Azure AD Multifactor Authentication (MFA) Setup
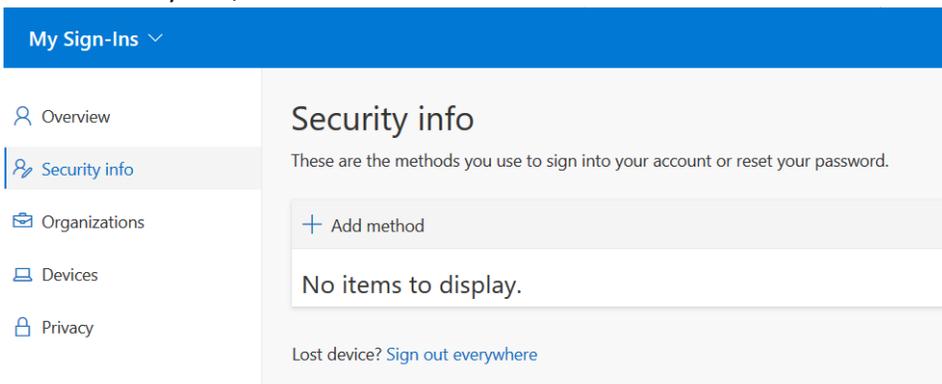
Login to the Microsoft 365 portal at https://portal.office.com with your Canton NetID. Once logged in, click on your profile picture in the upper right and then click on **My account**.
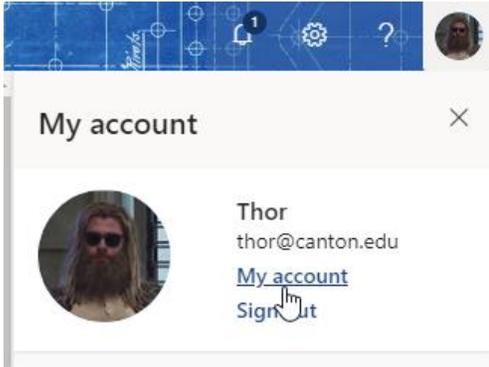
In the Security Info tile, click on **UPDATE INFO**
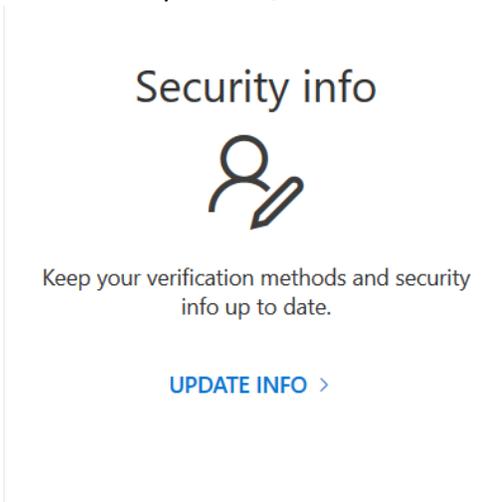
Under Security info, click **Add method**

You will be presented with the options (method) for multifactor authentication. The Authenticator app is the default choice.

The Microsoft Authenticator app with push notification is a requirement for access to the campus' remote computer labs, which includes the off-campus access for Banner Workflow.
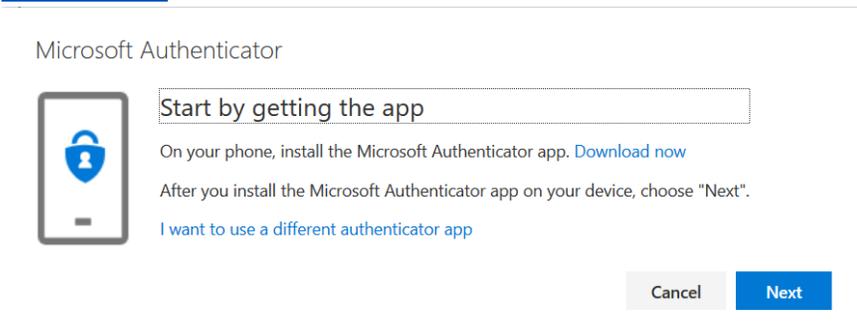
You can add other methods, but if you are using the remote computer labs, the Microsoft Authenticator with push notification **must be the default**.
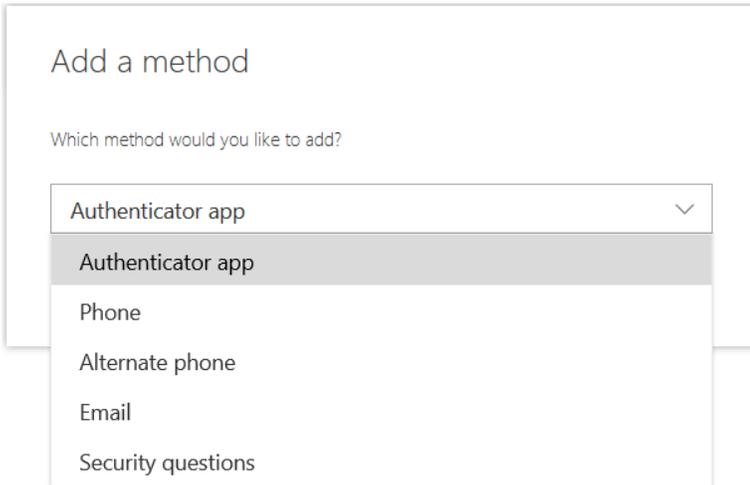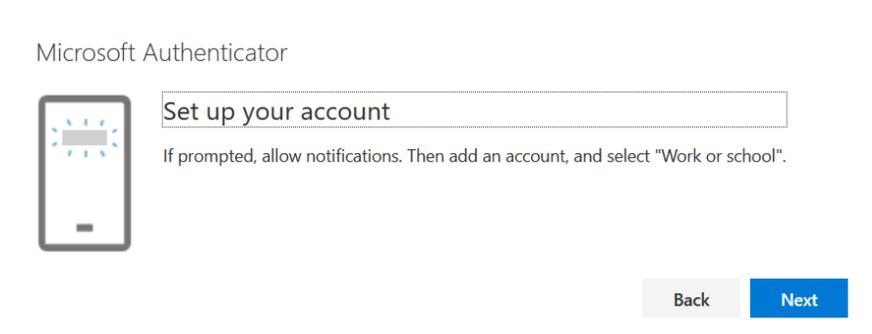

Setting up the Microsoft Authenticator
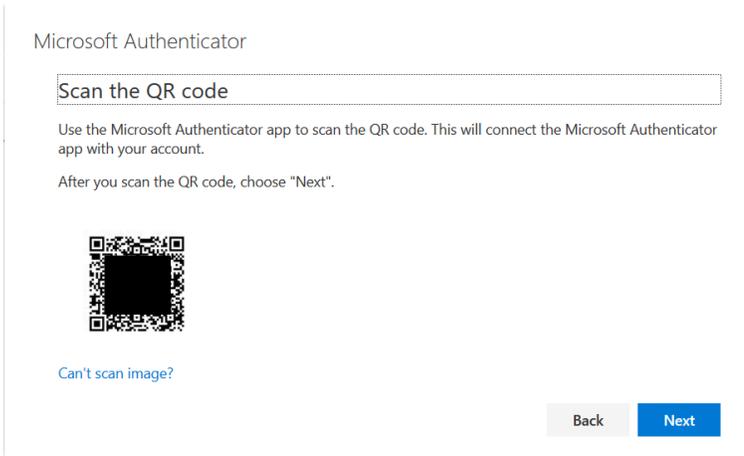
Select the Authenticator app and click **Add**

On your iOS/Android mobile device, you will need to go to the respective app store and install the Microsoft Authenticator.
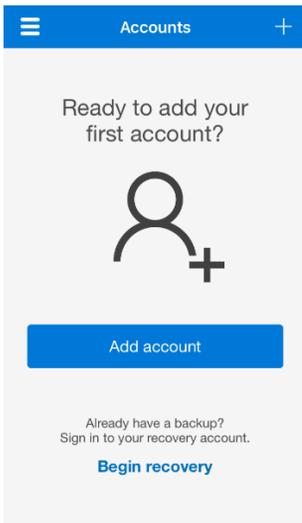

Once you have the app installed, click **Next**.
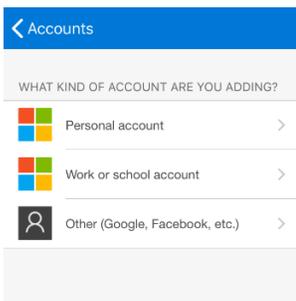

Click **Next**

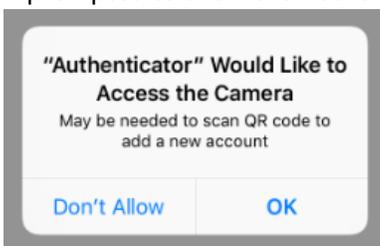On your mobile device, launch the Microsoft Authenticator app.
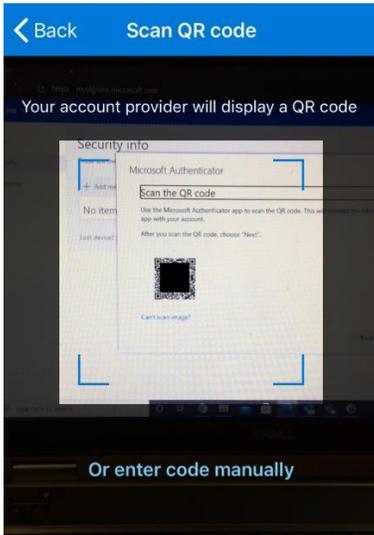

Click **Add account**.

Click on **Work or school account**

If prompted to allow the Authenticator access to the camera, click OK.

Scan the QR code that is presented to you with your mobile device.

If you are unable to scan the QR code, click on Can't scan image?

Make note of the code and the URL
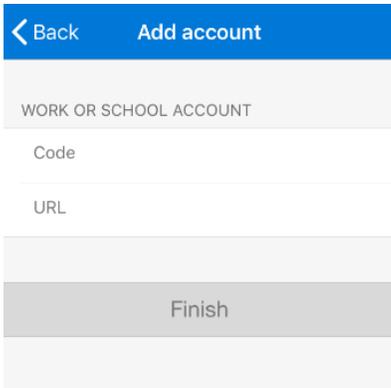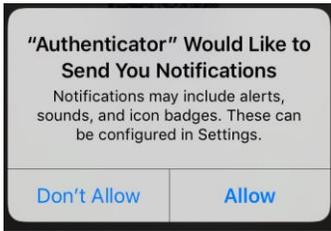

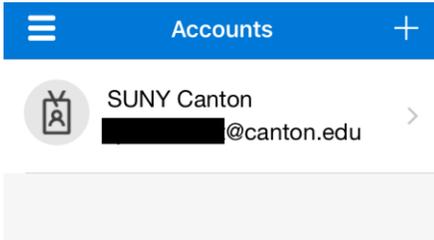On the Authenticator app, click on **enter code manually**
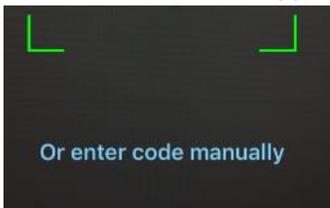
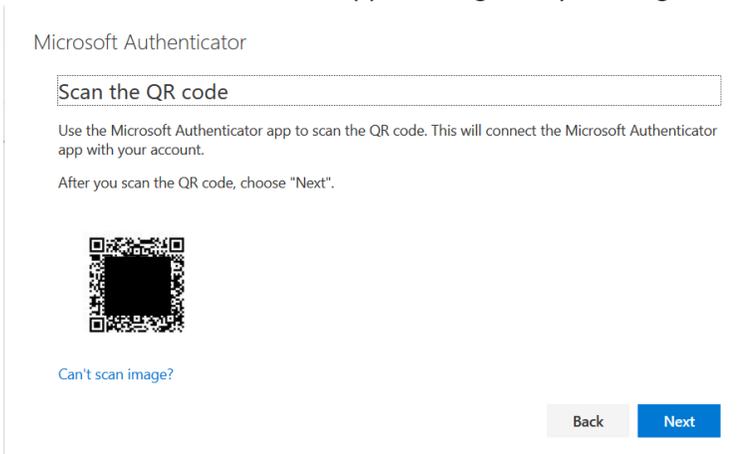Enter in the code and the URL and click **Finish**.

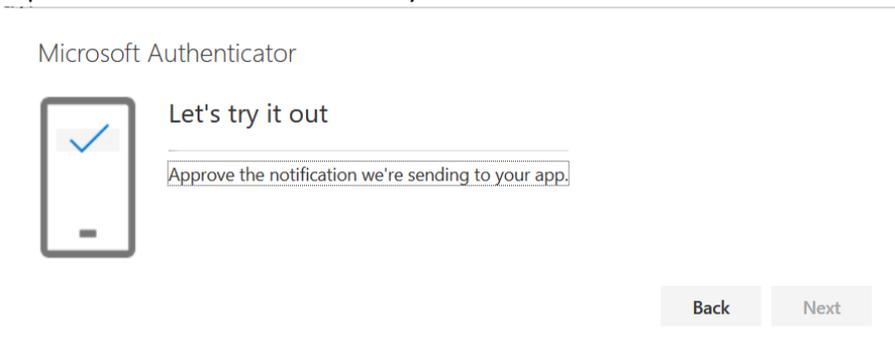Youi may be prompted for Notifications. Click **Allow**.

Whether you scanned the QR code or had to enter the code and URL manually, if successful, your account should now be listed in the Authenticator app.
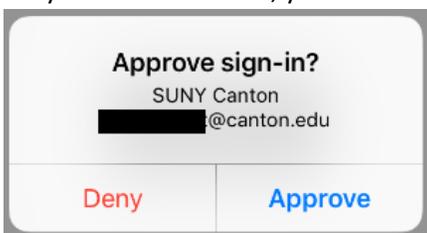

Now that the Authenticator app is configured, you can go back to the Authenticator setup page and click **Next**.
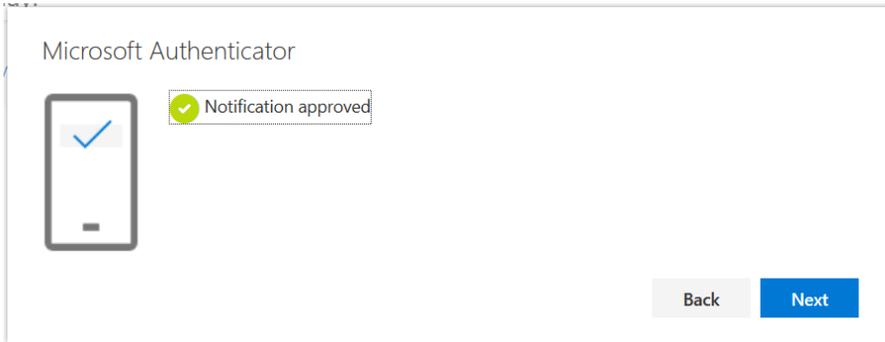

A push notification will be sent to your mobile device…

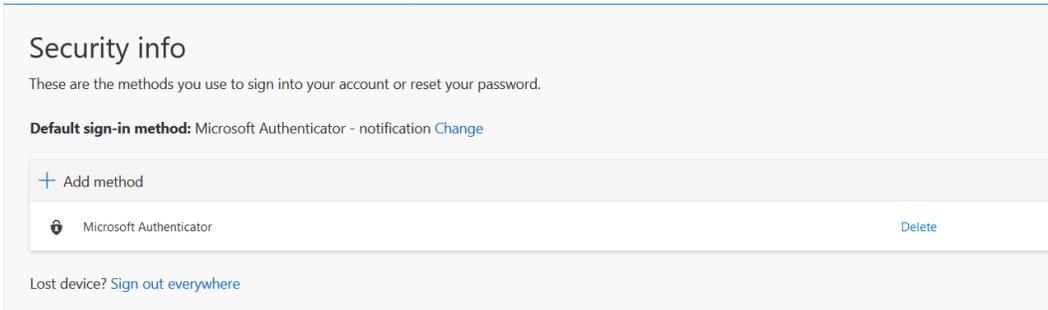On your mobile device, you should receive a notification. Approve it.

If the push notification worked, it should report the notification was approved.

Click **Next**.

The Microsoft Authenticator with push notification should now be listed as the default sign-in method.

You can add other methods, but if you are using the remote computer labs, the Microsoft Authenticator with push notification **must be the default**.