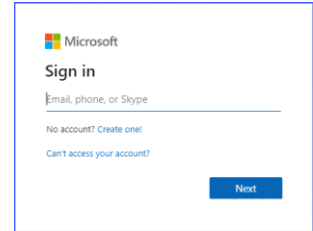


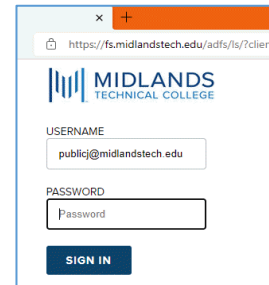
Using a desktop or a laptop computer, open a web browser and go to <https://aka.ms/MFasetup>



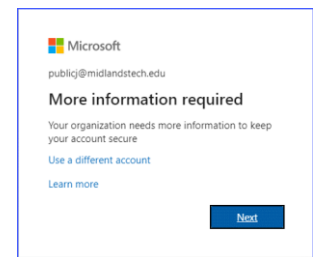
At the Microsoft Sign In prompt, enter your Midlands Technical College email username (Full MTC email address ex. *publicj@midlandstech.edu*) and click **Next**.



On the MTC login page, enter your MTC email password and click **SIGN IN**.



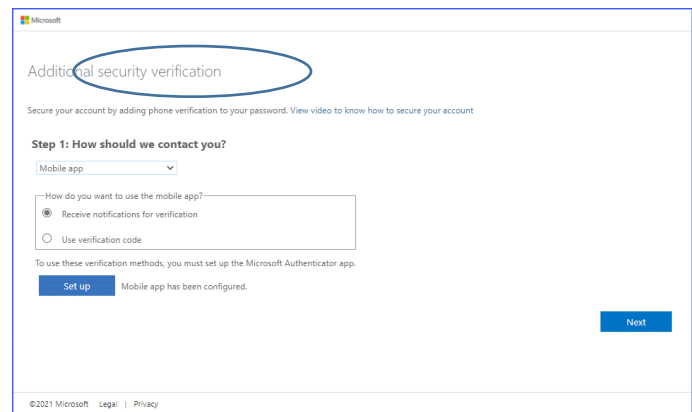
When prompted for more information, click **Next**.



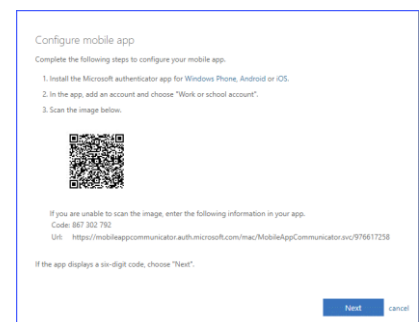
From the dropdown menu, choose **Mobile App**.

Then choose **Receive notifications for verification** (this allows for authentication from your mobile phone).

Click **Set up**.



A QR code window will be displayed. **(NOTE: Leave this window open while you perform the next steps.)**



On your mobile phone, select your device's App store.

Search for the Microsoft Authenticator App.

Launch and Install the App on your phone.

Select the option to "Add account"

Choose "Work or school account" and accept/approve the app permissions.

Scan the QR code on your computer.

Once your MTC email account has been successfully linked, it will be displayed on your mobile phone in the Authenticator app.

Click **Next** to close the QR code window and click **Next** again to complete Step 1 of **Additional security verification**.

Step 2 of **Additional security verification** is displayed. When the Authenticator app prompts you for approval to sign-in, click **Approve** on your phone.

Once the verification is successful, you will be taken to the next step.

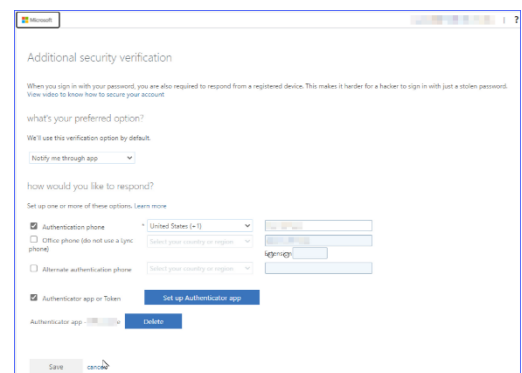
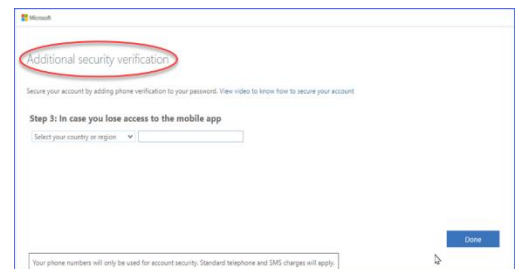
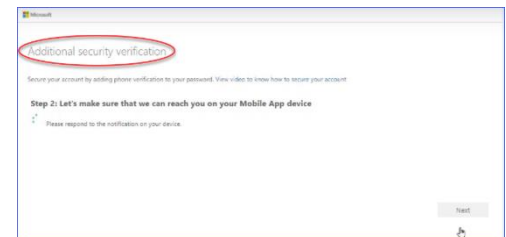
Step 3 of **Additional security verification** prompts you to add an alternate phone number.

Select a country code from the dropdown and enter an alternate phone number (NOT the mobile phone being used with the Authenticator app) as a backup contact method "In case you lose access to the mobile app".

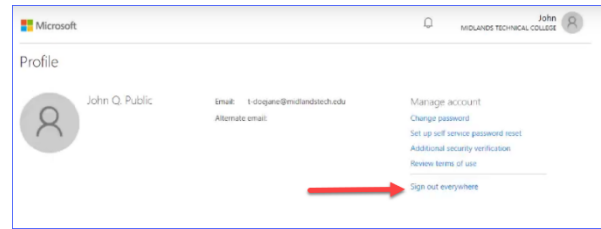
Click **Done** to complete the MFA enrollment process.

Click **"Yes"** at the "Stay signed in?" prompt.

If an **Additional security verification** page is displayed, verify the entries. If you make any changes, click **Save** – otherwise click **Cancel**.



On the Microsoft Profile page, click “Sign out everywhere” to exit.



The following message screens will be displayed:

