# Setting Up Microsoft Authenticator for MVCC Accounts

To keep your account secure, MVCC uses **Multi-Factor Authentication (MFA)** through the **Microsoft Authenticator** app. Follow these steps to set it up:

## What You'll Need:

- Your **MVCC email address and password**
- A **computer**
- Your **smartphone** (with internet access)
- A few minutes to complete setup

## Step-by-Step Instructions

### Step 1: On a computer, go to

- https://outlook.office.com/mail/ and enter your MVCC email address

## Step 2: Enter your password

**MVCC**

← teststudent@student.mvcc.edu

## Enter password

••••••••••••••

Forgot my password

Sign in

## Step 3: You'll see a message saying, "More information required."

- Click **Next** to continue the setup

**MVCC**

teststudent@student.mvcc.edu

# Let's keep your account secure

We'll help you set up another way to verify it's you.

Use a different account

Learn more about verifying your identity

Next

**Step 4: On your smartphone, open the App Store (iPhone) or Google Play Store (Android)**

- Search for **Microsoft Authenticator**
- Download and install the app — it's free and published by **Microsoft Corporation**
- **Important:** The correct app icon looks like this:

Microsoft
Authenticator
Microsoft Corporation

**Step 5: On your computer, continue pressing Next until a QR code appears**


Microsoft Authenticator

## Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

QR code

Can't scan image?

Back   Next

## Step 6: On your phone, open the Microsoft Authenticator app

📌 *Important: The app requires notifications to be enabled to work properly. Be sure to allow notification access when prompted.*

- Tap **"Add account"** (or the **plus (+) icon** in the top right)
- Choose **"Work or school account"**
- Tap **"Scan a QR code"**
- Point your phone's camera at the QR code on your computer screen

## Step 7: Back on your computer, click Next

- A **two-digit code** will appear on your computer screen
- Your Microsoft Authenticator app will send you a notification asking you to **enter that two-digit code**
- Open the notification on your phone and enter the code displayed on your computer to verify your account

## Step 8: On your computer, click Next, then Done

- Your Microsoft Authenticator setup is complete!

## Important:

- Please **keep the app installed on your phone** to continue receiving verification requests.
- If you run into any issues, feel free to **call the IT Helpdesk at (315) 731-5711** or **visit us in the office at AB 155**.