Multi-factor Authentication Setup

- 1. Visit <u>https://aka.ms/MFASetup</u>
- 2. Login using your university email address and password
 - a. You will also be prompted to set up MFA if you attempt to sign in without having MFA configured on your account

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	@uafs.edu	2.31
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ne -	Your organization needs more information to keep your account secure	No.
	Use a different account	20.0
	Learn more	1 (C. 1997)
	Next	-

3. Configure your method of choice to complete multi-factor authentication.

There are several options available to use. A default method can be chosen if you set up multiple methods.

- a. Microsoft Authenticator mobile app
 - i. Other apps like Authy and Google Authenticator work as well, but Microsoft's is preferred due to the additional "Number Matching" feature
- b. <u>Receive a text message</u>
- c. <u>Receive a phone call</u>
- d. (Staff & Faculty only) <u>Receive a phone call</u> to your **office** phone number in case you don't have your mobile phone
- 4. Repeat step 3 for additional methods in the event you lose access to one method (forgot your phone, got a new phone number, etc.)
- 5. <u>Choose a default MFA method</u> if you set up more than one

If you have any issues or need help setting up multi-factor authentication, please contact the UAFS Information Technology Service Desk at 479-788-7460.

Microsoft Authenticator Mobile App

1. Download the Microsoft Authenticator mobile app using the QR code given during the setup process at https://aka.ms/MFASetup, or use one of the QR codes below:



Get the app on your phone

2. Open the Microsoft Authenticator app and scan the QR code given to you to add your account

■ Authenticator	Q _ +	Add account	Scan QR code
uafs.edu @uafs.edu		WHAT KIND OF ACCOUNT ARE YOU ADDING? Personal account Work or school account Other (Google, Facebook, etc.) Add work or school account Sign in Scan QR code	Microsoft Authenticator

3. Click "Next"

4. Enter the number on the screen into the Microsoft Authenticator app and tap "Yes"

Microsoft	t Authenticator		×
	Let's try it out		
	Approve the notification we're sending to your app by entering th	e number sh	own below.
<u> </u>	53		
		Back	Next

≡	Authenticator	2 +
À	uafs.edu @uafs.edu	>
Ř	Are you trying to sign in? uafs.edu @uafs.edu	>m
À	Enter the number shown to sign in.	>
	53	
	No, it's not me Yes	

5. You should see a success message saying that the Microsoft Authenticator app was set up successfully and your account should now appear in the app

NOTE: Each time you sign in, you will be required to enter the number shown to you on the sign in page and confirm you are trying to sign into your account. If you ever receive a notification to approve a sign in and you didn't initiate it, tap "No, it's not me" and change your password as soon as possible at https://portalguard.uafs.edu.

Receive A Text Message

1. Select "Phone" from the drop-down list

Which method would you like t	o use?
Choose a method	\sim
Phone	
Authenticator app	

2. Enter your phone number and select "Text me a code", then click "Next"

Phone			
You can prove who you are by answering a call on your What phone number would you like to use?	phone or texting a code to your phone.		
United States (+1)	Enter phone number		
Text me a code Call me			
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.			
	Next		

- 3. You will receive a text message containing a one-time code. Enter this code on the next screen and click "Next".
- 4. You should see a message stating that your phone number was added successfully

NOTE: If you do not have service or cannot receive SMS messages at the given number for any other reason, **you WILL NOT be able to complete MFA and sign in** if this is the only option you have configured. This means you will not be able to access your email, sign into Workday, or access any other resources that require you to sign in first. It is strongly recommended to set up another method in addition to SMS such as the Microsoft Authenticator app or another phone number to receive a phone call with your code. You can choose which method to MFA with each time you sign in, as well as set a default method.

Receive a Phone Call

1. Select "Phone" from the drop-down list

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Which method would you like to	use?
Choose a method	\sim
Phone	
Authenticator app	

2. Enter your phone number and select "Call me", then click "Next"

Phone			
You can prove who you are by answering a call on your phone or texting a code to your phone. What phone number would you like to use?			
United States (+1)			
Text me a code Call me Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.			
	Next		
I want to set up a different method			

- 3. You will receive a phone call from a toll-free number (1-8XX-XXX-XXXX) at the number you entered, then you will be prompted to press the pound (#) key to accept the MFA prompt.
- 4. You should see a message stating that your phone number was added successfully

NOTE: If you do not have service or cannot receive phone calls at the given number for any other reason, you WILL NOT be able to complete MFA and sign in if this is the only option you have configured. This means you will not be able to access your email, sign into Workday, or access any other resources that require you to sign in first. It is strongly recommended to set up another method in addition to phone calls such as the Microsoft Authenticator app or another phone number to receive an SMS message or phone call with your code. You can choose which method to MFA with each time you sign in, as well as set a default method.

Choose a Default MFA Method

- 1. Visit <u>https://aka.ms/MFASetup</u>
- 2. Click the "Change" button next to the "Default sign-in method" description
- 3. Choose your preferred method to complete MFA prompts

NOTE: If you have multiple MFA methods configured, you will always be given the option to choose which MFA method to use each time you sign in, no matter what your default method is.

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Devices Privacy	Phone Microsoft Authenticator Lost device? Sign out everywhe	Change default method × Delete Which method would you like to use to sign in? Delete App based authentication - notification × Phone - call +1 479 mathrman	
		Phone - text +1 479 App based authentication - notification App based authentication or hardware token - code	