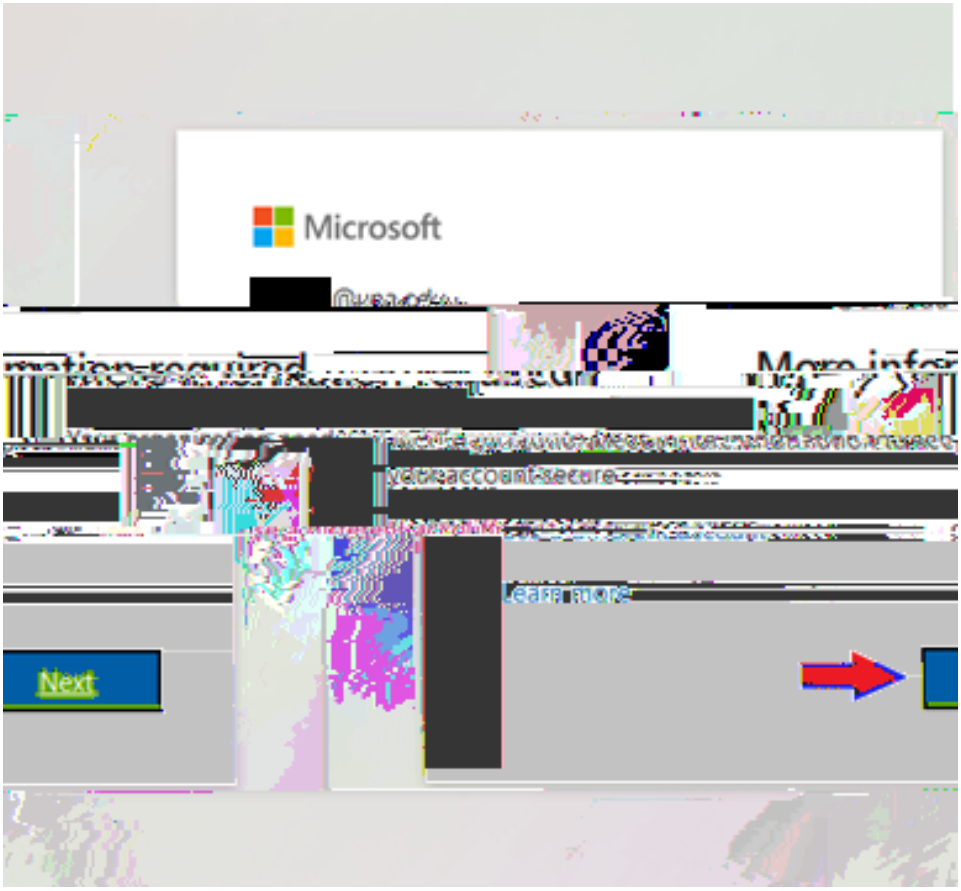
MFA (Multi-factor authentication) instructions using Microsoft authenticator app (Alumni/Retirees Only)

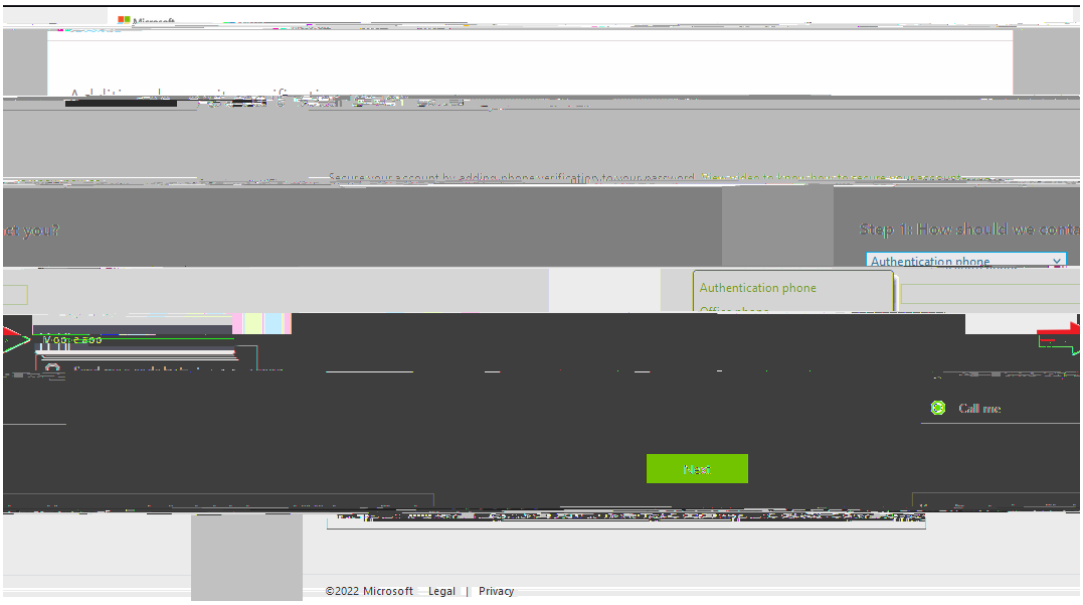
1. Download the Microsoft Authenticator App from either the Google Play Store or the Apple App Store.

2. Go to https://office.com/una.edu and sign using your UNA username and password.

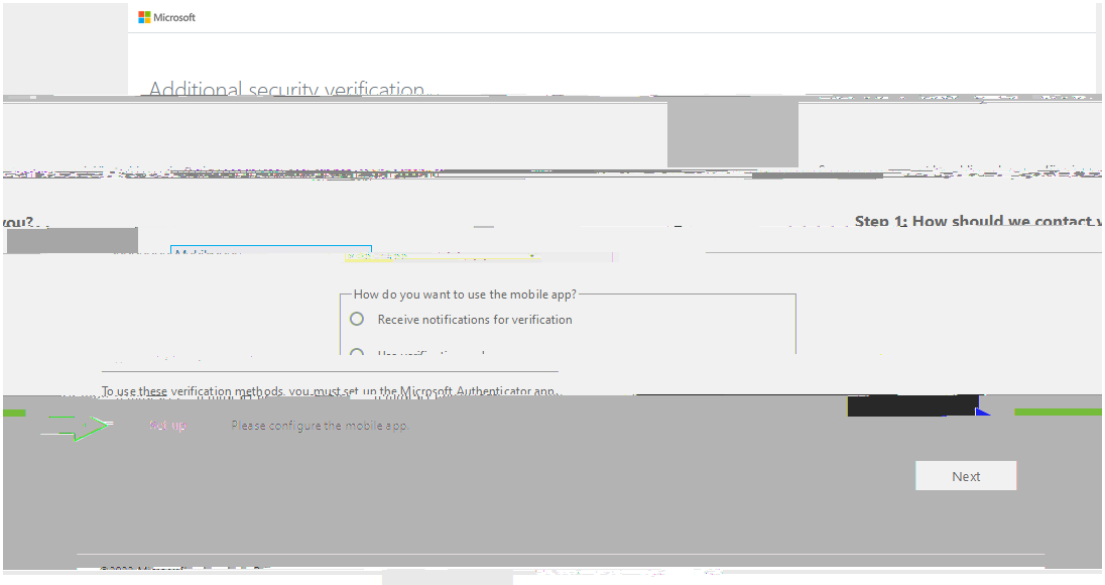
3. Upon sign in, you will see the following screen that will start the setup process for the multi-factor authentication. Click Next.



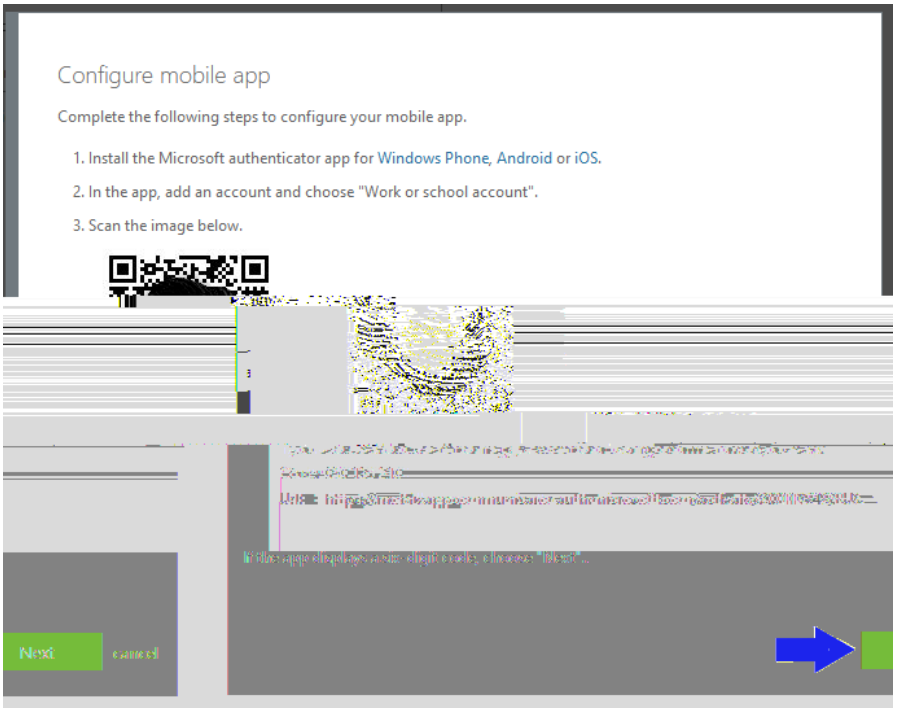
4. For Step 1, pull down the menu and select Mobile app.



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



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.



7. When you see the screen below, click Next.