

Quick Links:

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Install the Microsoft Authenticator App

The first step to using the Microsoft Authenticator app is to install it onto your mobile device. There are several ways to install the application:

1. Visit the Apple Store or Google Play and search for "Microsoft Authenticator"
2. Visit <https://aka.ms/getMicrosoftAuthenticator> and follow the instructions
3. Scan the appropriate QR code with your device to open the appropriate store directly to the Authenticator App.



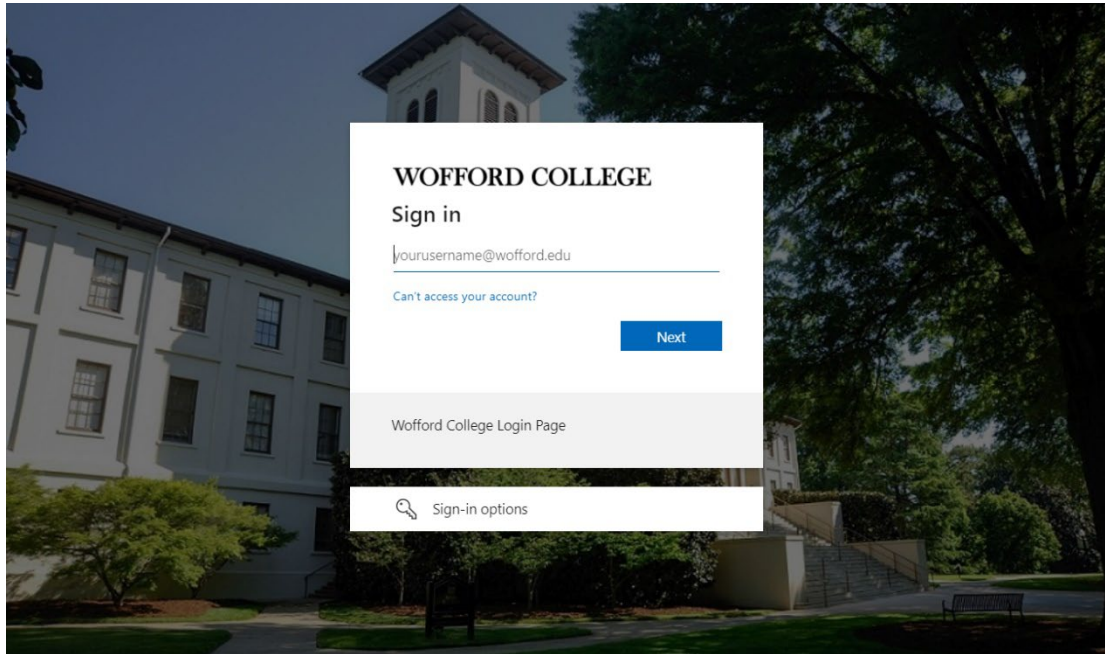
Google Play



App Store

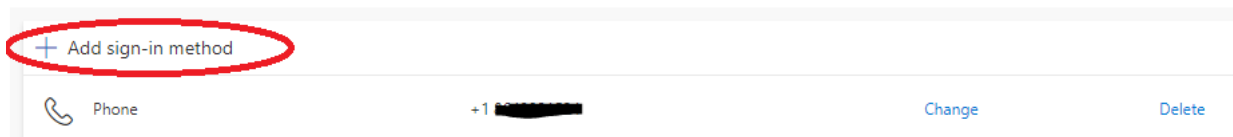
Setup the Microsoft Authenticator App

With the Authenticator App now installed, visit <https://mfa.wofford.edu> and log in with your Wofford Credentials

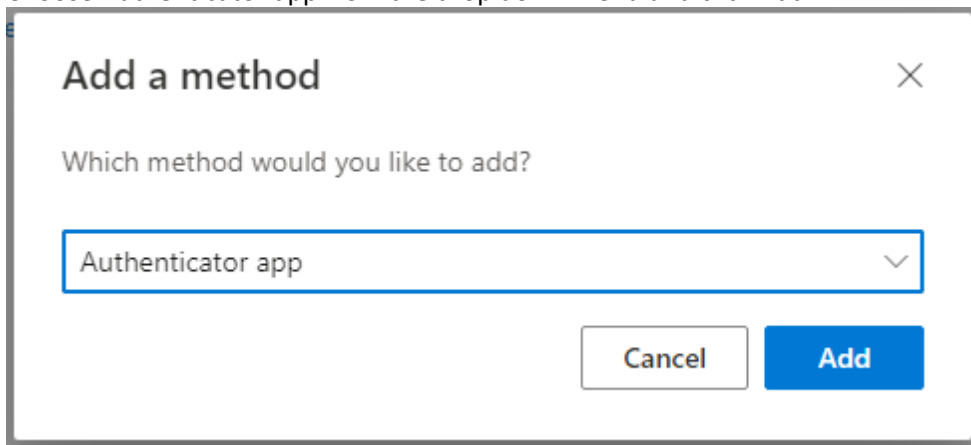


(NOTE: The steps beyond this point need to be done in a timely manner or the web page can timeout as a security measure. It is helpful to have your mobile device ready with the Microsoft Authenticator app open)

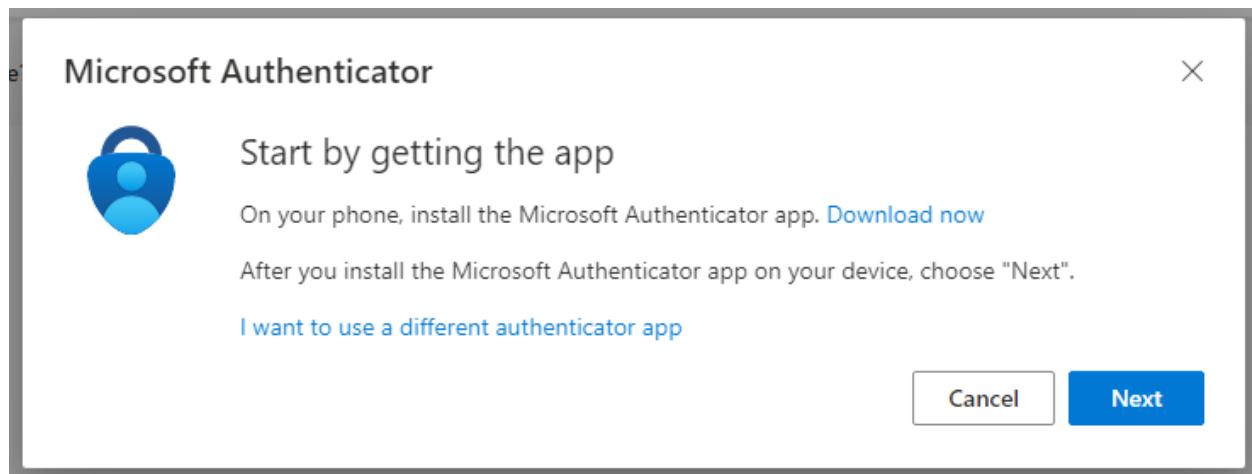
Click "Add sign-in method"



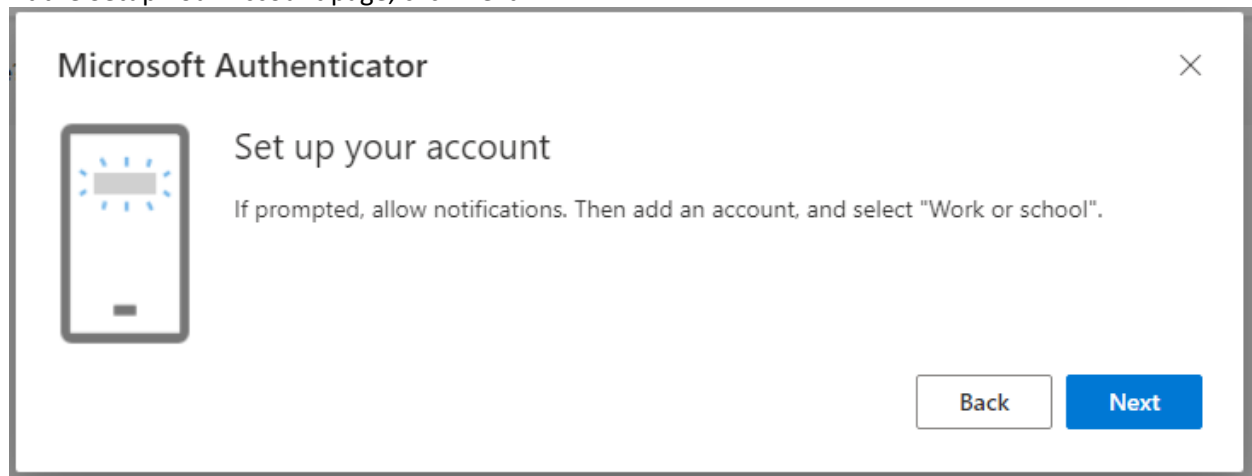
Choose Authenticator app from the drop down menu and click Add



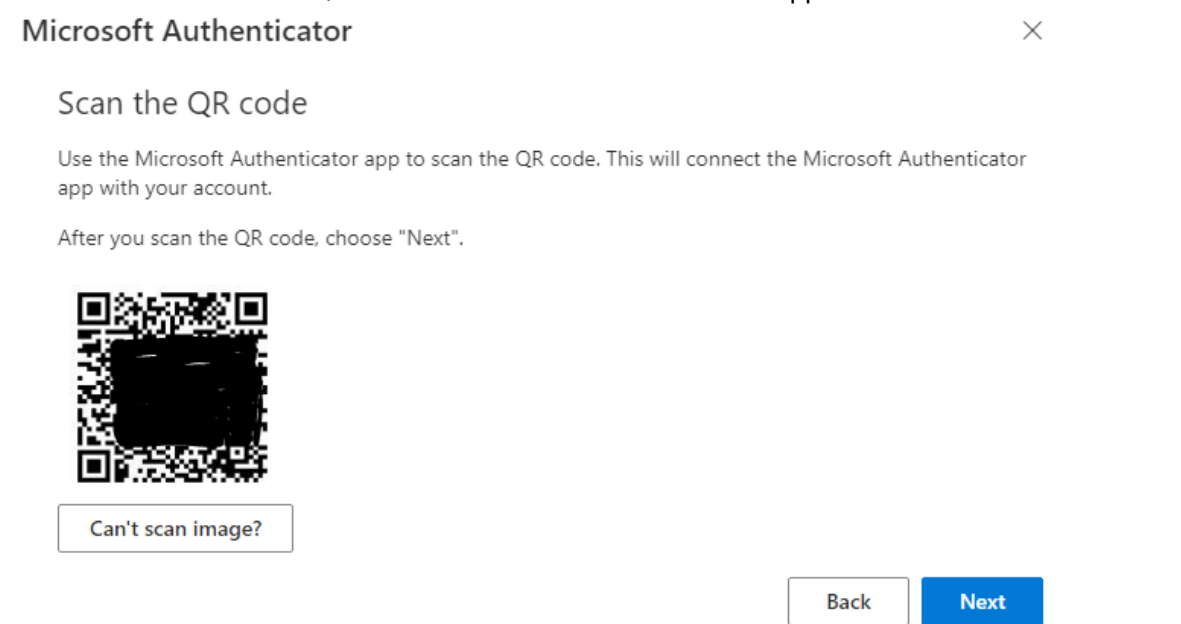
The app should already be installed, click Next



At the Setup Your Account page, click Next



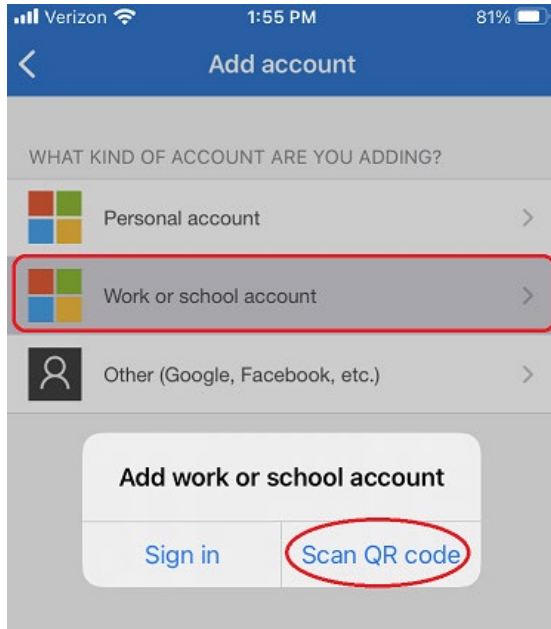
You will now be shown a QR code like below. The Authenticator app will be used to scan this code



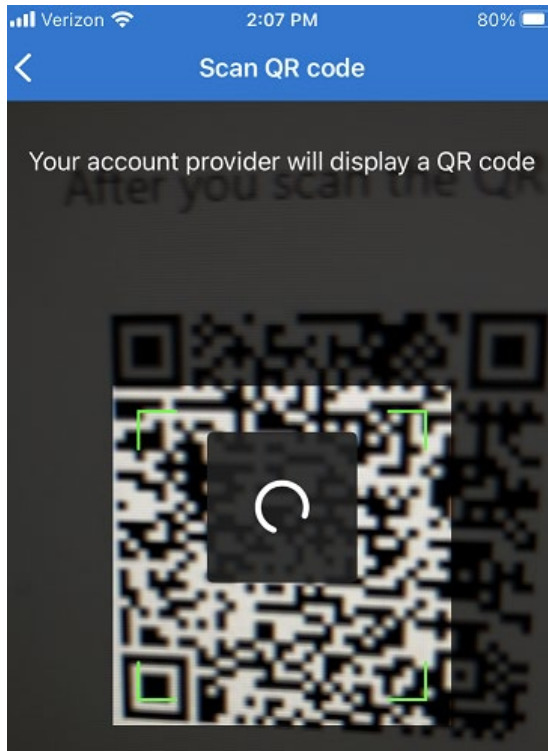
From your mobile device, open the Microsoft Authenticator app and select the "+" in the top right corner



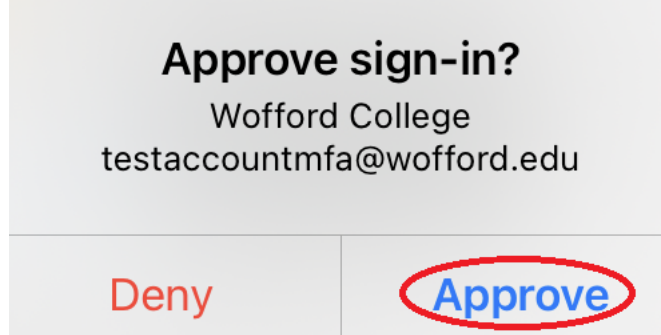
Select "**Work or School account**" and then select "**Scan QR code**"



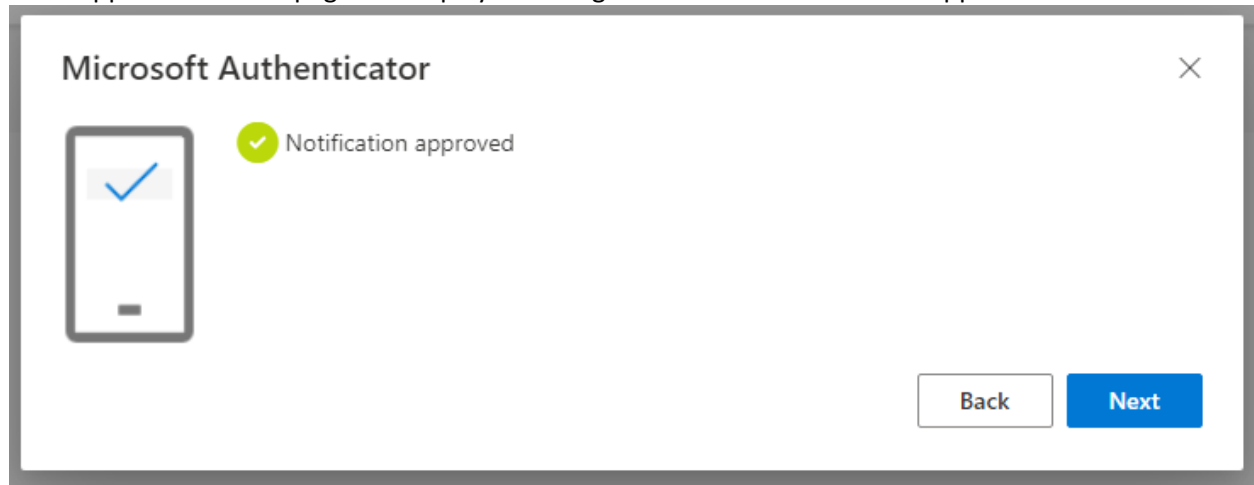
Scan the code with the mobile device camera



The app will then prompt you to Approve the sign-in



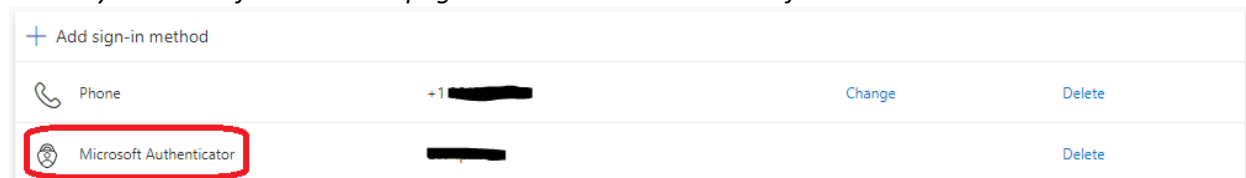
After Approval the web page will display a message that the Notification was approved. Click Next



Now your account will show in the Authenticator app's list



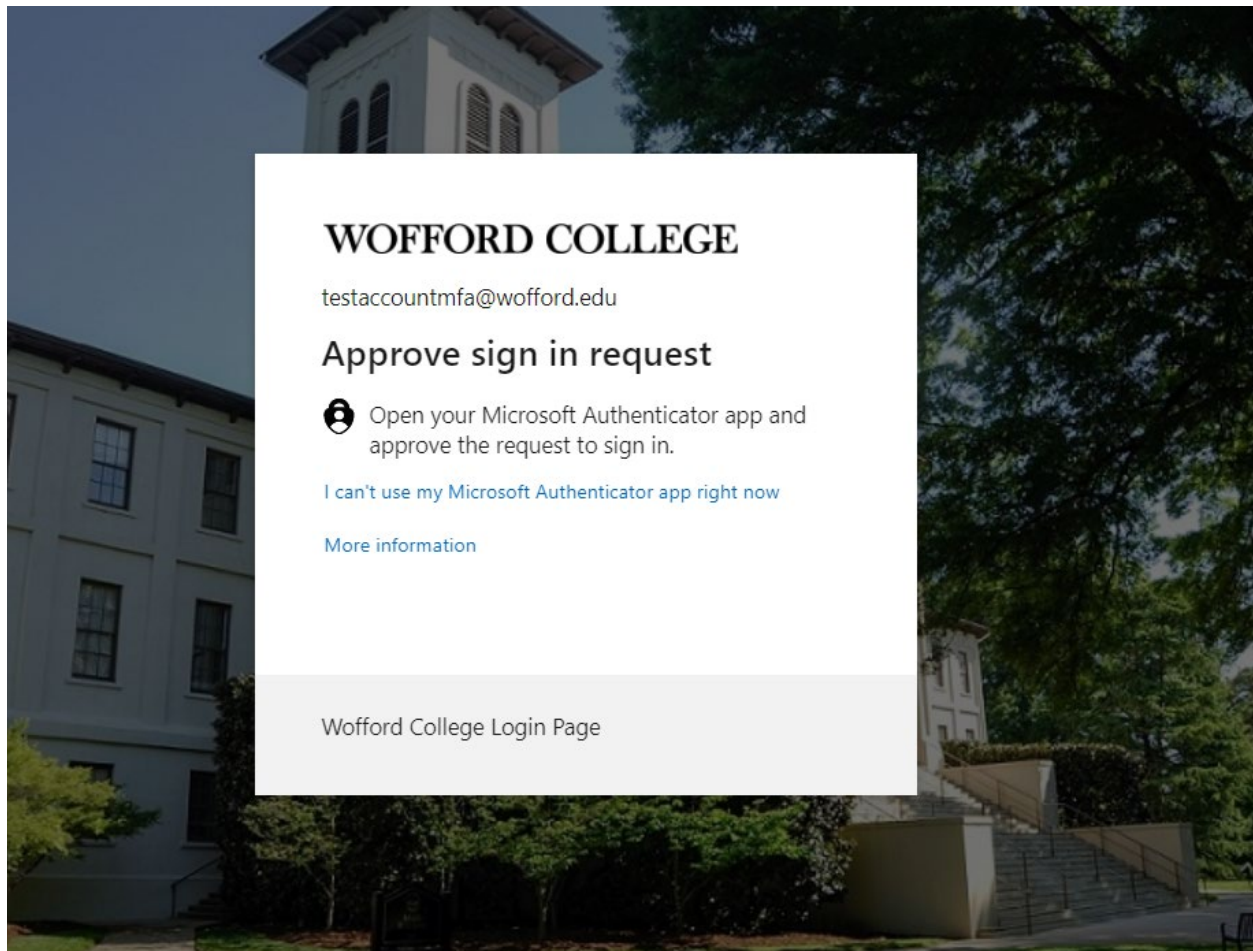
And you should now see the Authenticator App listed as an available sign-in method.
You may need to refresh the web page to view the added Microsoft Authenticator method.



OPTIONAL:

You can set the Authenticator App as the default method to use when you are prompted to Multi-Factor. Follow [these steps](#) to make this change.

You are now ready to use the Authenticator app as a sign-in method. The next time you are prompted to MFA into your account you will be able to use this method.



Approve the sign-in on the Authenticator app and the sign-in process will complete

