HOW TO SET UP YOUR UNO MULTIFACTOR AUTHENTICATION METHOD

1. Open a web browser (i.e., Microsoft Edge, Google Chrome, Safari, etc..) and enter **aka.ms/mfasetup** in the web address field.



2. Enter your UNO email in the Sign in field.



3. Enter your UNO password in the Enter password field.



4. Click Next.



5. Select the <u>I want to set up a different method</u> option in the Microsoft Authenticator window.



6. Click on the *pulldown menu* and select the desired method of Phone or Authenticator app, in the *Choose a different method* window.

THE UNIVERSITY of NEW ORLEANS		?
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Microsoft Authenticator Start by getting the app On your ph Choose a different method	
	After you in I want to us Which method would you like to uset Choose a method Phone Authenticator app	

Important Note:

Depending on your desired method (i.e., Phone or Authenticator app), you will have a different setup experience. Please see the different setup options in the next section.

CLICK ONE OF THE OPTIONS BELOW TO GO TO THE INSTRUCTIONS FOR THE SETUP

USING THE PHONE METHOD USING THE AUTHENTICATOR APP

SETUP MULTIFACTOR AUTHENTICATION USING THE PHONE METHOD

1. Continuing from the previous section (from Step #6), select **Phone** in *the Choose a different method* window. Click **Confirm**.

NEW ORLEANS	Keep your account secure	?
	Your organization requires you to set up the following methods of proving who you are. Microsoft Authenticator Start by getting the app	
	On your ph After you in I want to ur Phone Cancel Confirm I want to different a	

2. Enter your mobile number in the field asking "What phone number would you like to use?". Then, choose the option of Text me a code or Call me. Click Next.

THE UNIVERSITY of NEW ORLEANS		
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Phone You can prove who you are by answering a call on your phone or texting a code to your phone. What phone number would you like to use? United States (+1) S55555555 To Text me a code Call me Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement. Next	
	I want to set up a different method	

Note: These options allow you to get a security code sent to your mobile device.

3. Enter the security code that you received on your mobile device in the *Enter code* field. Then, click Next.

THE UNIVERSITY of NEW ORLEANS		?
Enter Code Here	Keep your account secure Your organization requires you to set up the following methods of proving who you are. Phone We just sent a 6 digit code to RE TOP A CENter the code below. 462917 Resend code	
	Back Next	

You have now successfully set up your multifactor authentication method using the phone method.

THE UNIVERSITY of New ORLEANS		?
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Phone SMS verified. Your phone was registered successfully. Next	

SETUP MULTIFACTOR AUTHENTICATION USING THE PHONE METHOD

1. Continuing from the previous section (from Step #6), select **Authentication app** in *the Choose a different method* window. Click **Confirm.**

THE UNIVERSITY of NEW ORLEANS		?
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Microsoft Authenticator Start by getting the app On your ph After you ir I want to at Which mathed would you like to use? Cancel Confirm Lwant to set up a different measure	

2. The screen will go back to the *Keep your account secure* window. Click on the **Download now** link, under the Microsoft Authenticator section. A new webpage will open.

THE UNIVERSITY of NEW ORLEANS		?
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app Download not After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Next	
	l want to set up a different method	

3. On the *Download Microsoft Authenticator* webpage, that opened when you clicked on the *Download now* link (from the previous step), **download the authenticator app by choosing the following options:**



4. Once the authenticator app is installed on your mobile device, go back to the *Microsoft Authenticator* window and click **Next**.

THE UNIVERSITY of NEW ORLEANS		?
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	l want to set up a different method	

5. Now, *open the Authenticator app on your mobile device* and follow the directions that are shown in the *Microsoft Authenticator* window (see screenshots of the following steps):

Microsoft Authenticator Window	Authenticator App on Mobile Device
Keep your account secure	
Your organization requires you to set up the following methods of proving who you are.	Peace of mind for your digital life
Microsoft Authenticator	Secure your accounts with multi-factor authentication.
Set up your account	Sign in with Microsoft
If prompted, allow notifications. Then add an account, and select "Work or school".	Add work or school account
Back Next	Context Contex
Lwant to set up a different method	Restore from backup

a. In the Authenticator app, Select Add work or school account and then click Next in the Microsoft Authenticator window. b. In the Authenticator App, Select Scan a QR code. Now your mobile device's camera app will open. Scan the QR code in the Microsoft Authenticator window. Click Next.



Microsoft Authenticator Window

c. Enter the number, shown in the Microsoft Authenticator window, into the Enter number *here* field in the *Authenticator App*. Click **YES** in the *Authenticator App*. i. Also, click **Next** in the *Microsoft Authenticator* window.

Authenticator App on Mobile Device



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d. Click **Next**, in the *Microsoft Authenticator* window.

Keep your account secure Your organization requires you to set up the following methods of proving who you are.
Microsoft Authenticator
Notification approved
I want to set up a different method

e. Click Done.

