

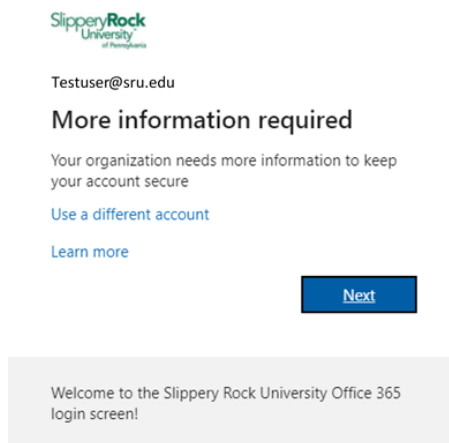
Method 1 Setup Instructions – Authenticator App (recommended)

This is the recommended method for MFA and includes two options.

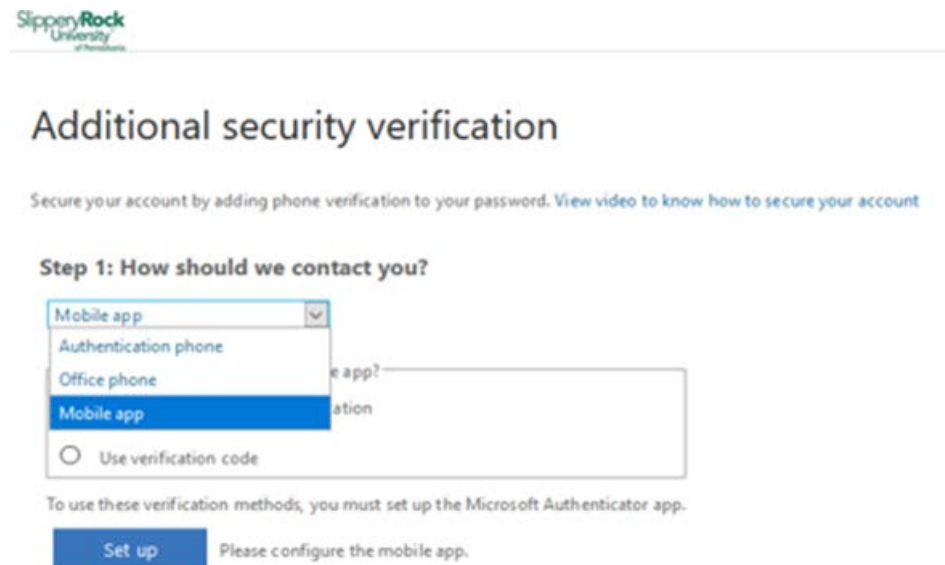
Option 1 – Receive notifications for authorization. This allows you to simply accept or deny the authorization when notified through the Authenticator App

Option 2 – User verification code. This method requires you to submit a random authorization code generated through the Authenticator App


1. On your computer, navigate to <https://portal.office.com>
2. Log in with your SRU email address and password
3. You will receive the following message. Click **Next**



4. Under How should we contact you? select **Mobile app** from the drop down



5. Select the desired option and click on *Setup*



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

How do you want to use the mobile app?

Receive notifications for verification **← Option 1**

Use verification code **← Option 2**

To use these verification methods, you must set up the Microsoft Authenticator app.

Please configure the mobile app.

6. You will receive a QRC code. Leave this on your browser screen. You will need to scan the QRC code with your phone during the Authenticator App installation.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



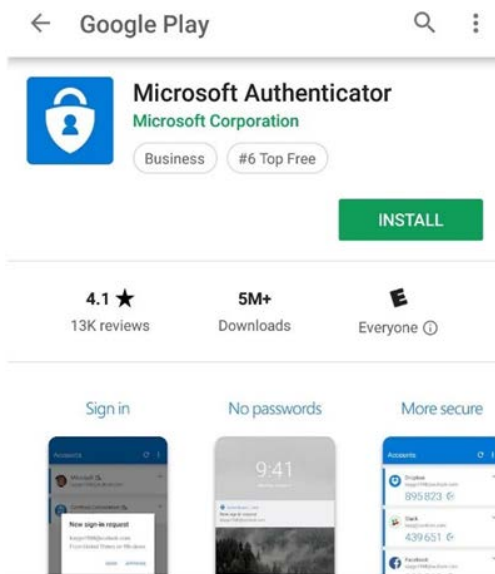
If you are unable to scan the image, enter the following information in your app.

Code: 370 842 666

Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/110210925>

If the app displays a six-digit code, choose "Next".

7. Install Microsoft Authenticator onto your phone




8. Open Microsoft Authenticator on your phone.
9. At the data privacy screen, click **OK**
10. You will see several screens with different application options. Click **Skip** until you get to the screen that Says Let's add your first account!
11. Click on **Add Account**
12. Select **Work or School Account**
13. Click on **Allow** when asked to allow Authenticator to take pictures and record sounds
14. Using your phone, scan the QRC code which is shown in the browser on your computer.
15. If you receive a message that App Lock has been enabled, click on **OK**. This option requires you to enter the screen lock password on your phone whenever you receive a notification

16. Once the code has been accepted on your phone, click on **Next** on the QRC screen on your computer

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If you are unable to scan the image, enter the following information in your app.
Code: 370 842 666
Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/110210925>

If the app displays a six-digit code, choose "Next".

[Next](#) [cancel](#)

17. You will receive a notification on your phone that requires your response. Click on **Approve** in the Authenticator app (you will need to enter your phone screen lock password)

18. If you do not have a phone number set up in the Password Recovery Tool, you may be prompted to enter a phone number. Click **Done**



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Step 3: In case you lose access to the mobile app

Select your country or region

[Done](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

19. MFA setup has been completed