



MCPHS
UNIVERSITY

Setting up Multifactor Authentication for Office 365 – Apple iOS – Students

Rev: May 14, 2024

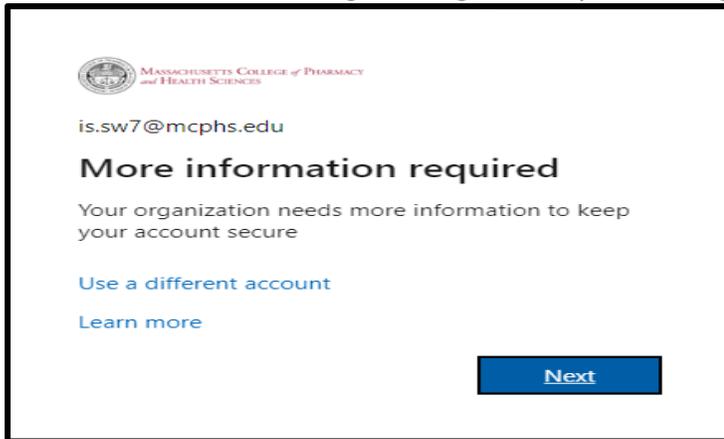
Help Desk
Information Services
Tel: (617)-732-2170
Helpdesk@mcphs.edu

ABOUT MULTIFACTOR AUTHENTICATION

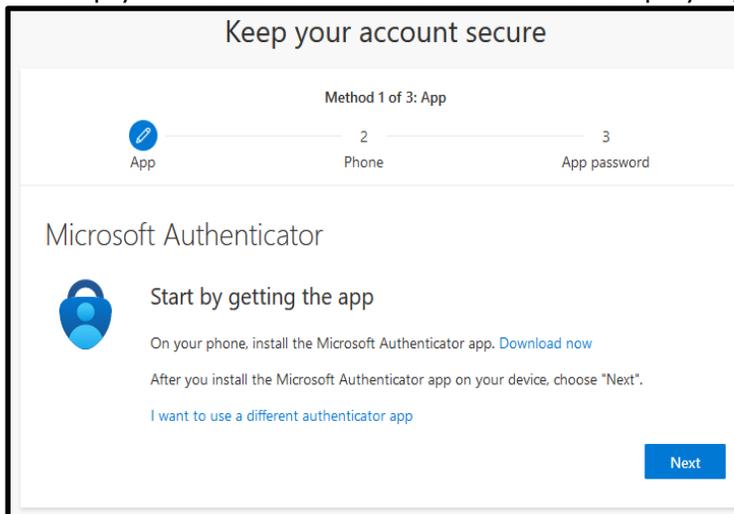
Two-step verification is an additional security step that helps protect your account by making it harder for other people to break in. Two-step verification works by prompting you for two pieces of identification when you sign in. First, we ask for your username and password as usual. Then, we contact a phone or device that we know belongs to you, and you confirm that the sign-in attempt was legitimate.

To get started with the setup process, sign in to your MCPHS Office365 account by visiting <http://my.mcphs.edu/office365>. Once your account has been configured for two-step verification, you'll see a message asking you to set up additional security verification. If that's the case, **you cannot sign in until you have completed the auto-enrollment process.**

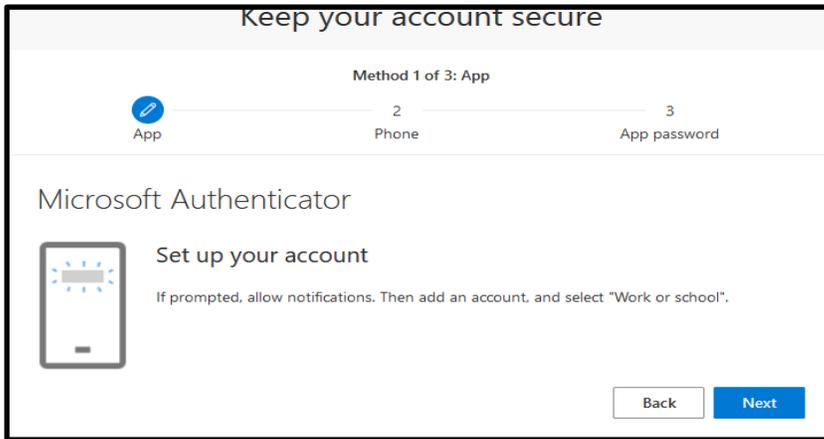
1. You will receive the following message when you first sign onto your email, click **Next**.



2. The "Keep your account Secure" screen will be displayed, click **Next**.



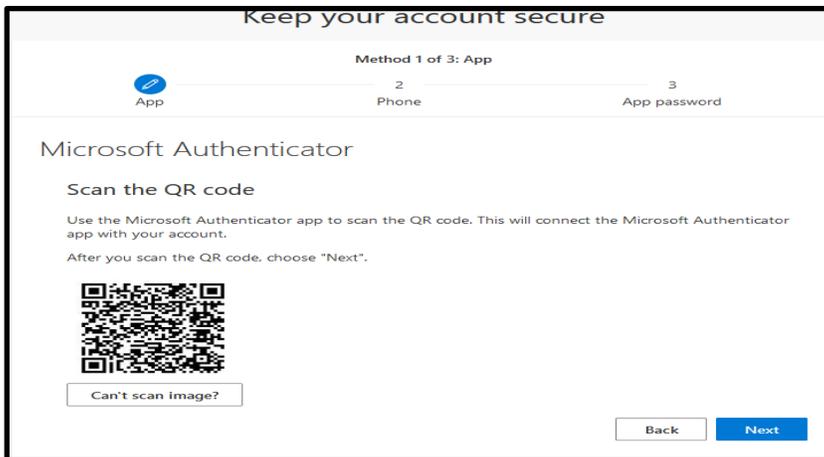
3. The following screen will appear, click **Next**.



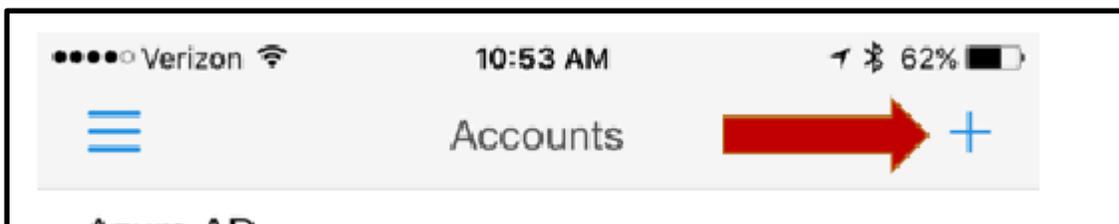
4. On your phone or tablet go to the app store and download Microsoft Authenticator App



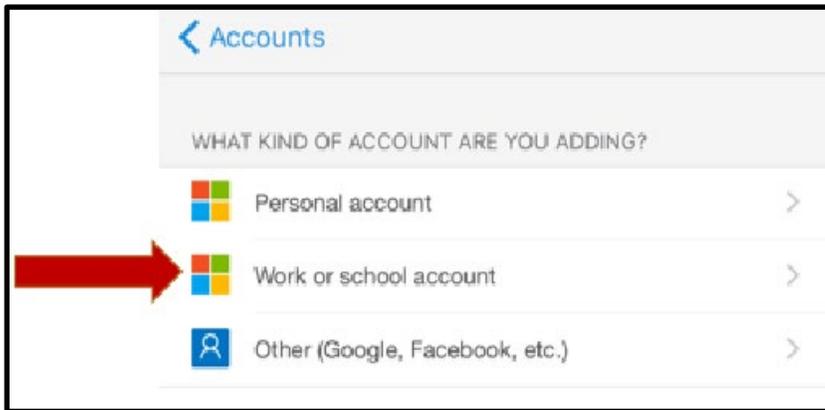
5. Next, return to your computer, a configure mobile app page will load with a QR code for you to scan through the Azure Authenticator app on your mobile device.



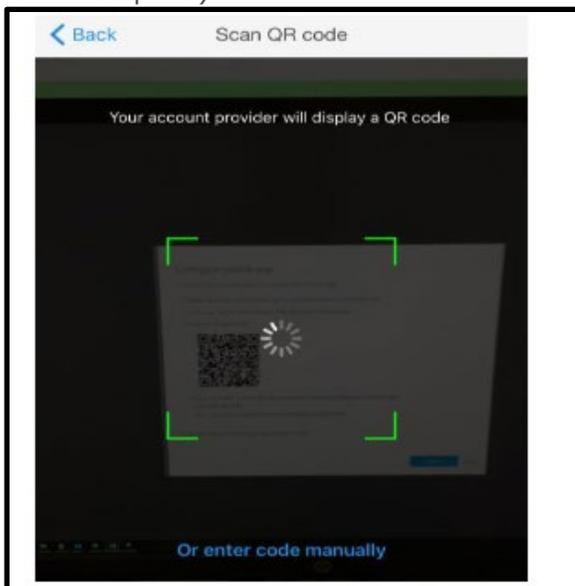
6. Open the Authenticator app on your mobile device and click on the + in the upper right corner to add the new account.



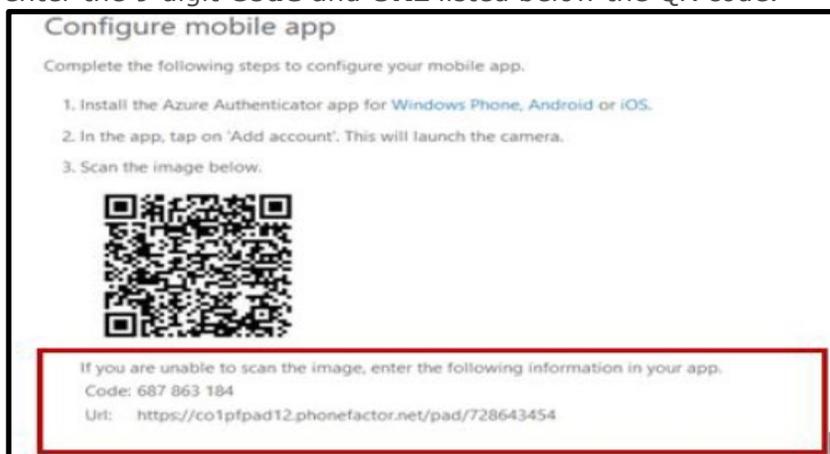
7. Select the option for **Work or School account**.



8. Your mobile device will now bring up a green box to scan the QR code on your screen. (seen in Step #5)



9. If you're unable to scan the image on your screen, click **or enter code manually** and enter the 9 digit **Code** and **URL** listed below the QR code.



10. Once the app setup has completed successfully, the system will ask you to confirm that it's working using the method the Microsoft Authenticator App. Use the verification code: Open the Authenticator app and type the digit code displayed on your screen

The screenshot shows a progress bar at the top with three steps: 1. App (selected with a blue checkmark), 2. Phone, and 3. App password. Below the progress bar, the heading 'Microsoft Authenticator' is followed by the text 'Let's try it out'. A small icon of a smartphone with a checkmark is shown. Below it, the text reads 'Approve the notification we're sending to your app by entering the number shown below.' The number '31' is displayed in a large font. At the bottom right, there are 'Back' and 'Next' buttons.

11. The Microsoft Authentication App has successfully approved your log on, click **Next**.

The screenshot shows the same progress bar as in the previous step, but now step 1 'App' is marked with a green checkmark. The heading 'Microsoft Authenticator' is followed by a green checkmark icon and the text 'Notification approved'. The smartphone icon now shows a checkmark. At the bottom right, the 'Next' button is now highlighted in blue, while the 'Back' button remains white.

12. Then you need to input your phone number, click **Next**.

The screenshot shows a progress bar with three steps: 1. App (marked with a green checkmark), 2. Phone (selected with a blue checkmark), and 3. App password. Below the progress bar, the heading 'Phone' is followed by the text 'You can prove who you are by answering a call on your phone or receiving a code on your phone.' Below this, the text asks 'What phone number would you like to use?'. There is a dropdown menu set to 'United States (+1)' and an input field labeled 'Enter phone number'. Below the input field, there are two radio button options: 'Receive a code' (selected) and 'Call me'. At the bottom right, there is a 'Next' button. At the bottom left, there is a link that says 'I want to set up a different method'.

13. Then enter the code texted to your phone, click **Next**.

The screenshot shows a progress bar at the top with three steps: 'App' (checked), 'Phone' (active), and 'App password' (3). Below the progress bar, the title 'Keep your account secure' is followed by 'Method 2 of 3: Phone'. The main content area is titled 'Phone' and contains the text: 'We just sent a 6 digit code to +1 5083280553. Enter the code below.' There is an input field labeled 'Enter code' and a 'Resend code' link. At the bottom right are 'Back' and 'Next' buttons. At the bottom left is a link: 'I want to set up a different method'.

14. Verification is completed.

The screenshot shows the same progress bar as in step 13, but now 'App' and 'Phone' are both checked. The main content area is titled 'Phone' and contains a green checkmark icon followed by the text: 'Verification complete. Your phone has been registered.' A blue 'Next' button is located at the bottom right.

15. Then click Done

The screenshot shows a progress bar at the top with three steps: 'App' (checked), 'Phone' (checked), and 'App password' (checked). Below the progress bar, the title 'Keep your account secure' is followed by 'Method 3 of 3: Done'. The main content area is titled 'Success!' and contains the text: 'Great job! You have successfully set up your security info. Choose "Done" to continue signing in.' Below this is a section titled 'Default sign-in method:' with a list of methods: 'Phone +1 5083280553', 'App password mcphs123', 'App password mcphs123', and 'Microsoft Authenticator'. A blue 'Done' button is located at the bottom right.

You have now successfully set up the Multi-Factor Authentication and logged onto your MCPHS email.