

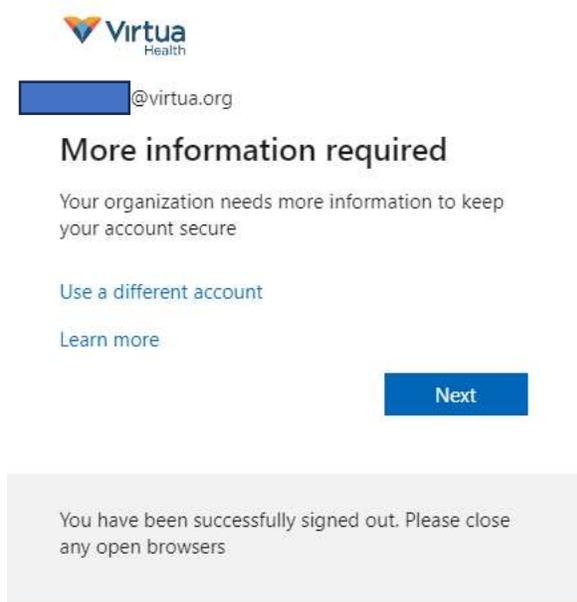
# Microsoft Authenticator for Multi-factor Authentication (2-Step Verification)

## Get Started

To keep your account safe, Virtua uses a security method called multi-factor authentication (MFA), also known as 2-Step verification. With this method, you verify your identity before you see certain sensitive information or access your Office 365 applications. Virtua currently supports verifying your account using the Microsoft Authenticator application only. However, you will enroll in 2 methods, application and your mobile phone number.

**Important! Please have your mobile device and computer available prior to continuing.**

1. On your computer, browse to <https://login.microsoftonline.com>
2. You will be prompted to enter your username (please use this format: [username@virtua.org](mailto:username@virtua.org)). Click **Next**



3. Pause on this step and download Microsoft Authenticator app on your mobile device. Once downloaded click **Next**

# Keep your account secure

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

## Method 1 of 2: App



App

2

Phone

## Microsoft 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 "Next".

[I want to use a different authenticator app](#)

Next

1. On mobile device: Open Authenticator App. If prompted to add an account, select "Work or school". Continue to next steps.
2. On computer: Click **Next**

Method 1 of 2: App

 App 2  
Phone

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## Microsoft Authenticator



### Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back Next

3. Within the Microsoft Authenticator app on your mobile device, you will see a selection to enter a login or scan QR code. Select QR code. Only scan the QR code on your computer screen. DO NOT scan the QR code within this documentation. After scanning the QR code, click **Next**.

### Keep your account secure

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

Method 1 of 2: App

 App 2  
Phone

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## 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".



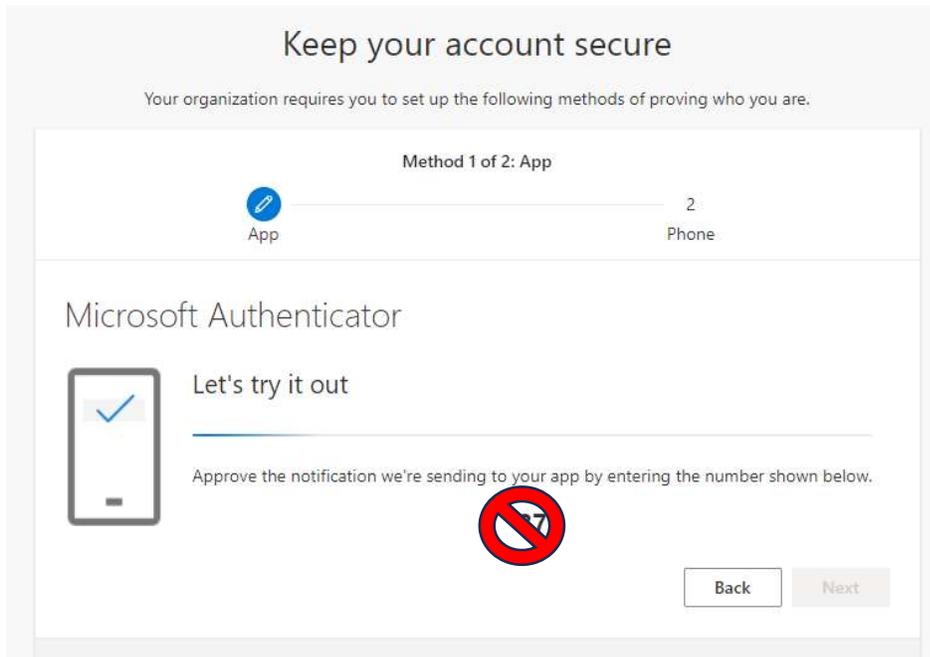
Can't scan image?

Back Next

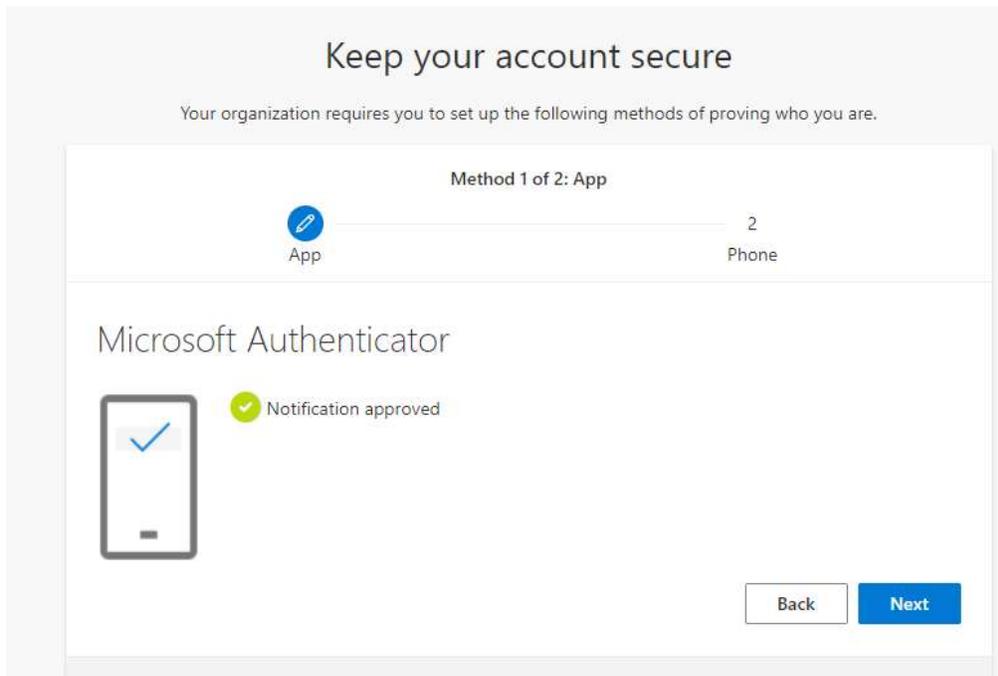
4. Your virtua.org account will automatically populate within the Authenticator app on your mobile device. A pop-up will appear on your phone asking for the number you

see on the screen. Please enter the number and click Yes on your mobile device. Click **Next**.

DO NOT use the number shown in this document.



5. After the number is entered and confirmed, you will see notification approved and you successfully configured the Authenticator app on your device. Click **Next**.



Method 2 – Mobile phone

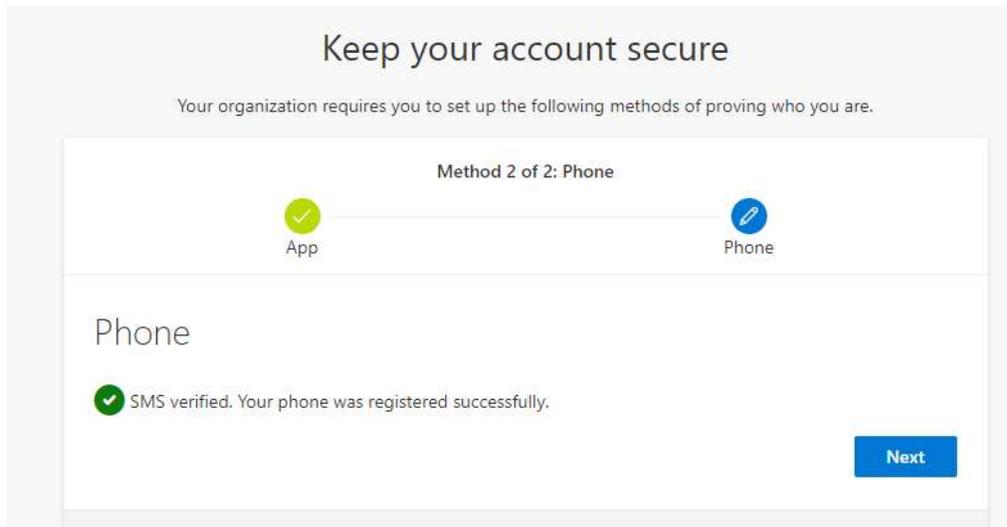
1. After completing the Authenticator app enrollment, you will see another set of enrollment screens pop up. Please enter your mobile device phone number here and select “Text me a code”. Click **Next**.

The screenshot shows a web interface titled "Keep your account secure". Below the title, it says "Your organization requires you to set up the following methods of proving who you are." There are two progress indicators: "App" with a green checkmark and "Phone" with a blue pencil icon. The "Phone" section is active and contains the following text: "Phone", "You can prove who you are by answering a call on your phone or texting a code to your phone.", "What phone number would you like to use?", a dropdown menu set to "United States (+1)", and a text input field labeled "Enter phone number". Below the input field are two radio buttons: "Text me a code" (selected) and "Call me". At the bottom, there is a "Next" button and a small disclaimer: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)."

2. Enter the code received and click **Next**.

The screenshot shows the same "Keep your account secure" interface. The "App" indicator now has a green checkmark, and the "Phone" indicator has a blue pencil icon. The "Phone" section contains the text: "Phone", "We just sent a 6 digit code to +1 [redacted] for the code below.", a text input field with a red "X" over it, and a "Request code" link. At the bottom, there are "Back" and "Next" buttons.

3. After code entry and confirmation, you will receive a notice that your phone was registered successfully. Click **Next**.



## Completion

1. Upon completing both registration methods, you will receive a Success! Window. Click **Done**.

