

IVCCD

Multifactor Authentication (MFA) and Self-Service Password Reset (SSPR) Enrollment Guide

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Note: This setup process was done on an Apple iPhone. The process is similar for Android smartphones.

Note: Please complete all steps.

Install the Microsoft Authenticator App

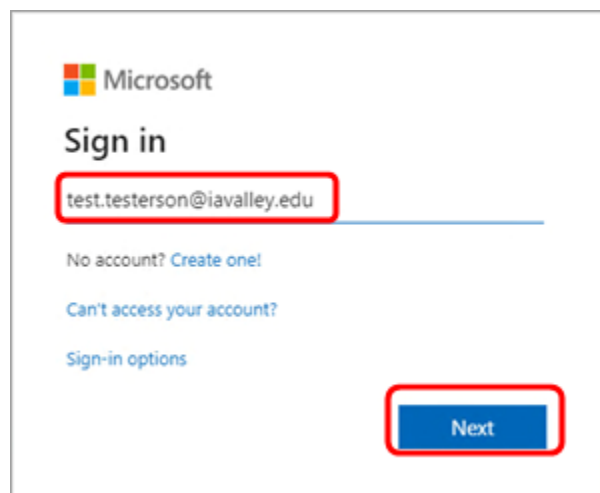
Note: Do not launch the App until asked to do so later in this guide

- On your smartphone (Android and iOS are supported), download the Microsoft Authenticator App from the appropriate App Store:
 - iOS - <https://apps.apple.com/app/microsoft-authenticator/id983156458>
 - Android - <https://play.google.com/store/apps/details?id=com.azure.authenticator>
 - App icon should look similar to this:

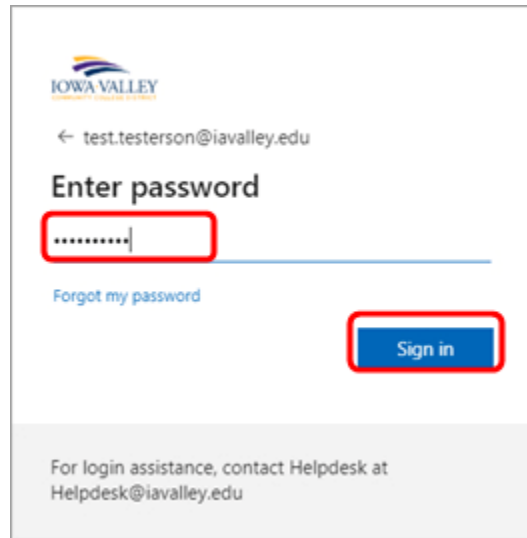


Account Access/Login

- In your web browser open the following link: <https://aka.ms/ssprsetup>
- A Microsoft login page will open
- If asked for your username/email, enter your Iowa Valley email address (example: test.testerson@iavalley.edu) and click Next

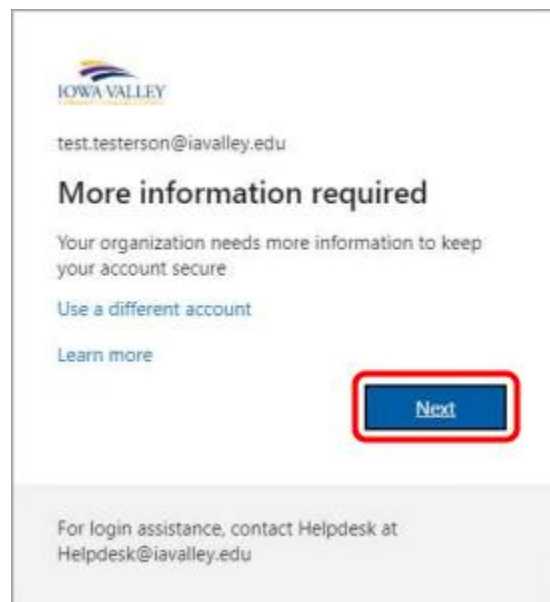


- Enter your Iowa Valley password
- Click Sign In



The image shows a login page for Iowa Valley. At the top is the Iowa Valley logo. Below it is the email address test.testerson@iavalley.edu. The main heading is "Enter password". There is a password input field with a red border and a red outline, containing several dots. Below the input field is a link "Forgot my password". To the right of the input field is a blue "Sign in" button with a red border and a red outline. At the bottom, there is a footer with the text "For login assistance, contact Helpdesk at Helpdesk@iavalley.edu".

- A notification box will open indicating that more information is required.
- Click Next



The image shows a login page for Iowa Valley. At the top is the Iowa Valley logo. Below it is the email address test.testerson@iavalley.edu. The main heading is "More information required". Below the heading is the text "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". To the right of the links is a blue "Next" button with a red border and a red outline. At the bottom, there is a footer with the text "For login assistance, contact Helpdesk at Helpdesk@iavalley.edu".

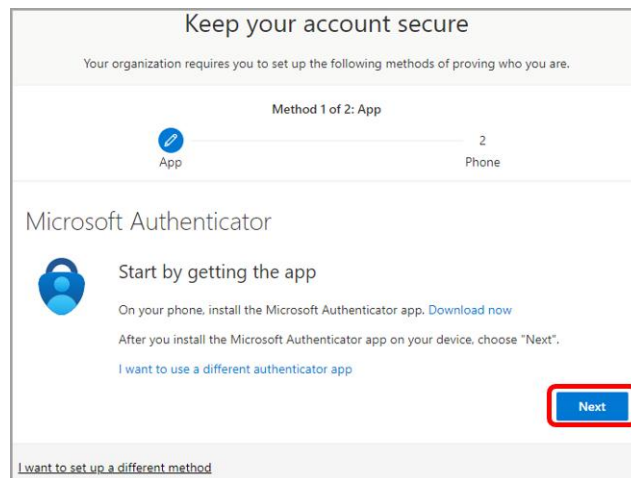
Microsoft Authenticator App Setup

Note: before proceeding, you must have the **Microsoft Authenticator App** installed on your smartphone – **Do not launch the App until asked to do so**

Note: screenshots are from an iPhone, set up on an Android device may be slightly different

Note: when opening the App on your smartphone, make sure to **allow notifications**

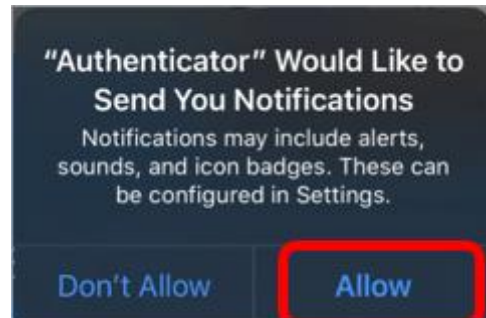
Start the setup of the Microsoft Authenticator App by clicking Next



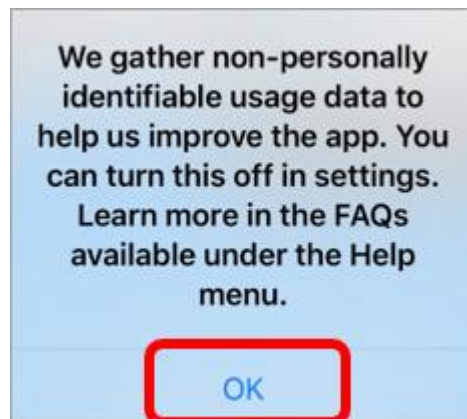
Click Next again



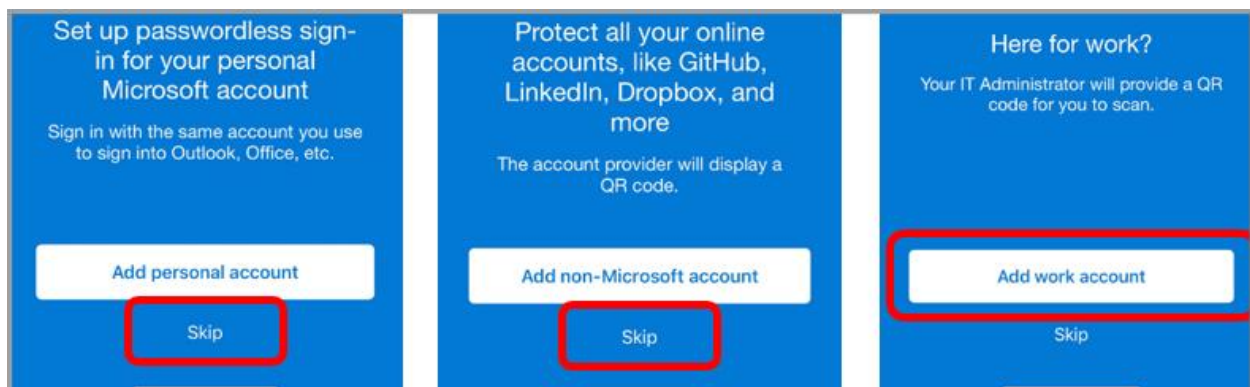
- Launch the Microsoft Authenticator App on your smartphone
- Click Allow to allow the Authenticator App to send notifications



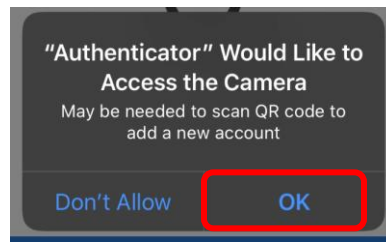
- Click OK if the following notification box appears



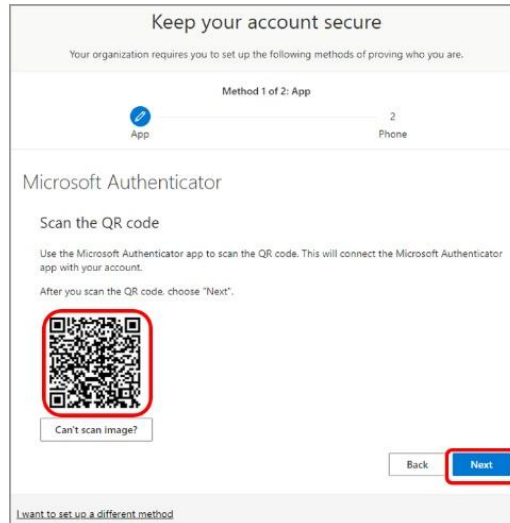
- Click Skip twice until you get to the screen asking you to setup a **Work Account** (do not add a personal account or a non-Microsoft account)



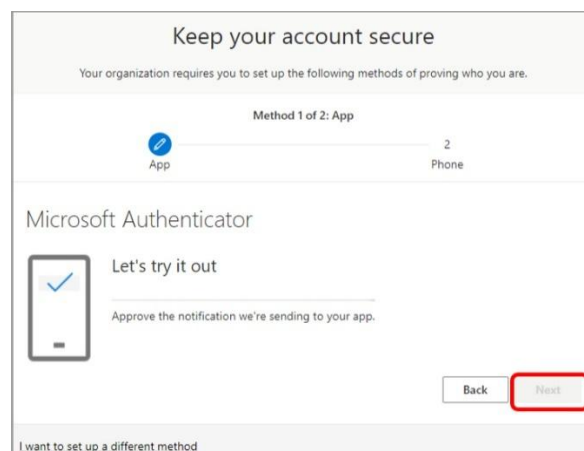
- Click OK to allow the Authenticator App to access your Camera



- Using the camera on your smartphone, scan the QR code displayed on your web browser
- Click Next



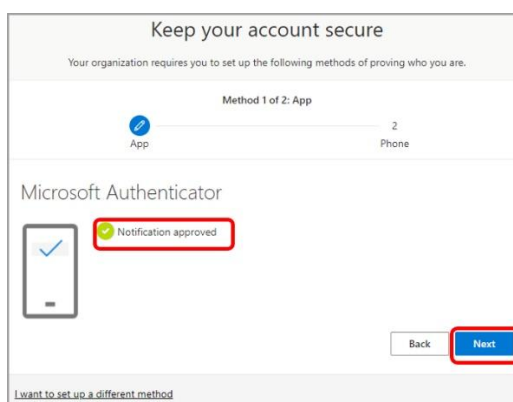
- You are asked to test/try out the Authenticator App
- You will notice that the Next button is grayed out



- Within the Authenticator App on your Smartphone, click the Approve button



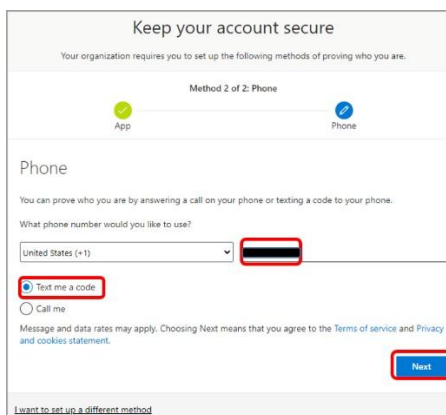
- Once you click Approve and after a few seconds, you will be notified that the notification was approved
- You can now click Next



- The Authenticator App on your smartphone is now set up

Text Authentication Setup

- Start the setup of text authentication using a mobile (cell) phone by entering your cell number and click Next



- A six-digit code will be sent to your cell phone
- Enter the code and click Next

The screenshot shows a web interface titled "Keep your account secure" with the subtitle "Your organization requires you to set up the following methods of proving who you are." Below this, a progress bar indicates "Method 2 of 2: Phone". Two options are shown: "App" (with a green checkmark icon) and "Phone" (with a blue phone icon). The "Phone" section is active, displaying the text "Phone" and "We just sent a 6 digit code to + [redacted] Enter the code below." A text input field contains the code "172493", which is highlighted with a red box. Below the input field is a link "Resend code". At the bottom right, there are "Back" and "Next" buttons, with the "Next" button highlighted by a red box. At the bottom left, there is a link "I want to set up a different method".

- Text authentication is now setup as an approved authentication method
- Click Next

The screenshot shows the same web interface as the previous one, but now the "App" option has a green checkmark and the "Phone" option has a blue phone icon. The "Phone" section is active, displaying the text "Phone" and a green checkmark icon followed by the message "SMS verified. Your phone was registered successfully." At the bottom right, the "Next" button is highlighted with a red box.

- A summary of your settings will be displayed
- Click Done
- Continue to the Account Management - Security Info Page below (page 10)

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Done

App Phone

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone [REDACTED]

Microsoft Authenticator

Done

Account Management

Security Info Page

- If asked if you want to stay signed in – click Yes

IOWA VALLEY
UNIVERSITY

test.testerson@iavalley.edu

Stay signed in?

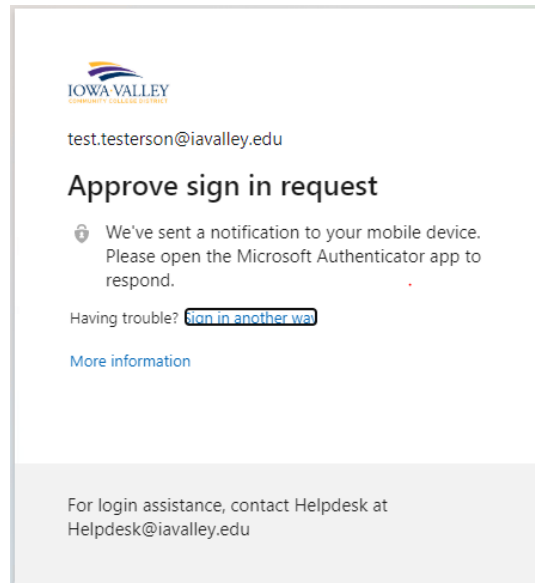
Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

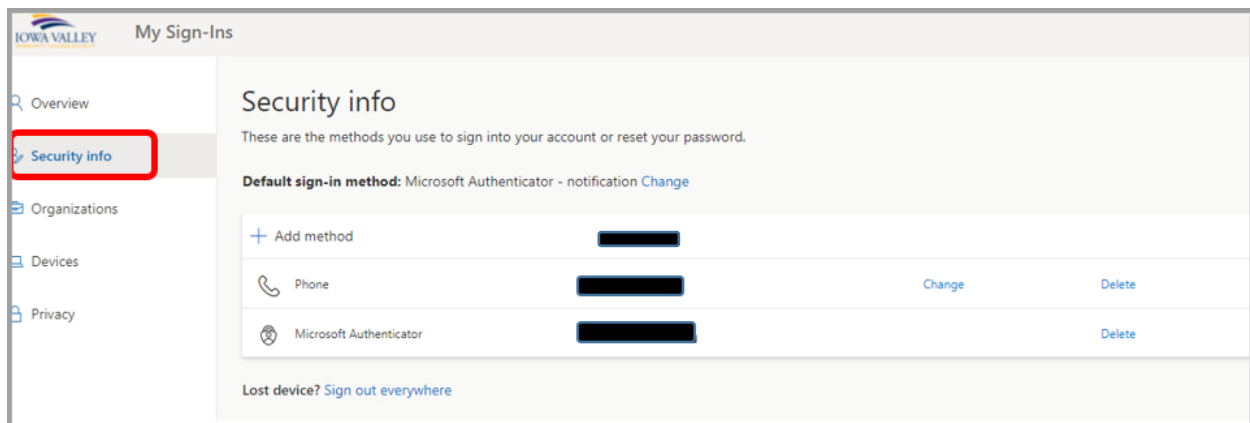
No **Yes**

For login assistance, contact Helpdesk at
Helpdesk@iavalley.edu

- If asked to approve your sign in request, do so by clicking the Approve request on your smartphone
 - In many cases, the Approve request will appear in your notifications
 - If it does not, open the Microsoft Authenticator App
 - **Click Approve on your smartphone as quickly as possible – the request will timeout**

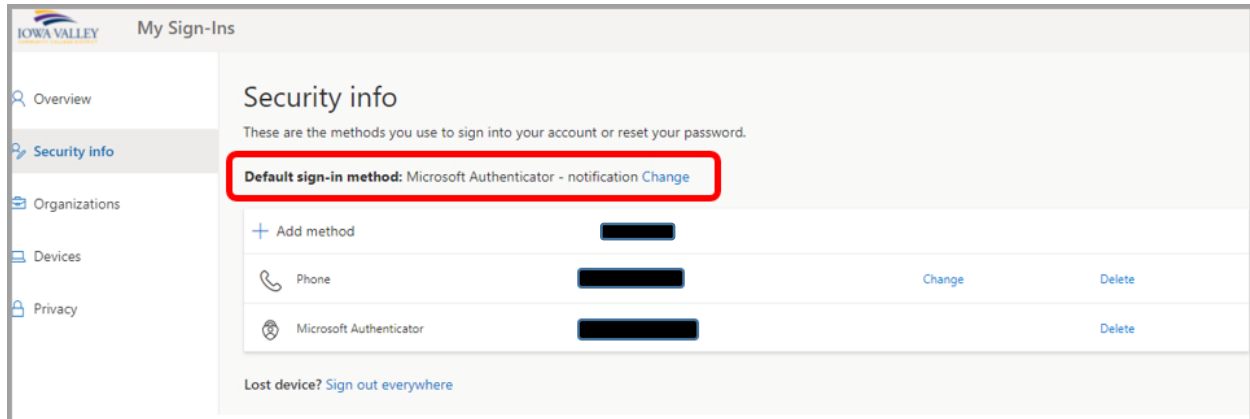


- You should now be on the Security Info page
 - If you are not, navigate to: <https://aka.ms/mysecurityinfo>
 - Log into your account (enter email address, password, and approve request if needed)
 - Click on the Security Info tab if it does not open to the Security Info screen
 - This page displays all your approved authentication methods
 - You can edit, add, and delete methods (see Setup Additional Email below)
 - You can change your default Sign-In Method (see Confirm Default Sign-In Method below)



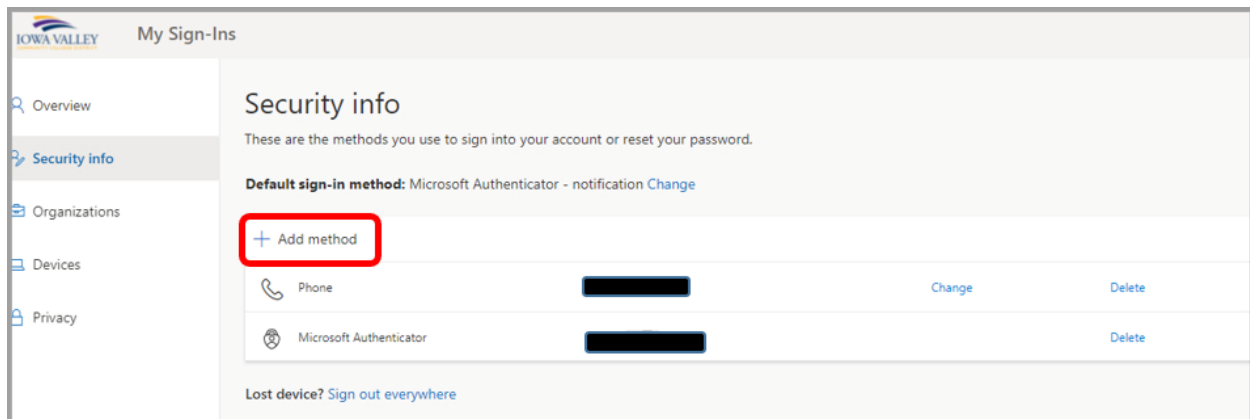
Confirm Default Sign-In Method

- Confirm that the Default Sign-In Method is Microsoft Authenticator – notification
- If the method needs to be changed, click the Change link
- Select Microsoft Authenticator – notification from the dropdown and click Confirm

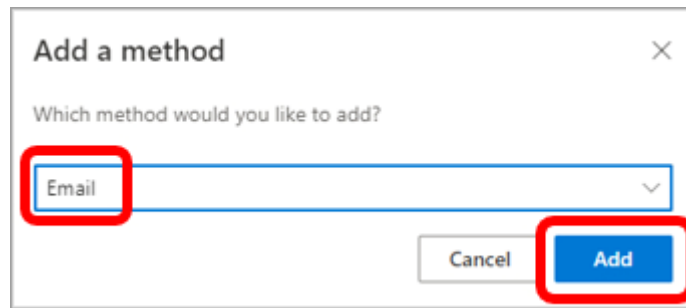


Setup Additional Email

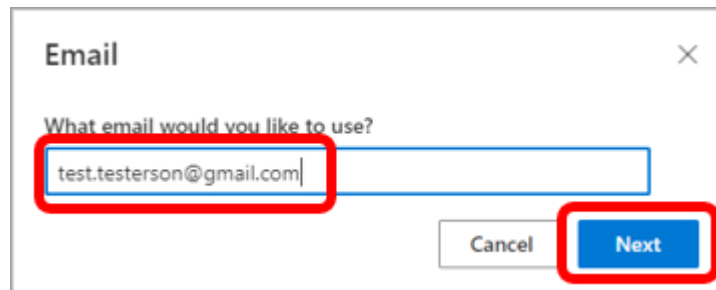
- Add a secondary (personal) email address
- Click Add method



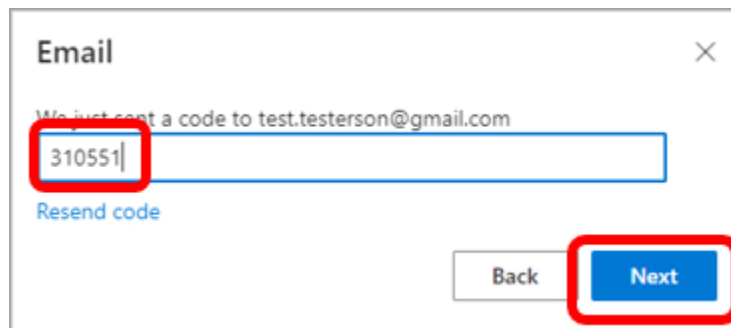
- Select Email from the dropdown and click Add



- Enter your email address and click Next



- Enter the code emailed to the provided email address and click Next



- Once confirmed, you will be notified that the email registration was successful
- Your email address will be added to the list of verification methods

The registration process is now complete