

Barton County Community College

Multi-factor Authentication (MFA) setup instructions for iPhone 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 Apple App Store to your device.



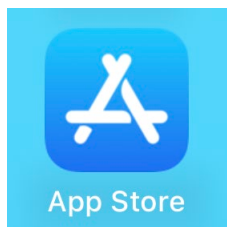
Microsoft Authenticator

Protects your online identity

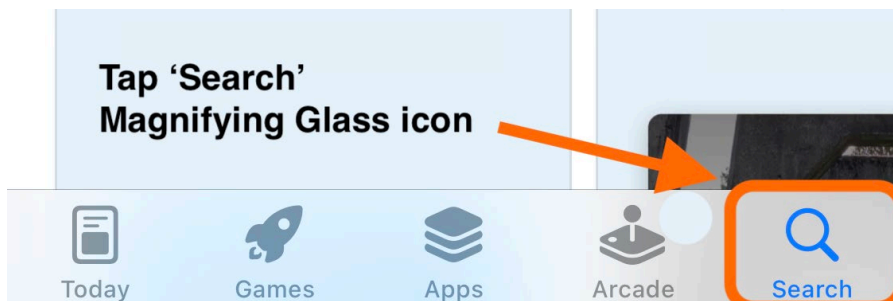
For **iPhone** users:

On the phone:

1. Go to the home screen
2. Open the 'App Store'

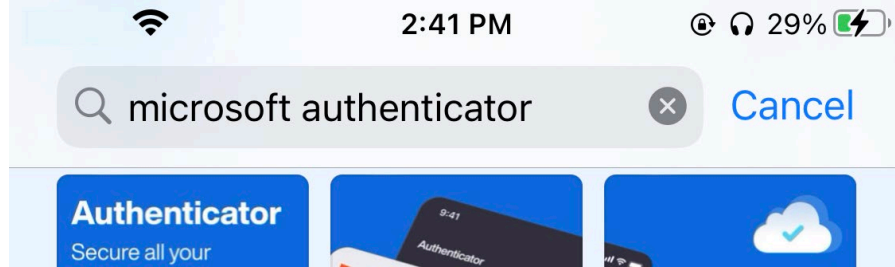


3. On the bottom right of the screen, tap the 'Search' – Magnifying Glass icon



4. At the top of the screen a search field will appear

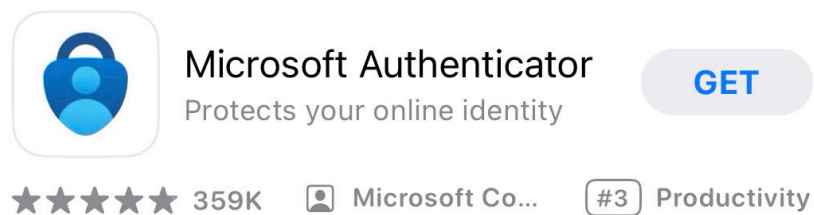
5. Tap the search field and type 'Microsoft Authenticator'



6. On the on-screen keyboard, tap 'Search'

7. Several search results will appear

8. Locate the app titled: **Microsoft Authenticator**



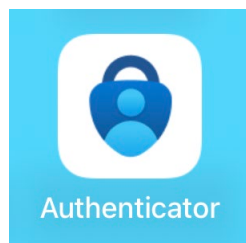
9. Tap 'GET'

Note: A prompt for the **Apple ID** account credentials may appear.

10. The download will begin

11. Return to the home screen

12. Once the download is completed, the following icon will appear on your home screen. Titled: **Authenticator**



Setup Your Barton Account with Microsoft MFA.

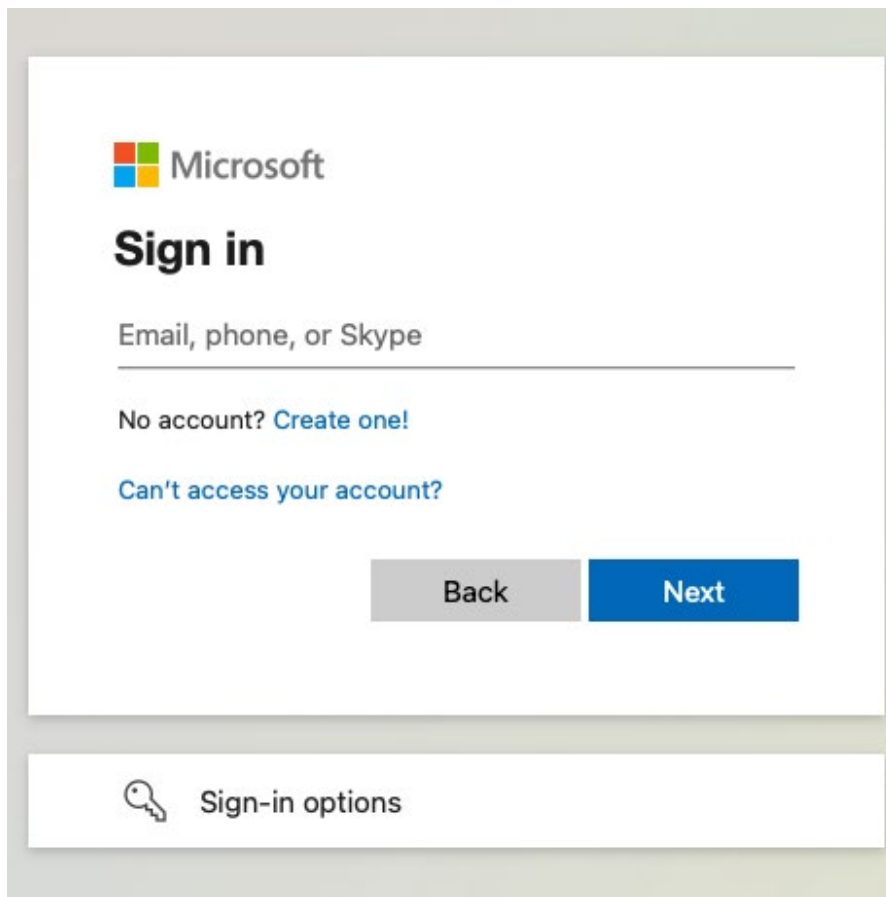
The following instructions will guide you through the setup of Microsoft MFA on your Barton Account.

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:

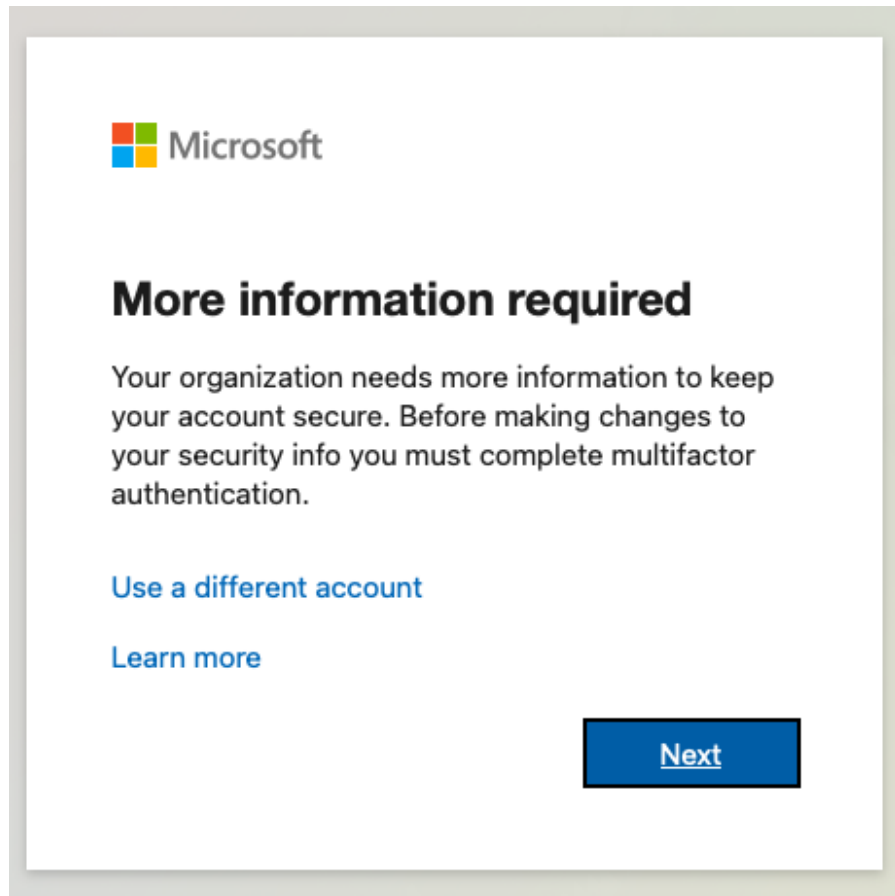
1. Open a web browser (Google Chrome, Microsoft Edge, etc.)
2. Go to: <https://aka.ms/mfasetup>
3. Enter your Barton (bartonccc.edu) credentials at the login page:



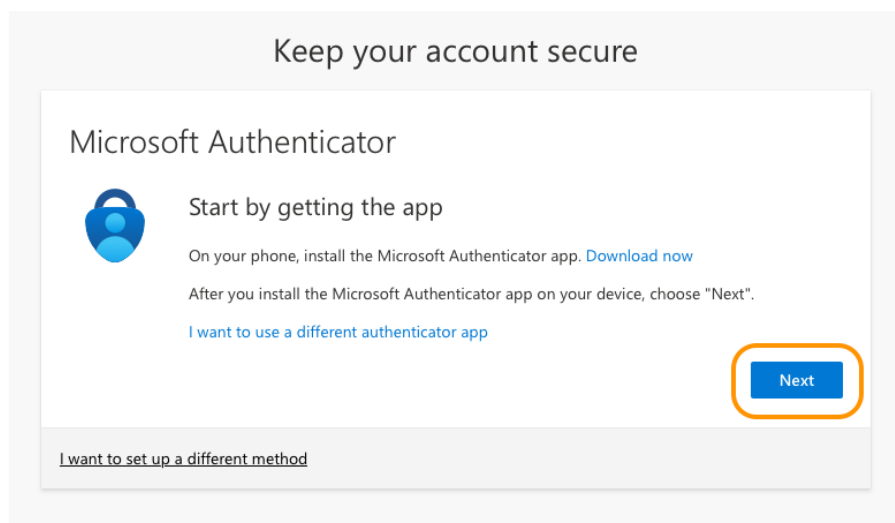
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading 'Sign in'. Underneath is a text input field with the placeholder text 'Email, phone, or Skype'. Below the input field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom of the main content area are two buttons: a grey 'Back' button and a blue 'Next' button. Below this is a separate section with a key icon and the text 'Sign-in options'.

4. Click 'Next'

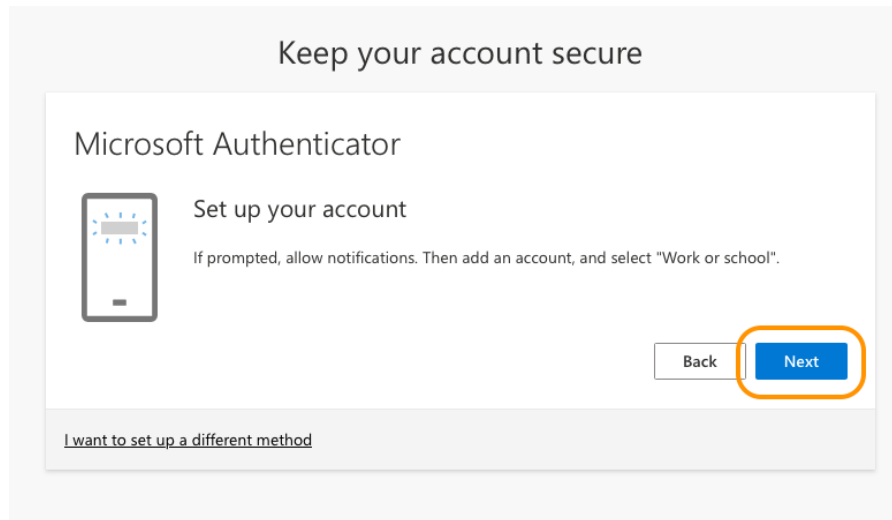
5. A page will appear **'More Information Required'**



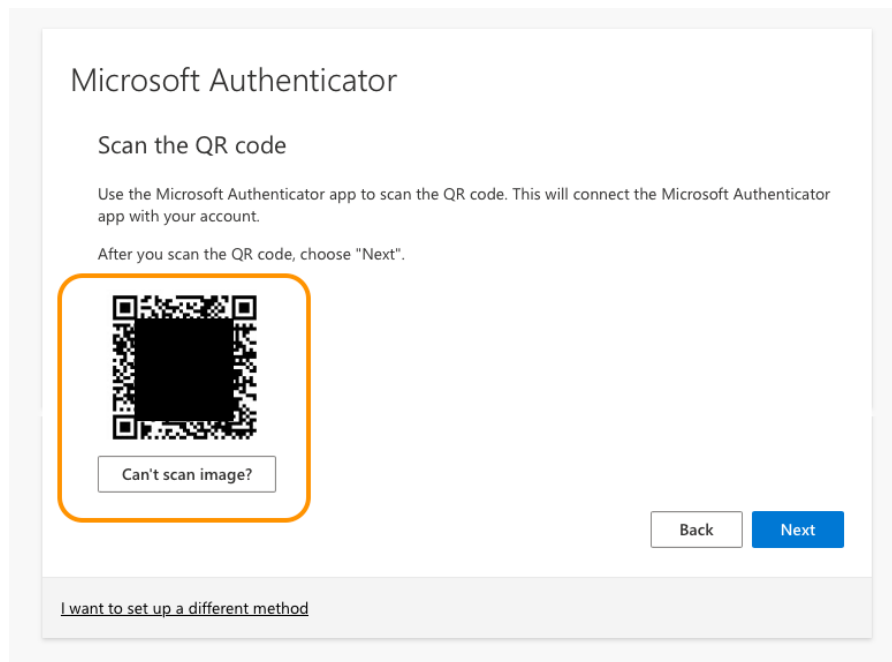
6. Click **'Next'**
7. A page title **'Keep your account secure'** will appear.



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

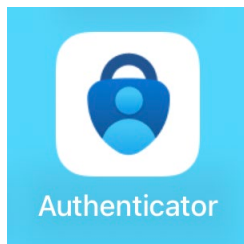


10. Click **'Next'**.
11. A new page titled 'Scan the QR code' will appear:

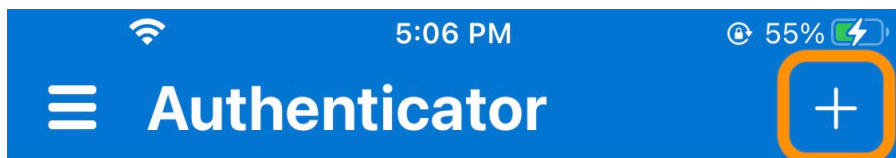


From the iPhone:

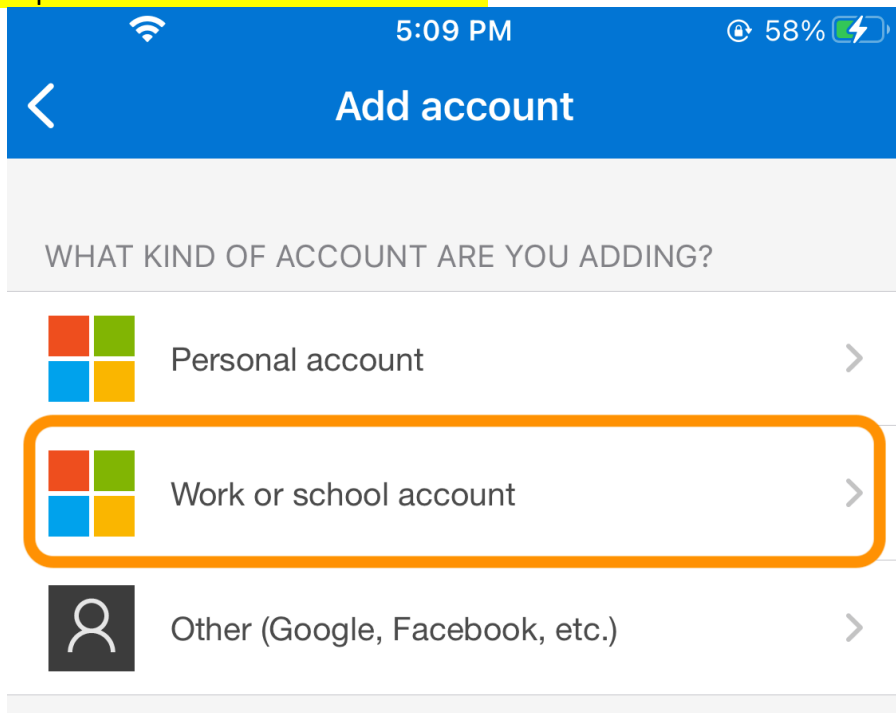
12. Open the 'Authenticator' app.



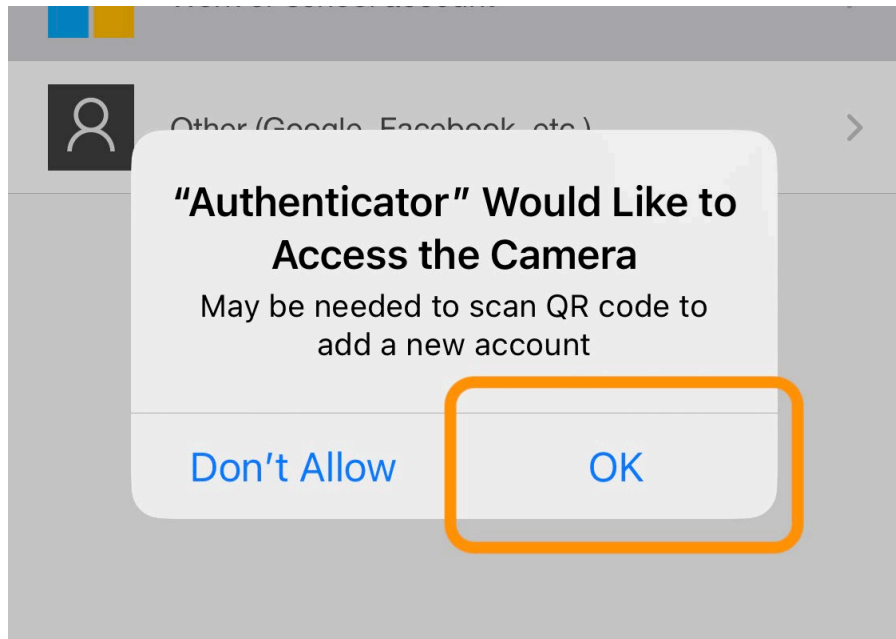
13. Tap on the + button. Located in the top right:



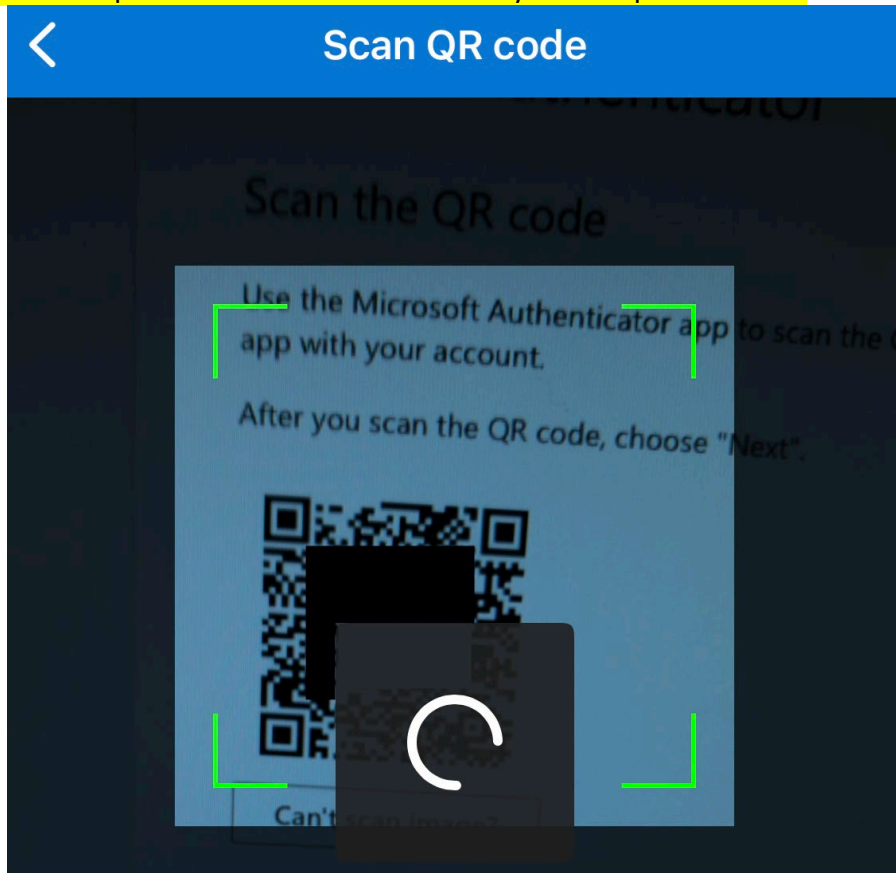
14. Tap on the 'Work or school account'.



Note: You may receive the following message, tap 'OK'

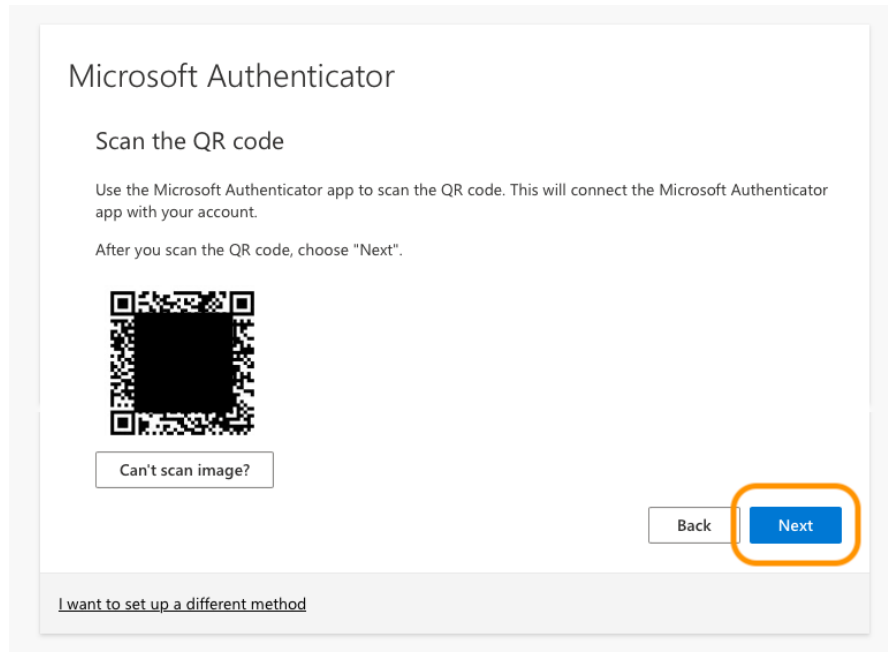


15. Use the phone to scan the QR code on your computer screen:

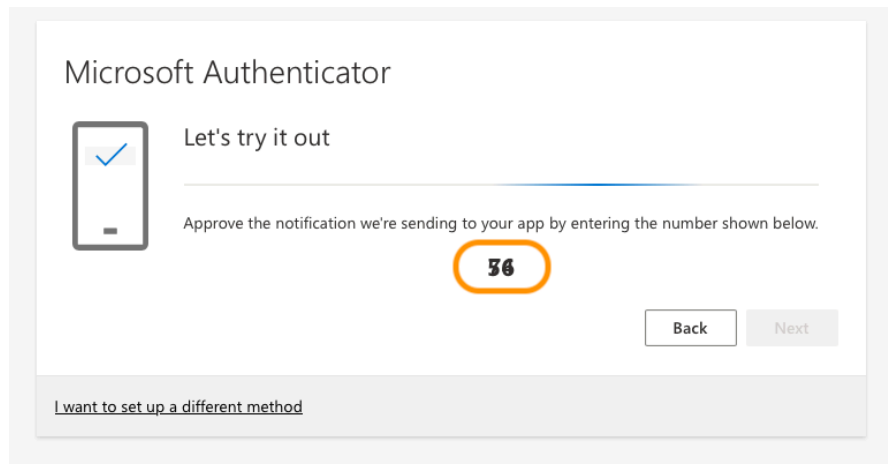


From the computer:

16. Click **'Next'**:

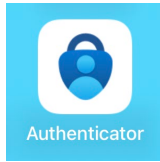


17. A Microsoft MFA notification will be sent to the **'Authenticator'** app.

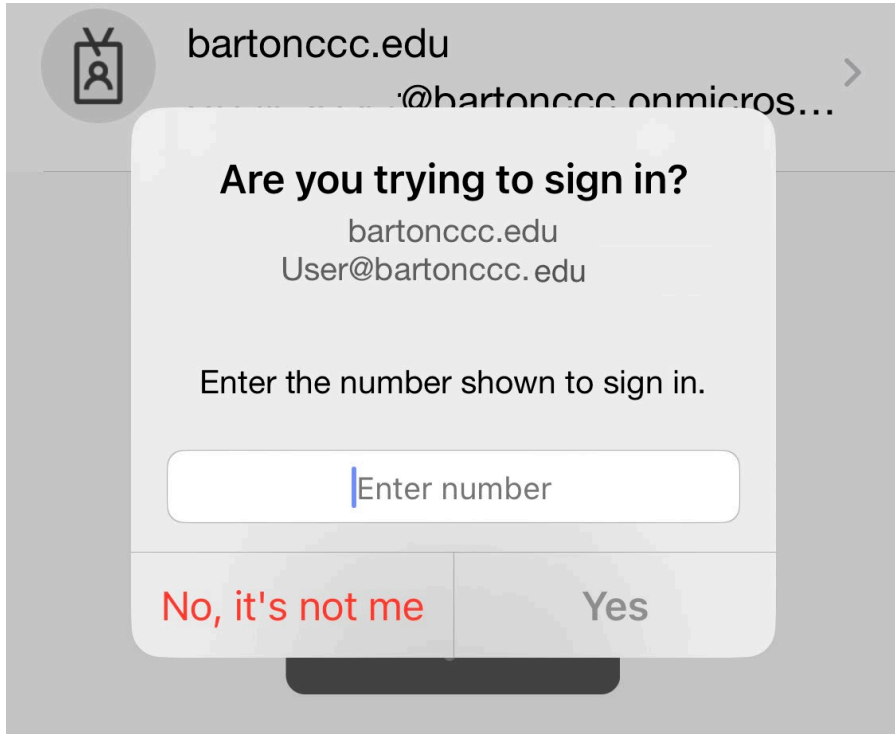


From the phone:

18. Open the **'Authenticator'** app:



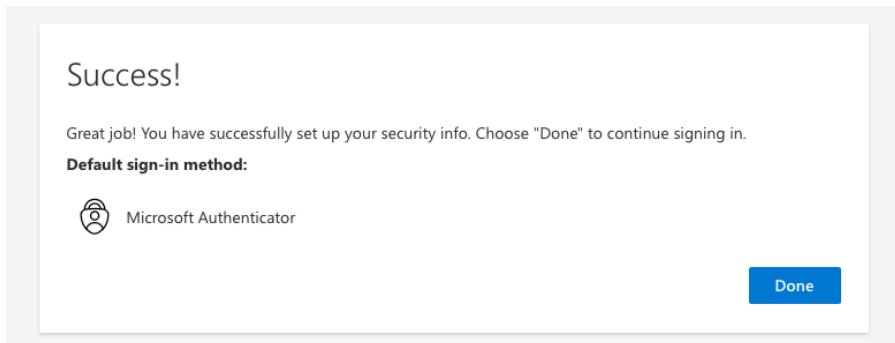
19. Enter the number that appears on screen in the Authenticator app:



20. Tap 'Yes'

From the computer:

21. 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.