



MCPHS
UNIVERSITY

Setting up Multifactor Authentication for Office 365 – Android – Students

Rev: May 14, 2024

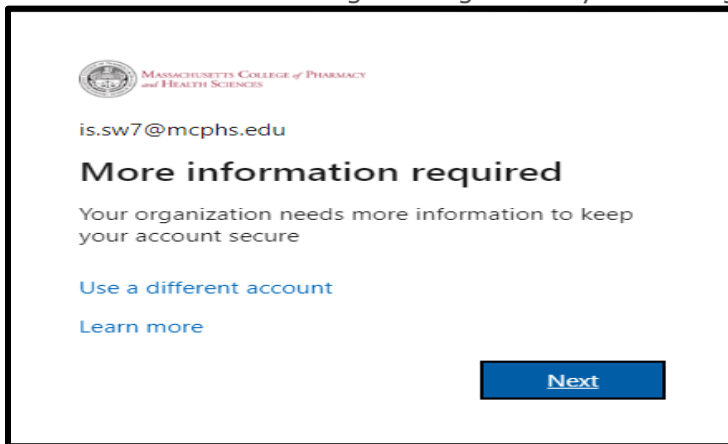
Help Desk
Information Services
Tel: (617)-732-2170
Helpdesk@mcphs.edu

ABOUT MULTIFACTOR AUTHENTICATION

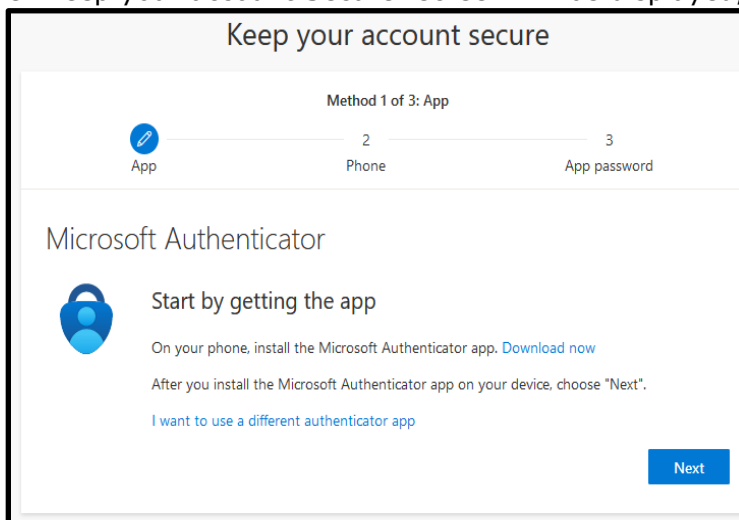
Two-step verification is an additional security step that helps protect your account by making it harder for other people to break in. Two-step verification works by prompting you for two pieces of identification when you sign in. First, we ask for your username and password as usual. Then, we contact a phone or device that we know belongs to you, and you confirm that the sign-in attempt was legitimate.

To get started with the setup process, sign in to your MCPHS Office365 account by visiting <http://my.mcphs.edu/office365>. Once your account has been configured for two-step verification, you'll see a message asking you to set up additional security verification. If that's the case, **you cannot sign in until you have completed the auto-enrollment process.**

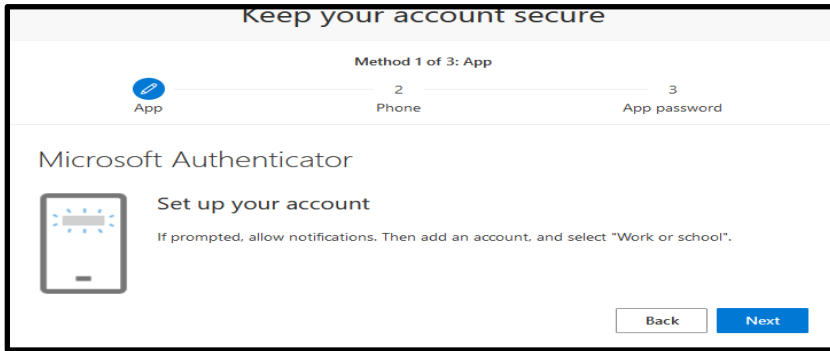
1. You will receive the following message when you first sign onto your email, click **Next**.



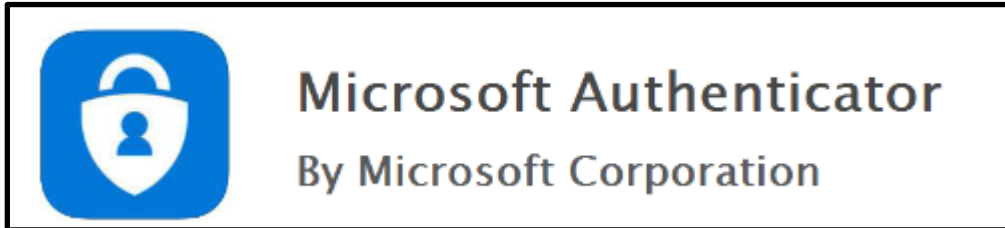
2. The "Keep your account Secure" screen will be displayed, click **Next**.



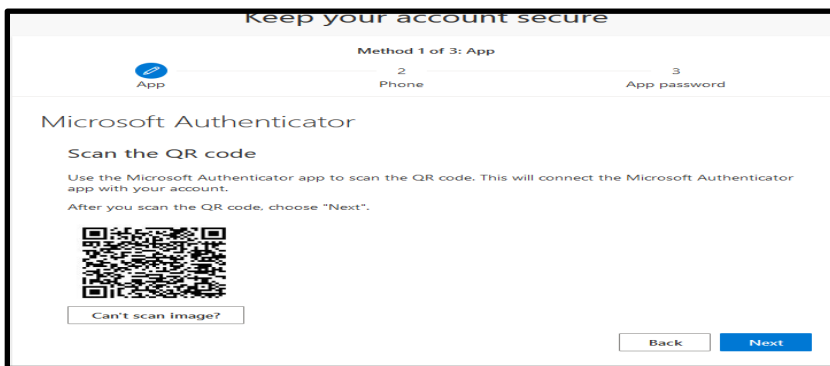
3. The following screen will appear, click **Next**.



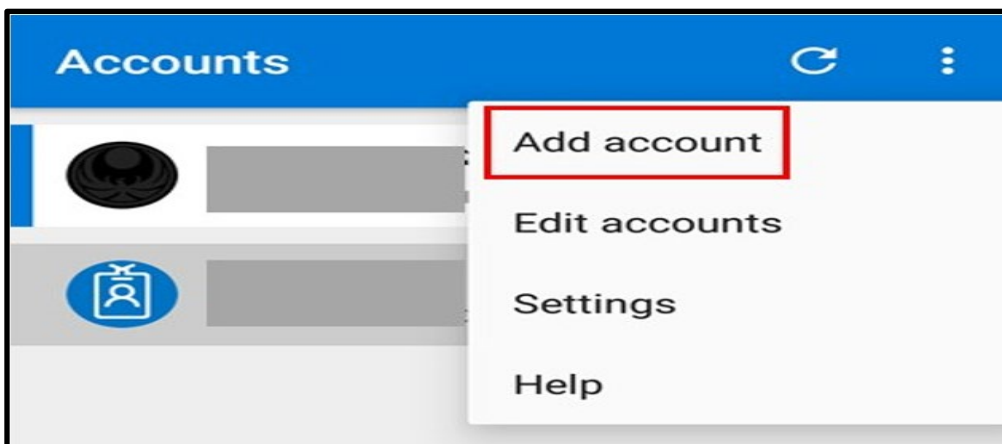
4. On your phone or tablet go to the app store and download Microsoft Authenticator App



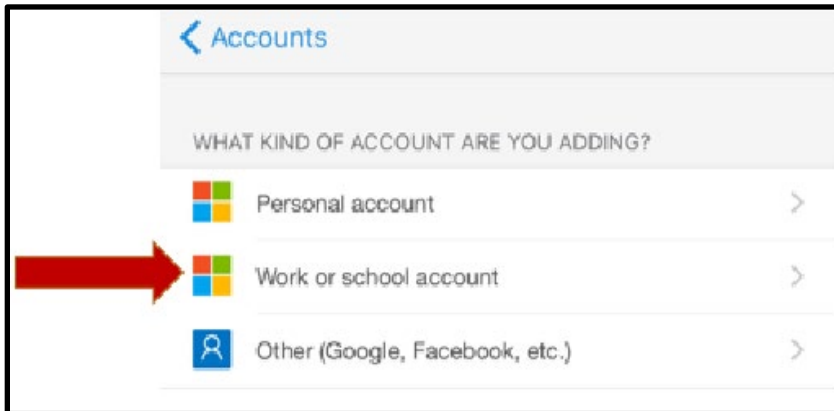
5. Next, return to your computer, a configure mobile app page will load with a QR code for you to scan through the Azure Authenticator app on your mobile device.



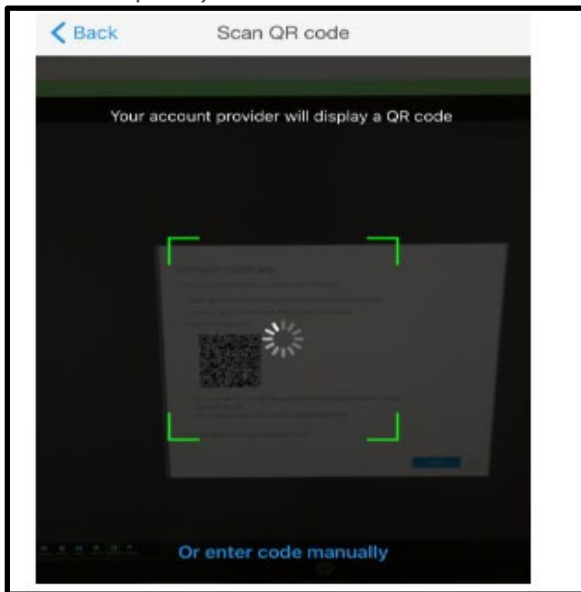
1. Open the **Authenticator** app on your mobile device and tapping on the **Stacked Dots** option in the upper-right corner and tapping **Add account**.



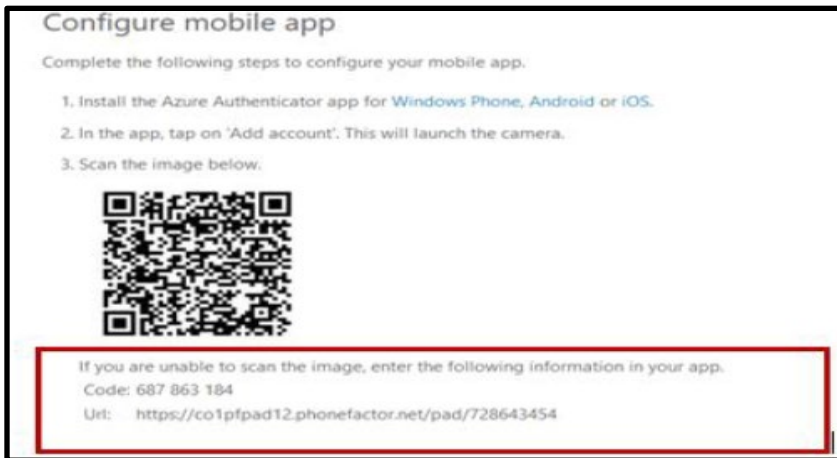
6. Select the option for **Work or School account**.



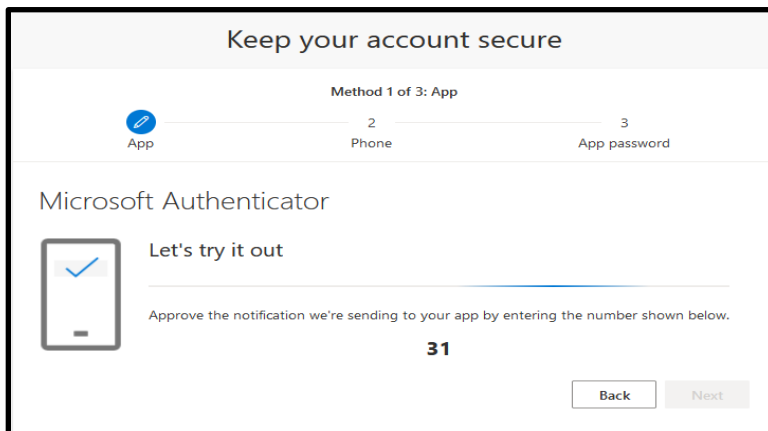
7. Your mobile device will now bring up a green box to scan the QR code on your screen. (seen in Step #5)



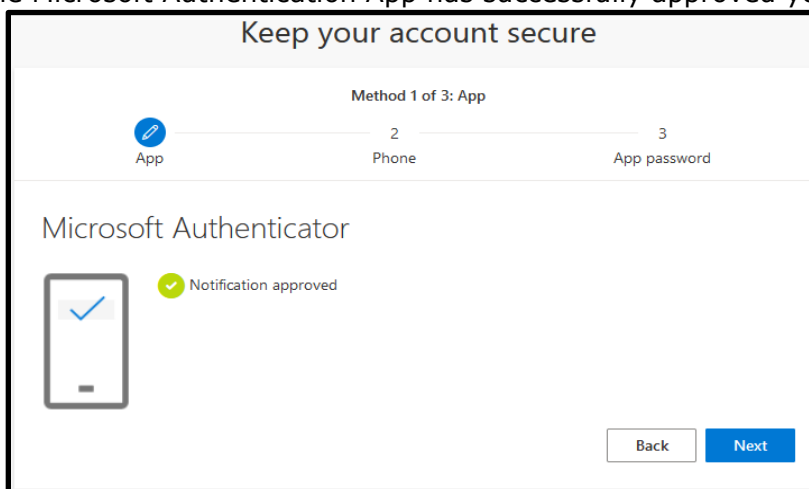
8. If you're unable to scan the image on your screen, click **or enter code manually** and enter the 9 digit **Code** and **URL** listed below the QR code.



9. Once the app setup has completed successfully, the system will ask you to confirm that it's working using the method the Microsoft Authenticator App. Use the verification code: Open the Authenticator app and type the digit code displayed on your screen



10. The Microsoft Authentication App has successfully approved your log on, click **Next**.



11. Then you need to input your phone number, click **Next**.

Keep your account secure

Method 2 of 3: Phone

App Phone App password 3

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) Enter phone number

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](#)

12. Then enter the code texted to your phone, click **Next**.

Keep your account secure

Method 2 of 3: Phone

App Phone App password 3

Phone

We just sent a 6 digit code to +1 8000000000. Enter the code below.

Enter code

[Resend code](#)

Back Next

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

13. Verification is completed.

Keep your account secure

Method 2 of 3: Phone

App Phone App password 3

Phone

Verification complete. Your phone has been registered.

Next

14. Then click Done

Keep your account secure

Method 3 of 3: Done



App



Phone



App password

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



Phone
+1 5083280553



App password
mcphs123



App password
mcphs123



Microsoft Authenticator

Done

You have now successfully set up the Multi-Factor Authentication and logged onto your MCPHS email.