## How to Set Up MFA – Multi-factor Authentication – using the Microsoft Authenticator App – for Students

For assistance, please call the DormNet Help Desk - (501)279-4545

To set up MFA using the Microsoft Authenticator app, you will need the following:

- **Computer** laptop or desktop
- □ **Mobile Device** smart phone or tablet with a camera that is capable of installing the Microsoft Authenticator app this is the device you will use each time you authenticate your log in

#### STEP ONE – Use your MOBILE DEVICE

- Download and install Microsoft Authenticator
- **DO NOT OPEN THE APP until later**

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#### STEP TWO – Use a COMPUTER

- □ For best results, use an incognito browser window/private browser window
- **Open a browser and type in** *account.harding.edu* in the address bar
- □ Sign in with your Harding email address and your password



Click *Enable Multi-Factor Security* and click *OK* on the screen that pops up



- □ When you see the message "You signed out of your account", close all open browser windows
- Open a new browser window and type in *connect.harding.edu* in the browser window

□ Sign in again with your Harding email address and password

□ You will be asked for more information – click **Next** 

# HARDING

#### You signed out of your account

It's a good idea to close all browser windows.



HARDING Keep your account secure Click on *Next* through the next two screens until you Microsoft Authenticator Scan the QR code



#### STEP THREE – Use your MOBILE DEVICE

- Open the Microsoft Authenticator app on your mobile device
- □ You may be prompted to allow Authenticator:
  - Send you notifications click on Allow
  - Allow access to your camera click on While using this app or OK
  - Use FaceID click on OK
- □ You will be asked to accept the Privacy Statement click on Accept
- Click *Continue* when prompted
- Click *Scan a QR code*

see this screen

Point your mobile device's camera at the screen – it will scan the QR code



□ App Lock may be turned on by default – click *OK* – you can change this later

#### **STEP FOUR – Use your COMPUTER**

□ After the QR code has been scanned, click on *Next* 

#### STEP FIVE – Use your MOBILE DEVICE

- Click on *Approve*
- If prompted, enter your biometric data or use your PIN to sign into your mobile device

#### App Lock enabled





Approve sign-in?				
Harding University @harding.edu				
	DENY	APPROVE		

#### STEP SIX – Use your COMPUTER

□ Your notification should be approved – click *Next* 

- Click *Done*
- □ You should now be logged in

On the "Stay signed in?" screen, answer No on any shared/public computer

HARDING	
	Keep your account secure
	Your organization requires you to set up the following methods of proving who you are.
	Microsoft Authenticator
	Kutification approved
	Back Next

IARDING	
	Keep your account secure tour organization requires you to set up the following methods of proving who you are.
	Success! Great Juit to have exceedibly set up your recently infinition Oncore "bowe" to contribute signing in a Defended tages in methods.
	Done



□ Sign in with your Harding email address and your password



- □ You will then be prompted to "approve" the sign in request
- □ Type in the number you see into your approval screen on your mobile device (it will probably be different than what you see here)
- Click Yes

MARDING @harding.edu	Are you trying to sign in?
Approve sign in request Open your Authenticator app, and enter the number shown to sign in.	Harding University @harding.edu
69	Enter the number shown to sign in.
No numbers in your app? Make sure to upgrade to the latest version. I can't use my Microsoft Authenticator app right now More information	Enter number here 69
Note: You must use your full Harding email address Reset your password here	NO, IT'S NOT ME
Visit the Activate My Account page to activate your account and retrieve your username.	I CAN'T SEE THE NUMBER

□ You should now be logged in

### To Turn Off the App Lock Feature

#### STEP SEVEN – Use your MOBILE DEVICE

To turn off the App Lock feature:

Open the Microsoft Authenticator app



Android: Click on the *three dots* on the top right



Apple: Click on the *hamburger menu* on the top left

- Click on *Settings*
- □ Under Security, turn off App Lock
- Now, you should no longer be required to enter your biometric data or PIN when signing in to Authenticator

