

Staff Instructions for Multi-Factor Authentication (MFA) Setup with Microsoft Entra ID

Multi-Factor Authentication (MFA) is required to protect your account. Please follow these instructions to set up at least one of the following verification methods: Microsoft Authenticator app, text message, or automated voice call.

Getting Started

1. Navigate to your **Security Info** page: [Microsoft Security Info Portal](#)
2. Sign in to your account with your username and password if prompted.
3. On the Security Info page, select **+ Add sign-in method**.
4. From the dropdown menu, select your preferred method and follow the corresponding steps below.

-----Option 1: Microsoft Authenticator App (Recommended)

The Authenticator app is the most secure and convenient option, as it uses push notifications to approve sign-in attempts.

1. Download the App

First, install the free app on your mobile device:

- **Apple App Store:** <https://apps.apple.com/us/app/microsoft-authenticator/id983156458>
- **Google Play Store:** <https://play.google.com/store/apps/details?id=com.azure.authenticator>

2. Set up the Connection

1. In the **Add sign-in method** menu, select **Authenticator app** and then select **Add**.
2. Click **Next**. You will be asked if you want to use the app to receive notifications. Select **Next**.
3. A QR code will be displayed on your computer screen.
4. Open the Microsoft Authenticator app on your mobile device.
5. In the app, tap the **+** icon (or the three-dot menu, then **Add account**), and choose **Work or school account**.
6. Select **Scan a QR code** and use your phone's camera to scan the code on your computer screen.
7. Once the account is added to the app, click **Next** on your computer.
8. A test notification will be sent to your Authenticator app. Approve the notification to complete the setup.

-----Option 2: Text Message

1. In the **Add sign-in method** menu, select **Phone** and then select **Add**.
2. Choose your country/region and enter your mobile phone number.

3. Select **Text me a code**.
4. Click **Next**.
5. Microsoft will send a six-digit code to your phone number via text message.
6. Enter the code in the box on your computer screen and click **Next** to confirm the setup.

-----**Option 3: Automated Voice Call**

1. In the **Add sign-in method** menu, select **Phone** and then select **Add**.
2. Choose your country/region and enter your phone number (can be a mobile or landline).
3. Select **Call me**.
4. Click **Next**.
5. You will receive an automated call to the number you provided. Answer the call and follow the voice instructions to verify your identity (typically by pressing the # key).