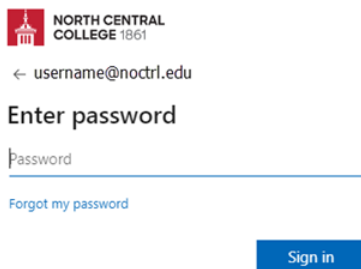


Setting up MFA with the Microsoft Authenticator App

NOTE: For the best experience, please use a COMPUTER BROWSER and MOBILE DEVICE to complete enrollment.

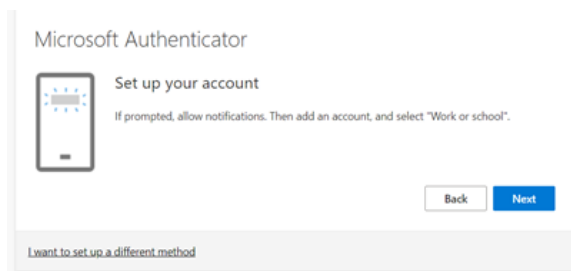
1. **On your mobile device**, download and install the Microsoft Authenticator app.
 - a. Apple: <https://apps.apple.com/us/app/microsoft-authenticator/id983156458>
 - b. Android: https://play.google.com/store/apps/details?id=com.azure.authenticator&hl=en_US&gl=US
2. **On your computer**, launch a web browser (Chrome, Firefox, Safari, Edge) and access your NCC O365 email at:

<https://outlook.office365.com>
3. Enter your full @noctrl.edu email address and click **Next**
4. Enter your NCC password and click **Sign in**



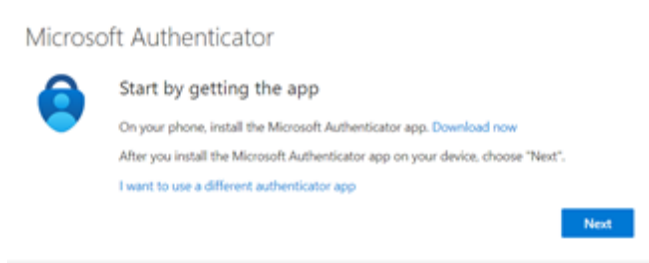
The screenshot shows the login interface for North Central College. At the top is the college's logo and name. Below it is a back arrow and the email address 'username@noctrl.edu'. The main heading is 'Enter password', followed by a password input field. A link for 'Forgot my password' is located below the input field. A blue 'Sign in' button is positioned at the bottom right of the form.

5. The MFA wizard will launch and indicate that more information is required to access your account. Click **Next**.

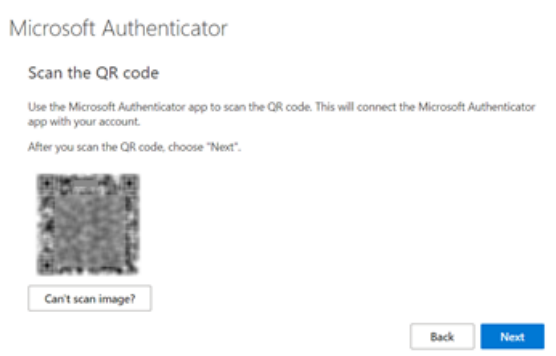


The screenshot displays the Microsoft Authenticator app's setup screen. It features the app's title, an illustration of the app's interface, and the instruction 'Set up your account'. A note below states, 'If prompted, allow notifications. Then add an account, and select "Work or school".' At the bottom right are 'Back' and 'Next' buttons. A link at the bottom left reads 'I want to set up a different method'.

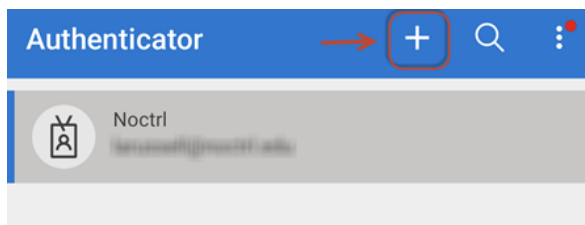
6. The default authentication method is the Microsoft Authenticator app. Select **Next**, then **Next** to proceed.



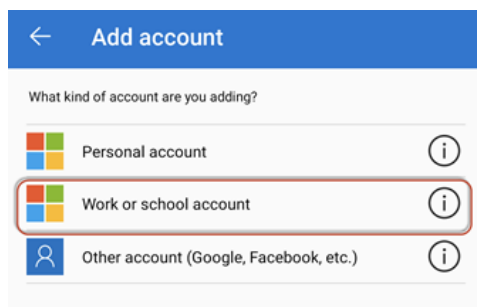
7. A QR code will be displayed. The next steps will be completed on your phone.



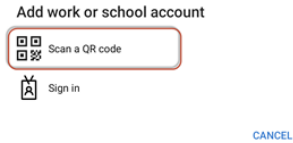
8. **On your phone**, open the **Microsoft Authenticator** app. Tap on the + icon to add a new account.



9. Tap on Work or school account.

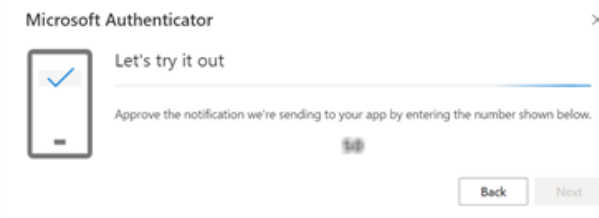


10. Select Scan a QR code.

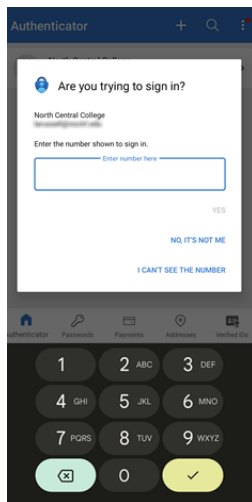


11. The app will open your phone's camera. Scan the QR code that appears on your computer screen. (You may be prompted to allow the app to access your camera, if prompted, tap **Allow**).

12. **On your computer**, the screen will change to display a 2 digit code.



13. **On your phone**, enter the 2-digit code and then click **Yes**.



14. **On your computer**, click **Next** to finish setup.

