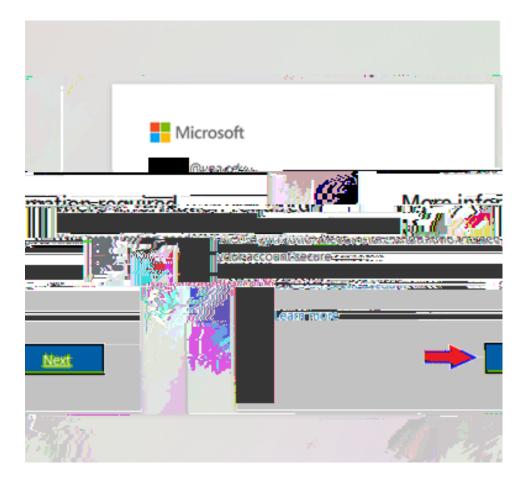
MFA (Multi-factor authentication) instructions using Microsoft authenticator app (Alumni/Retirees Only)

- 1. Download the Microsoft Authenticator App from either the Google Play Store or the Apple App Store.
- 2. Go to <u>https://office.com/una.edu</u> and sign using your UNA username and password.
- 3. Upon sign in, you will see the following screen that will start the setup process for the multi-factor authentication. Click Next.



4. For Step 1, pull down the menu and select Mobile app.

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5. After selecting Mobile app, you will now see a Setup button at the bottom of the screen. Click on Setup.

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6. Open the Microsoft Authenticator app on your phone. Select the Add Account option. Now take your phone

and scan the QR code shown on the computer. After you have scanned the code, the app will add your UNA account to the Microsoft Authenticator app. 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.
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7. When you see the screen below, click Next.

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