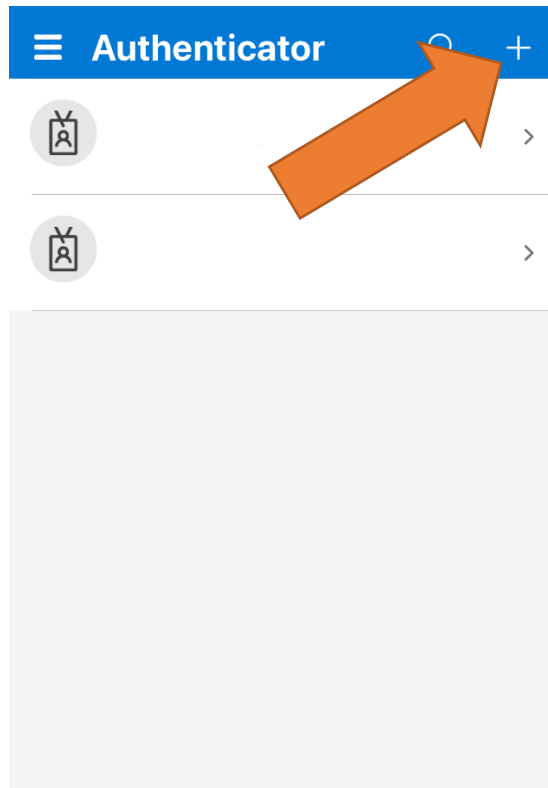
Can't scan image?

Back

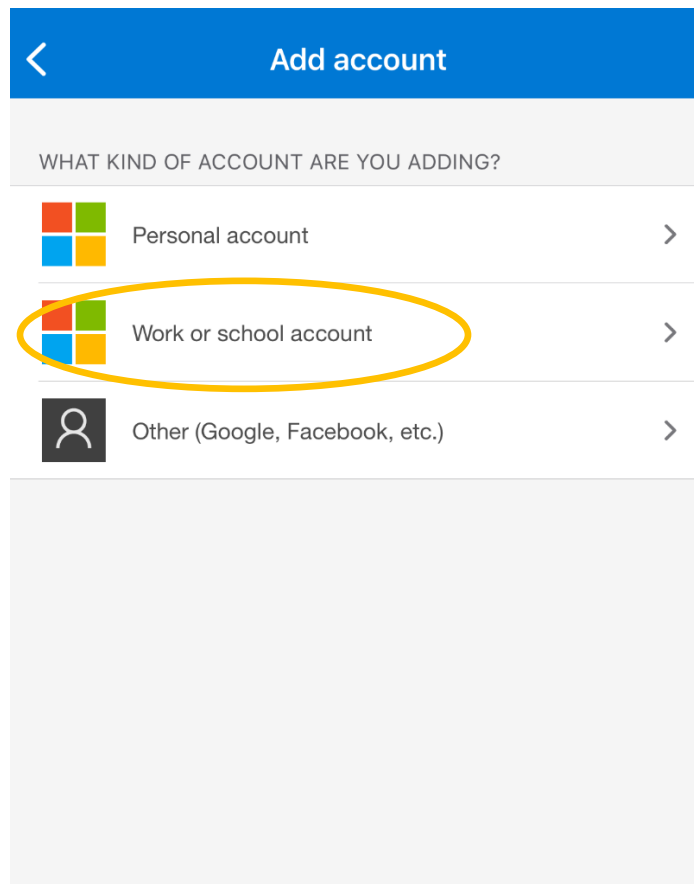
Next

[I want to set up a different method](#)

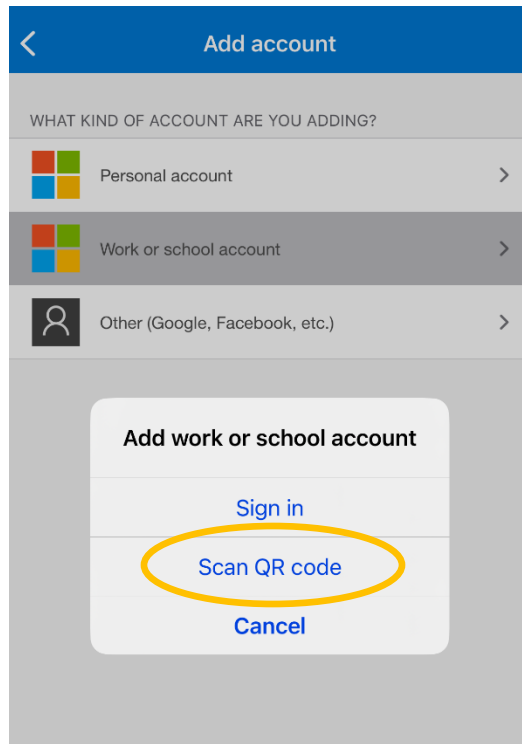
Once the Microsoft Authenticator App is opened, click on the Plus (+) sign at the top right.



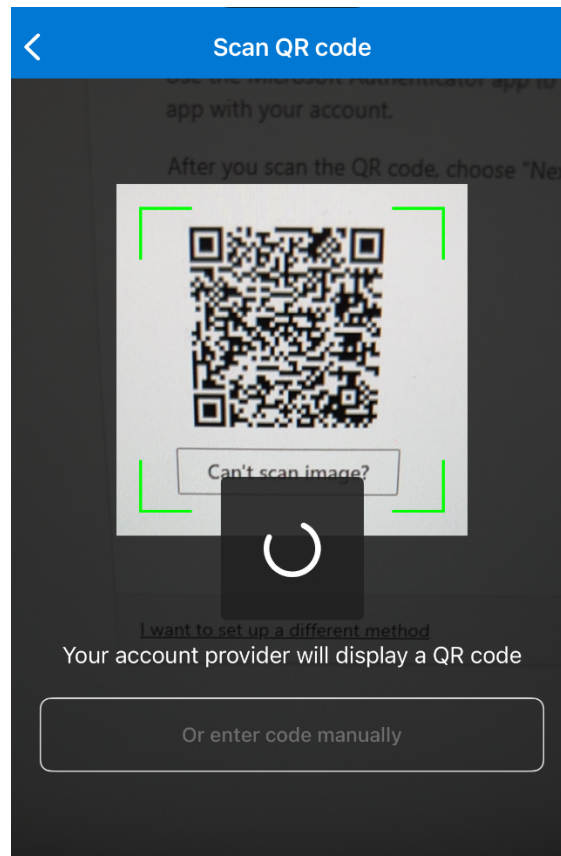
Select Work or School Account



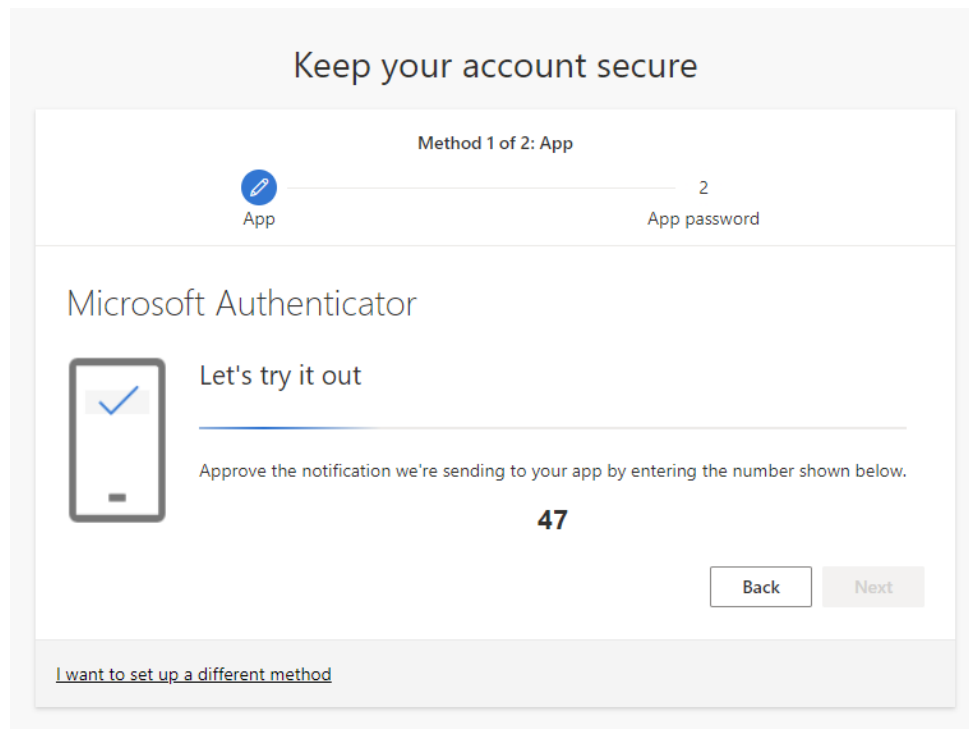
Click Scan QR Code.



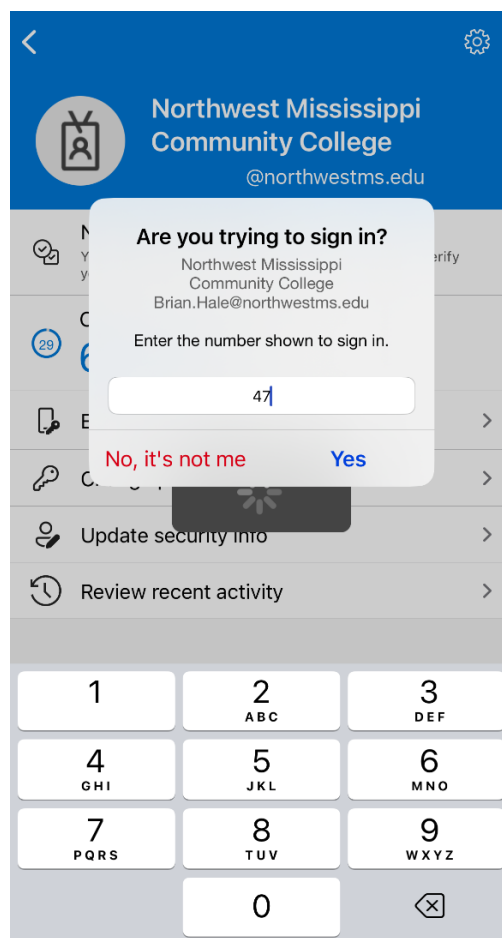
Use the Microsoft Authenticator App camera to scan the QR code on the screen.



After scanning the code with the Microsoft Authenticator App, the browser will display a code. This number will need to be entered in the Authenticator App.



Enter the code in the Authenticator App. Click Yes.



After entering the code in the app on your device, this will display on your browser screen. Click Next.

Keep your account secure

Method 1 of 2: App

App

2

App password

Microsoft Authenticator



 Notification approved

Back

Next

[I want to set up a different method](#)

The process is finished. Click Done.

Keep your account secure

Method 2 of 2: Done

App

App password

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

App password
NWCC Login

Microsoft Authenticator

Done