How to Opt in to Microsoft Azure Multi-factor Authentication with a Smartphone or Tablet

1) 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)

2) Once installed, open a Web browser on a device other than your smartphone or tablet and go to https://webservices.mtsu.edu/EnableMFA
   
   a. Students should log in with their MTMail user name and password (e.g. jdoe@mtmail.mtsu.edu)
   
   b. 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.

3) After you enter your user name and password, you will be redirected to the opt-in Web page. Click the **Enable Account for MFA** button as shown below:

![Enable Multifactor Authentication](image)

4) You will then receive a confirmation message as shown below. Click the **Access My Security Settings** button to continue.

![Success!](image)
5) Click Next to begin the setup process:

6) On the next screen, choose Mobile app from the drop down box, select the Receive notifications for verification radio button, then click Setup as shown below.

7) 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: 538 951 533
Url: https://co1ptpadp77.phonectractor.net/1pad/912923441

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

8) Open the Microsoft Authenticator app on your smartphone or tablet
9) Tap the plus + symbol in the top right corner to add an account
   a. Tap the **Add Account** blue button or the plus + symbol in the top right corner to add an account
b. If prompted for a backup, tap **Continue**

10) Tap the **Work or school account** option, and the QR code scanner will appear
11) Scan the QR code that appeared in step # 4 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.

12) 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.
13) In your Web browser, click **Next** as shown below:

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account.

**Step 1: How should we contact you?**

- Mobile app

To use these verification methods, you must set up the Microsoft Authenticator app.

**Step 2: Let's make sure that we can reach you on your Mobile App device**

Please respond to the notification on your device.

14) The screen will change, and Microsoft Azure will send a push notification to the Microsoft Authenticator app on your smartphone or tablet to verify your account as shown below:

Additional security verification

15) Tap **Approve** on your smartphone or tablet to proceed as shown below, and the system will finish configuring your account.
16) The next screen in your Web browser will ask you to input your mobile phone number as a backup verification method. Enter your mobile phone number and click **Done** as shown below:

![Additional security verification](image)

17) You will be redirected to a final **Additional Security verification** page.

18) We encourage you to enter an alternate authentication phone as a backup in case you lose access to your primary phone. This can be a landline like an office or home phone. If you do not have an alternate phone number, simply click the cancel link at the bottom of the page and go to step # 20.
   a. Check the **Alternate authentication phone** check box and enter your alternate phone number as depicted in the next screen shot.
   b. Click the **Save** button to save your changes as depicted in the next screen shot.
19) Click the Close button as depicted below

20) Close your Web browser to end your session