How to Enroll an Alternate Authentication Device in Microsoft Azure Multi-factor Authentication

1) Enroll another mobile device using Microsoft Authenticator
   a. Download and install the Microsoft Authenticator app from your smartphone’s or tablet’s app store. The icon will look like the following:

   ![Microsoft Authenticator](image)

   By Microsoft Corporation

   b. Log into your Microsoft Azure account online
      i. Open a Web browser on a device other than your smartphone or tablet and go to [https://aka.ms/mfasetup](https://aka.ms/mfasetup)
      ii. Students should log in with their MTMail user name and password (e.g. jdoe@mtmail.mtsu.edu)
      iii. Employees should log in with their MTSU Pipeline user name with @mtsu.edu at the end (e.g. jdoe@mtsu.edu); **NOTE**: This is NOT the same as your employee email address.

   c. Click the **Set up Authenticator app** option

   ![Setup Authenticator app](image)
d. A QR code will now appear on your screen as shown below. **DO NOT** click **Next** yet.

Configure mobile app

Complete the following steps to configure your mobile app.
1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose “Work or school account”.
3. Scan the image below.

If you are unable to scan the image, enter the following information in your app.
Code: 074 753 144
Url: https://bnpdi.pedid17phonenumber.net/pedid1547969370

If the app displays a six-digit code, choose “Next”.

e. Open the Microsoft Authenticator app on your smartphone or tablet
f. Tap the plus + symbol in the top right corner to add an account
   i. Tap the **Add Account** blue button or the plus + symbol in the top right corner to add an account

![Add Account](https://example.com/add-account.png)
ii. If prompted for a backup, tap **Continue**

g. Tap the **Work or school account** option, and the QR code scanner will appear
h. Scan the QR code that appeared in step # 1.d by aiming your smartphone or tablet camera at the QR code and centering it into the square as depicted below. NOTE: If prompted, allow Microsoft Authenticator to use your phone’s camera

![Scan QR code](image)

i. You will now see a new entry in the Microsoft Authenticator app called Middle Tennessee State University with your user name and a 6 digit code below it

![Accounts](image)
j. Click Next to verify the new device

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

Configure app without notifications

If you are unable to scan the image, enter the following information in your app.
Code: 014 753 140
Url: https://mii-fap.s17.phonelocator.net/pad/047699370

If the app displays a six-digit code, choose "Next".

k. The system will now verify your newly configured app

Verifying app...

Please respond to the notification on your device.

l. Tap Approve on your smartphone or tablet to proceed as shown below, and the system will finish configuring your account.
m. Make sure your primary method is still set to Notify me through app then click **Save**

n. **NOTE:** Your newly configured device will now receive push notifications to approve your login requests.
2) Enroll a macOS or Windows computer with Authy
   a. Download and install the latest compatible Authy software for your computer at https://authy.com/download
   b. After installing, open the Authy app
   c. Enter your country code and mobile phone number to create an account
   ![Authy Account Setup](image)

   d. Choose to verify your account via an Existing Device, SMS (text), or Phone Call

   i. If you have a previously configured device, choose an Existing Device, open the Authy app on your device, and follow the instructions to verify your account
   ii. If you choose SMS (text), follow the instructions on the text message to verify your account; you should receive a text message with a link you can click to verify and a verification code you can enter into the Authy application
   iii. If you choose Phone call, answer the phone call and follow the instructions to verify your account; the Authy application should present you with a registration code to enter on the call
e. Choose the plus (+) sign to add an account

f. Log into your Microsoft Azure account online
   i. Open a Web browser on your computer and go to https://aka.ms/mfasetup
   ii. Students should log in with their MTMail user name and password (e.g. jdoe@mtmail.mtsu.edu)
   iii. Employees should log in with their MTSU Pipeline user name with @mtsu.edu at the end (e.g. jdoe@mtsu.edu); NOTE: This is NOT the same as your employee email address.
g. Click the **Set up Authenticator app** option

*what’s your preferred option?*

We’ll use this verification option by default.

Notify me through app

**how would you like to respond?**

Set up one or more of these options. Learn more

- [ ] Authentication phone
  - United States (+1)
  - 5555555555

- [ ] Office phone
  - Select your country or region
  - Extension

- [ x ] Alternate authentication phone
  - United States (+1)
  - 5555555555

- [ ] Authenticator app or Token
  - Set up Authenticator app

**restore multi-factor authentication on previously trusted devices**

- [ ] Restore
- [ ] Save
- [ ] cancel

h. A QR code will now appear on your screen as shown below. **DO NOT** click **Next.** Click **Configure app without notifications** and a new QR code will appear.

**Configure mobile app**

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

![Configure app without notifications](image_url)

If you are unable to scan the image, enter the following information in your app.

- Code: 074 753 148

If the app displays a six-digit code, choose "Next".

- [ ] Next
- [ ] cancel
i. Highlight and copy the Secret Key as shown below. **DO NOT** click **Next** yet.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft Authenticator or any authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Other account".
3. Scan the image below.

Configure app with notifications

If you are unable to scan the image, enter the following information in your app.
Account Name: Middle Tennessee State University
Secret Key: [Redacted]

If the app displays a six-digit code, choose "Next".

j. Paste the secret key into the Authy application and click **Add Account**
k. Name the account, choose a color code, and choose **Save**

![Account Name and Logo](image1)

- **MTSU MFA**
- **Generic Blue**

![Token length](image2)

- **6-digit**
- **7-digit**
- **8-digit**

![Save](image3)

- **Save**
- **Delete**

l. **Authy** will now begin generating 6 digit verification codes as shown below.

![Verification Code](image4)
m. In your Web browser, click **Next**

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft Authenticator or any authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Other account".
3. Scan the image below.

![QR Code](image1.png)

Configure app with notifications

If you are unable to scan the image, enter the following information in your app.
Account Name: Middle Tennessee State University
Secret Key: "authyereverywhere"

If the app displays a six-digit code, choose "Next".

n. Click **Verify now** to verify your Authy application

Verification required

You configured a new app to use verification codes. We need to verify it before saving your settings.

![Verification Interface](image2.png)

o. Enter the 6 digit verification code from your Authy application then click **Verify**

Verifying app

Enter the verification code displayed on your app

![Verification Interface](image3.png)
p. Make sure your primary method is still set to Notify me through app then click Save

q. NOTE: When using the Sign in another way option, you can now select the Use a verification code from my mobile app option and enter the 6 digit verification code from the Authy application; for more information on how to alternately authenticate with a verification code, see p. 1-2 at the following URL: https://www.mtsu.edu/security/docs/AlternateWaysToAuthenticateMicrosoftAzureMFA.pdf
3) Enter an alternate authentication phone
   a. Log into your Microsoft Azure account online
      i. Open a Web browser and go to https://aka.ms/mfasetup
      ii. Students should log in with their MTMail user name and password (e.g. jdoe@mtmail.mtsu.edu)
      iii. Employees should log in with their MTSU Pipeline user name with @mtsu.edu at the end (e.g. jdoe@mtsu.edu); NOTE: This is NOT the same as your employee email address.
   b. Check the Alternate authentication phone check box
   c. Select your country or region code
   d. Enter an alternate phone # (e.g. your MTSU office phone #, a landline for your home phone, a phone # at your place of work outside of MTSU, etc.)
   e. Click the Save button to save your new alternate authentication phone

   ![Image of Azure account setup]

   f. NOTE: When using the Sign in another way option, you can now select the Call option to receive a phone call to approve your login request; for more information on how to alternately authenticate with a phone call, see p. 1 and 6-7 at the following URL:
      https://www.mtsu.edu/security/docs/AlternateWaysToAuthenticateMicrosoftAzureMFA.pdf