

# Microsoft MFA Setup Guide

The steps below will guide you on how to setup Microsoft Multi-factor Authentication (MFA) to access Miami Dade College online resources. This process will be replacing DUO as the standard login authentication method for MDC employees.

## Preparation Steps

- a) You will need a mobile device with internet connection, an active mobile phone number, or an accessible alternate phone number.
- b) If you are having password issues, please visit <https://www.mdc.edu/password/>

*Individual experiences may vary. Please read instructions fully as some prompts or display/options windows may be in slightly different formats*

## How to setup Microsoft Authenticator

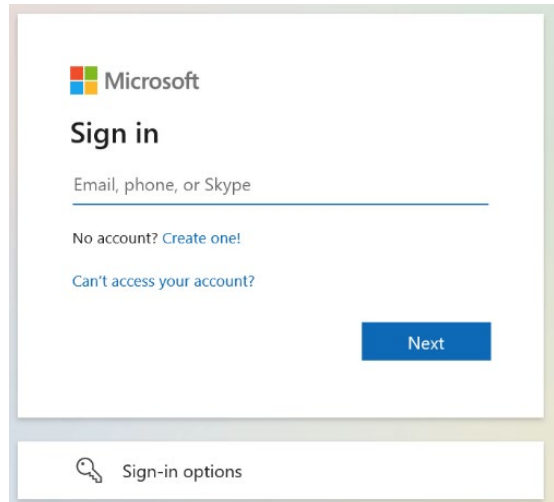
### DO NOT USE MOBILE DEVICE FOR THIS STEP

#### Step 1

On your **Desktop/Laptop** web browser, navigate to <https://aka.ms/mfasetup>

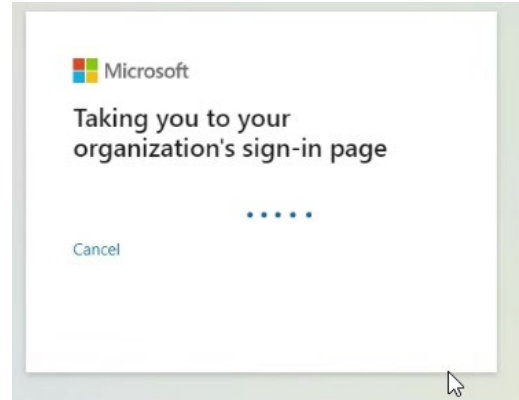
Enter your MDC email address:  
([yourusername@mdc.edu](mailto:yourusername@mdc.edu))

Click **Next**

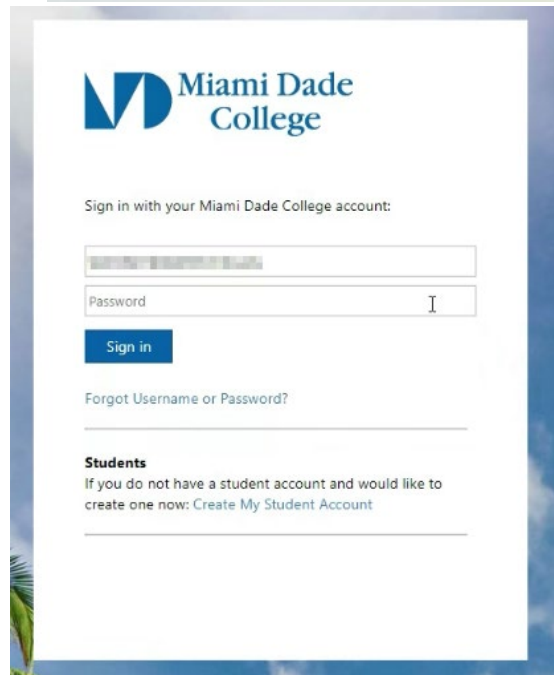


The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field labeled "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is located at the bottom right of the sign-in area. At the bottom of the page, there is a link with a key icon labeled "Sign-in options".

You will be redirected to the MDC login screen

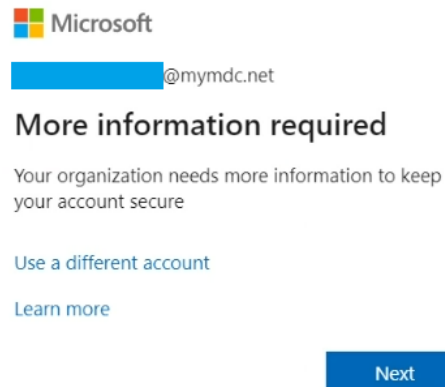


Enter your MDC credentials and  
Click **Sign in**



If you have already registered a Microsoft account you will be directed to the **Microsoft Self Service** homepage and may proceed to **Step 2**.

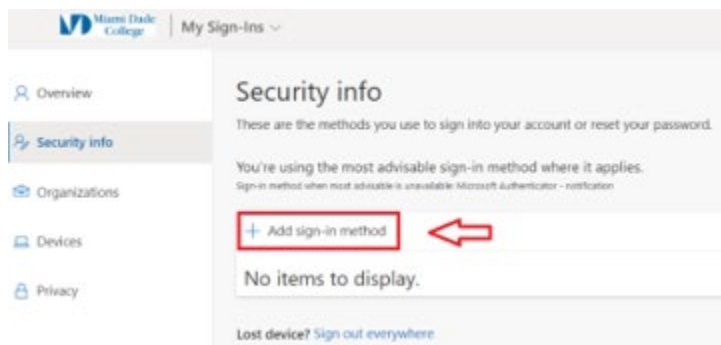
If you immediately see a **"More information required"** window, click **Next** and skip to **Step 3**.



## Step 2

On the Microsoft Self Service page  
Click on **Security Info** on the **Left Column**

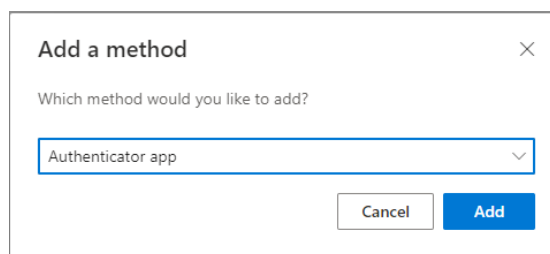
Click **“Add sign-in method”**



A pop-up window should appear labeled:  
**Add a method**

Use the drop-down menu and select:  
**Authenticator app**

Click **Add**



## Step 3

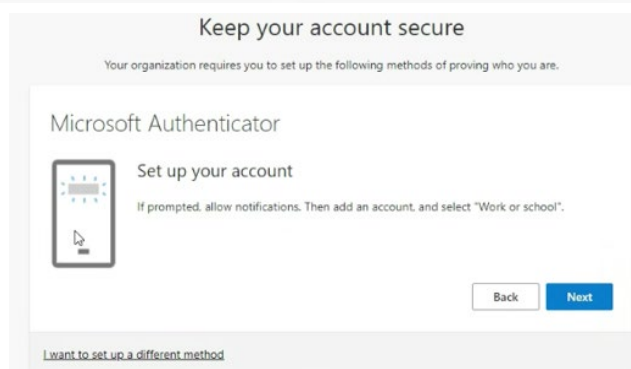
A window will display a message prompting you  
to install **Microsoft Authenticator** app on your  
phone or mobile device

Click **Next**



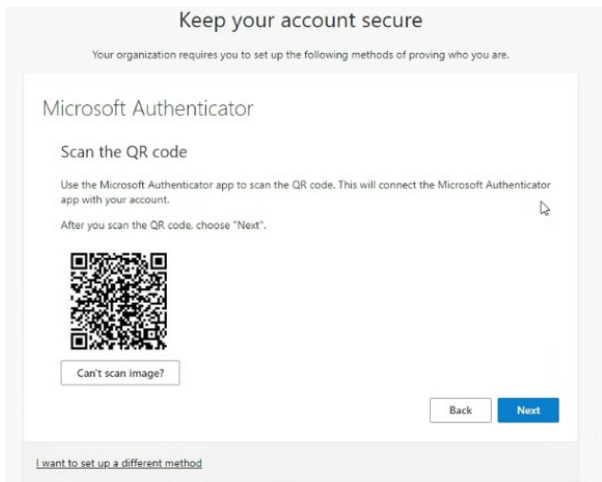
Another information window will be displayed.

Click **Next**



A **QR code** should now be visible on your computer screen.

**Leave this QR code on screen and continue the steps**



## Step 4

### Install Microsoft Authenticator application

Use your mobile device to scan the **QR code** for the type of device you are using:

**Apple (iPhone/iPad)**



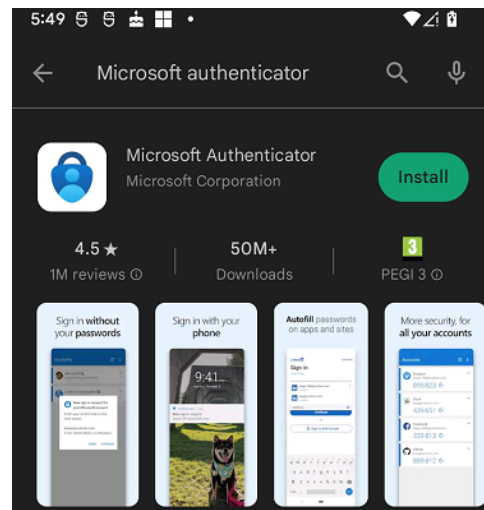
**Android**



Alternatively,

On your **mobile device**, navigate to the App Store (Apple iOS) or the Play Store (Android OS) and search for **Microsoft Authenticator**

Click **Install**



**NOTE:** Once the application has been installed on your phone, you may be prompted to **“Allow to display notifications”**

Click to **Allow**.

The Microsoft Authenticator app is **completely FREE** and should **NOT PROMPT FOR PAYMENT**. If the app you downloaded is asking for payment, it is likely you have installed the **INCORRECT “Authenticator” app**

## Step 5

On your mobile device, open the **Microsoft Authenticator** app

If this is the first time you use the app you will see an initial splash screen.

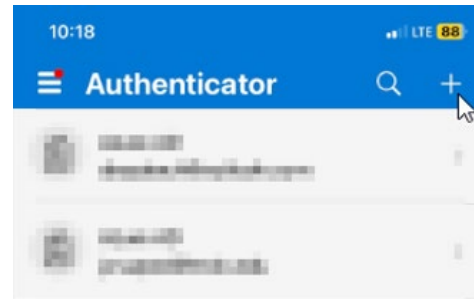
Tap **Scan a QR code** and move on to **Step 6**



Otherwise,

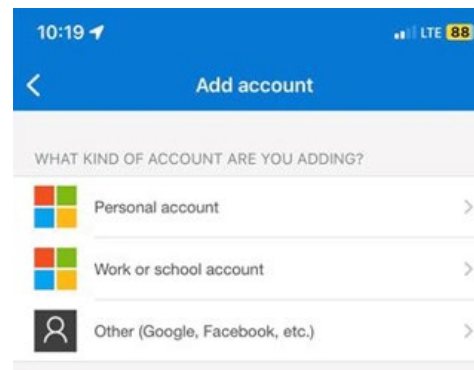
If you have opened or used the Microsoft Authenticator app previously,

Tap the **Plus Sign (+)** on the top right corner



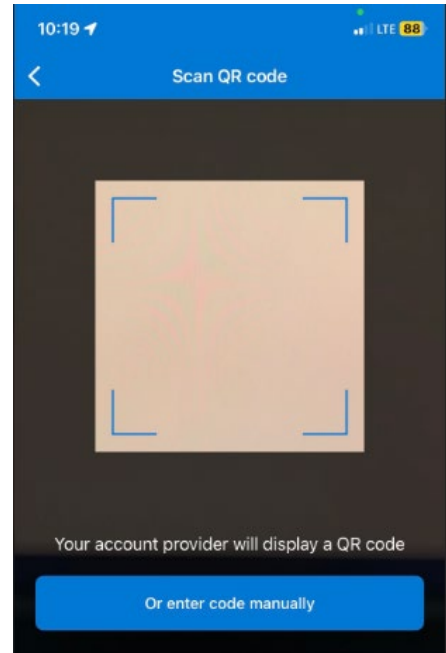
Select **Work or school account**

On the **“Add work or school account”** pop-up  
Tap **Scan a QR code**



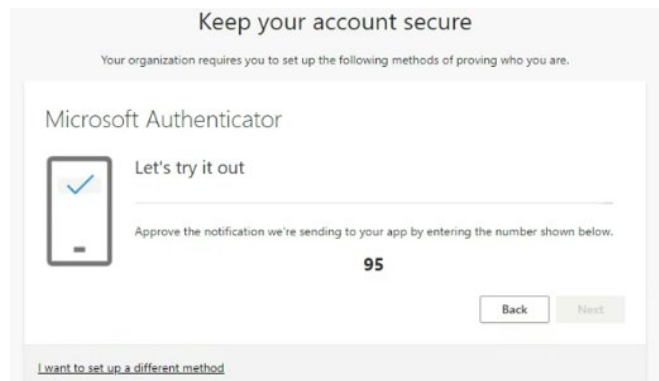
## Step 6

Your mobile device's camera should become active. Scan the **QR code** displayed on your computer screen



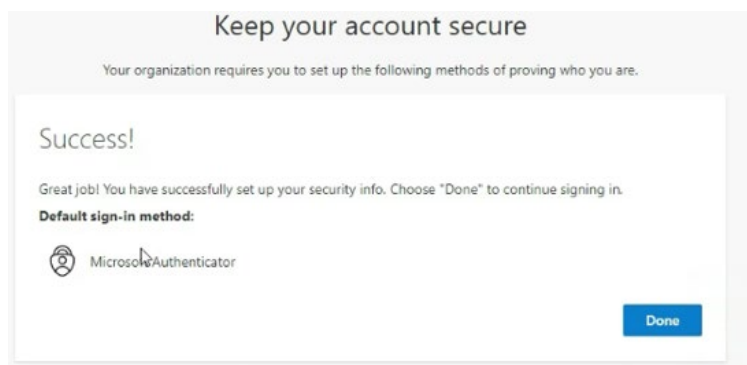
You **may** be prompted to test the application. A **random number** will be displayed on the computer screen.  
Example: **95**

Back on the mobile device, open the **Microsoft Authenticator** app if not already open, you will be prompted to **Enter or select the number** displayed on the computer screen



If entered correctly you will see a **"Success"** message

Click **Done**



## Step 7

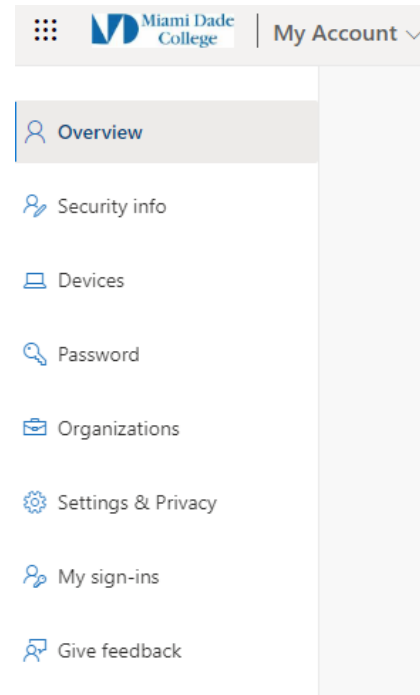
### Setup Alternative Authentication method

It is **highly recommended** to add at least one other alternative authentication method such as a mobile phone number.

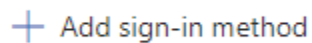
Open your web browser, navigate to <https://mysignins.microsoft.com/security-info>

If prompted, enter you **MDC credentials**

Click **Security Info** on the left-hand column

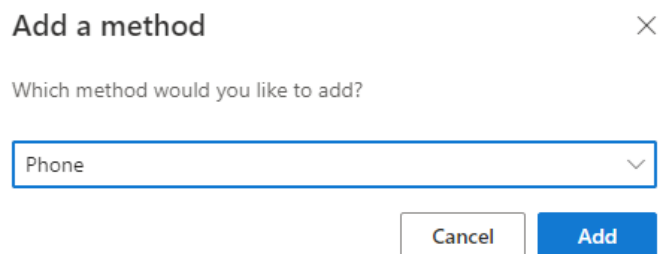


Click **Add sign-in method**



Use the drop-down menu to select **“Phone”**

Click **Add**



Enter your **Phone Number**

Select whether you want to receive a **Text message** or **Call**

Note: If you select **“Text me a code”** the phone you entered must be able to receive text message. Also note that text message rates apply if your service does not include text/data.

In this example we have selected **“Call me”**

Click **Next**

Shortly, you should receive a phone call and a voice saying:

*“This is Microsoft, if you are trying to sign in press pound (#) to finish signing in”*

Press **#**

You should now see a message stating the Phone was successfully registered

Click **Next**

If you chose **“Text me a code”**

You will be prompted to enter the code sent via text message to your mobile phone

Click **Verify**

Congratulations you have successfully setup MFA Authentication!

Should you have any questions, please do not hesitate to contact your local **Campus IT Service Desk**, or email us at [ithelpdesk@mdc.edu](mailto:ithelpdesk@mdc.edu)

Welcome to MDC