Microsoft Authenticator Enrollment Guide:
Duo User Enrolling in Microsoft Authenticator

Enroll in Microsoft Authenticator for Android Devices (Smartphone/Tablet)

STEP 1

- Visit **it.miami.edu/enroll-authenticator** from your desktop computer.
- You will be asked to sign in to Microsoft.
- Enter your University of Miami Login ID*, then click "**Next**."

Note: *If you don't know your Login ID, visit CaneID Self-Service at caneid.miami.edu and click the "Login ID" banner to view your information. You can use your CaneID to log in and access this information on the CaneID Self-Service page.*
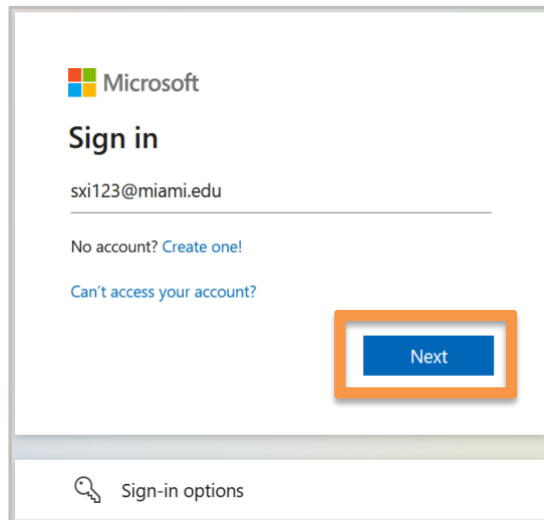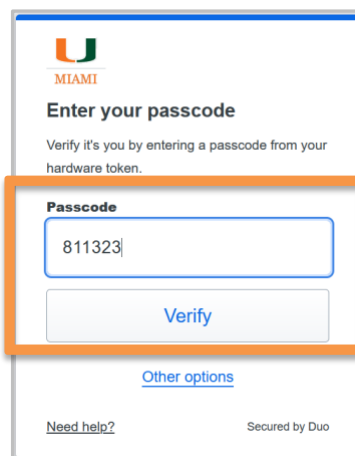

STEP 2

- Once you are redirected to University of Miami-branded sign in screen, enter your password and then click "**Sign in**."
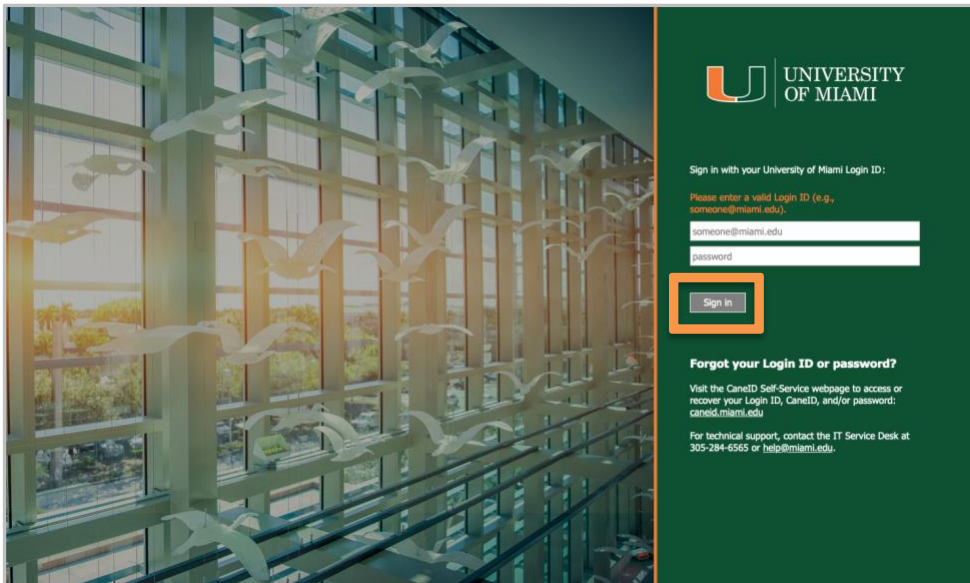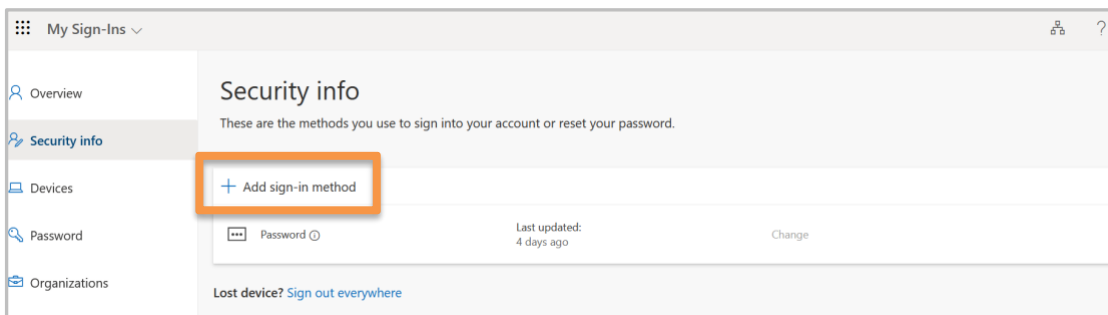

STEP 3

- Follow the prompts to authenticate with Duo.
  <u>Note</u>: The passcode below is an example only.

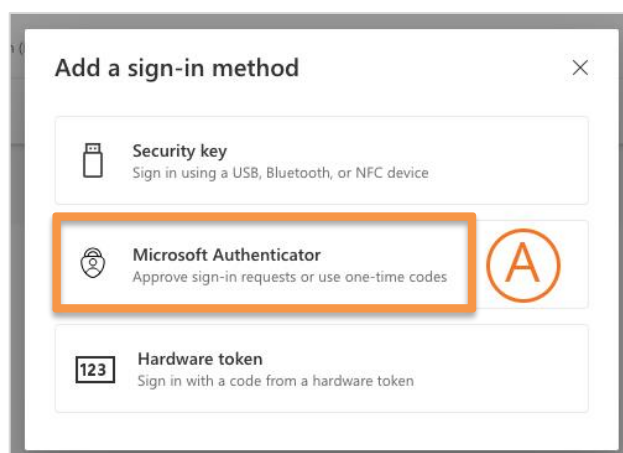**EXAMPLE PASSCODE ONLY – USE THE PASSCODE VISIBLE ON YOUR COMPUTER SCREEN**

STEP 4

- Select "**+ Add sign-in method**."

STEP 5

- In the pop-up window, select **(A)** "**Microsoft Authenticator**" from the list.

STEP 6

- To download* the Microsoft Authenticator app, grab your mobile device. Use the camera to **scan the QR code below** and visit the Google Play Store. If you can't scan the QR code, search for "Microsoft Authenticator" within the Google Play Store.

  *Note: If you already have the Microsoft Authenticator app installed on your mobile device, **skip this step**. Simply open the Microsoft Authenticator app and continue to the next step.

  > *Important:* **Enable notifications** from the Microsoft Authenticator app on your mobile device. This will ensure (a) you are able to successfully enroll in Microsoft Authenticator, and (b) you receive future authentication approval notifications.
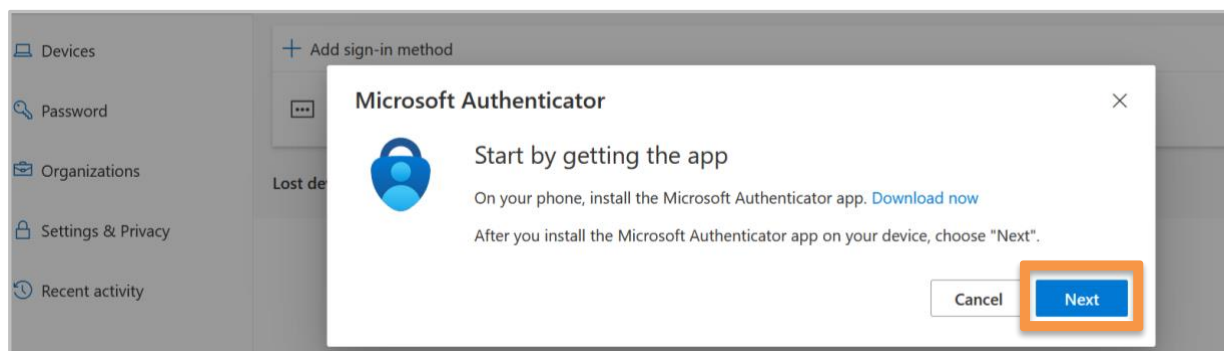

- Download the Microsoft Authenticator app by following these steps:
  - **A.** Tap the **download button.**
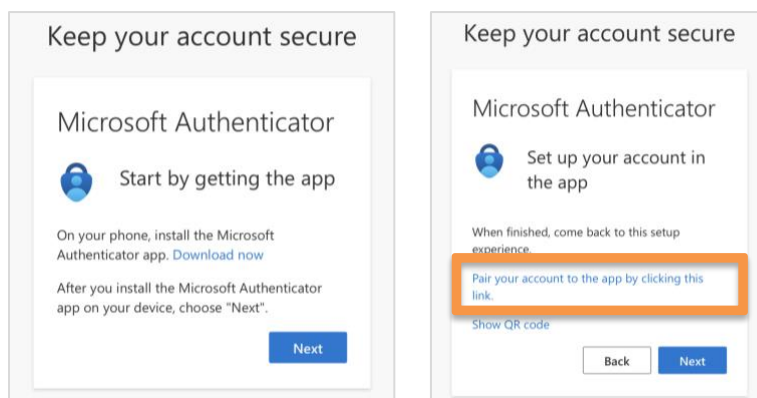 - **B.** Select "**Open**" to launch the app.
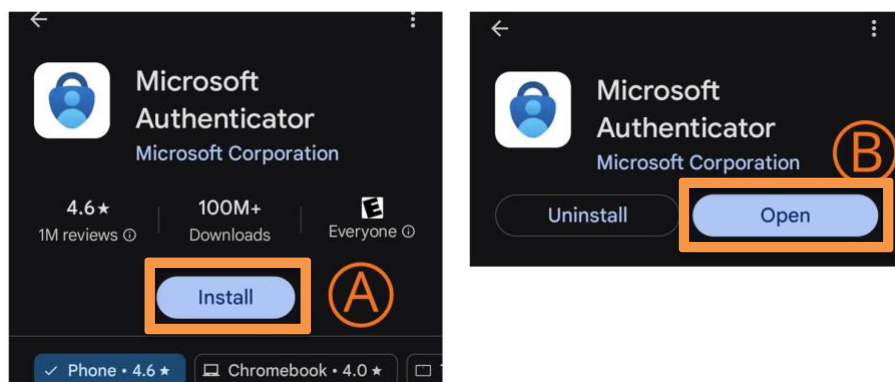
STEP 7

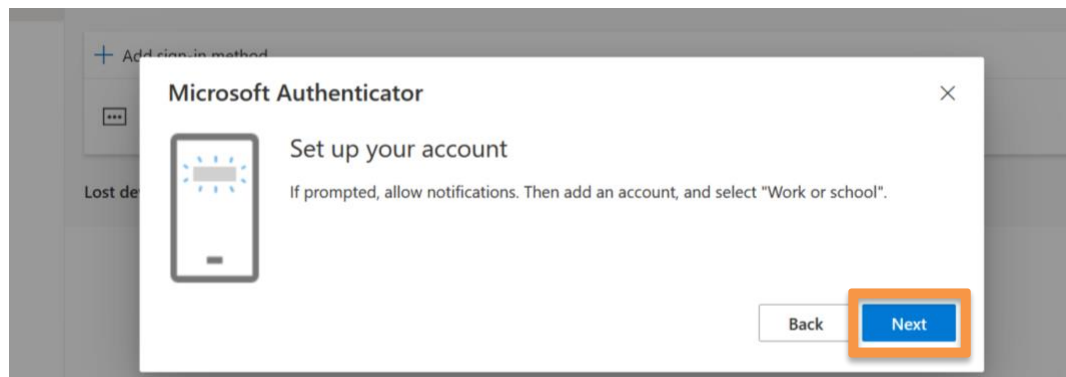- Return to your computer screen* and click "**Next.**"

*Note: If you are enrolling via your mobile device only, click "**Pair your account to the app by clicking this link**." on your mobile device, and then continue the enrollment process.
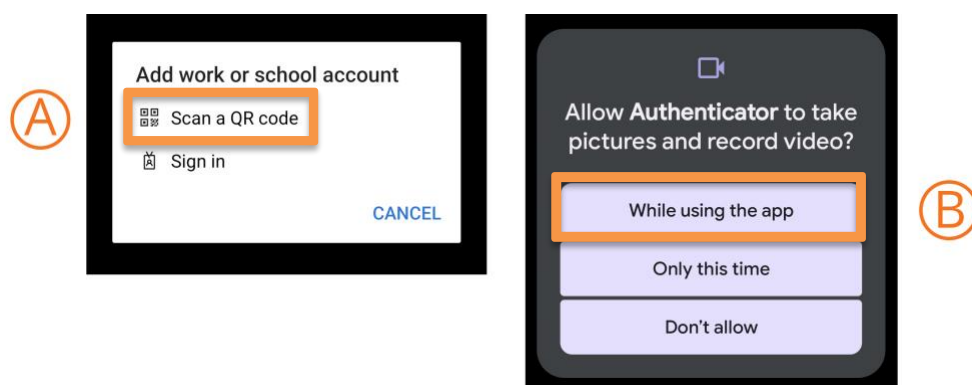

STEP 8

- Click "**Next**" on your computer screen.

STEP 9

- Open the Microsoft Authenticator app on your phone:
  - **A.** Choose **"Scan a QR code"**
 - **B.** Select **"While using the app."**
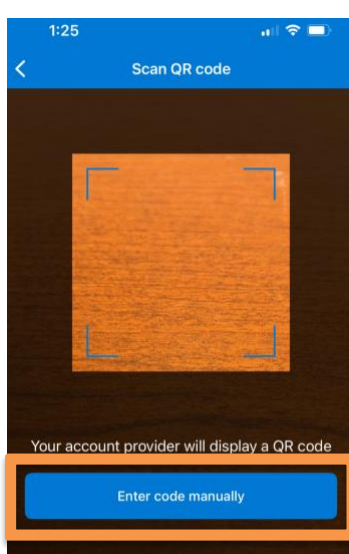

STEP 10

- Select **"Allow"** notifications on your mobile device when asked.

STEP 11

- In the Microsoft Authenticator app:
  - **A.** Use the Microsoft Authenticator **app's built-in scanner** to **scan the QR code** shown on your computer screen.
    - *Note*: If you are enrolling via your mobile device only, click "**Pair your account to the app by clicking this link**" on your mobile device, and then continue the enrollment process.
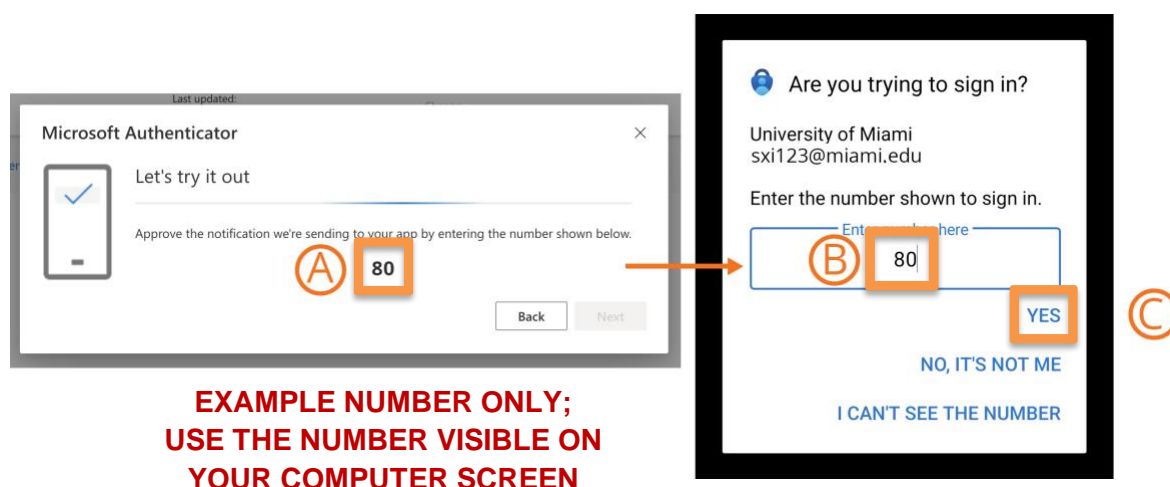 - **B.** Click "**Next**."
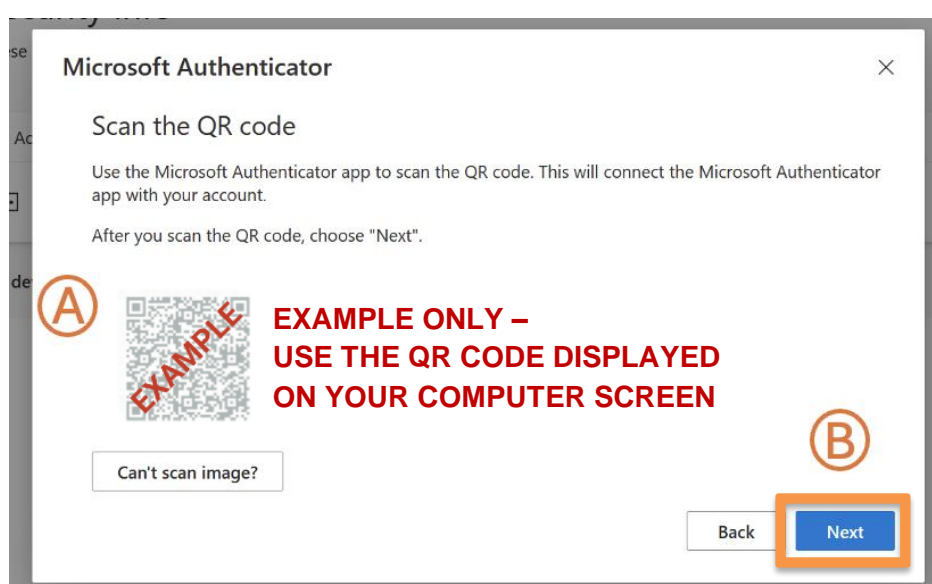
- If unable to scan the QR code with the app's built-in scanner, select the option to **Enter code manually.**
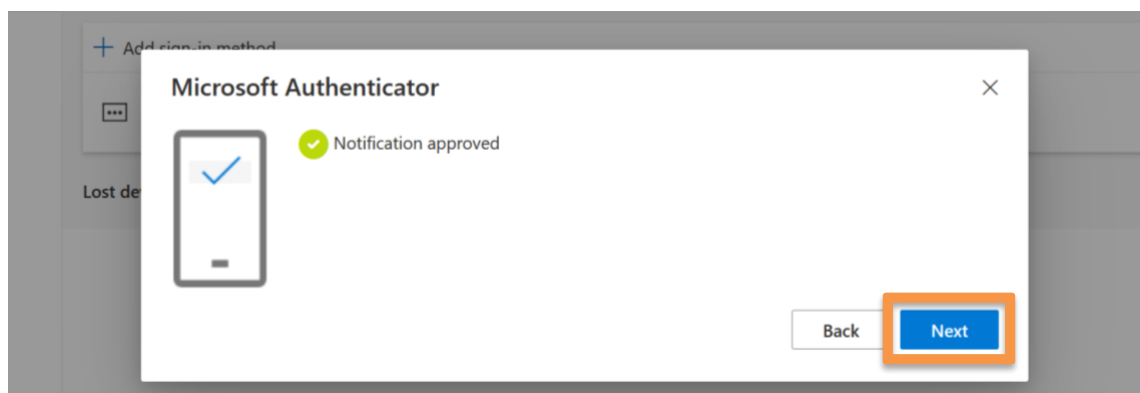

STEP 12

- Follow the prompts:
  - **A.** Look at number displayed on the computer screen.
  - **B.** Enter number into the Microsoft Authenticator mobile app.
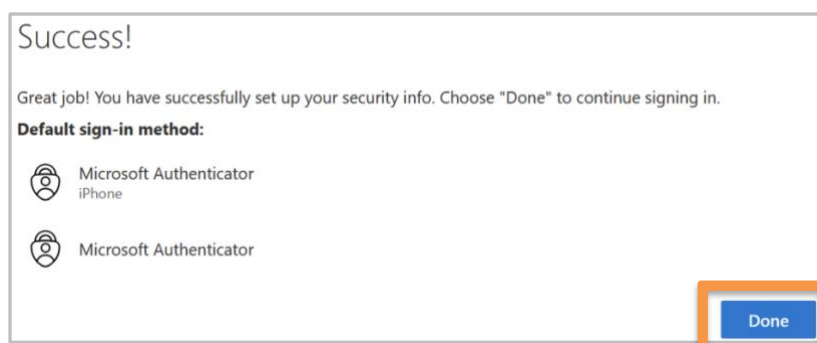 - **C.** Select "**Yes**" to complete.

**EXAMPLE NUMBER ONLY;
USE THE NUMBER VISIBLE ON
YOUR COMPUTER SCREEN**

STEP 13

- Select "**Next**" on your computer.

- In the *Success!* pop up, select "**Done**."

You're all set! You can now continue via your internet browser to log in to University of Miami applications.

After enrolling, you will be prompted to use Microsoft Authenticator (instead of Duo) **within 24 hours**. In the meantime, you will continue to authenticate using Duo to ensure uninterrupted access to University systems.

Add Another Device

To add another device, visit it.miami.edu/enroll-authenticator, select "+ Add sign-in method," and follow the prompts to add another device. You can enroll **up to two devices** for MFA.
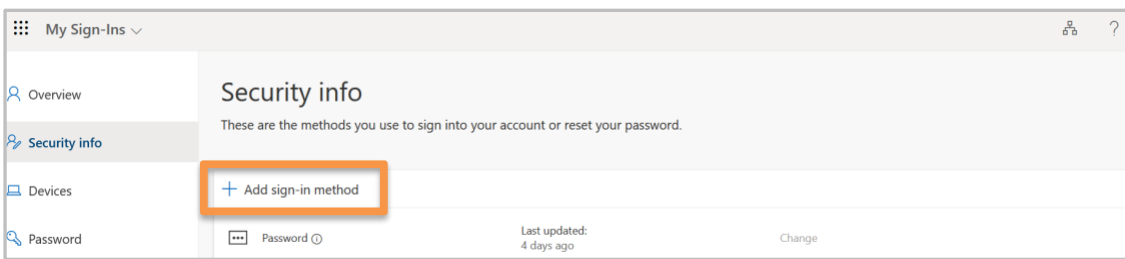
Technical Support

For technical support, please contact the IT Service Desk – Coral Gables/Marine: 305-284-6565 or help@miami.edu; UHealth/MSOM: 305-243-5999 or help@med.miami.edu.