## **Barton County Community College**

Multi-factor Authentication (MFA) setup instructions for Android users.

To setup MFA, you will need two devices:

- 1. Personal phone.
- 2. Access to a computer.

Follow the instructions below carefully to complete the setup.

#### Downloading the 'Microsoft Authenticator' app to your phone.

The following instructions will guide the user through downloading the '**Microsoft Authenticator**' application from the Google Play Store to your device.



Microsoft Authenticator Protects your online identity

For Android users:

On the phone: 1. Go to the home screen 2. Open the 'Play **Store**'



3. On the top of the screen, tap the 'Search apps & games' field

Q Search apps & games

Q,

#### 4. Type 'Microsoft Authenticator'

- 5. Several search results will appear
- 3. Locate the app titled: Microsoft Authenticator



4. Tap 'Install"



- 5. The download will begin
- 6. Return to the home screen
- Once the download is completed, the following icon will appear on your home screen. Titled: Authenticator



## Setup Your Barton Account with Microsoft MFA.

The following instructions will guide you through the setup of Microsoft MFA on your Barton Account.

There are 3 options for MFA:

- 1. Number Pairs Through: Microsoft Authenticator App
- 2. **Code** Through separate app
- 3. **Phone number code** Through text message (temporary)

#### From the computer:

- 1. Open a web browser (Google Chrome, Microsoft Edge, etc.)
- 2. Go to: https://aka.ms/mfasetup
- 3. Enter your Barton (bartonccc.edu) credentials at the login page:

Sign in		
Email, phone, or Sk	ype	
No account? Create o	ne!	
Can't access your acc	count?	
	Back	Next

- 4. Click 'Next'
- 5. A page will appear 'More Information Required'

	Microsoft
N	fore information required
Yo yo yo au	our organization needs more information to keep our account secure. Before making changes to our security info you must complete multifactor uthentication.
U	se a different account
Le	earn more
	Next

- 6. Click 'Next'
- 7. A page title 'Keep your account secure' will appear.



- 8. Click 'Next'.
- 9. A new page will appear:

	Keep your account secure
Microsc	oft Authenticator
	Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back
<u>l want to set up</u>	a different method

- 10. Click '**Next**'. 11. A new page titled 'Scan the QR code' will appear:

Sean the Qiveo	de
Use the Microsoft Auth app with your account.	enticator app to scan the QR code. This will connect the Microsoft Authenticato
After you scan the QR o	code, choose "Next".

From the Android:

12. Open the 'Authenticator' app.



13. Tap on the 🕂 button:



# Add work or school account



Scan a QR code





#### From the computer:

15. Click 'Next':

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

16. A Microsoft MFA notification will be sent to the 'Authenticator' app.

Microso	oft Authenticator			
-	Let's try it out			
	Approve the notification we're sending to your app by entering the number shown below.			
	Back Next			
Lwant to set up a different method				

### From the phone:

17. Open the 'Authenticator' app:



18. Enter the number that appears on screen in the Authenticator app:



19. Tap 'Yes'

#### From the computer:

20. If number entered matches, the following message will appear, tap 'Done':



The account is now setup to receive MFA authentication prompt through the user's Microsoft Authenticator app.