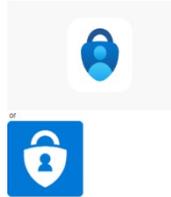


How to Set Up Self-Service Microsoft MFA

To add an additional layer of security to your student account, Mid-State requires multi-factor authentication (MFA). The MFA process combines two layers of security: something you know (your password) and something you have (your mobile device). If you do not have a mobile device, please call our help desk to request a token/fob. 877.469.6782.

How to set up Microsoft Authenticator

1. Open the Play Store or App Store on your mobile device. Search for **Microsoft Authenticator**. Select **Install**. (Below are examples of the logo for the application you need to install.)



Once installed, in the Microsoft Authenticator app:

- Select **Agree** for *Microsoft needs basic app data*.
- Select **Add Account** and then choose **Work or School Account**.
- Select **Scan a QR code**.
- Select **OK** to allow permissions to your camera and set phone aside for now.

Your device will now be ready to scan a code in Step 6.

2. Using a separate device, like your laptop, desktop or tablet (**NOT your mobile device**), do the following:
 - Log into MyCampus.mstc.edu (username: studentID@mstc.edu and your network password)
3. You will be prompted to set up MFA. Click **Next**.



99992279@mstc.edu

More information required

Your organization needs more information to keep your account secure

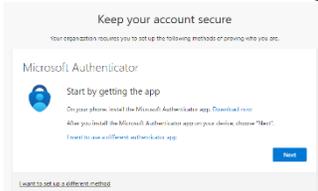
[Use a different account](#)

[Learn more](#)

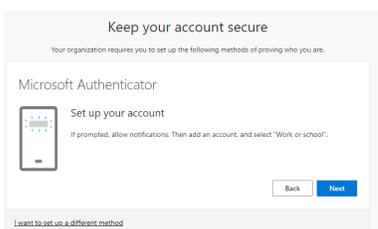
Next

[First Time User](#) | [Forgot Password](#) | [Helpdesk](#)

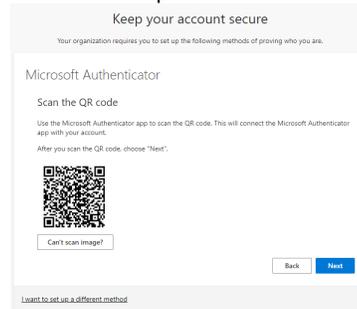
4. Click **Next** to continue setting up Microsoft Authenticator.



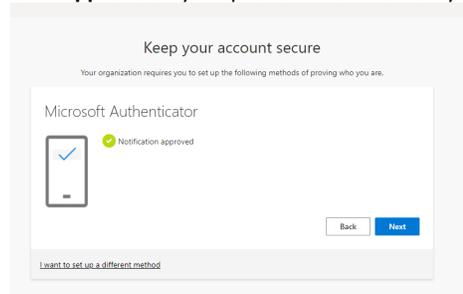
5. Click **Next** again.



6. Scan the QR code on your screen with Microsoft Authenticator on your mobile device and click **Next**. It is very important to do the next steps.

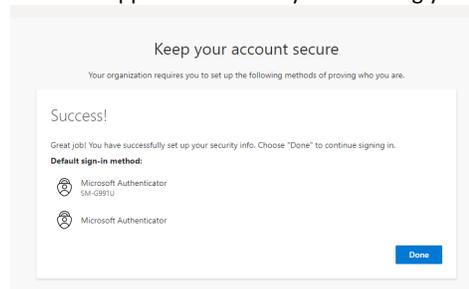


7. Click **Next** again.
8. **DO NOT SKIP THIS STEP...** Let's try it out – You will be sent a push to the app on your phone to **Approve** or **Deny**. Approve, when you know that you are the one trying to log in. If you are not logging in, then choose deny.
9. Click **Approve** on your phone. Then **Next** on your computer.



10. **Success!**

Now when you log into your Mid-State account you will be sent a push to your phone to approve or deny access to your account. Approve when it is you accessing your account.



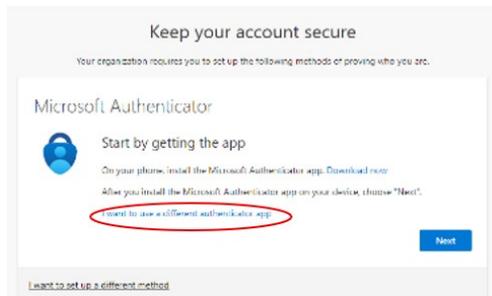
Frequently Asked Questions

Q1: I don't want to download Microsoft Authenticator on my personal device. What can I do?

A: Please contact the help desk and request a token/fob device to use instead. You will be required to have the token/fob with you when logging in. 877.469.6782

Q2: I already use a different authenticator app on my phone. Can I use that one?

A: Yes, on the setup page, click on **I want to use a different authentication app**. This will walk you through setting up a different authentication app with similar steps provided to use Microsoft Authenticator.



Q3: I don't have a smart phone, what can I do?

A: If you have a flip phone or no mobile device to use, please contact the help desk and request a token/fob device to use instead. You will be required to have the token/fob with you when logging in. 877.469.6782

Q4: I don't have enough signal at home to get the push from an authenticator app. What can I do?

A: Please contact the help desk and request a token/fob device to use instead. You will be required to have the token/fob with you when logging in. 877.469.6782

Q5: I don't have a cell phone of any kind, use a track phone and get rid of them often, or have no other mobile device (tablet or other) to download Microsoft Authenticator on, what can I do?

A: Please contact the help desk and request a token/fob device to use instead. You will be required to have the token/fob with you when logging in. 877.469.6782

Q6: I bought a new phone with the same phone number so my MFA does not work, what can I do?

A: Please contact the help desk for a reset of your MFA. 877.469.6782.

Q7: I bought a new phone and have a new phone number so my MFA does not work.

A: Please contact the help desk for a reset of your MFA. 877.469.6782.