

Microsoft Authenticator Enrollment Guide: New Enrollment in Microsoft Authenticator

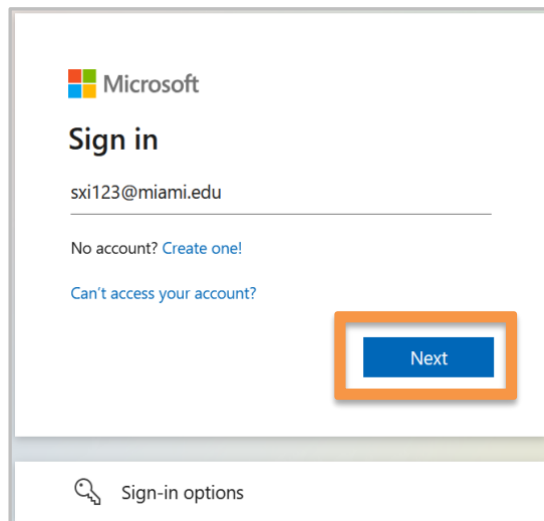


Enroll in Microsoft Authenticator for Android Devices (Smartphone/Tablet)

STEP 1

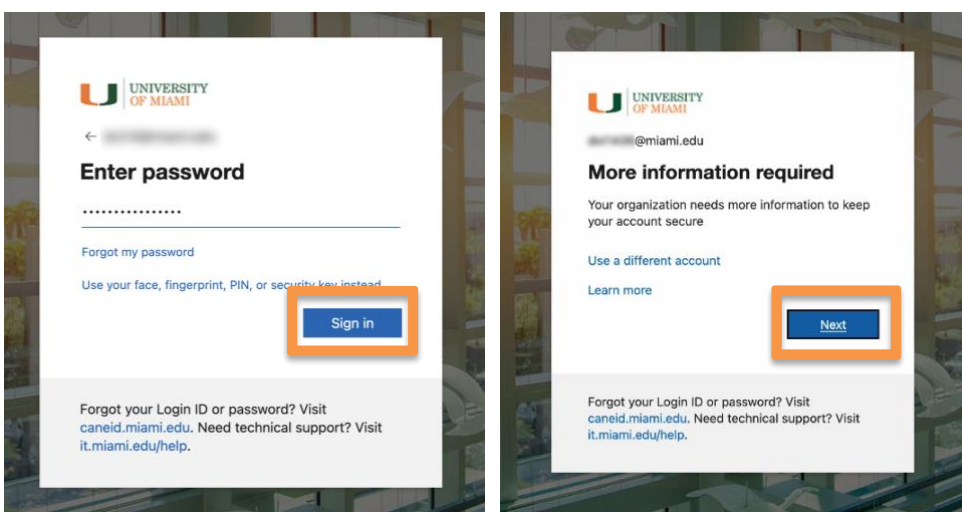
- Visit it.miami.edu/enroll-authenticator from your desktop computer.
- You will be asked to sign in to Microsoft.
- Enter your **University of Miami Login ID***, then click **“Next.”**

**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

- Enter your **password**, and then click **“Sign in.”**
- A notice will display that more information is required. Click **“Next.”**



STEP 3

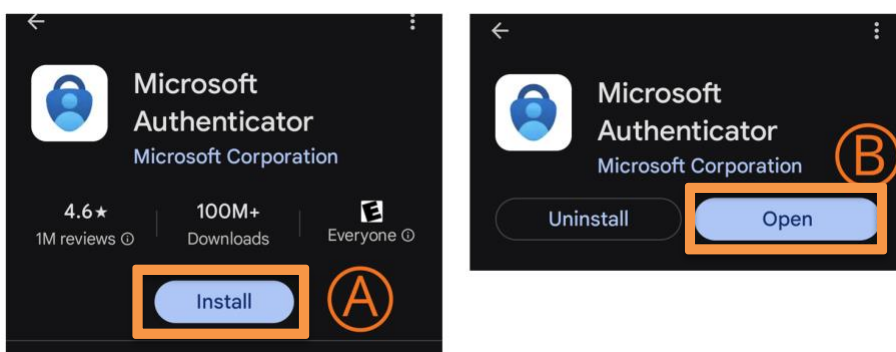
- To download* the Microsoft Authenticator app, grab your mobile device. Use the camera to **scan the QR code below** and visit the [Google Play Store](https://play.google.com/store/apps/details?id=com.azure.authenticator). If you can't scan the QR code, search for “Microsoft Authenticator” within the 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.

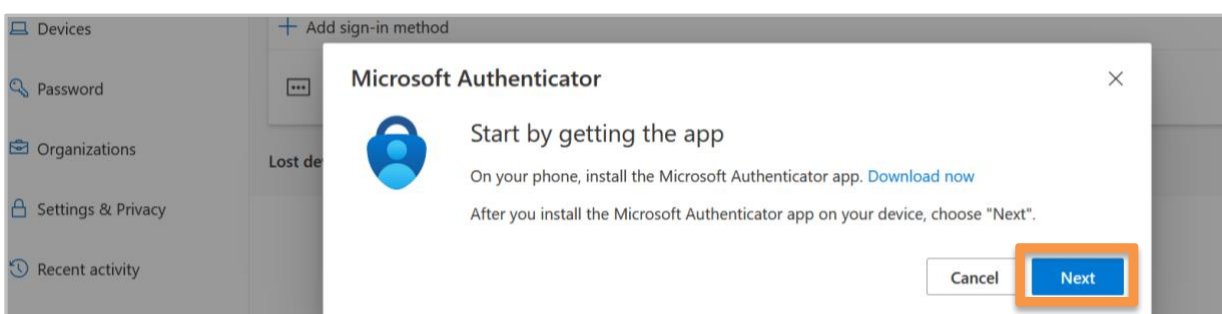


- Download the Microsoft Authenticator app by following these steps:
 - A. Tap the **download button**.
 - B. Select **“Open”** to launch the app.

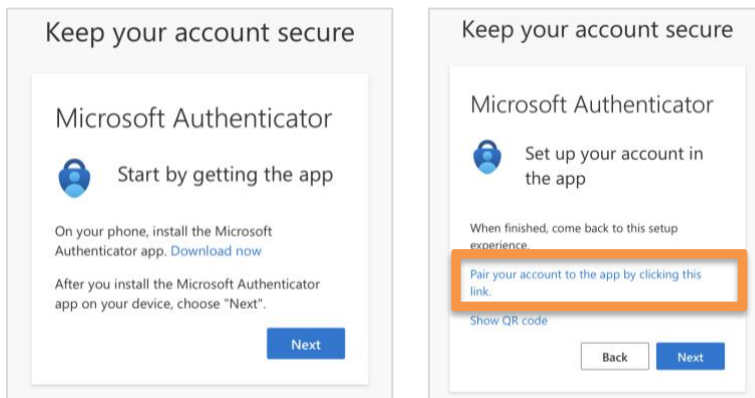


STEP 4

- Return to your computer screen* and click **“Next.”**

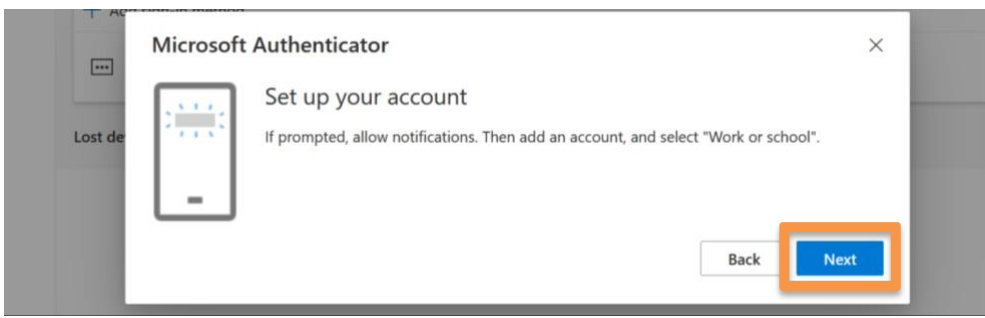


Note: If you are enrolling via your mobile device only, click **“Pair your account to the app by clicking this link.” on your mobile device, and then continue the enrollment process.*



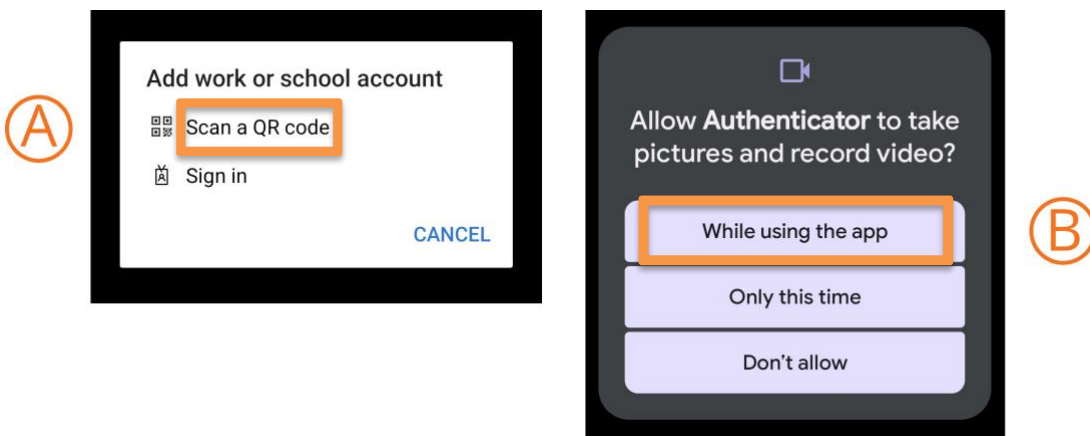
STEP 5

- Click **“Next”** on your computer screen.



STEP 6

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

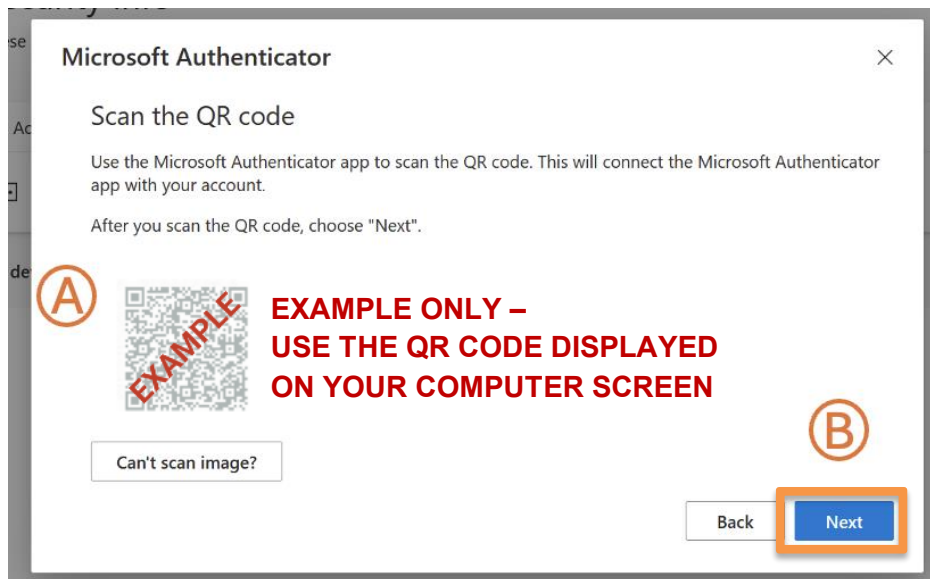


STEP 7

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

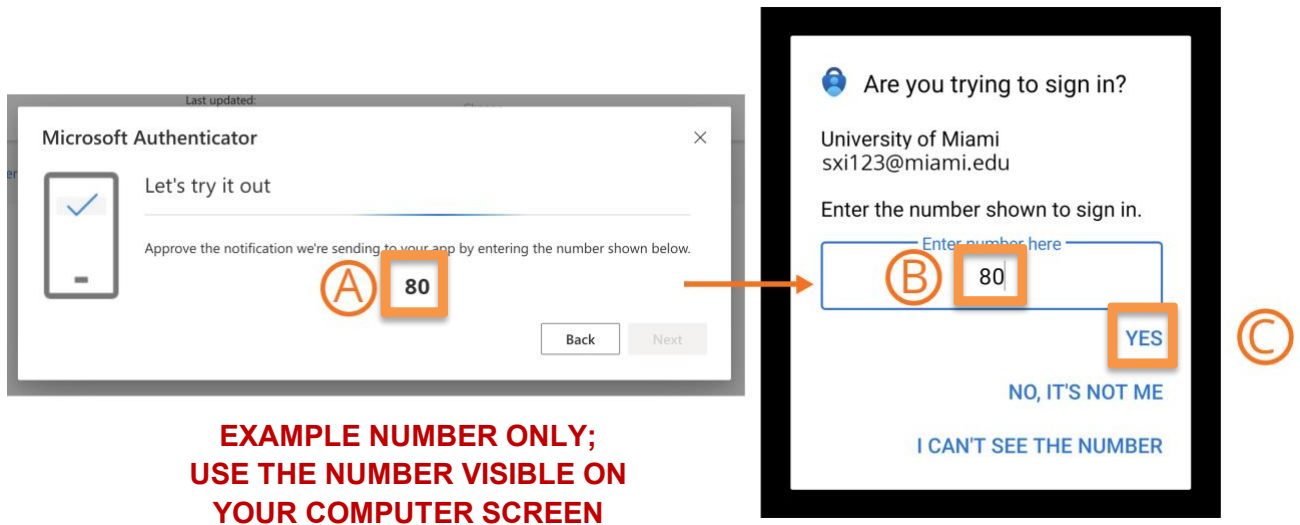
STEP 8

- In the Microsoft Authenticator app:
 - 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.*
 - Click **“Next.”**



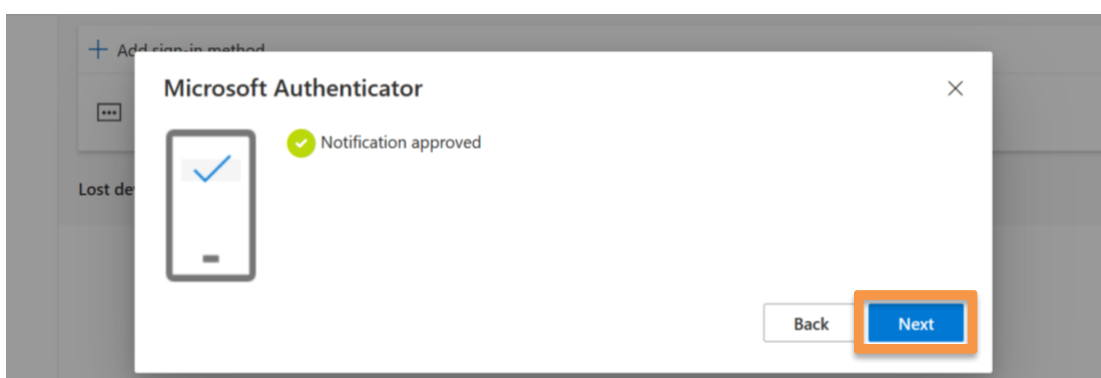
STEP 9

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

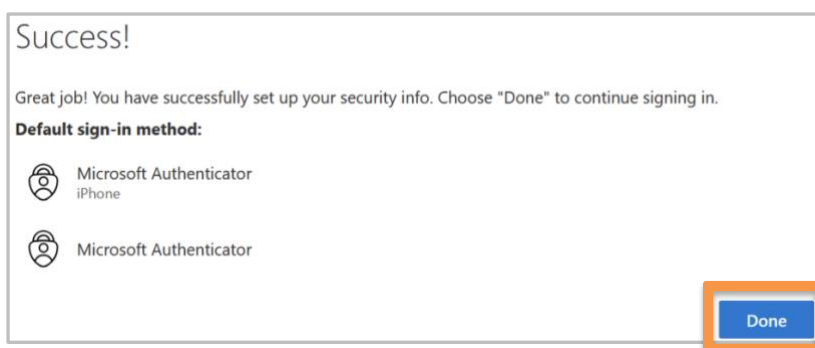


STEP 10

- Select **“Next”** on your computer.

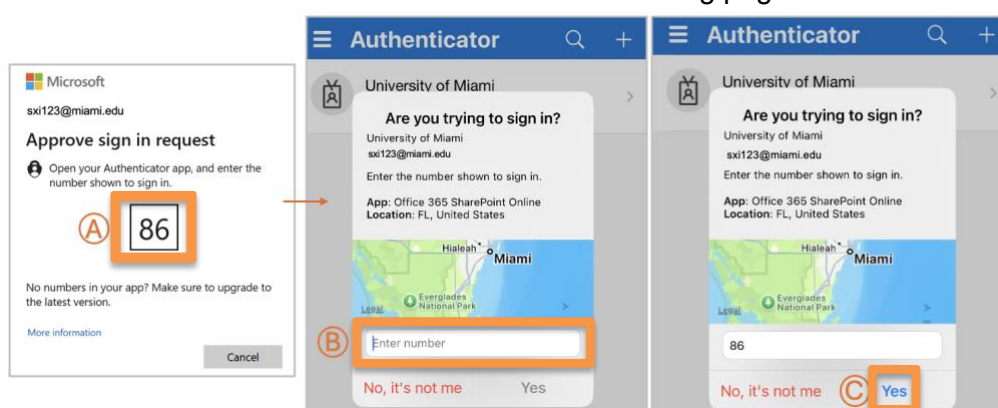


- In the *Success!* pop up, select **“Done.”**



STEP 11

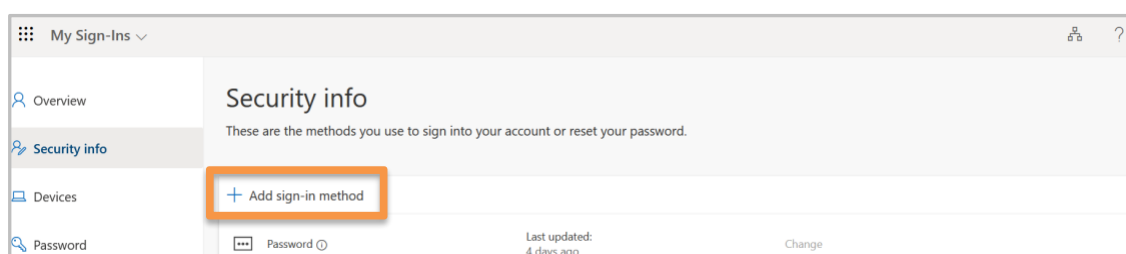
- To finalize the login process:
 - View the number that appears on your desktop computer.
 - Enter number into your Microsoft Authenticator mobile app.
 - Click **“Yes.”**
- You will be redirected to the Microsoft Authenticator landing page.



You're all set! You can now access University of Miami applications and systems with your Login ID, password, and the Microsoft Authenticator mobile app.

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](#).