# Microsoft Authenticator app Setup Guide

Palomar College is implementing Microsoft to enhance the security of user identities, ensuring seamless integration with everyday applications. This initiative aims to improve our technology security by mandating Multi-Factor Authentication (MFA) for all users accessing campus technology from outside the internal network. Failure to do so may flag the sign-in attempt as risky.

You are receiving this email to assist you in setting up MFA, which is required for accessing college technology from outside the Palomar's internal network. This guide will walk you through setting up the Microsoft Authenticator app on your cell phone. Please pay close attention, as some steps require actions from your cell phone.

## Step 1

A. On your desktop, visit https://aka.ms/mysecurityinfo

B. Click "Add sign-in Method."

PALOMAR COLLEGE	$_{ m My}$ Sign-Ins $\sim$
A Overview	Security info
⅔ Security info	These are the methods you use to sign into your account or reset your password.
🖵 Devices	You're using the most advisable sign-in method where it applies. Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification Change
🔍 Password	+ Add sign-in method

C. Select "Authenticator App" in the pop-up window, then click "Add."



## Step 2

Next, you will be asked to install the MFA app on your mobile phone.

A. Scan the corresponding QR code below.



B. Click "Next" once you have installed the application.

licrosoft Authenticator			
	Start by getting the app		
	On your phone, install the Microsoft Authenticator app. Download now		
	After you install the Microsoft Authenticator app on your device, choose	se "Next".	
	I want to use a different authenticator app		
	Ca	incel	Next
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## Step 3

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A. Open the Microsoft Authenticator app on your mobile device. Enable notifications if prompted. Then click next on the PC.



B. Tap on the "Add" symbol.



C. Select "Work or school account" and click "Scan QR code."



### Step 4

A. Scan the QR code using your app.

**NOTE**: If you get a message saying your QR code is invalid, click back and then next to generate a new QR code on your PC.



### Step 5

A. The app should add your work or school account without additional information.

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Palomar eordone	Community Colleg	e District	-
Authenticator I	Passwords Address	es Verif	ied IDs

### B. Click "Next" on the PC.

#### Microsoft Authenticator

#### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".





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## Step 6

A. After scanning the code, you will be prompted to authenticate the sign in on the app.

Microsoft	Authenticator	×
	Let's try it out	
	Approve the notification we're sending to your app by entering the number shown below	ι.
L	82	
	Back Next	

B. Approve the notification in the Microsoft Authenticator app by adding the number you see on your PC to the app.



C. Once you approve the notification on your mobile app, the dialog will change and show it has succeeded. Click "**Next**" to ensure you successfully registered.

Microsoft Authenticator	×	
Notification approved		Microsoft Authenticator app was successfully $ imes$ registered
_		Fri, 08 Mar 2024 01:46:26 GMT
	Back Next	

You're all set! For Additional help, please email the help desk to book an appointment.

The Microsoft Authenticator app now contains your @palomar.edu. You may also use the app to add any other multifactor authentication service.

