

## NEW SRU ACCOUNT SETUP:

The following instructions apply to students and employees.

**Students** – your admissions acceptance letter contains your SRU email address and initial password.

**Employees** – HR provided your SRU email address and initial password during your onboarding process.

If you do not know this information, call the HelpDesk at 724-738-4357

Logging in for the first time is a multi-step process. It is recommended you begin this process on a pc, you will also need your mobile device (cell phone, tablet, etc).

### STEP 1: Adding Your Phone Number – we recommend doing this on a pc

Go to: <https://aka.ms/mfasetup>

Enter your entire SRU email address and initial password. To keep your account secure, you will be prompted to enter your phone number to receive a verification code.

#### More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

#### 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 receiving a code on your phone.

What phone number would you like to use?

United States (+1)

Enter phone number

☒ Receive 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

#### 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 +1 814 . Enter the code below.

Enter code

[Resend code](#)

Back

Next

#### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

##### Phone

✓ Verification complete. Your phone has been registered.

Next

#### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

##### Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone  
+1 814

Done

## STEP 2: Install Microsoft Authenticator App on your mobile device

If you already have Microsoft Authenticator App on your mobile device, skip to STEP 3  
**IMPORTANT NOTE:** in this step you are ONLY installing the app, do **NOT** enter any additional account information into the app, those steps will come later in this process. Simply install, you will return to the app on STEP 4 to scan a QR code:

- Android Devices: [Google Play](#)
- Apple Devices: [Apple App Store](#)



## STEP 3: Adding Authenticator App to your Microsoft Account

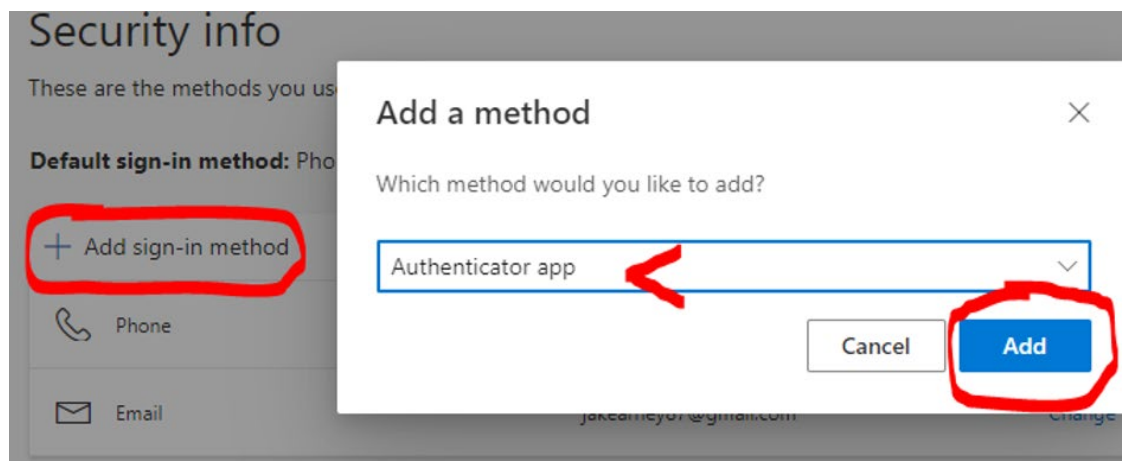
Return to your pc where you should be in your Security Info, if not, go to

<https://aka.ms/mfasetup>

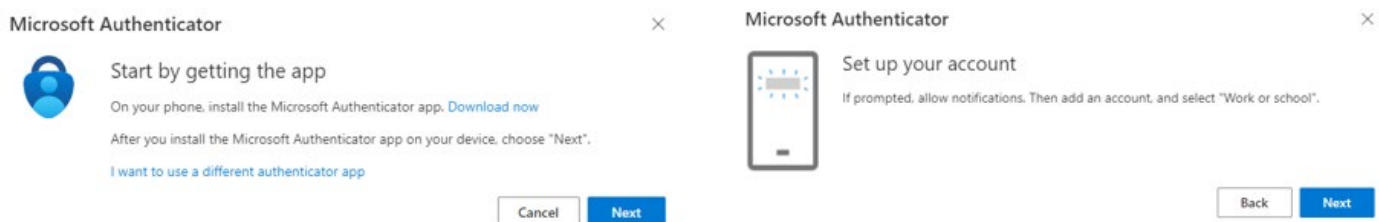
Select “+Add sign-in method”

Select “Authenticator App”

Select “Add”



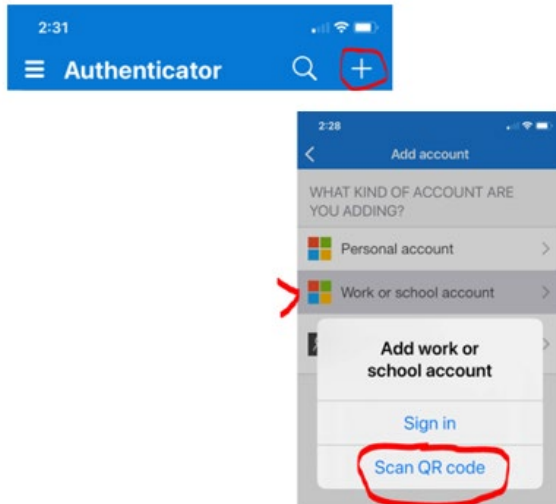
Select “Next” on the following two screens



## STEP 4 – Connecting Your Account to the App

Open the Microsoft Authenticator app on your mobile device.

Use “+” to "Add Account" then "Work or school account" and lastly "Scan a QR code."



## STEP 5 – Scanning the QR code

Scan the QR code on your computer screen with your mobile device.

### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



## STEP 6 – Notification Approvals

Approve the notifications sent to your mobile device



### Verify your identity



Approve a request on my Microsoft Authenticator app

123

Use a verification code



Text +X XXXXXXXX02



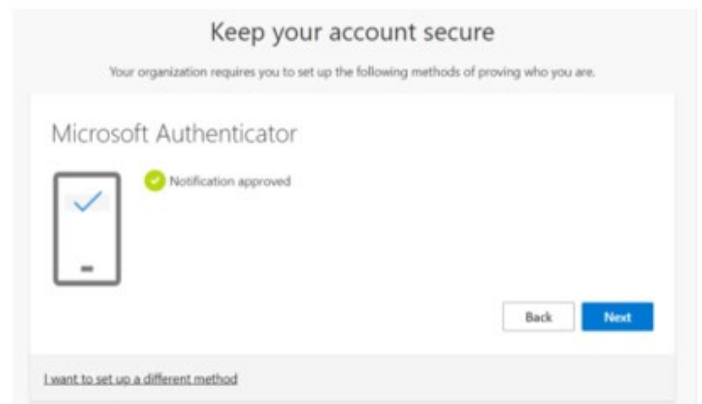
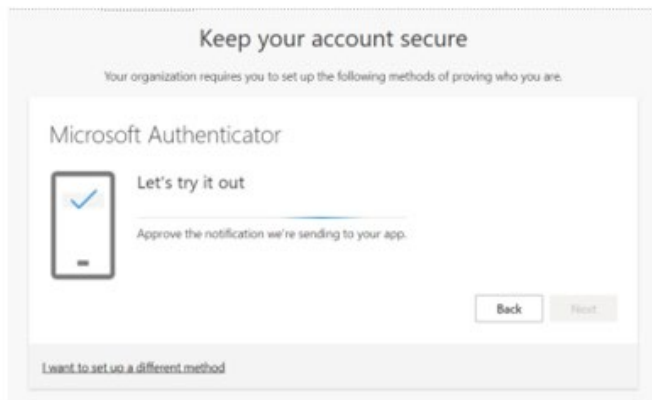
Call +X XXXXXXXX02

[More information](#)

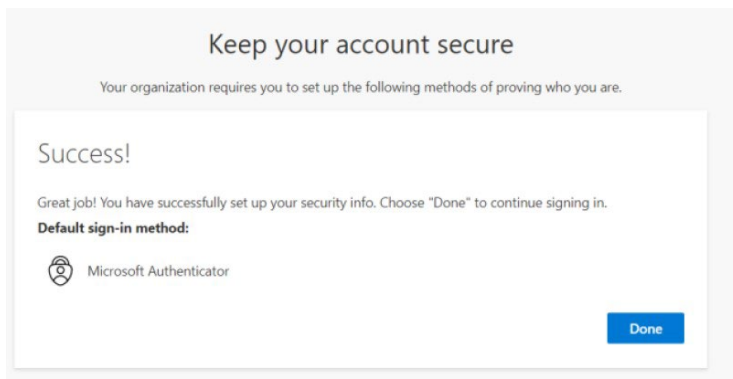
Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

Select “Next” on the following two screens:



Select "Done"



## STEP 7 – Changing Your Default Security Method

Return to your pc where you should be in your Security Info, if not, go to <https://aka.ms/mfasetup>

To the right of **Default sign-in method** select “Change”

Security info

These are the methods you use to sign into your account or reset your password.

**Default sign-in method:** Phone - text +1 1234567890 [Change](#)

+ Add method

Phone	+1 1234567890
Microsoft Authenticator	XX-XXXX

Select “Microsoft Authenticator – notification”

Change default method

Which method would you like to use to sign in?

Microsoft Authenticator - notification

Phone - call +1 1234567890

Phone - text +1 1234567890

Microsoft Authenticator - notification

Authenticator app or hardware token ...

**This or this**

Change default method

Which method would you like to use to sign in?

App based authentication - notification

Phone - call +1 1234567890

Phone - text +1 1234567890

App based authentication - notification

App based authentication or hardware token - code

Select “Confirm”

The default method used for sign-in changes to the Microsoft Authenticator app

**Default sign-in method:** Microsoft Authenticator - notification [Change](#)

## STEP 8 – Changing Your Initial Password

Return to your pc where you should be in your Security Info, if not, go to <https://aka.ms/mfasetup>

In the left menu select “Password” you will be prompted to enter your initial password and create a new password.

Overview

Security info

Devices

Password

Organizations

Settings & Privacy

Recent activity

## Security info

These are the methods you use to sign into your account.

You're using the most advisable sign-in method.

Sign-in method when most advisable is unavailable: Microsoft Authenticator

+ Add sign-in method

Phone

Password

Microsoft Authenticator  
Push multi-factor authentication (MFA)

Email

### Change password

User ID  
@sru.edu

Old password

Create new password

Confirm new password

Submit Cancel