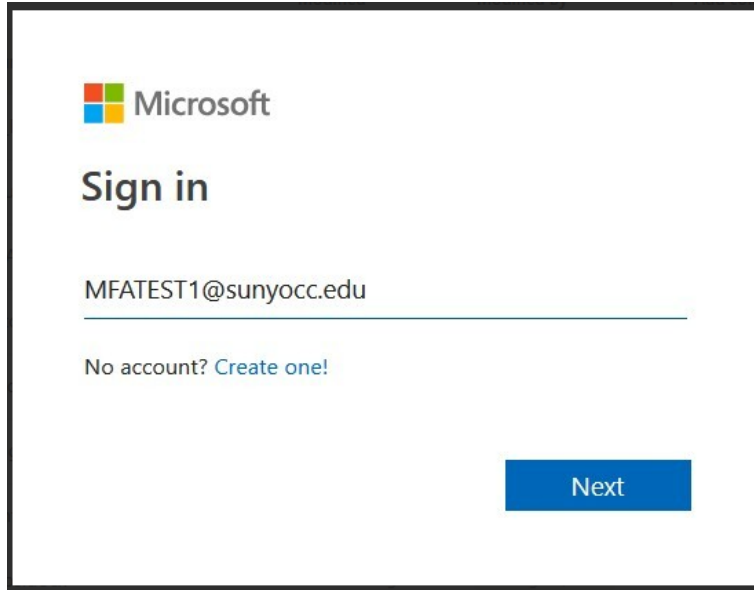


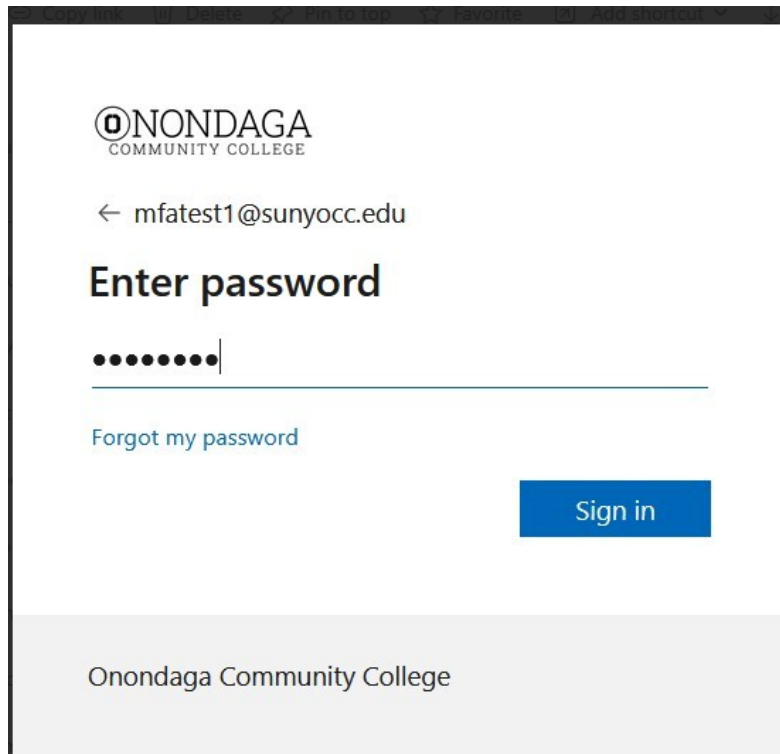
## MFA Setup Guide

1. Navigate to the Microsoft MFA setup page at <https://aka.ms/mfasetup>
2. Sign in using your sunyocc.edu email.



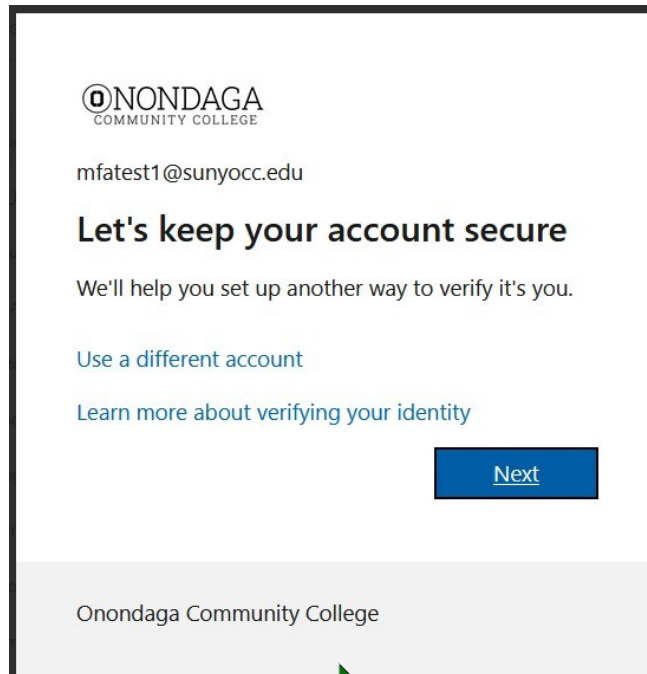
The screenshot shows the Microsoft Sign in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "MFATEST1@sunyocc.edu". Below the input field is a link that says "No account? Create one!". At the bottom right is a blue button labeled "Next".

3. Enter password.

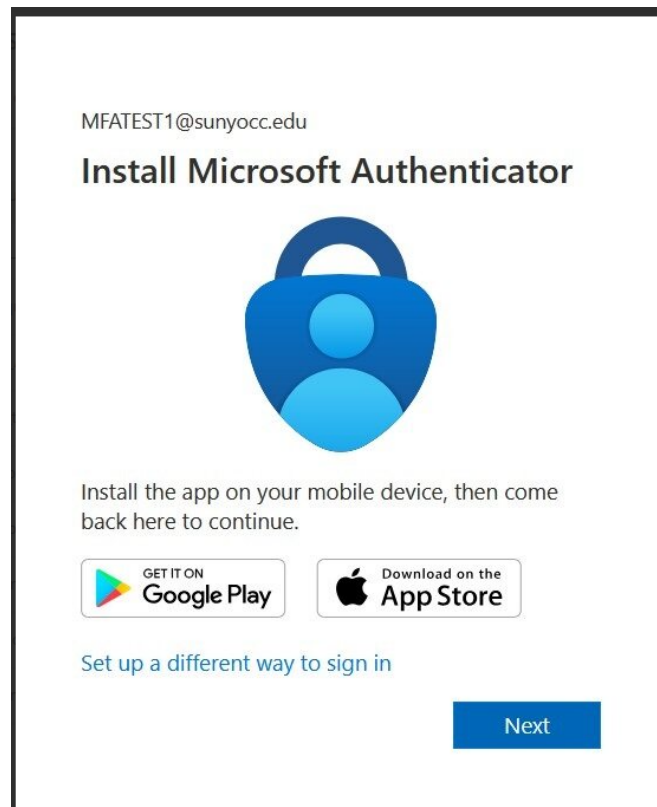


The screenshot shows the Onondaga Community College password entry page. At the top left is the Onondaga Community College logo. Below it is a back arrow and the email address "mfatest1@sunyocc.edu". The main heading is "Enter password". Below this is a password input field with a series of dots and a cursor. Below the input field is a link that says "Forgot my password". At the bottom right is a blue button labeled "Sign in". At the bottom of the page, in a light gray footer, is the text "Onondaga Community College".

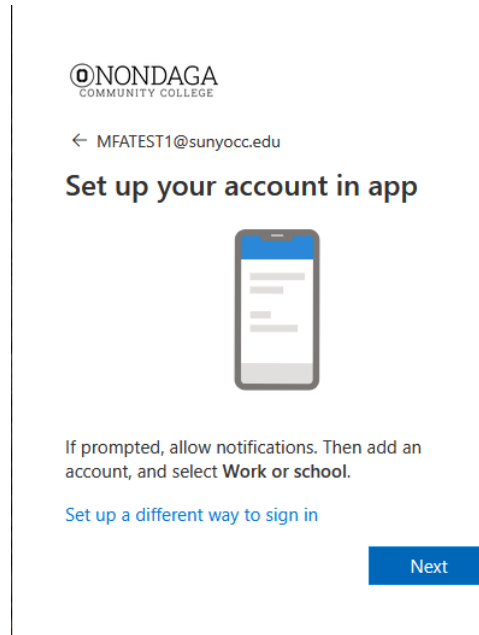
4. Click **Next** on the *Let's keep your account secure* page.



5. Install the Microsoft Authenticator by selecting the link for your device (iOS or Android).  
Click **Next**.

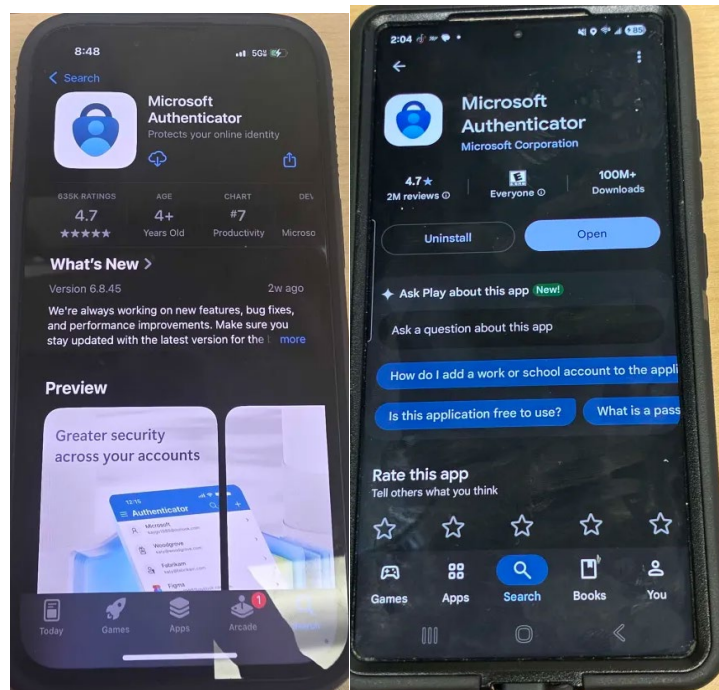


6. On the *Set up your account in app* page, click **Next**.



7. Install Microsoft Authenticator, click **Next**.

- a. Android: Go to Google play store and search for Microsoft Authenticator and tap the Install button.
- b. iOS: Go to Apple app store and search for Microsoft Authenticator then tap the Get button.



8. You should see a scannable QR code on the next page.



← MFATEST1@sunyocc.edu

## Scan the QR code



Use the Microsoft Authenticator app to scan the QR code. This connects the app to your account.

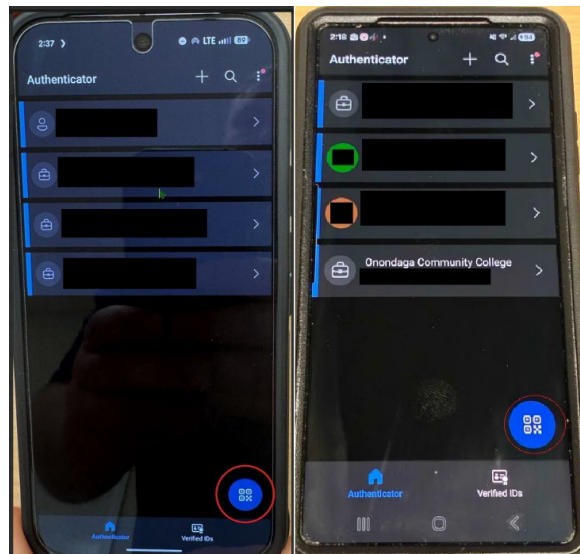
Then come back and select **Next**.

[Can't scan the QR code?](#)

[Set up a different way to sign in](#)

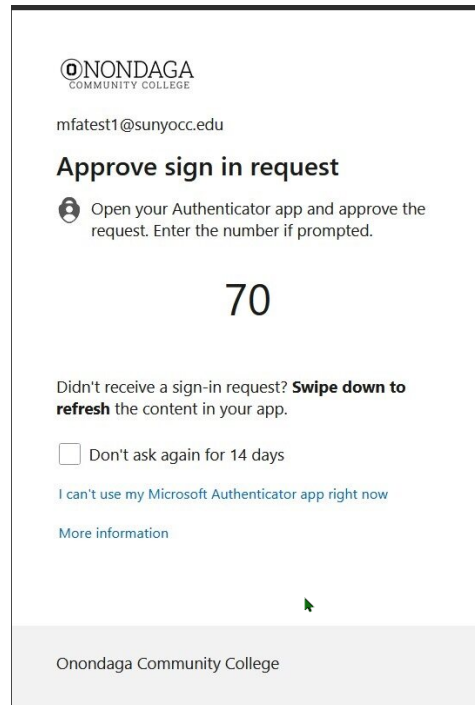
Next

9. On your device, open the Authenticator app.
10. Tap the QR code scanner in the bottom right corner (blue circle).

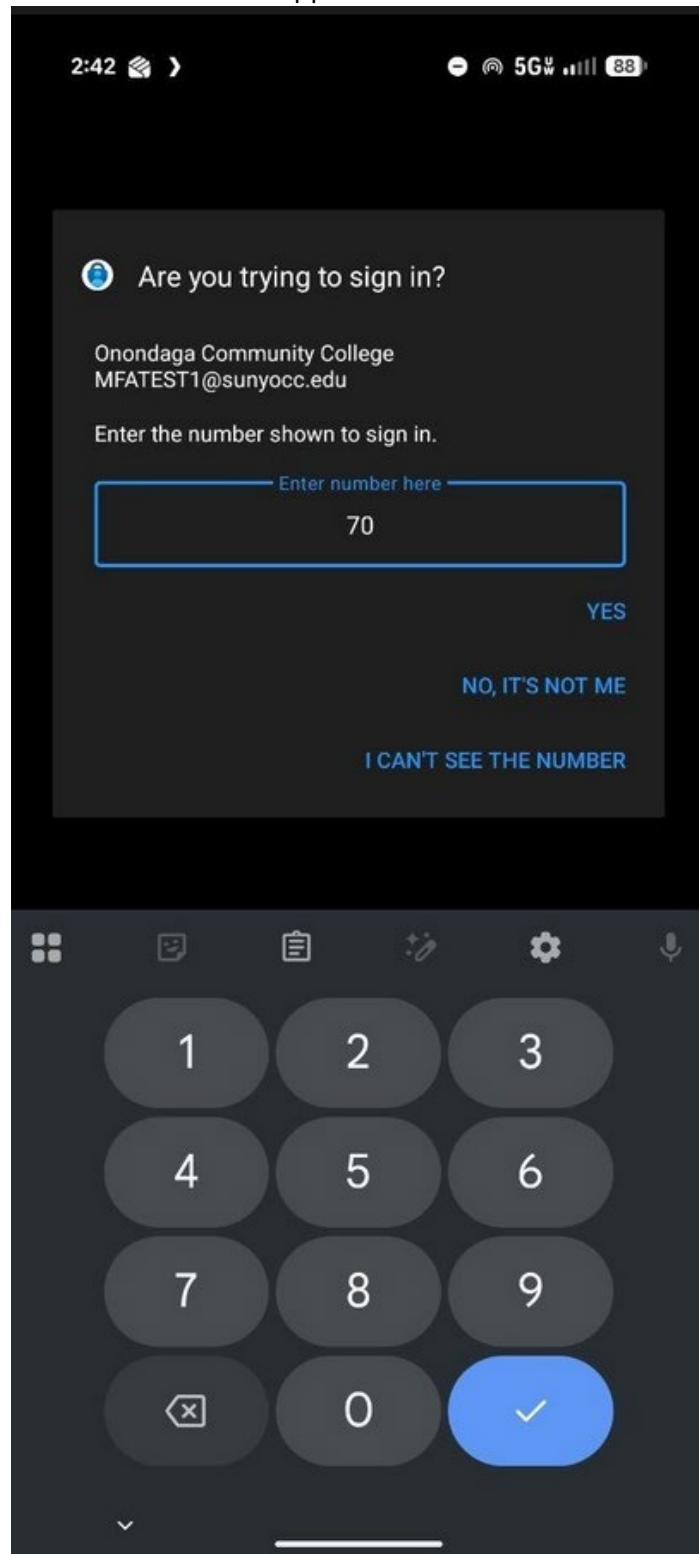


11. Using the device's camera, scan the QR code.

- a. Allow camera access to the Authenticator app.
12. On the computer, click **Next**.
13. On the *Approve sign in request* page, a code will be displayed.

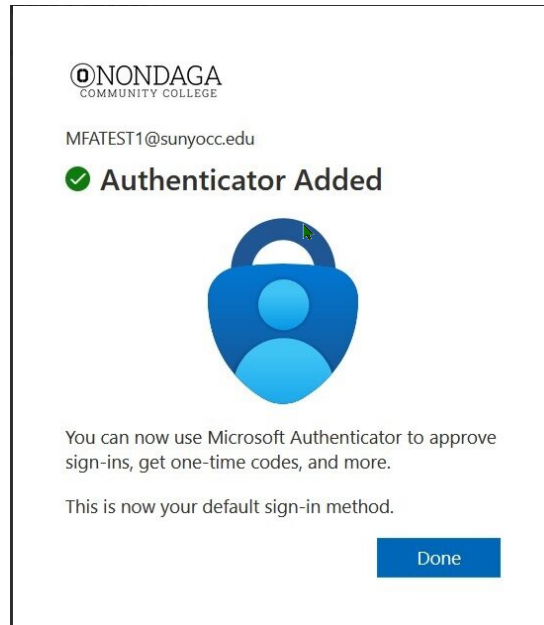


14. Enter the code in the Authenticator app.



15. Tap **Yes**.

16. On the computer, you should see the *Authenticator Added* message.



17. Click **Done**.