

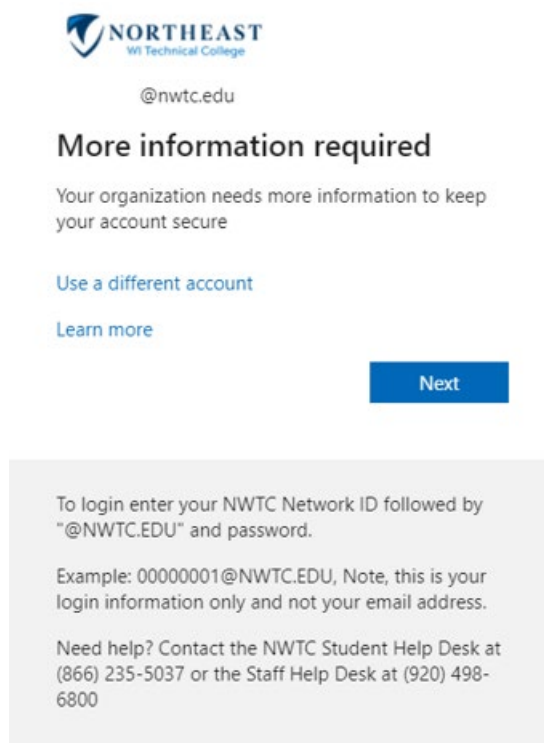
Microsoft MFA - Enrolling in Microsoft Multi-Factor Authentication (Student MFA)

Multi-factor authentication or MFA is an extra layer of security for your NWTC account. MFA verifies your identity by asking you for a second factor to prove you are who you say you are. It uses two different forms of identity: your password, and a contact method (also known as security information). Even if someone else finds your password, they will be stopped if they do not have access to your security information. This is also why it is important to use different passwords for all your accounts. NWTC has chosen the Microsoft Authenticator app, please review the following link for more information about how it works [here](#).

Please view the following [video](#) before enrolling in Microsoft Authenticator. For assistance with setting up multi-factor authentication call the Student Helpdesk at 920-498-6900.

Enrolling in Microsoft Multi-Factor Authentication using the Microsoft Authenticator App:

1. Install the Microsoft Authenticator app for your smart device. Details on how to install the app are [here](#).
2. When logging in to your NWTC Microsoft account you will see the following prompt to enroll in Microsoft MFA:



3. Click **Next** and be prompted to provide an additional security verification.
4. In the drop-down menu select **Mobile app**.
5. Then select the radio button to **Receive notifications for verification**.

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 ▾

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

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

Set up


Next

6. Click **Set up**.
7. The configure mobile app screen will appear. When ready, use your smart device to **scan the QR code** in the prompt and click **Next**.

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: 857 634 999
Url: <https://co1pfpad16.phonefactor.net/pad/648069390>

If the app displays a six-digit code, you are done!

Next cancel

8. The system will then run a test of your authenticator app. Respond to the notification on your smart device.
9. After the test is successful, you will be prompted to provide a backup method in the form of a phone number. Please enter this number in a dash format. Example: 123-456-7890. You are encouraged to add your mobile device phone number to act as a backup if you are unable to access or use the Microsoft Authenticator app for any reason. Additionally, you could provide a phone number to a different device, or landline as a backup if your phone is lost or stolen. Alternatively, it can be skipped by selecting **Done**. After completing enrollment, you can add or change security information at <https://mysignins.microsoft.com/security-info>.

The screenshot shows a web page for 'Additional security verification' for a user from Northeast Technical College. The page title is 'Additional security verification'. Below the title, there is a sub-header 'Step 3: In case you lose access to the mobile app'. A dropdown menu is set to 'United States (+1)' and is followed by an empty text input field for the phone number. A blue 'Done' button is located on the right side of the page. At the bottom, a small box contains the text: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.'

Enrolling in Microsoft Multi-Factor Authentication using Phone Call/SMS texting:

1. When logging into your NWTC Microsoft account you will see the following prompt to enroll in Microsoft MFA:



@nwtc.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

To login enter your NWTC Network ID followed by "@NWTC.EDU" and password.

Example: 00000001@NWTC.EDU, Note, this is your login information only and not your email address.

Need help? Contact the NWTC Student Help Desk at (866) 235-5037 or the Staff Help Desk at (920) 498-6800

2. Click **Next** and be prompted to provide an additional security verification.
3. In the drop-down menu select **Authentication phone**.
4. Enter your phone number in dash format. Example: 123-456-7890.
5. Select the **send me a code by text message** radio button to authenticate via text message or select the **Call me** radio button to receive a phone call to authenticate.

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?

Authentication phone

Select your country or region

Method

Send me a code by text message

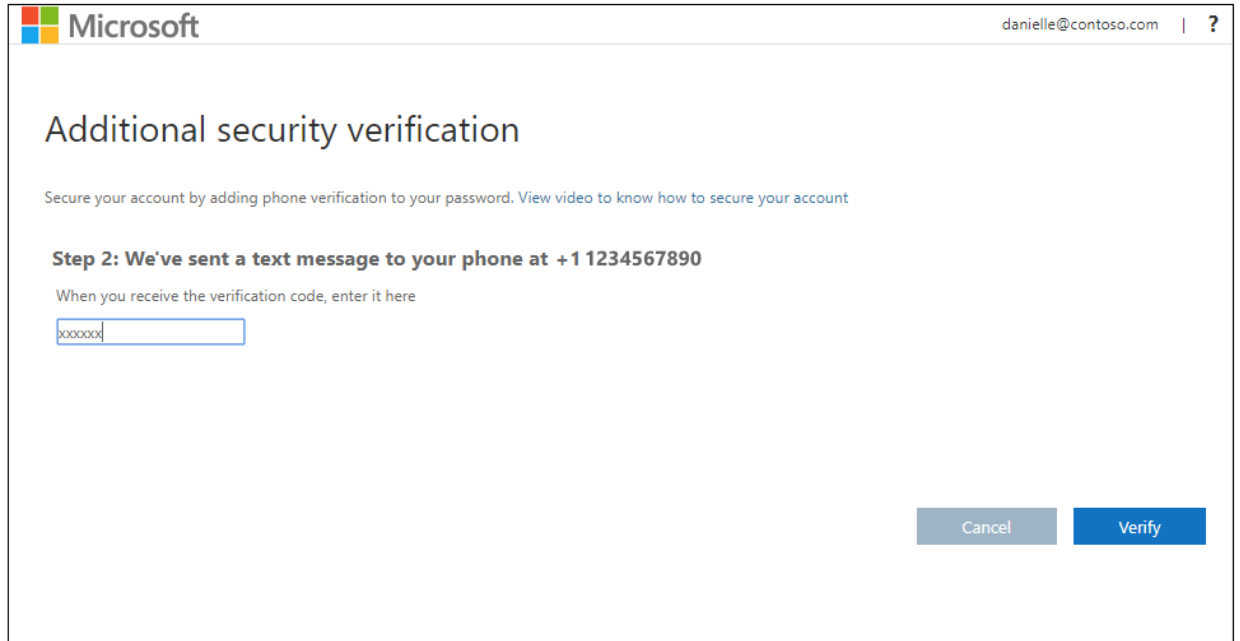
Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

6. Select **Next**.

7. You will be prompted to input the verification code from the text message sent to your phone. If you choose the Call method, you will receive a phone call from Microsoft.



The screenshot shows a Microsoft account security verification page. At the top left is the Microsoft logo, and at the top right is the email address 'danielle@contoso.com' and a help icon. The main heading is 'Additional security verification'. Below it is a sub-heading: 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The current step is 'Step 2: We've sent a text message to your phone at +1 1234567890'. Below this is the instruction 'When you receive the verification code, enter it here' and a text input field containing 'xxxxxx'. At the bottom right are two buttons: 'Cancel' and 'Verify'.

8. Select **Verify**.
9. After the test is successful, you are encouraged to add another phone number to act as a backup if you are unable to access or use the mobile phone listed for any reason. After completing enrollment, you can add a phone, security key, or change security information at <https://mysignins.microsoft.com/security-info>.

Help with Multifactor Authentication:

- Instructions to enroll a new or replacement phone with Microsoft Authenticator: [How to setup authenticator on a new phone](#)
- Common troubleshooting tips for Microsoft Authenticator App: [Common problems with two verification and your work or school account](#).
- To change provided Microsoft security information or add backup authentication methods for your NWTC account log in to your [security options page](#).
- If you feel you do not have the technology to successfully enroll, please call the NWTC Student Help Desk at 920-498-6900 for support.
- If you have lost your device, left it at home, or are experiencing difficulties authenticating please call the NWTC Student Help Desk at 920-498-6900 for support.