



ST. CLAIR COLLEGE
IT SERVICES

Setting Up Multi-Factor Authentication

Microsoft Authenticator App

SMS Text Messages or Calling

Microsoft Authenticator App

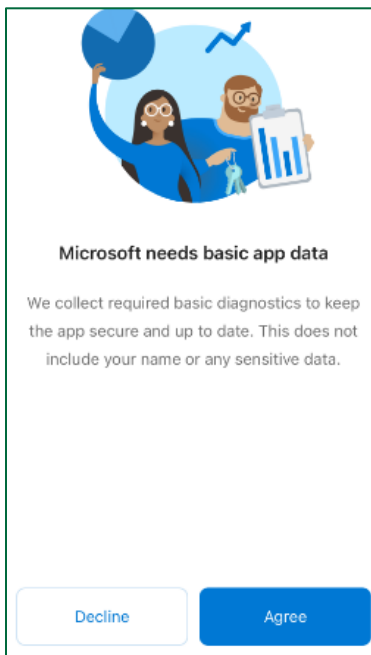
1. Go to the Apple App Store or Android Play store from your smartphone and download the Microsoft Authenticator app.



Android: <https://play.google.com/store/apps/details?id=com.azure.authenticator>

iOS : <https://apps.apple.com/ca/app/microsoft-authenticator/id983156458>

2. Open the app and click on I agree

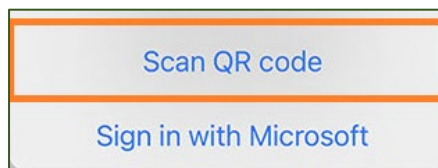
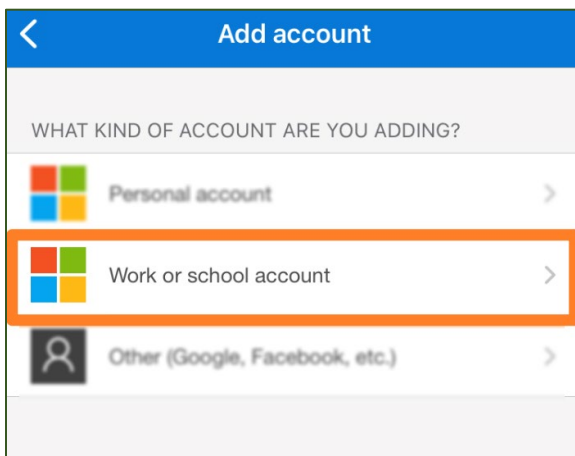




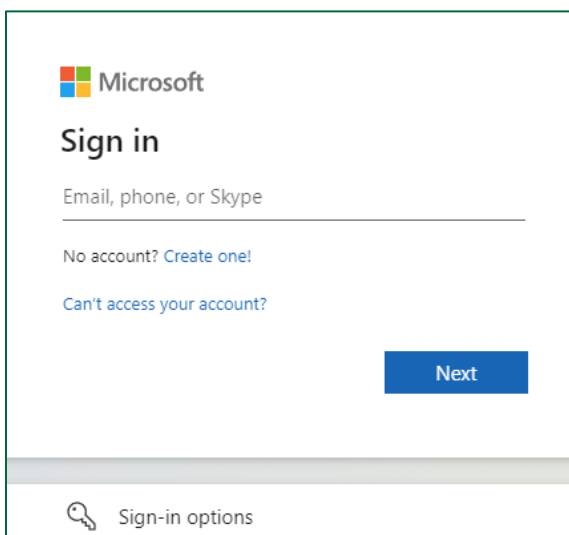
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3. Tap 'Work or school account' then tap 'Scan QR code', you may also have to allow the app access to the camera on your smartphone.



4. On your computer go to the following website to access the QR code:
<https://aka.ms/mfasetup>
5. You will need to sign in with your St. Clair College login.





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6. Click **Next** on the message that more information is required.

The screenshot shows a white rectangular box with a thin green border. At the top left is the St. Clair College logo. The main heading is 'More information required'. Below it, the text reads: 'Your organization needs more information to keep your account secure'. There are two blue links: 'Use a different account' and 'Learn more'. A blue button with the word 'Next' in white is positioned to the right. At the bottom, a grey footer contains the text: 'If you are having issues logging in please visit: https://www.stclaircollege.ca/it-services'.

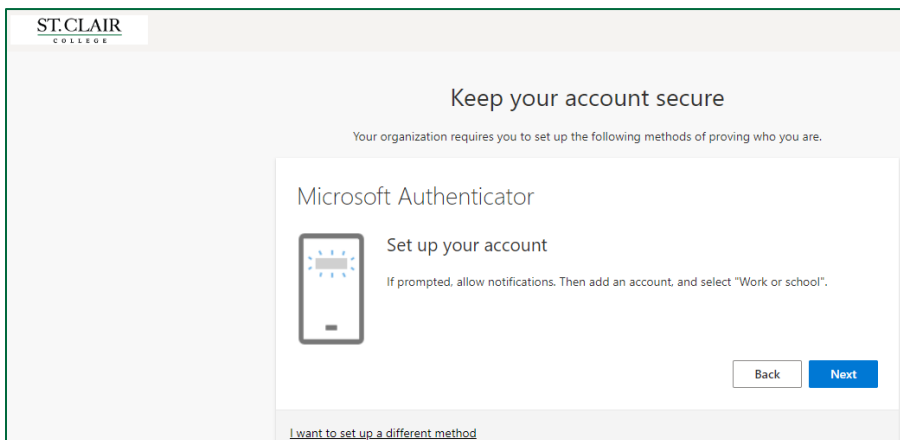
7. Click Next to start setting up the Authenticator app.

The screenshot shows a white rectangular box with a thin green border. At the top left is the St. Clair College logo. The main heading is 'Keep your account secure'. Below it, the text reads: 'Your organization requires you to set up the following methods of proving who you are.' The central content is titled 'Microsoft Authenticator' and features a blue lock icon. The text says: 'Start by getting the app'. Below this, it instructs: 'On your phone, install the Microsoft Authenticator app. Download now' and 'After you install the Microsoft Authenticator app on your device, choose "Next".'. There are two blue links: 'I want to use a different authenticator app' and a blue button with the word 'Next' in white. At the bottom, a grey footer contains the text: 'I want to set up a different method'.

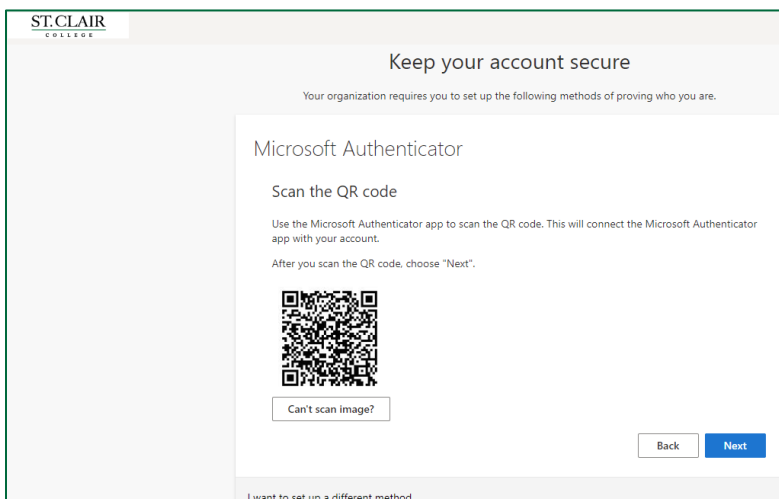


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8. Click Next to allow notifications for the app.



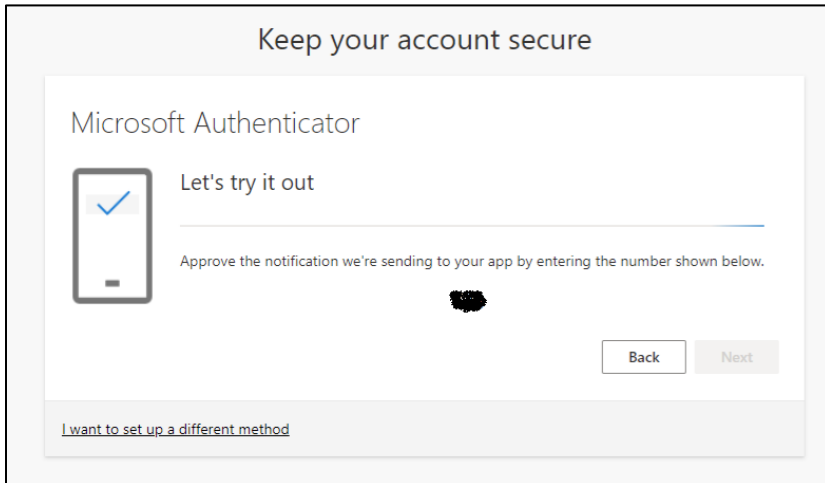
9. In the app select 'Work or School' then tap the 'Scan a QR Code' and scan the QR code on the computer screen with your smartphone. Then click the Next button.



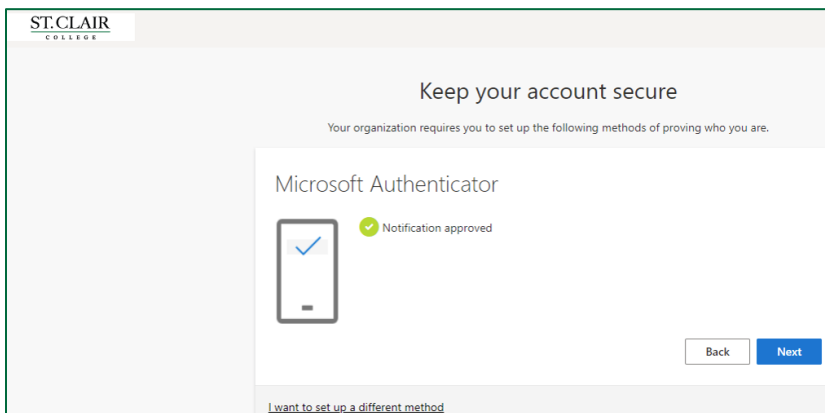


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10. You will then be asked to verify the app is working on your smartphone. In the app enter the code displayed on the screen.



11. Click **Next** to on the message that the notification was approved.



12. MFA setup using the MS authenticator app is complete.



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Keep your account secure

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

Success!

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

Default sign-in method:

-  Microsoft Authenticator
SM-G781W
-  Microsoft Authenticator

[Done](#)



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SMS Text Messages or Calling

1. Go to <https://aka.ms/mfasetup> sign in with your St. Clair College login.

The first screenshot shows the Microsoft sign-in interface. It features the Microsoft logo, the text 'Sign in', and a text input field for 'Email, phone, or Skype'. Below the field are links for 'No account? Create one!' and 'Can't access your account?'. A blue 'Next' button is positioned at the bottom right. At the bottom left, there is a 'Sign-in options' link with a key icon.

The second screenshot shows the 'my ST. CLAIR' login page. It has a header with the 'my ST. CLAIR' logo. Below the header are two input fields: 'St. Clair ONE Username' and 'Password'. A green 'Sign in' button is located below the password field. At the bottom, there are links for 'Password Reset Registration', 'Forgot Password?', and 'Contact Us'.

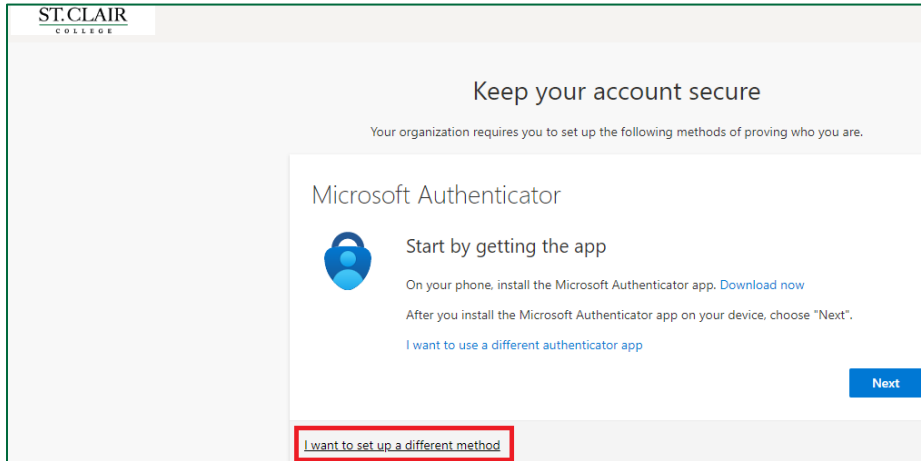
2. You will be prompted to provide additional information, click **Next**.

The screenshot shows a message from St. Clair College. At the top is the 'ST. CLAIR COLLEGE' logo. The main heading is 'More information required'. Below this, the text reads 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. A blue 'Next' button is located at the bottom right. At the bottom of the page, there is a footer that says 'If you are having issues logging in please visit: <https://www.stclaircollege.ca/it-services>'.

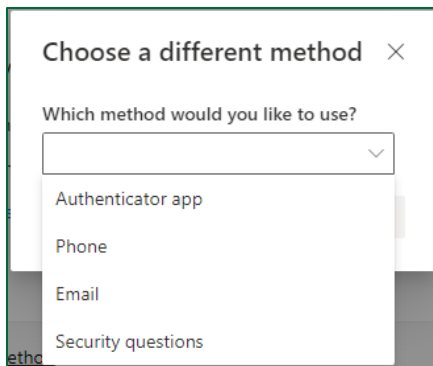


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3. Click the **'I want to set up a different method'** link at the bottom of the page.



4. Choose the phone option in the drop down list, then click **Confirm**.





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5. Choose your area code from the drop down list then enter your phone number and choose either **'Text me a code'** or **'Call me'** then click next.

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Keep your account secure

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

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) Enter phone number

Receive a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

6. If you chose text message, enter the code and click verify or answer the phone call and step through the prompts.

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Keep your account secure

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

Phone

We just sent a 6 digit code to +1 1234567890. Enter the code below.

Enter code

Resend code

Back Next

[I want to set up a different method](#) [Skip setup](#)

You have now successfully setup your device!