Microsoft MFA Setup Guide

The steps below will guide you on how to setup Microsoft Multi-factor Authentication (MFA) to access Miami Dade College online resources. This process will be replacing DUO as the standard login authentication method for MDC employees.

Preparation Steps

a) You will need a mobile device with internet connection, an active mobile phone number, or an accessible alternate phone number.
b) If you are having password issues, please visit https://www.mdc.edu/password/

Individual experiences may vary. ***Please read instructions fully*** *as some prompts or display/option windows may be in slightly different formats*

How to setup Microsoft Authenticator

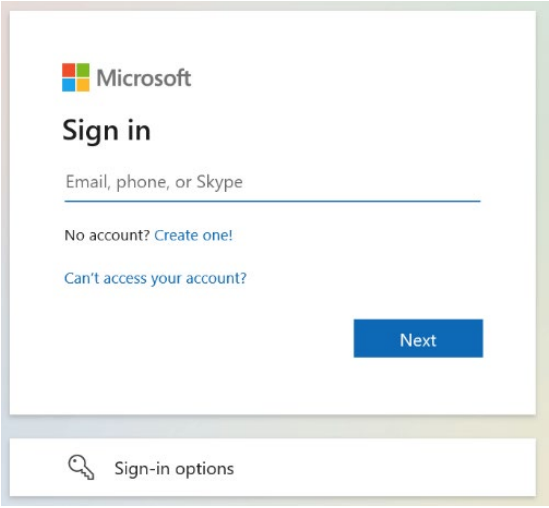
DO NOT USE MOBILE DEVICE FOR THIS STEP

Step 1

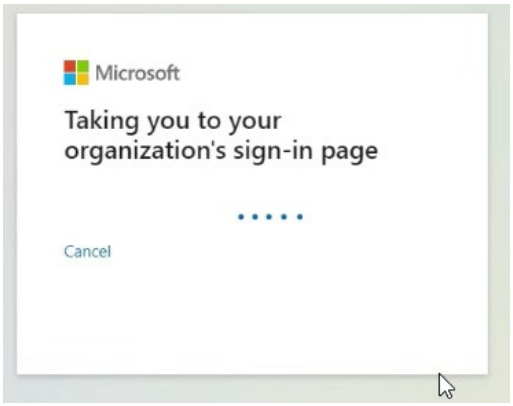
On your **Desktop/Laptop** web browser, navigate to https://aka.ms/mfasetup

Enter your MDC email address:
(yourusername@mdc.edu)

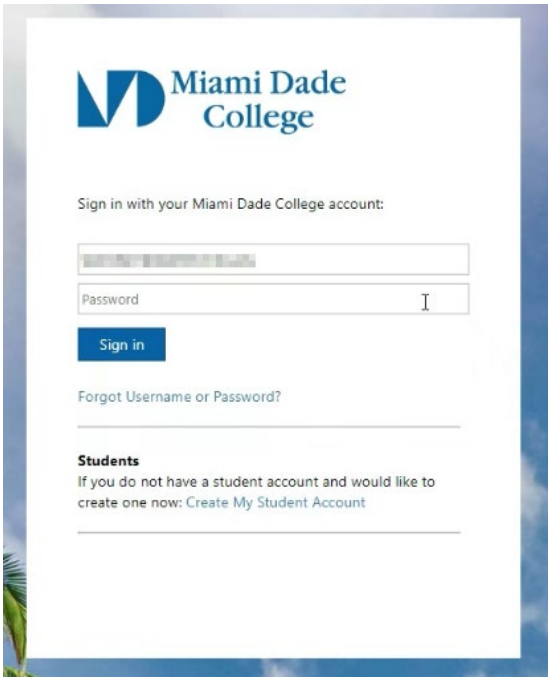
Click **Next**



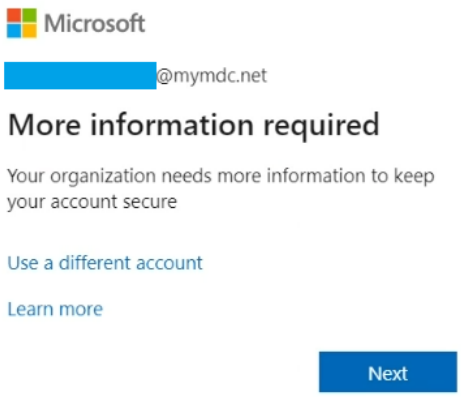
You will be redirected to the MDC login screen



Enter your MDC credentials and
Click **Sign in**

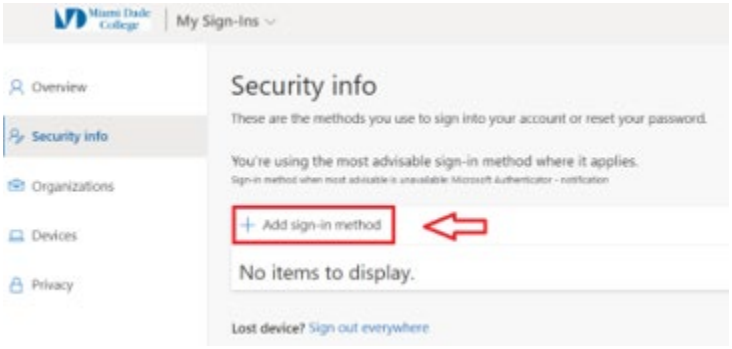


If you have already registered a Microsoft account you will be directed to the **Microsoft Self Service** homepage and may proceed to **Step 2.**
If you immediately see a **"More information required"** window, click **Next** and skip to **Step 3.**



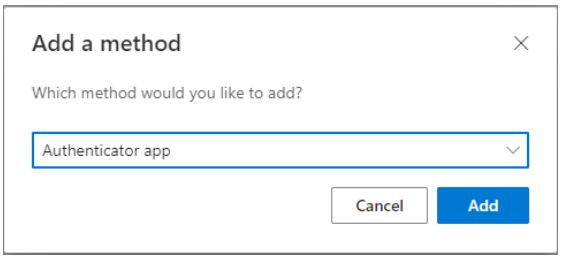
Step 2

On the Microsoft Self Service page
Click on **Security Info** on the **Left Column**



Click **"Add sign-in method"**

A pop-up window should appear labeled:
Add a method

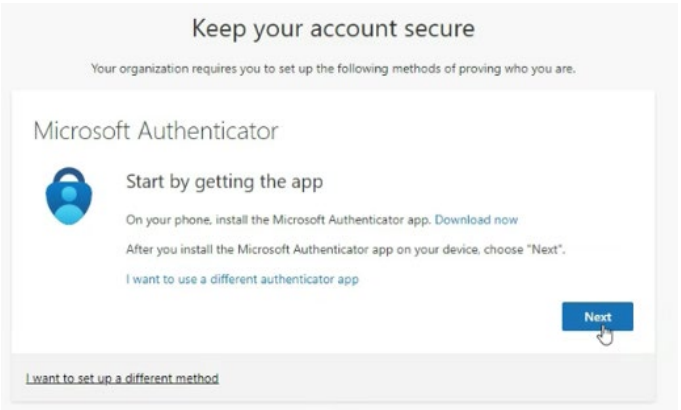


Use the drop-down menu and select:
Authenticator app

Click **Add**

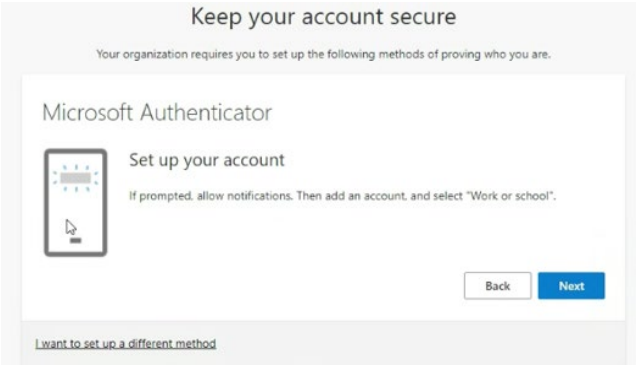
Step 3

A window will display a message prompting you to install **Microsoft Authenticator** app on your phone or mobile device



Click **Next**

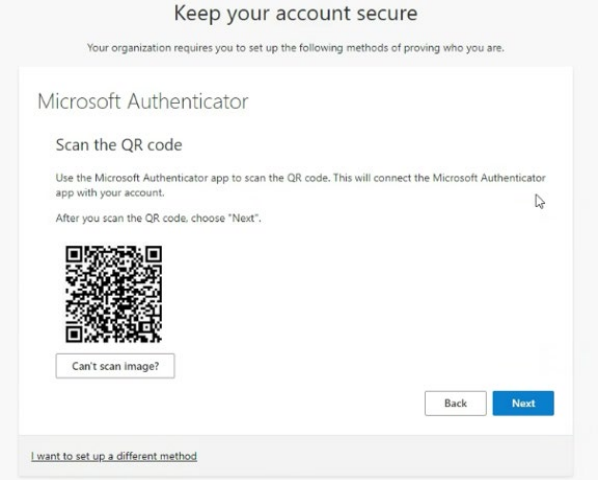
Another information window will be displayed.



Click **Next**

A **QR code** should now be visible on your computer screen.

Leave this QR code on screen and continue the steps



Step 4

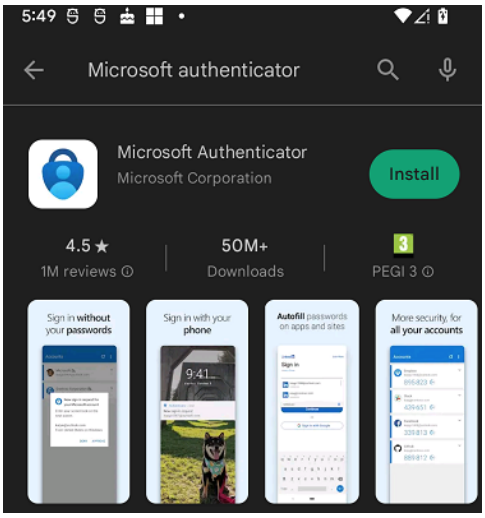
Install Microsoft Authenticator application

Use your mobile device to scan the **QR code** for the type of device you are using:

Apple (iPhone/iPad) **Android**

Alternatively,

On your **mobile device**, navigate to the App Store (Apple iOS) or the Play Store (Android OS) and search for **Microsoft Authenticator**



Click **Install**

NOTE: Once the application has been installed on your phone, you may be prompted to "**Allow to display notifications**"

Click to **Allow**.

The Microsoft Authenticator app is **completely FREE** and should **NOT PROMPT FOR PAYMENT**. If the app you downloaded is asking for payment, it is likely you have installed the **INCORRECT** "Authenticator" app

Step 5

On your mobile device, open the **Microsoft Authenticator** app

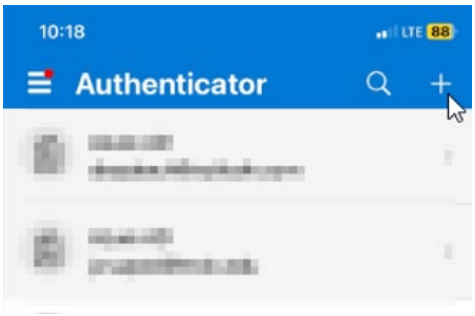
If this is the first time you use the app you will see an initial splash screen.

Tap **Scan a QR code** and move on to **Step 6**



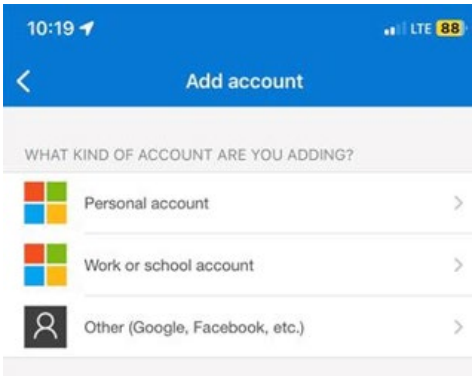
Otherwise,
If you have opened or used the Microsoft Authenticator app previously,

Tap the **Plus Sign (+)** on the top right corner

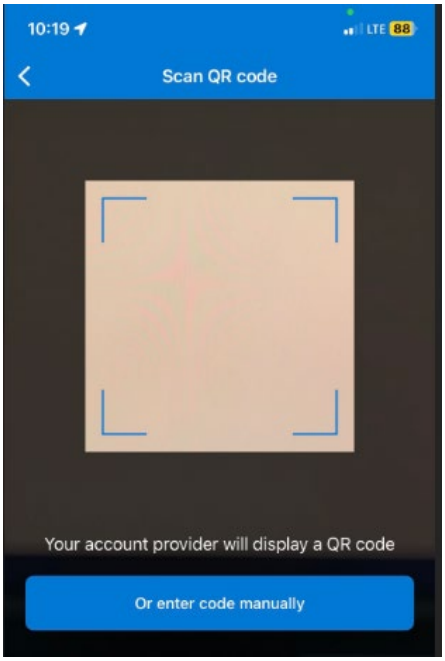


Select **Work or school account**

On the "**Add work or school account**" pop-up
Tap **Scan a QR code**

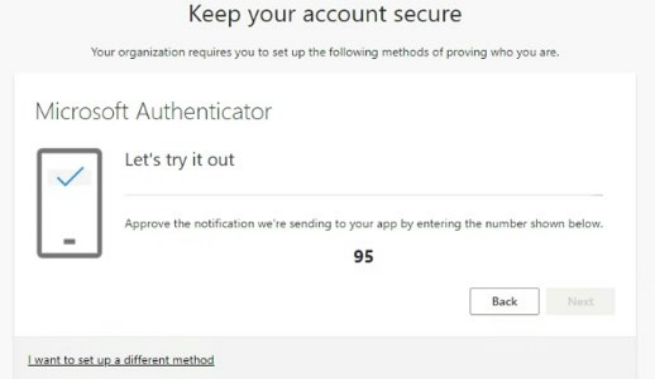


Step 6

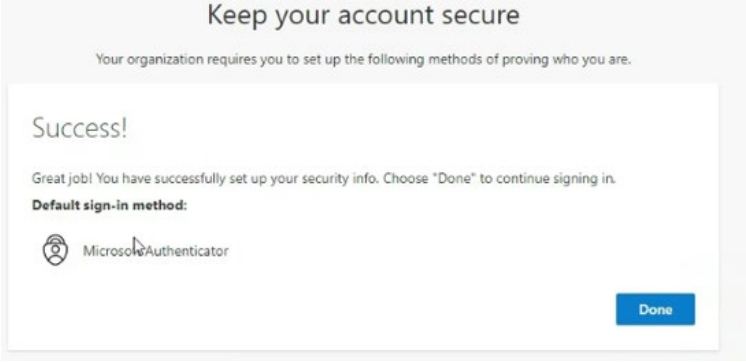


Your mobile device's camera should become active.
Scan the **QR code** displayed on your computer screen

You **may** be prompted to test the application.
A **random number** will be displayed on the computer screen.
Example: **95**



Back on the mobile device, open the **Microsoft Authenticator** app if not already open, you will be prompted to
Enter or select the number displayed on the computer screen



If entered correctly you will see a "**Success**" message

Click **Done**

Congratulations you have successfully setup
MFA Authentication!

Should you have any questions, please do not hesitate to contact your local **Campus IT Service Desk**, or email us at ithelpdesk@mdc.edu