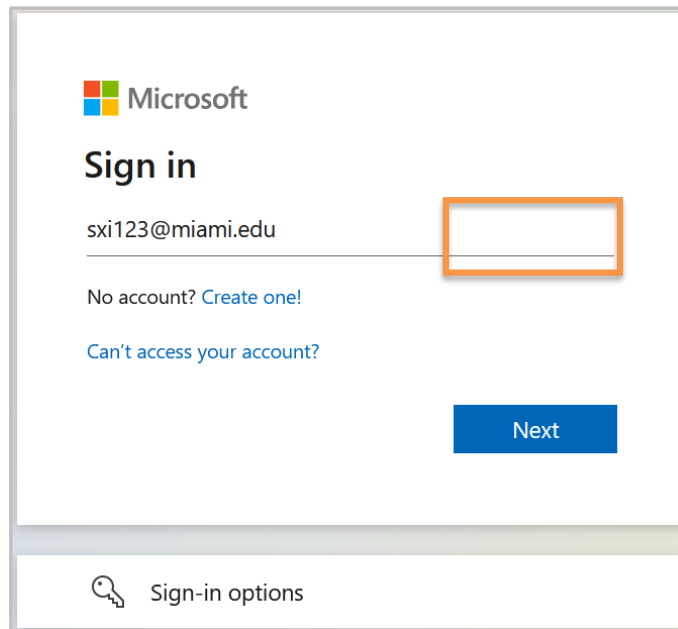


Microsoft Authenticator Enrollment Guide: Existing Duo Users Transitioning to Microsoft Authenticator

Quick Links – Access to Enrollment Instructions to:
[Enroll in Microsoft Authenticator](#) – [Add a New Device](#)

Instructions to Enroll in Microsoft Authenticator

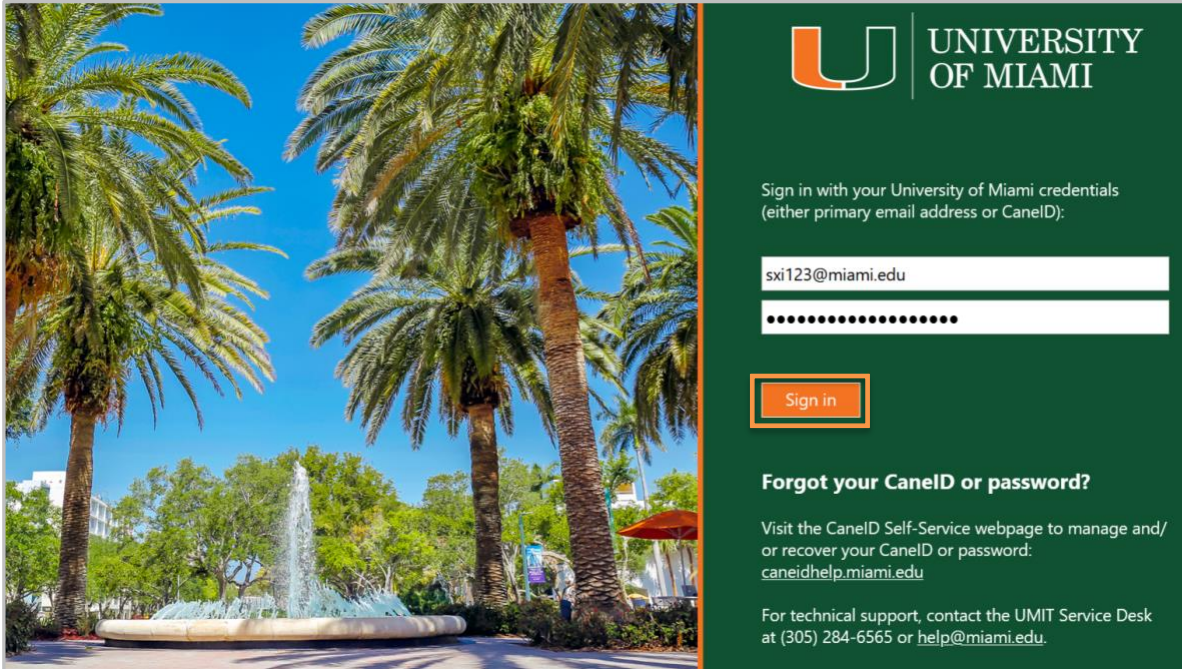
1. To start the self-enrollment process, visit it.miami.edu/enroll-authenticator and enter your University of Miami your CaneID @miami.edu address, then click “Next.”



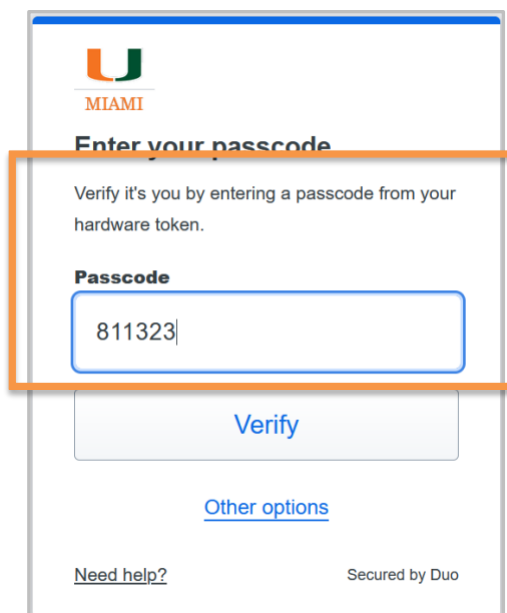
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. The email address "sxi123@miami.edu" is entered in the text box. To the right of the text box is a blue button with the text "Next". Below the text box, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom left, there is a key icon and the text "Sign-in options".

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2. Once you are redirected to University of Miami Single Sign-On (UM SSO), enter your password and then click “**Sign in.**”

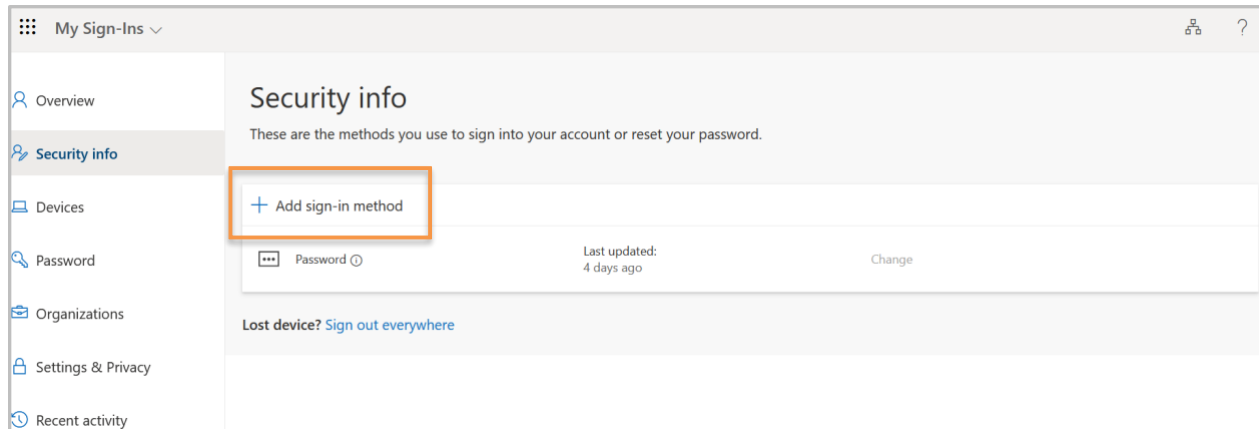


3. Follow the prompts to authenticate with Duo.
Note: The passcode below is an example only.

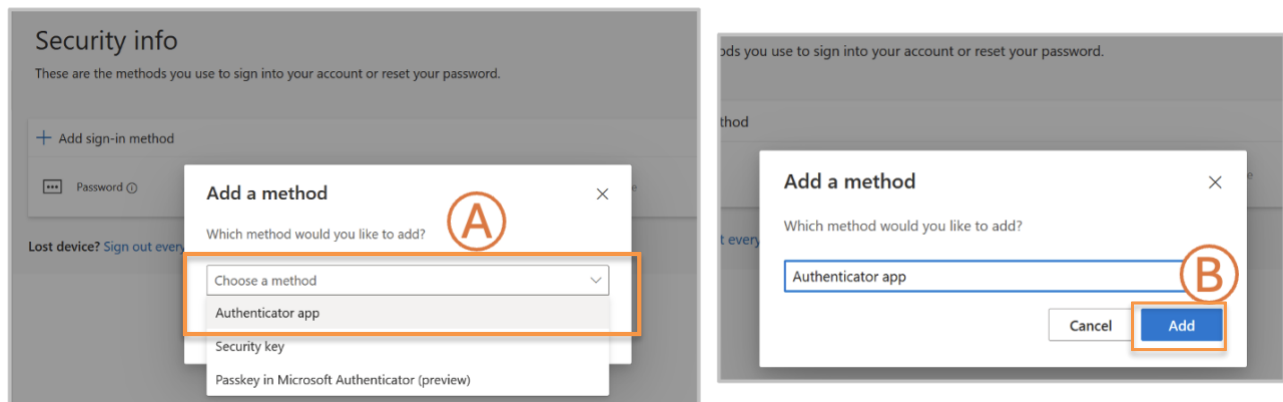


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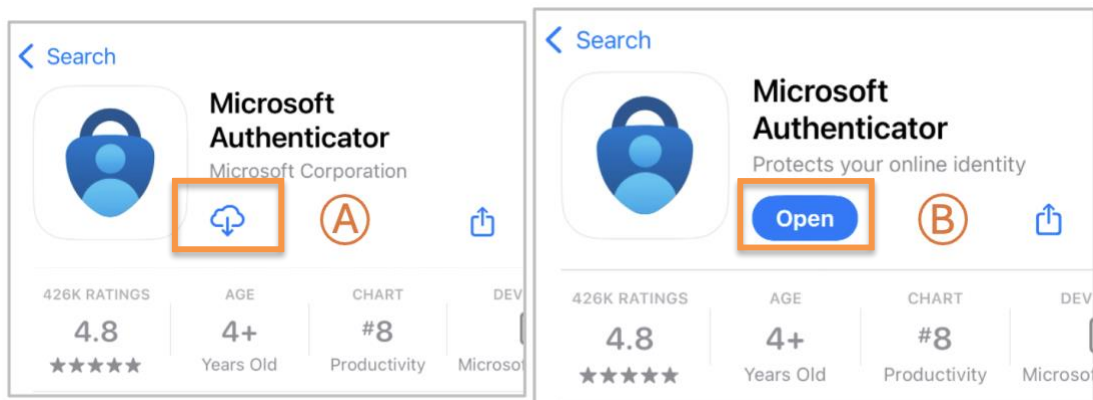
4. Select “Add sign-in method.”



5. In the *Add a Method* pop-up window, (A) select “Authenticator app” from the drop-down menu and then (B) click “Add.”

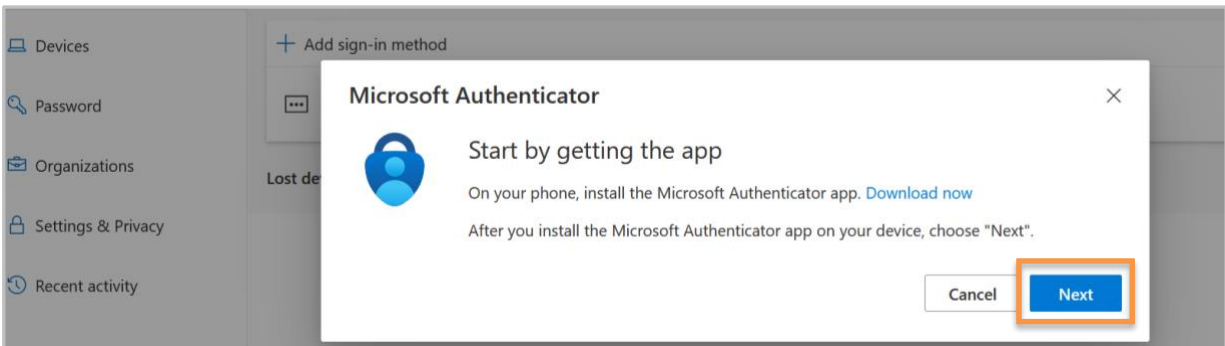


6. Search for “Microsoft Authenticator” in your mobile app store, (A) click the download button to install it, then (B) click “Open” to launch the app.

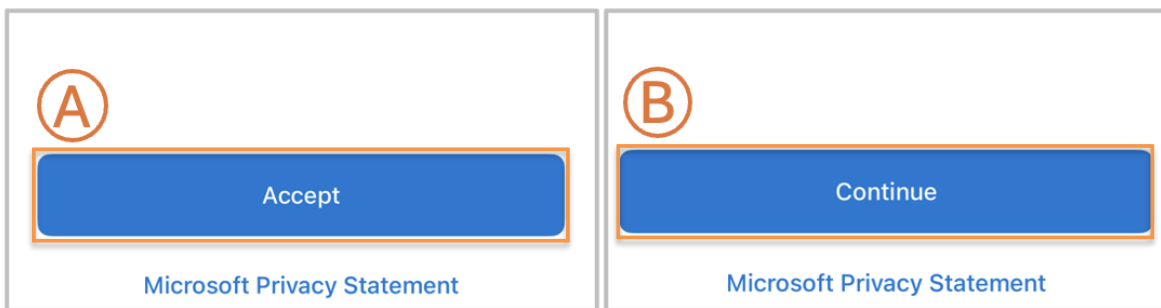


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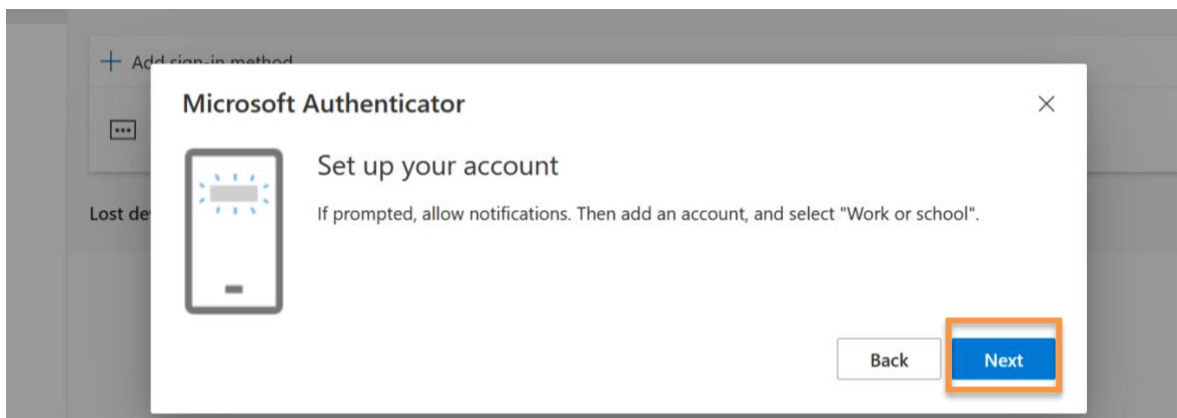
7. Once the *Microsoft Authenticator* app has been downloaded on your mobile device, click “**Next**” on your desktop computer.



8. *Microsoft Authenticator* app will prompt you to (A) select “**Accept**” to allow diagnostic data collection. When done, (B) click “**Continue**.”

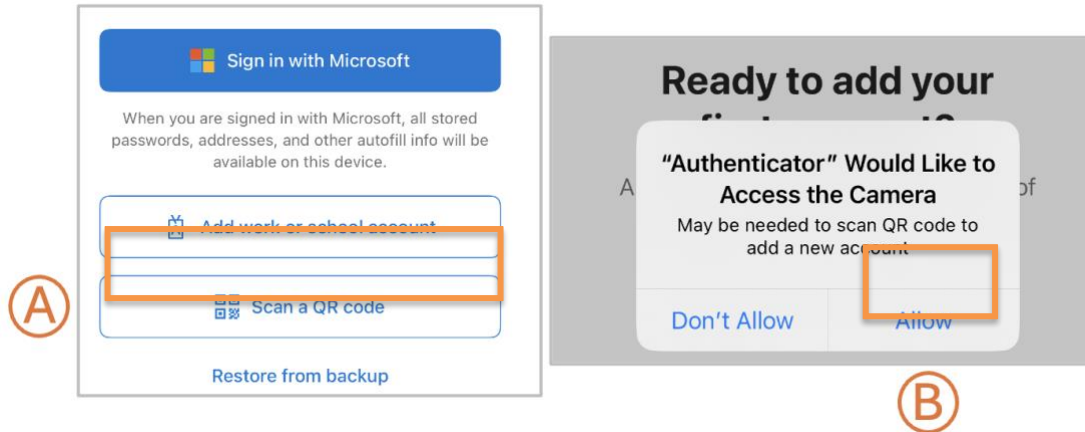


9. Follow the prompts on your mobile device to configure your Microsoft Authenticator app settings, then click “**Next**” on your desktop computer.



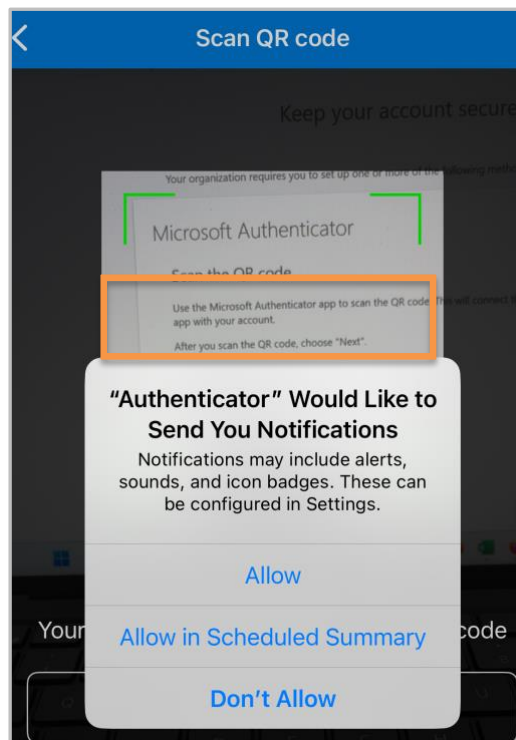
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10. From the Microsoft Authenticator app, select “**Scan a QR code**” and then select “**Allow**.”



11. Within the app, select “**Allow**” to ensure you can receive authentication prompts, then proceed with scanning the QR code.

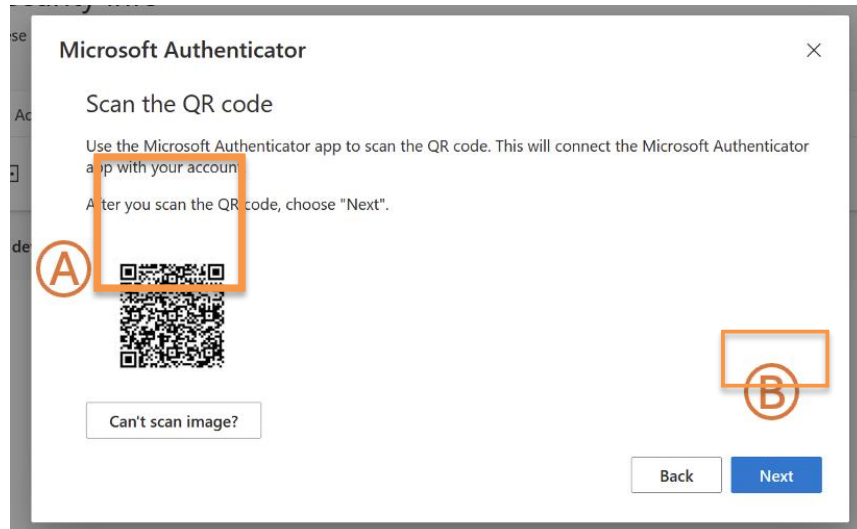
12. From the *Microsoft* scan the desktop QR built-in scanner and “**Next**.”
below is an example



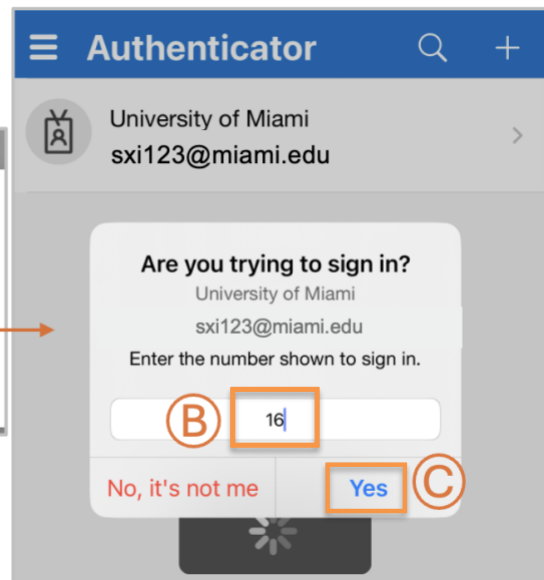
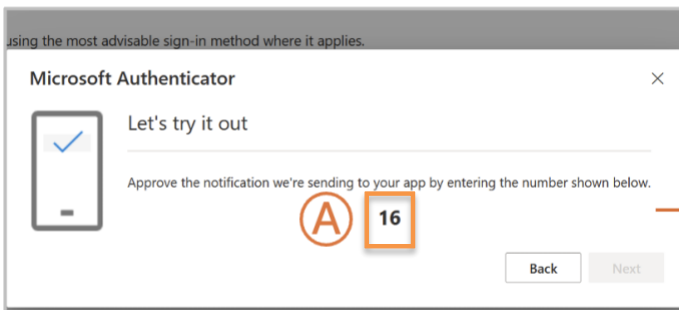
Authenticator app (A) code with the app’s once complete, (B) click Note: The QR code only.

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13. (A) Enter
shown
desktop
screen

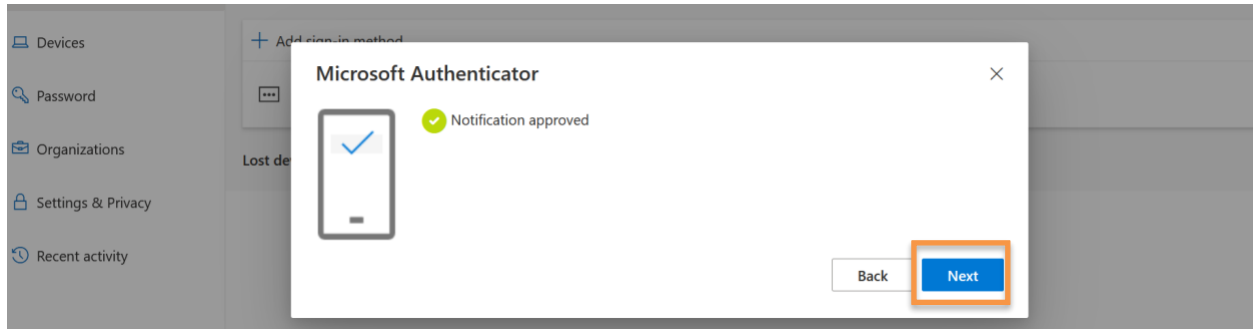


the number
on your
computer
screen
into the (B) *Microsoft Authenticator* app on your mobile device and (C) select "Yes."



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14. After the notification is successfully approved, click “Next” on your desktop computer.



Note: It may take up to 48 hours for your Microsoft Authenticator device enrollment to be completed. In the meantime, you can continue to authenticate using Duo. Once the enrollment process is complete, you can log in to University of Miami systems and applications using Microsoft Authenticator.

Instructions to Add a New Device

If you would like to add a hardware token as an additional authentication method, please visit one of the convenient locations listed below and an IT specialist will enroll the hardware token in your Microsoft Authenticator account:

Coral Gables campus: Student Technology Help Desk (STHD)

- Open Monday-Friday, 9 a.m.-5 p.m.
- Location: Richter Library, 3rd Floor, Room 325
- Email: sthd@miami.edu
- Call: 305-284-8887

Marine campus: RSMAES Computing Facility

- Open Monday-Friday, 9 a.m.-5 p.m.
- Email: rcf-support@earth.miami.edu
- Call: 305-421-4028

Medical/UHealth campus: 1501 Building

- Open Monday-Friday, 8 a.m.- 5 p.m.
- Location: 1501 NW 9 Ave, Suite 101G, Miami, FL 33136