Microsoft Authenticator Enrollment Guide: New Enrollment in Microsoft Authenticator



Enroll in Microsoft Authenticator for Apple Devices (iPhone/iPad)

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."

*<u>Note</u>: If you don't know your Login ID, visit CaneID Self-Service at <u>caneid.miami.edu</u> 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 the click "Sign in."
- A notice will display that more information is required. Click "Next."

	UNIVERSITY OF MIAMI	UNIVERSITY OF MIAMI
÷		@miami.edu
E	inter password	More information required
**		Your organization needs more information to keep your account secure
Fo	orgot my password	Use a different account
Us	se your face, fingerprint, PIN, or security key instead	Learn more
Fo	orgot your Login ID or password? Visit aneid.miami.edu. Need technical support? Visit miami.edu/help.	Forgot your Login ID or password? Visit caneid.miami.edu. Need technical support? Visit it.miami.edu/help.
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STEP 3

• To download* the Microsoft Authenticator app, grab your mobile device. Use the camera to **scan the QR code below** and visit the <u>Apple App Store</u>. If you can't scan the QR code, search for "Microsoft Authenticator" within the Apple App Store.

*<u>Note</u>: 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.

<u>Important</u>: 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.

Keep your account secure	Keep your account secure
Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". Next	Microsoft Authenticator Set up your account in the app When finished, come back to this setup experience. Pair your account to the app by clicking this link. Show QR code Back Next

- In the Microsoft Authenticator app: •
 - A. Click "Accept" to allow diagnostic data collection.
 - B. Then "Continue."



STEP 5

Click "Next" on your computer screen.



STEP 6

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



STEP 7

• Select "Allow" notifications on your mobile device when asked.

STEP 8

- 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."

Microsoft Authenticator	×
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticato app with your account.	r
After you scan the QR code, choose "Next".	
A EXAMPLE ONLY – USE THE QR CODE DISPLAYED ON YOUR COMPUTER SCREEN	
Back	

STEP 9

- 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.



STEP 10

• Select "Next" on your computer.

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Lost de	Notification approved	
	Back	

• In the Success! pop up, select "Done."

Success!					
Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method:					
Microsoft Authenticator iPhone					
Microsoft Authenticator					
	Done				

STEP 11

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

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Microsoft axi123@miami.edu Approve sign in request Open your Authenticator app, and enter the number shown to sign in. B6 No numbers in your app? Make sure to upgrade to the latest version. More information Cancel	Ř B	University of Miami Are you trying to sign in University of Miami svi 123@miami edu Inter the number shown to sign in. Diffice 365 SharePoint Online Cost of the State State Hialeah Miami Miami Externates Cost of the number	n?	>	à	University of Miami Are you trying to sign in University of Miami sxi123@miami.edu Enter the number shown to sign in. App: Office 365 SharePoint Online Location: FL, United States Hiateah Miami Esai Esai No, it's not me	n?	>

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

:::: My Sign-Ins \lor				品	?
오 Overview 월 Security info	Security info These are the methods you	use to sign into your account or reset your password.			
💻 Devices	+ Add sign-in method				
🖏 Password	Password ()	Last updated: 4 days ago	Change		

Technical Support

For technical support, please contact the <u>IT Service Desk</u>.