

# Microsoft Authenticator Tip Sheet: How to Manage Your MFA Device(s)

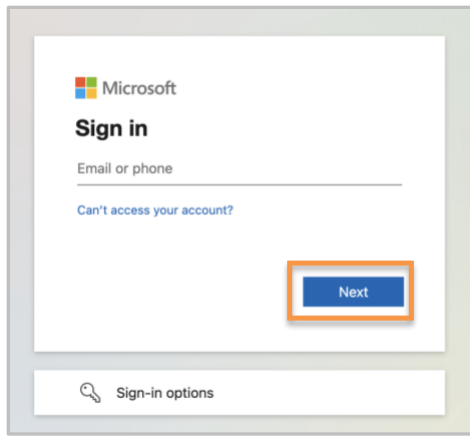
## Access Your Microsoft “My Sign-ins” Area

Visit [it.miami.edu/manage-mfa](https://it.miami.edu/manage-mfa) to be redirected to Microsoft’s “My Sign-ins” area.

In the Microsoft screen, enter your **University of Miami Login ID\***, then click “Next.”

Follow the University of Miami login process, e.g., enter your password and complete multi-factor authentication (MFA), to successfully enter Microsoft’s “My Sign-ins” area.

**\*Note:** If you don't know your Login ID, visit CaneID Self-Service at [caneid.miami.edu](https://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.

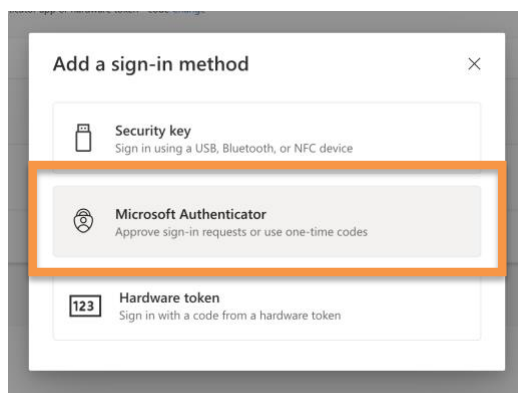
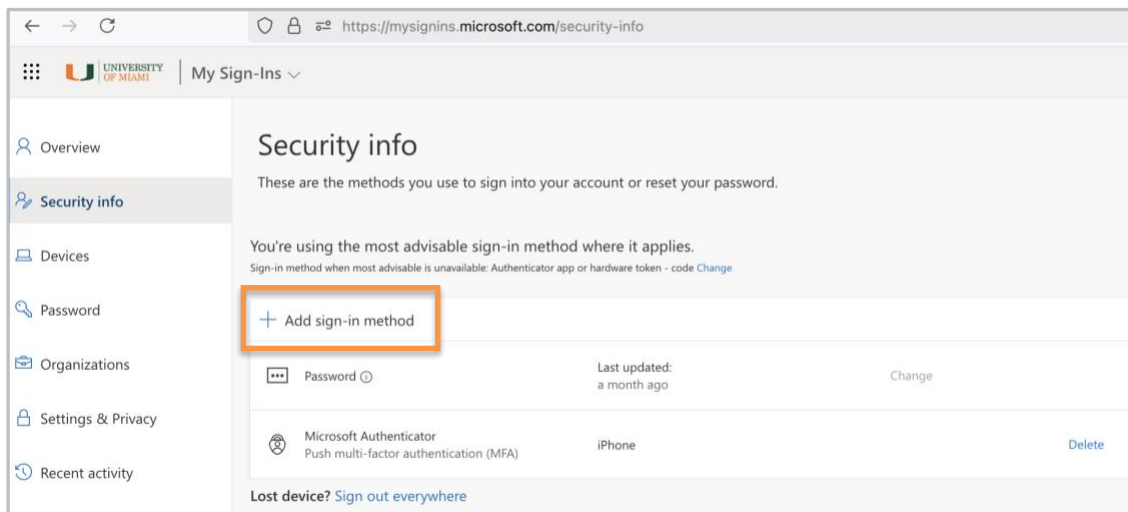


## Add Another Device

To add another device, select “+ Add sign-in method.” Select **Microsoft Authenticator** from the list of options.

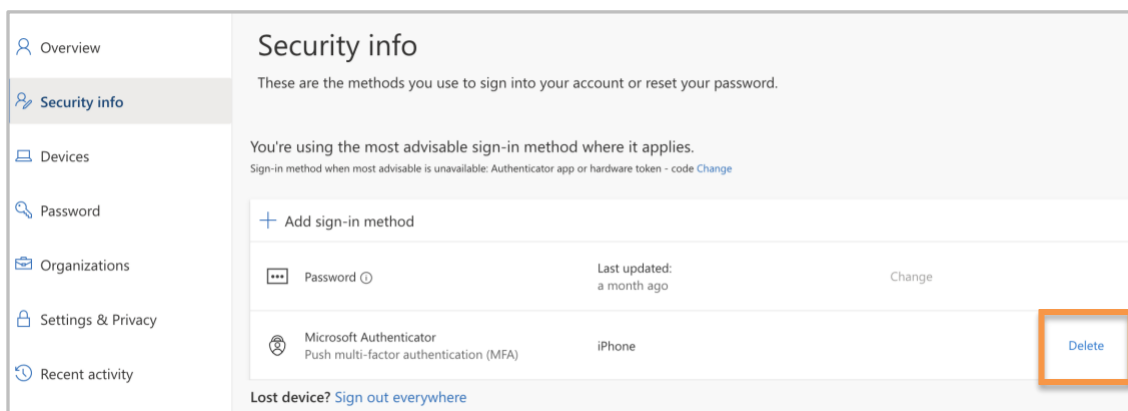
Depending on your mobile device's operating system, **follow the enrollment instructions for Apple (iOS) or Android** to add another device to your University of Miami account.

**Important:** You can enroll **up to two devices** for MFA services, e.g., a phone and a tablet.



## Delete a Device

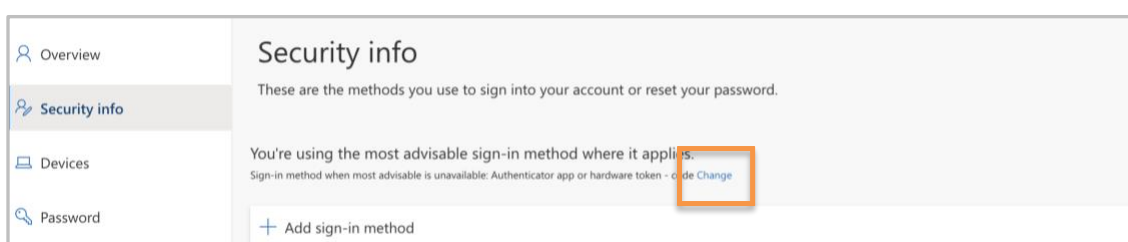
To delete a device within your Microsoft Authenticator account, select “Delete” next to the specific device you want to erase from your account. A pop-up will appear to confirm that you want to delete the device. Follow the prompts to successfully delete the device.



## Change Your Default Authentication Method

To change which authentication method you are automatically prompted for, select “Change.” In the pop-up, **select your preferred method** and then click “Confirm” when complete:

- If you select “**App based authentication - notification**,” you will receive a notification within your Microsoft Authenticator app to input a two-digit code visible on the sign-in screen into the mobile app.
- If you select “**App based authentication or hardware token - code**,” you will need to open the Microsoft Authenticator mobile app to find a six digit code and then enter the code into the sign-in screen.



Which method would you like to use to sign in?

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For technical support, please contact the [IT Service Desk](#).