

How to Register for Multi-factor Authentication (MFA) Using Microsoft Authenticator Application For Apple Devices

To set up the Microsoft Authenticator Application you must have:

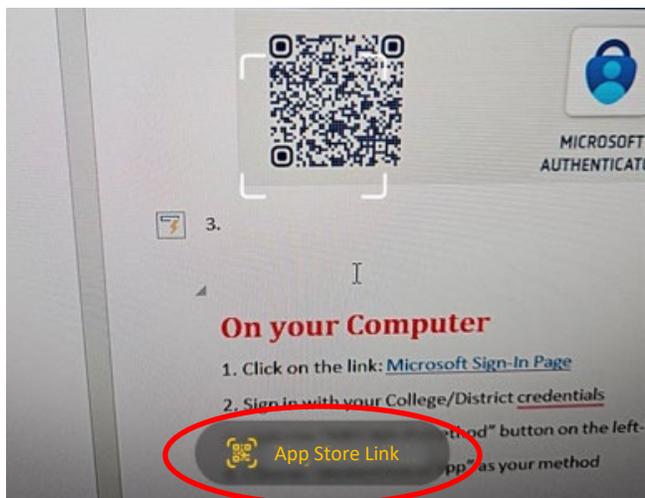
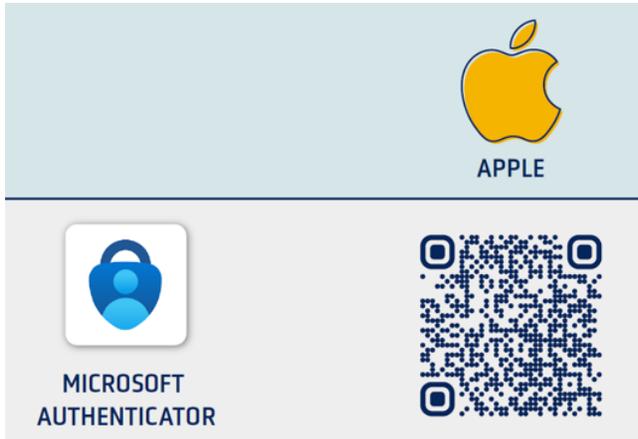
- An active student account (for students) or an active staff account (for staff).
- A computer (desktop or laptop) with an active internet connection.
- A smart mobile device [Phone (iOS or Android) or Tablet (iPad or Android)] with an active internet connection.



Please review all the instructions before starting.

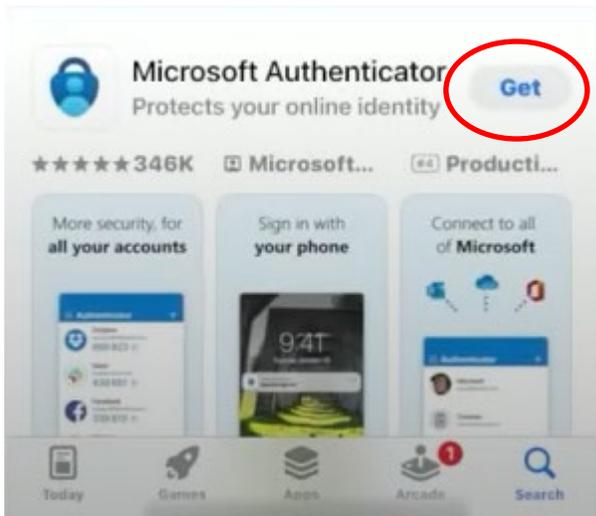
On your Mobile Device

1. Open the camera on your device
2. Hover over the QR code to scan then click the icon that pops up when scanning the QR code.

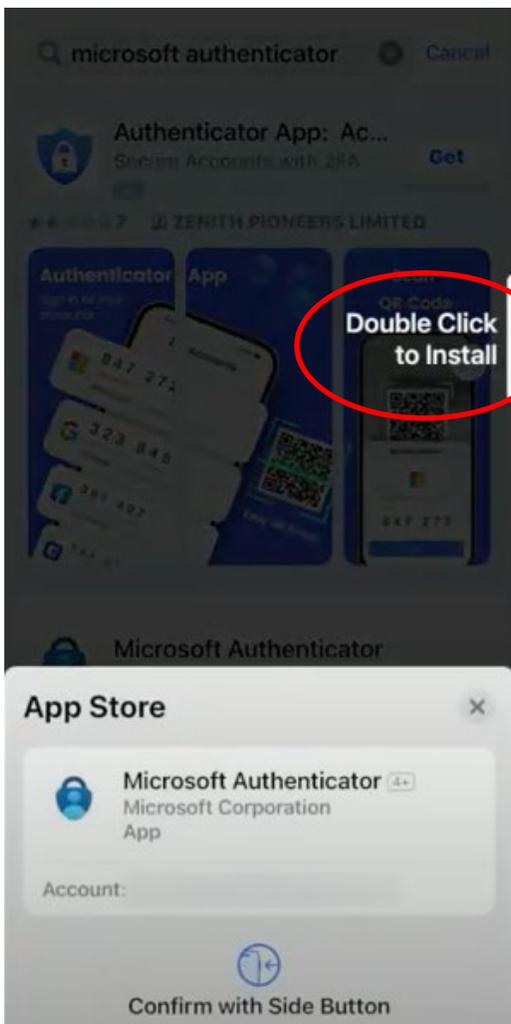


Note: If you are unable to scan the QR code, open your app store and type Microsoft Authenticator in the search bar. Make sure the app has the same logo as below and says Microsoft Authenticator.

3. Click "Get"

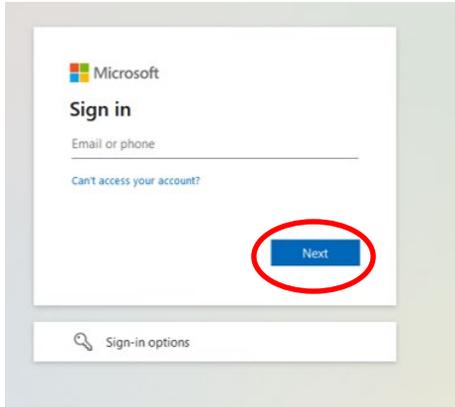


4. On Some iPhones you will need to double click with the side button others you will need to enter your Apple ID. This example uses the double-click method. While the app is installing, go to the next step "On Your Computer"
Note: If you forgot your Apple ID, you will need to reset your password.

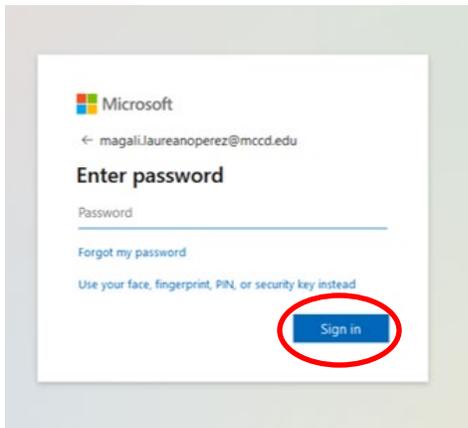


On your Computer

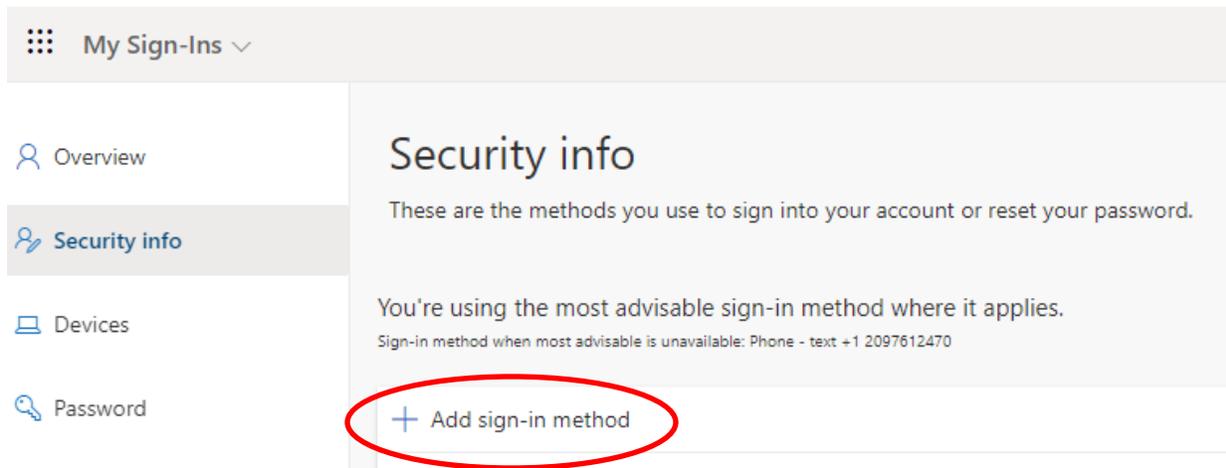
1. Click on the link: [Microsoft Sign-In Page](#)
2. Sign in with your College email address and click “Next” (If you are already signed in, go to step 4)



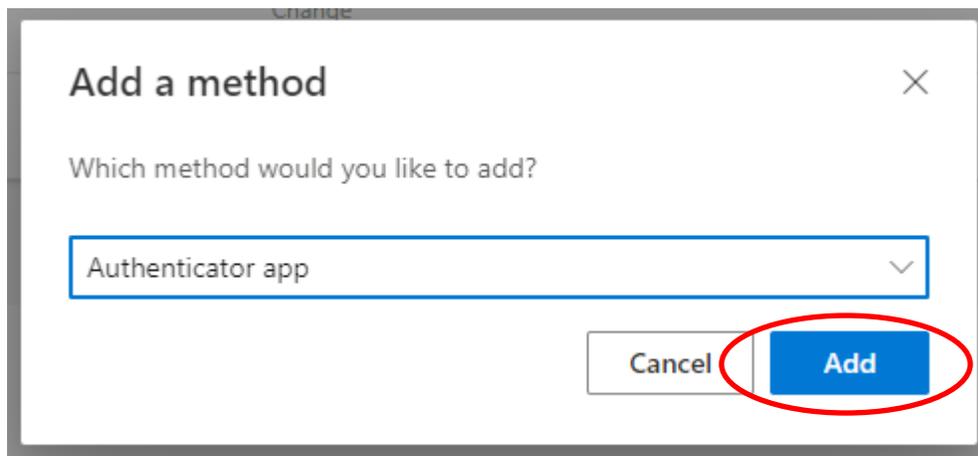
3. Enter your email password and click “Sign in”



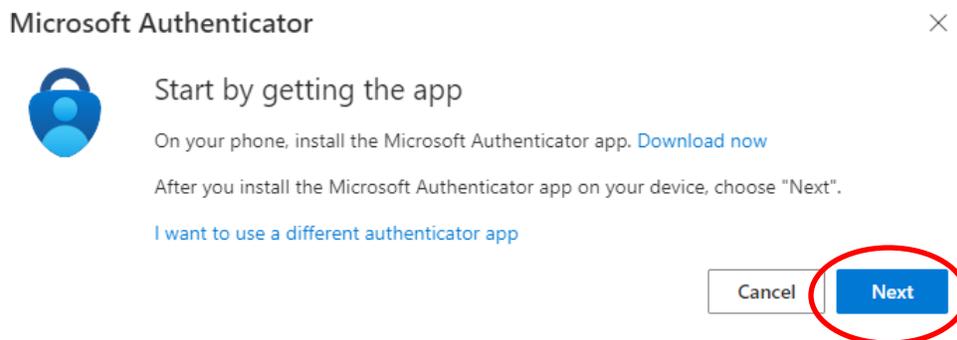
4. Click the “Add sign-in method”

A screenshot of the "Security info" page in a user interface. The page has a left sidebar with navigation options: "Overview", "Security info" (highlighted), "Devices", and "Password". The main content area is titled "Security info" and contains the text: "These are the methods you use to sign into your account or reset your password." Below this, it says: "You're using the most advisable sign-in method where it applies." and "Sign-in method when most advisable is unavailable: Phone - text +1 2097612470". At the bottom of the main content area, there is a button labeled "+ Add sign-in method" which is circled in red.

5. Click the drop-down arrow, choose “Authenticator App”, then click “Add”

A screenshot of a dialog box titled "Add a method". The dialog asks "Which method would you like to add?". Below the question is a dropdown menu with "Authenticator app" selected. At the bottom right of the dialog, there are two buttons: "Cancel" and "Add". The "Add" button is circled in red.

6. Click “Next”

A screenshot of the Microsoft Authenticator app setup screen. The title is "Microsoft Authenticator". Below the title is a blue padlock icon. The text says: "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'.", and "[I want to use a different authenticator app](#)". At the bottom right, there are two buttons: "Cancel" and "Next". The "Next" button is circled in red.

7. Click "Next"

Microsoft Authenticator ×



Set up your account

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

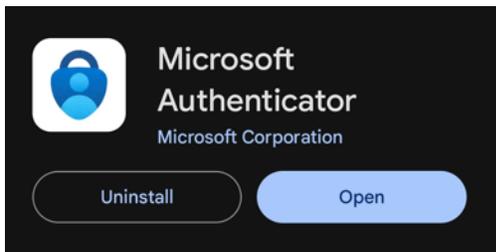
Back

Next

8. A QR code will appear on your screen now go to your mobile device

On your Mobile Device

1. Open the Microsoft Authenticator App on your mobile device



2. Tap "Accept"



Microsoft respects your privacy

We collect required diagnostics data to keep the app secure and updated. This does not include any personal data.

Accept

[Privacy Statement](#)

3. Tap "Continue"



Help us improve Authenticator

By allowing us to collect additional non-personal data, you can help us improve the app. You can turn this on or off at any time in the 'Settings' page.

Help improve the app by sharing your app usage data

Continue

[Privacy Statement](#)

4. Tap "Scan a QR code"



Secure your digital life

 Sign in with Microsoft

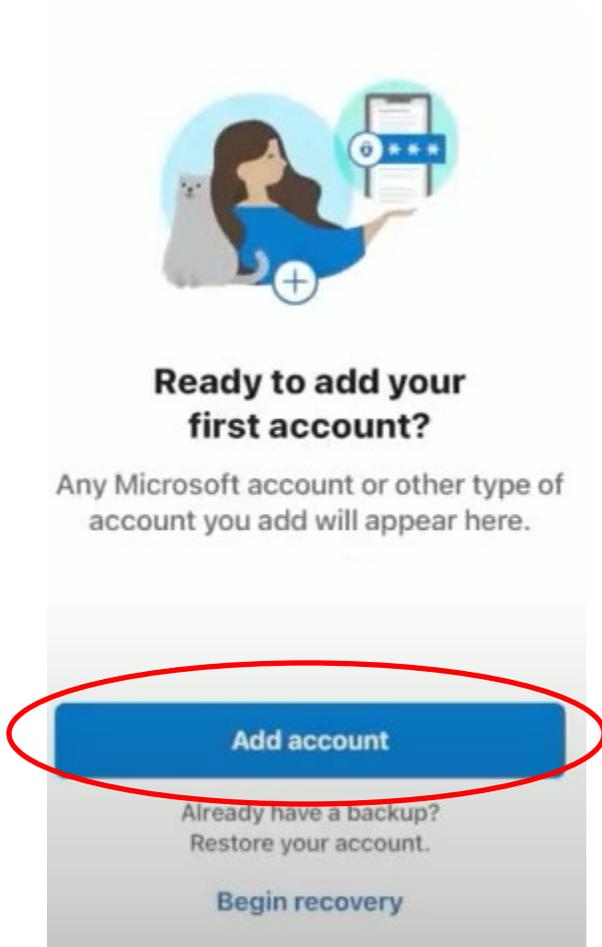
When you are signed in with Microsoft, all stored passwords, addresses, and other autofill info will be available on this device.

 Add work or school account

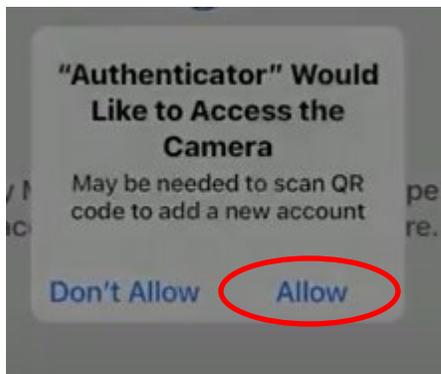
 Scan a QR code

Restore from backup

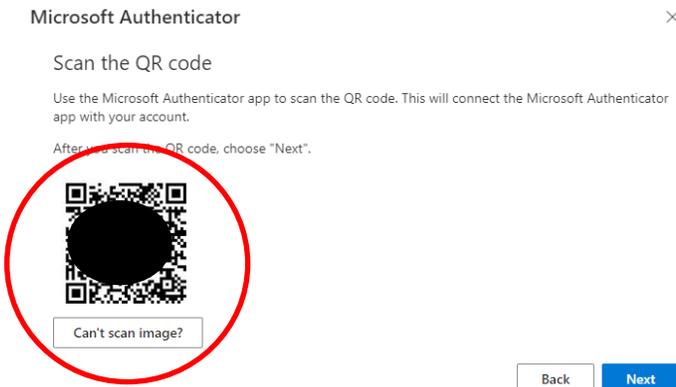
5. Tap "Add Account"



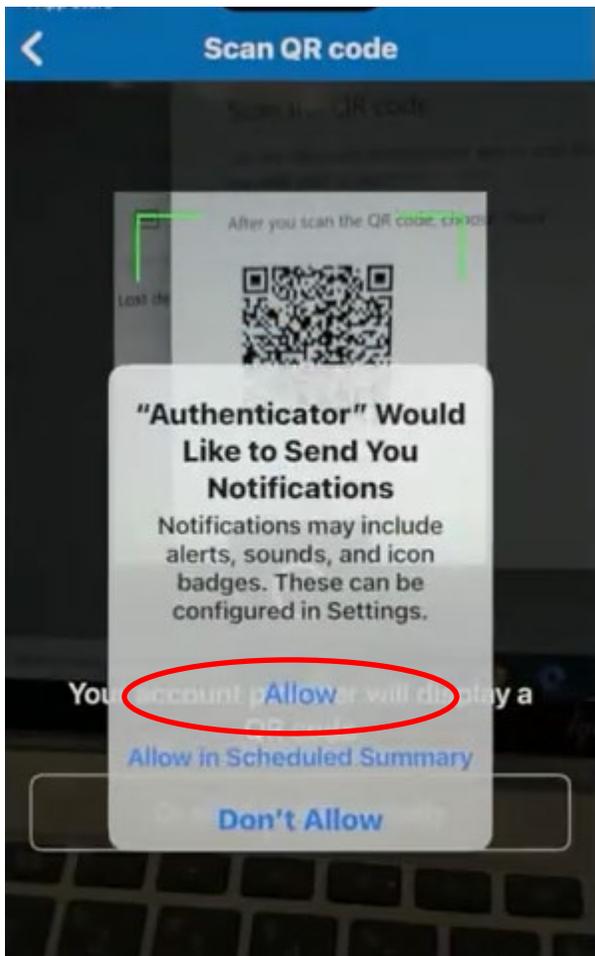
6. Tap "Allow"



7. Scan the QR code that is on your computer screen with the app on your mobile device and tap “Allow”
(You must complete the “Final Steps” on the next page to have a successful registration)



On your computer



On your mobile device

Final Steps

1. On your computer, 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**

2. A number will appear on your computer. Enter that number into the app on your mobile device

Microsoft Authenticator ✕

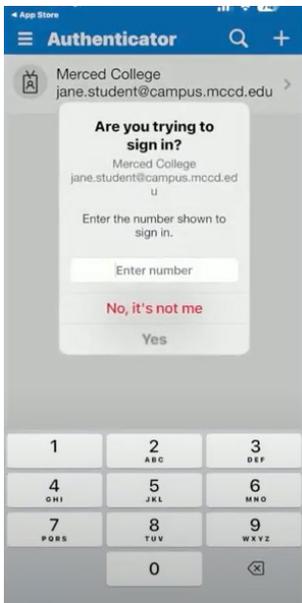
Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

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Back Next

On your computer



Authenticator

Merced College
jane.student@campus.mccd.edu

Are you trying to sign in?
Merced College
jane.student@campus.mccd.edu

Enter the number shown to sign in.

Enter number

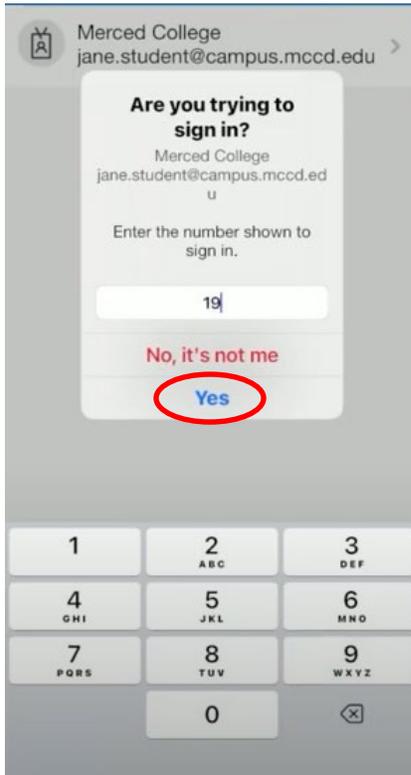
No, it's not me

Yes

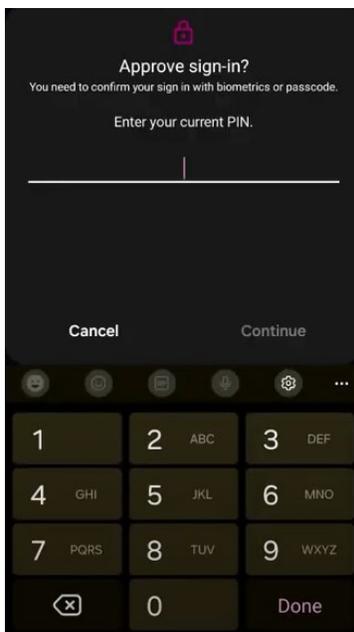
1 2 ABC 3 DEF
4 GHI 5 JKL 6 MNO
7 PQRS 8 TUV 9 WXYZ
0 

On your mobile device

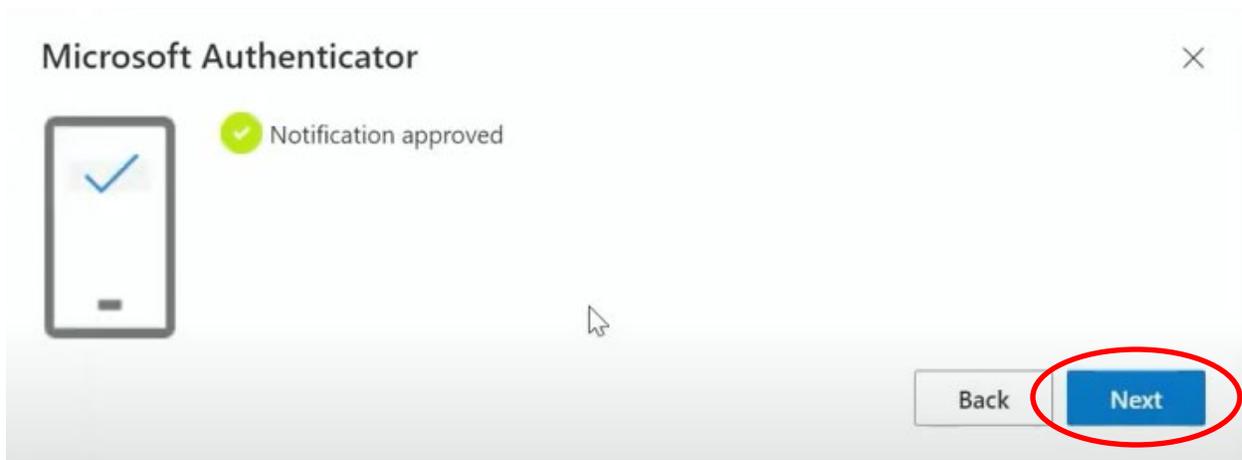
3. Tap “Yes”



4. If prompted, enter the unlock code that you use to unlock your mobile device. It may ask for a fingerprint, face recognition, or unlock pattern. **Some mobile devices will not ask for this step.**



- Note: If all steps are completed correctly, you will receive this notification on your computer.
5. Click "Next"



If you need assistance, call (209) 381-6565 or email myhelp@mccd.edu