

## MFA – MICROSOFT AUTHENTICATION SETUP

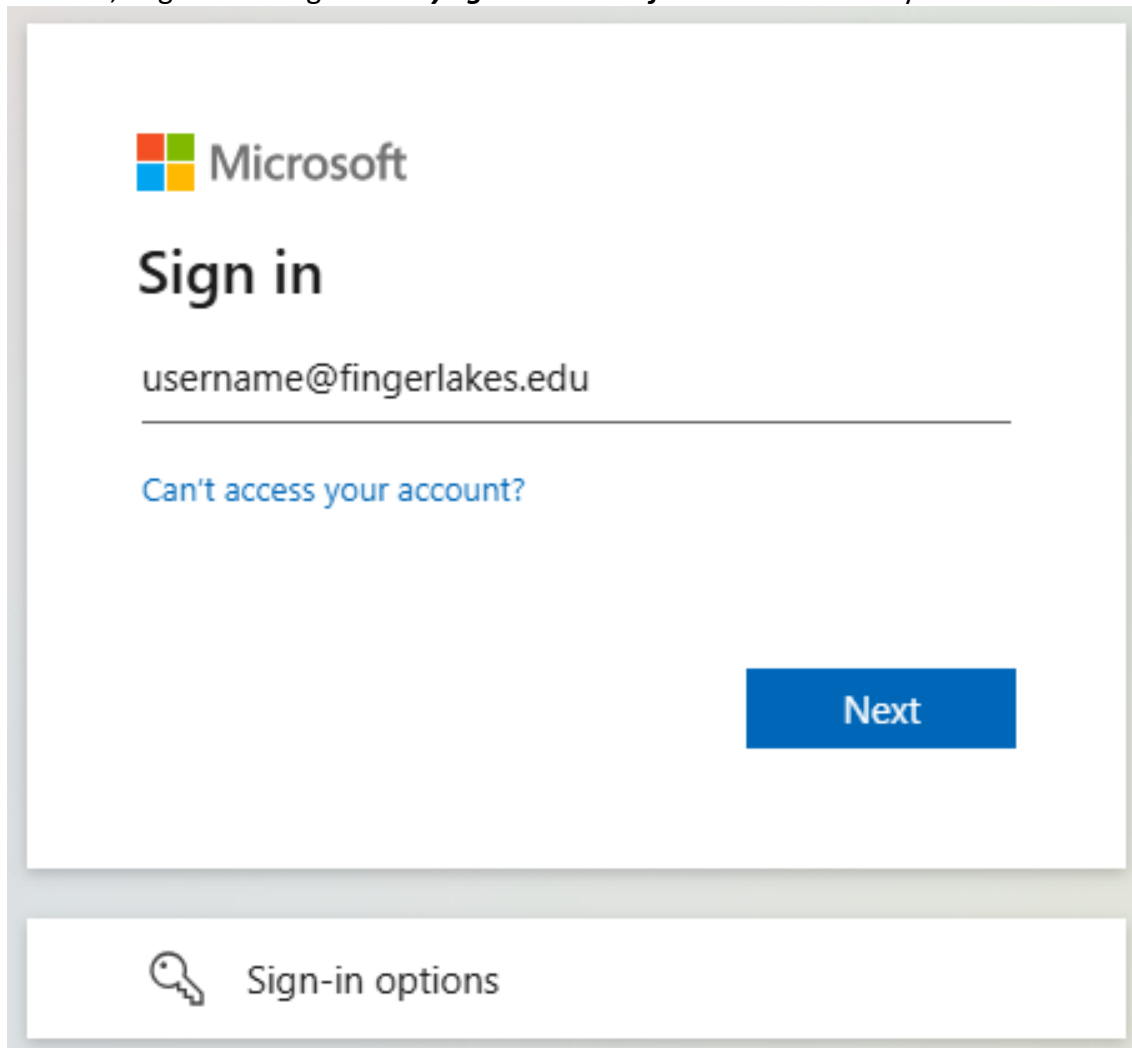
### Important notes before proceeding:

Make sure you have **TWO** devices before continuing any further. You will need a separate device besides your phone in this process.

You will be prompted to set up two forms of Multifactor Authentication and must complete both. There are multiple options to select so if you cannot use one of the initial options you may select “I want to set up a different method” at any time.

[I want to set up a different method](#)

1. Start by following the steps on your separate device. Not on your phone. Open any browser, i.e. Safari, Chrome, Edge and navigate to ***mysignins.microsoft.com***. Then enter your FLCC email address.

A screenshot of the Microsoft Sign in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the email address "username@fingerlakes.edu". Below the input field is a blue link that says "Can't access your account?". At the bottom right of the main sign-in area is a blue button with the word "Next" in white. At the bottom of the page, there is a white box with a key icon and the text "Sign-in options".


Microsoft

Sign in

username@fingerlakes.edu

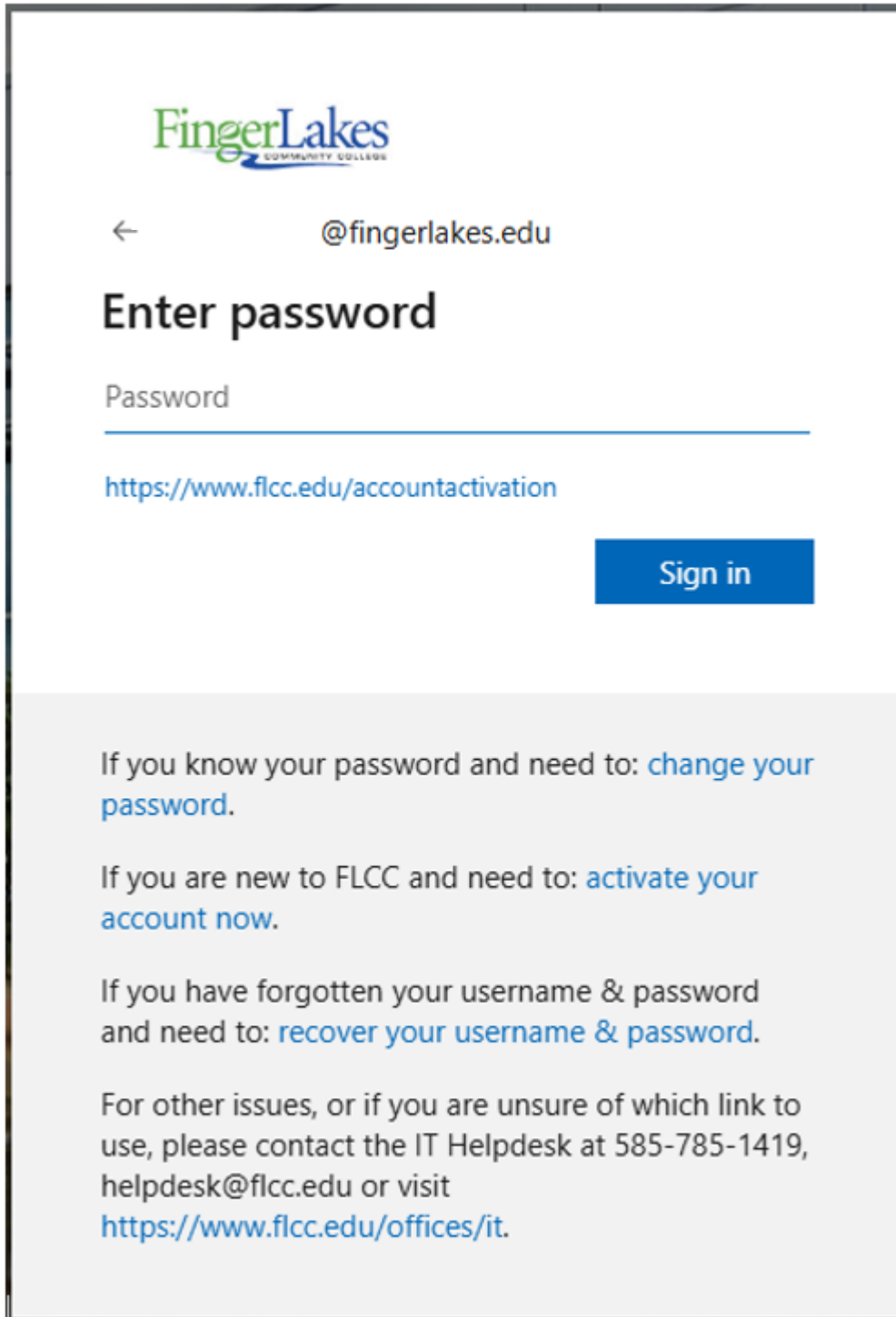
[Can't access your account?](#)


Next

 Sign-in options

## MFA – MICROSOFT AUTHENTICATION SETUP

2. Once at this screen enter your password



 FingerLakes  
COMMUNITY COLLEGE

← @fingerlakes.edu

### Enter password

Password

<https://www.flcc.edu/accountactivation>

**Sign in**

If you know your password and need to: [change your password](#).

If you are new to FLCC and need to: [activate your account now](#).

If you have forgotten your username & password and need to: [recover your username & password](#).

For other issues, or if you are unsure of which link to use, please contact the IT Helpdesk at 585-785-1419, [helpdesk@flcc.edu](mailto:helpdesk@flcc.edu) or visit <https://www.flcc.edu/offices/it>.

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- When you receive this prompt, you must select **Next** to proceed setting up Multi-Factor Authentication.



@fingerlakes.edu

### More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

If you know your password and need to: [change your password](#).

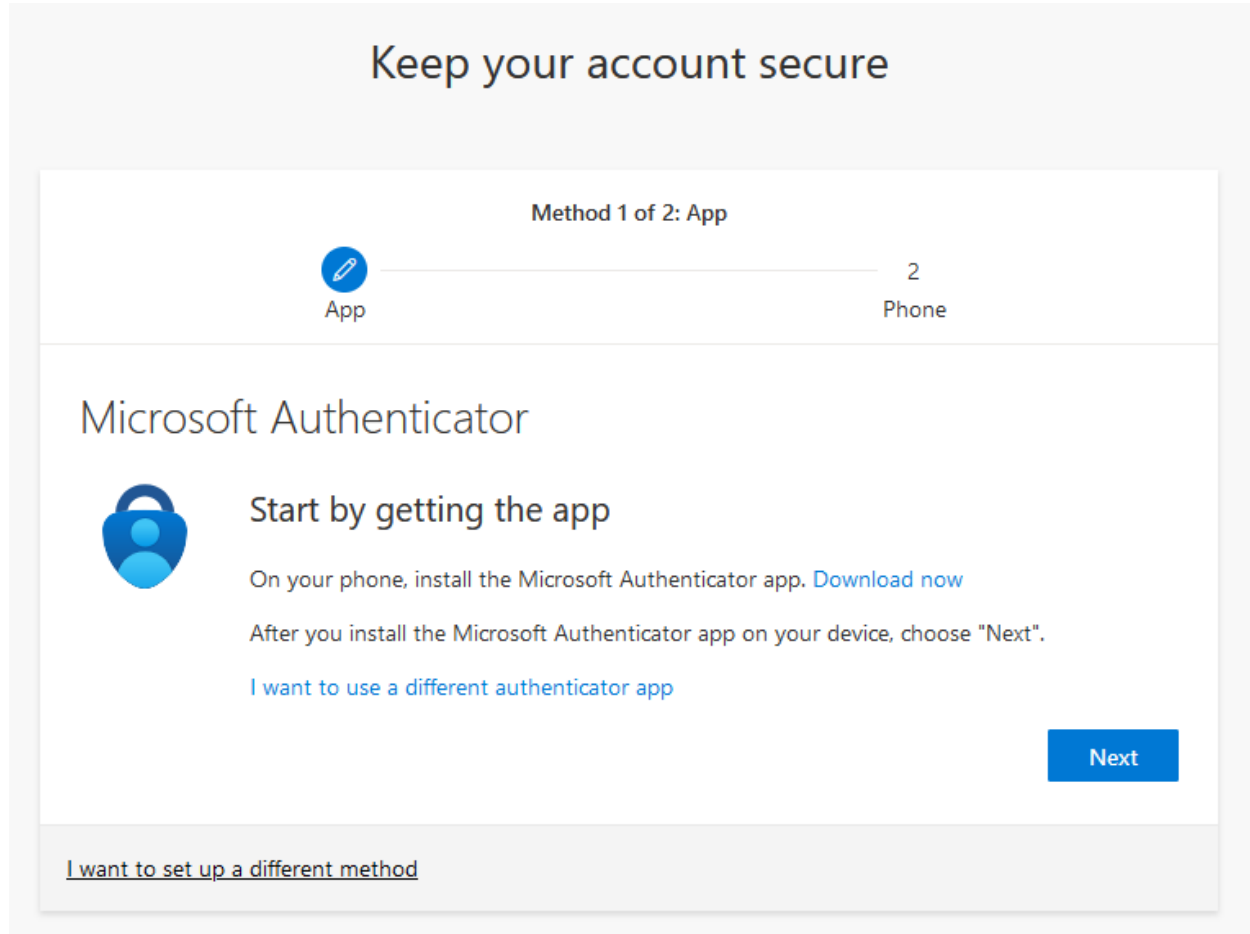
If you are new to FLCC and need to: [activate your account now](#).

If you have forgotten your username & password and need to: [recover your username & password](#).

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4. Open your App Store or Google Play Store on your **phone** and download the **Microsoft Authenticator App**. You are looking for the app that corresponds with the blue lock icon shown in the picture below. Once the Microsoft Authenticator App is downloaded on your phone click **Next** to continue on your second device as shown in the picture below.



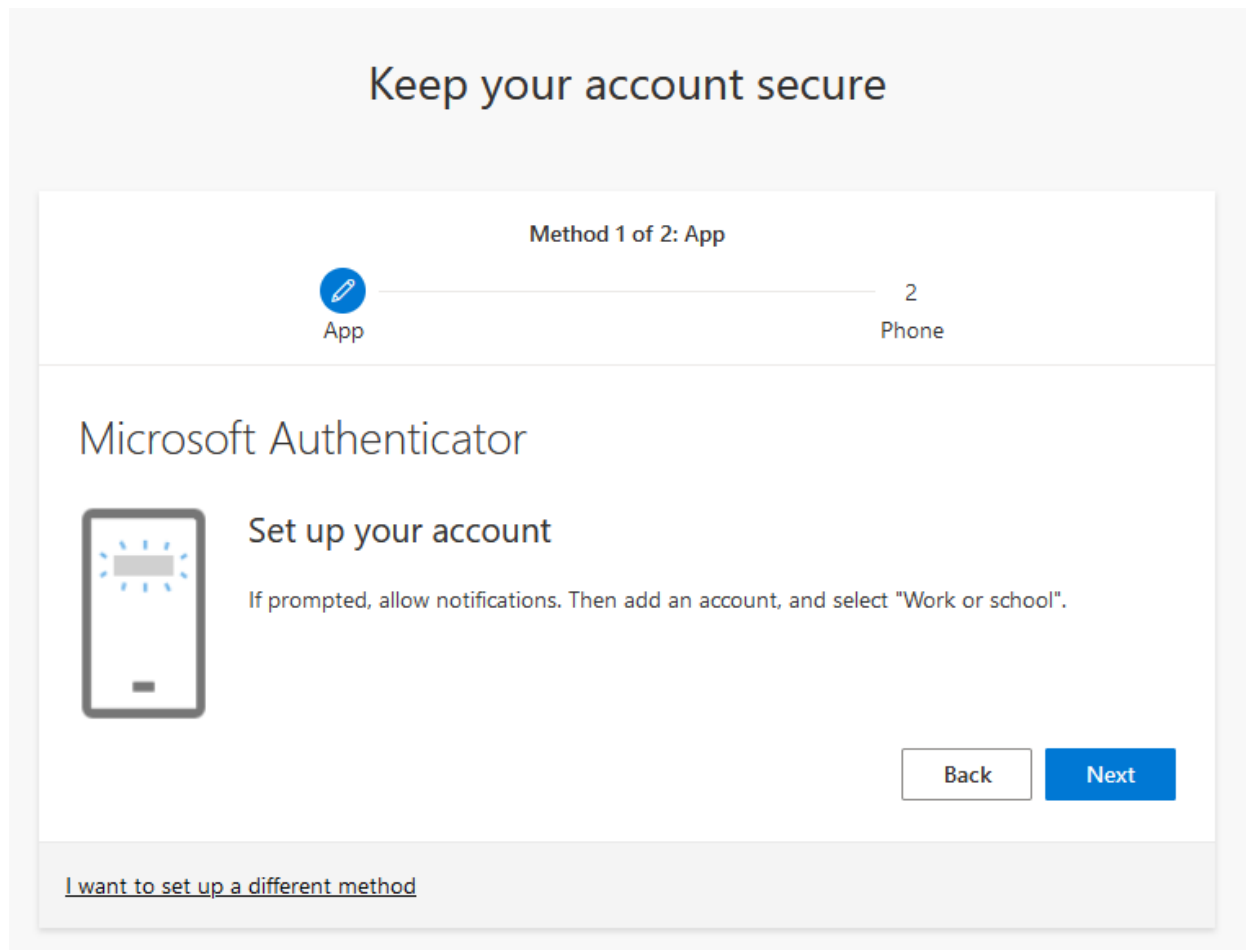
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5. Open the Microsoft Authenticator App on your phone, and if prompted, allow notifications. Then select **Skip**.



## MFA – MICROSOFT AUTHENTICATION SETUP

- From the Microsoft Authenticator app home page, select the **Plus Symbol** in the top right corner of the authenticator app on your phone and then follow the instructions on your secondary device as shown below.




## MFA – MICROSOFT AUTHENTICATION SETUP

7. With the app scanner open on your phone scan the QR Code shown on your second device as shown below.

### Keep your account secure

Method 1 of 2: App

App

2


Phone

## 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".



Can't scan image?

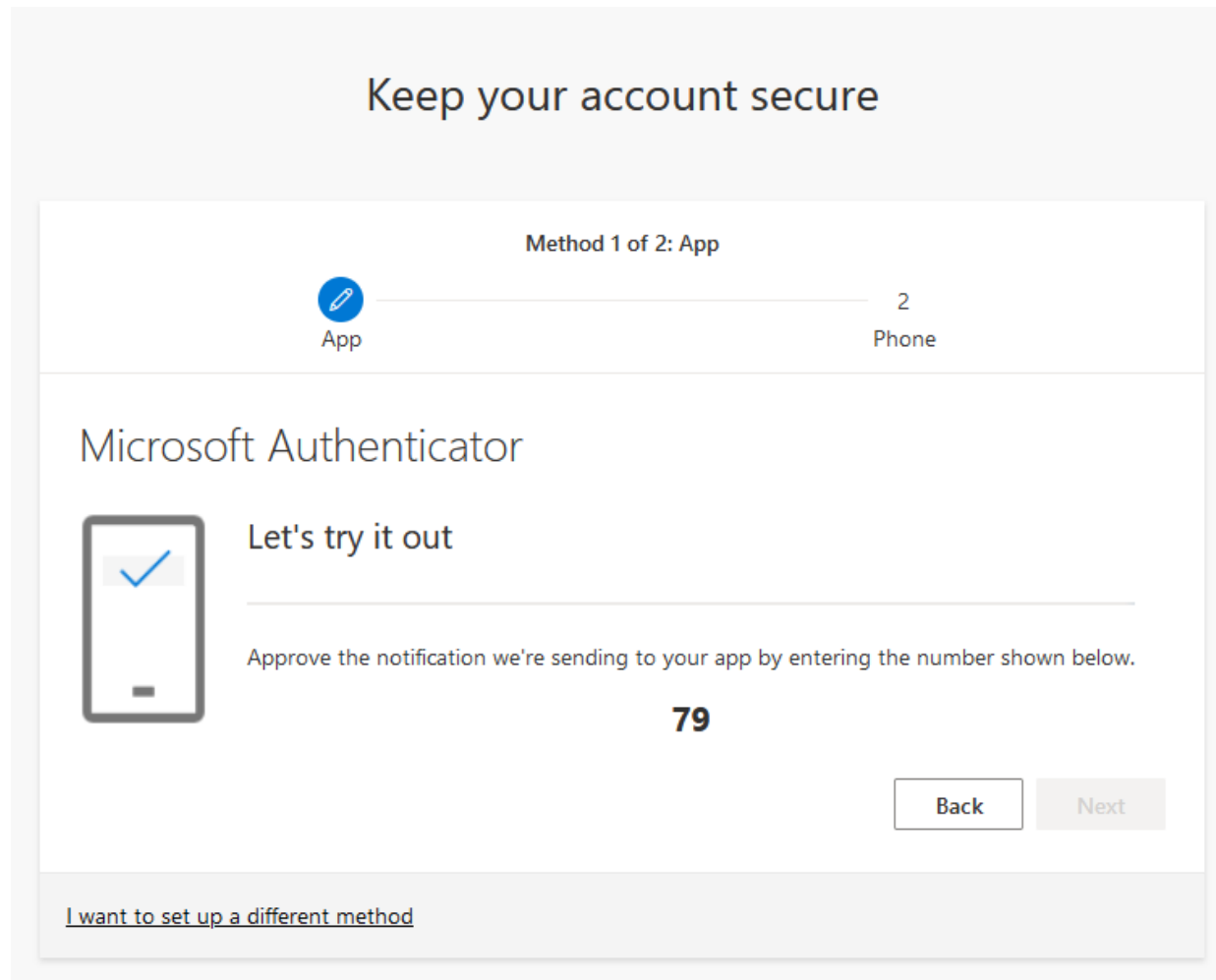
Back

Next

[I want to set up a different method](#)

## MFA – MICROSOFT AUTHENTICATION SETUP

8. When the scan is successful you will see the name of the college displayed, ***Finger Lakes Community College***, as well as your FLCC email address listed under it. Once you see your email listed in the authenticator app click **Next** on your secondary device (screenshot above).
9. The Microsoft Authenticator App will then confirm the verification process is functioning by sending an authentication approval request to your device. Enter the number displayed on your second device into the pop-up notification on your phone and click **Approve/Yes** on the request.






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10. Confirmation that your first authentication method was successfully added will be shown on the next screen. Select **Next**.

### Keep your account secure


Method 1 of 2: App


App

2

Phone

#### Microsoft Authenticator



 Notification approved

Next


[I want to set up a different method](#)


## MFA – MICROSOFT AUTHENTICATION SETUP

11. You will be prompted to add your phone number as a second authentication method. Please enter your phone number without spaces or dashes and select **Next**.

### Keep your account secure

Method 2 of 2: Phone


 App

 Phone

## Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) 

☒ Receive a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

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12. Enter the code sent to your phone number. Then select **Next**.

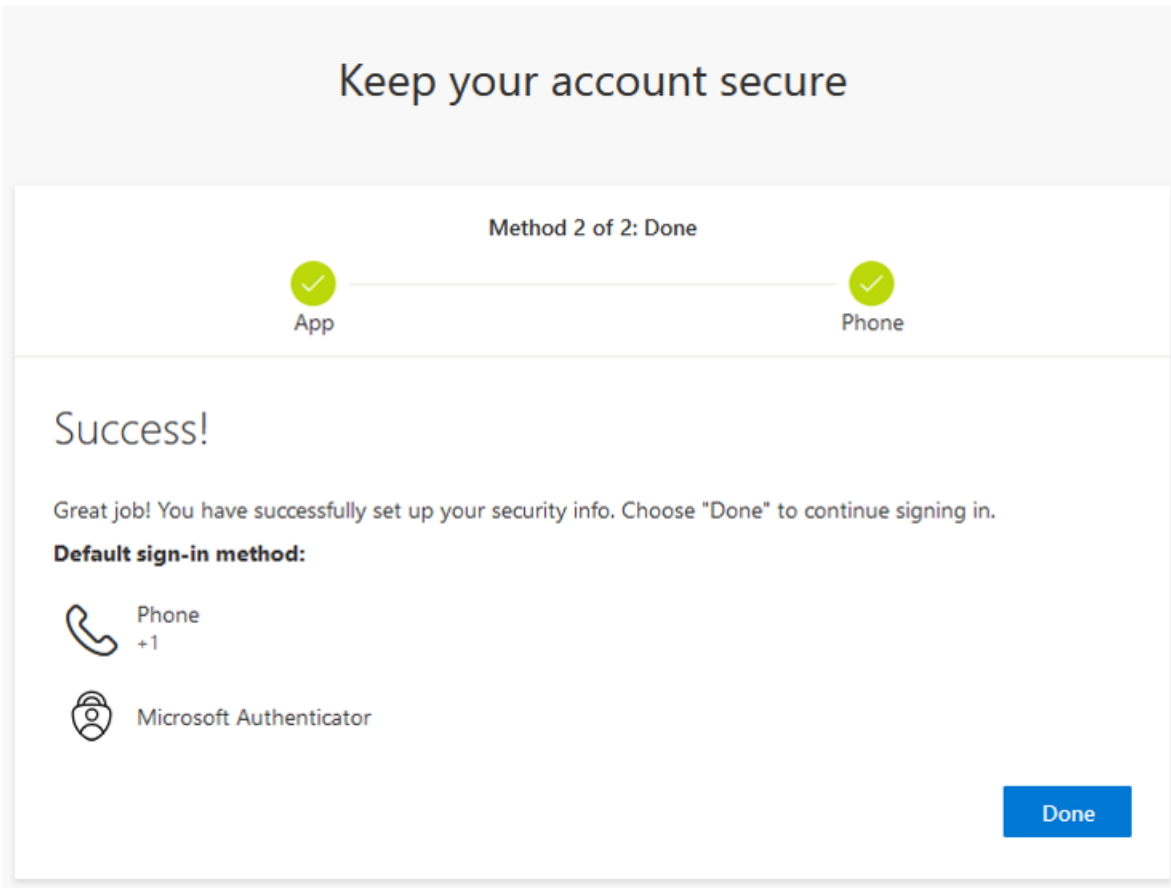
The screenshot shows a Microsoft account security page titled "Keep your account secure". It displays "Method 2 of 2: Phone" with two options: "App" (marked with a green checkmark) and "Phone" (marked with a blue pencil icon). Below this, the "Phone" section shows a message: "We just sent a 6 digit code to +1 . Enter the code below." followed by the code "391658" in a text input field. There is a "Resend code" link below the input field. At the bottom right are "Back" and "Next" buttons. At the bottom left is a link: "I want to set up a different method".

13. You will now receive a confirmation that you successfully registered your phone number. Select **Next**.

The screenshot shows the same Microsoft account security page, but now it displays a green checkmark icon and the text: "Verification complete. Your phone has been registered." Below this message is a blue "Next" button.

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14. Finally, you will see a screen that states you have successfully finished setting up your security information. Select **Done**.



\*Please note if you are having issues setting up MFA, or signing into your account contact the IT Helpdesk to work out an alternative solution.