

Setup of Multifactor Authentication (MFA)

Multifactor Authentication (MFA) refers to any security standard that uses multiple factors to identify a user in addition to a password. For example, a push notification from an app, a text message, or changing 6 digit code.

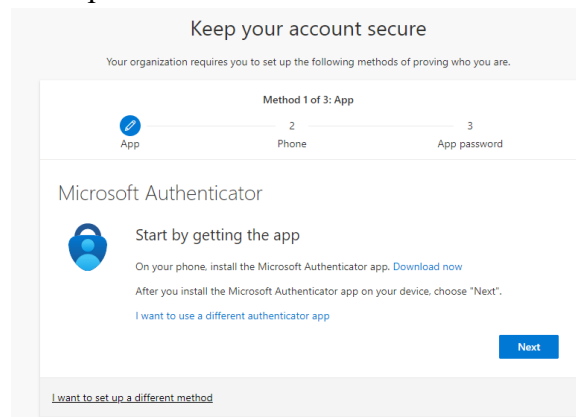
MBTS utilizes MFA for its Student and Employee email accounts. The following instructions will walk you through the initial set-up procedure. This procedure will be triggered when you next log-into the Midwestern email system.

Recommendations:

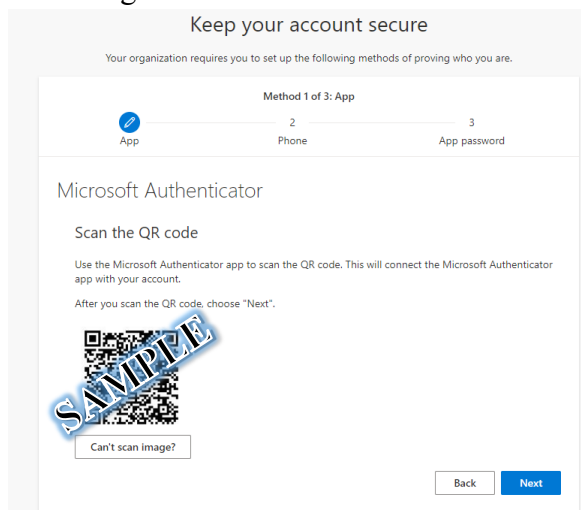
1. You will be prompted to enter information to be used as the second authentication factor. We recommend selecting “Mobile app” using the free Microsoft Authenticator app on your mobile phone.
2. Before starting the process, please install the Microsoft Authenticator app on your smartphone.
 - a. To install it, visit <https://www.microsoft.com/en-us/security/mobile-authenticator-app>
3. MBTS recommends using the Outlook app on your mobile devices and on your Mac or PC. Outlook is the native app for Office 365 and all MBTS systems are designed to work best with Outlook.
 - a. As a student or faculty/staff member, you can install Office 365 on up to 5 personal computers at no cost. The Outlook app is free for both Android and Apple products.

Setup:

1. Go to <https://sso.mbts.edu> and sign in with your MBTS email address.
 - a. Note: If you do not know your password and have not already configured MFA and Self Service Password Reset, please contact the MBTS helpdesk by emailing helpdesk@mbts.edu.
 - b. Note: If you have already setup MFA and Self Service Password Reset and simply need to change your password, visit <https://passwordreset.microsoftonline.com/>
2. After you successfully log-into the mbts.edu domain using your email and password, the log-in screen will say, “More information required.” Click “Next”.
3. Both Microsoft and MBTS recommend using the Microsoft Authenticator app.
 - a. On the first screen you can click the link to install it if you haven’t already.
 - b. Click “Next”.
 - c. If you would prefer to use a cell phone for text or call verification, you may select that option “I want to set up a different method.” Link at the bottom of the page.



4. Once the app is installed, click “Next” on the computer.
5. You should now see the following screen.



6. In your Microsoft Authenticator app, Click the “+” to add a new account, then select “Work or school account” and select the “Scan QR code” option.
7. Scan the QR code generated on your computer and complete the set up on your phone.
 - a. Once the account is added to your app, it should prompt you for an approval as a test. Approve the request to move on.
8. Next you will need to set up a phone number as a backup method in case something happens to with the mobile app.
 - a. Enter your phone number and select “Next”.
 - b. You will be sent a code in a text message. Enter the code. Click “Next”.

Please note:

1. MBTS recommends using the Outlook app on your mobile devices and on your Mac or PC. Outlook is the native app for Office 365 and all MBTS systems are designed to work best with Outlook.
 - a. As a student or faculty/staff member, you can install Office 365 on up to 5 personal computers at no cost. The Outlook app is free for both Android and Apple products.
2. MBTS recommends that you use the Microsoft Authenticator app for two-factor authentication.
 - a. To install the app on your phone, please visit <https://www.microsoft.com/en-us/security/mobile-authenticator-app>
 - b. There are many other apps with “Authenticator” in the app title. Please make sure that you select the app titled “Microsoft Authenticator” as seen in the green circle below.
3. If you have any issues, please follow the steps in this guide very closely. If you continue to have issues, please email helpdesk@mbts.edu

