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

Access Your Microsoft "My Sign-ins" Area

Visit 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 multifactor authentication (MFA), to successfully enter Microsoft's "My Sign-ins" area.

*<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.

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Sig	n in	
Ema	l or phone	
Can'i	access your account	?
		Next

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** <u>Apple (iOS)</u> or <u>Android</u> 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.

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🔾 Password	+ Add sign-in method			
Organizations	••• Password ①	Last updated: a month ago	Change	
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A	Security key	
	Sign in using a USB, bluetooth, or NFC device	_
A	Microsoft Authenticator	
0	Approve sign-in requests or use one-time codes	



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.

A Overview	Security info					
𝒫 Security info	These are the methods you use to sign into your account or reset your password.					
💻 Devices	You're using the most advisable sign-in method where it applies. Sign-in method when most advisable is unavailable: Authenticator app or hardware token - code Change					
😋 Password	+ Add sign-in method					
Organizations	••• Password ①	Last updated: a month ago	Change			
 Settings & Privacy Recent activity 	Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone		Delete		
	Lost device? Sign out everywhere					

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.

8 Overview	Security info
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💻 Devices	You're using the most advisable sign-in method where it applies. Sign-in method when most advisable is unavailable: Authenticator app or hardware token - c de Change
💊 Password	+ Add sign-in method

Which method would you like to use to sign in?			Which method would you like to use to sign in?	
	App based authentication - notification	\sim	App based authentication or hardware token - code	\sim

For technical support, please contact the IT Service Desk.