

## How to Register for Multi-Factor Authentication

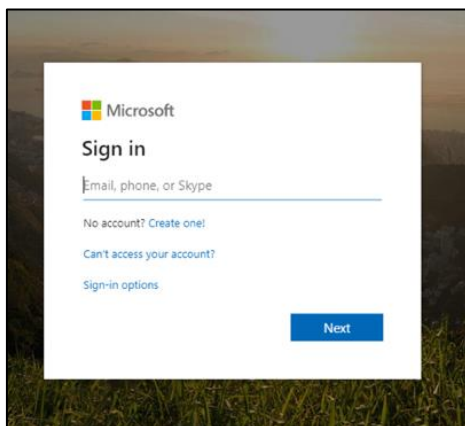
Multi-factor authentication (MFA) is an authentication method in which a user is granted access only after successfully presenting two or more pieces of evidence to an authentication system. The goal of MFA is to create a layered defense and make it more difficult for an unauthorized person to access your account.

Follow the instructions below to register your LSUA account to use multi-factor authentication.

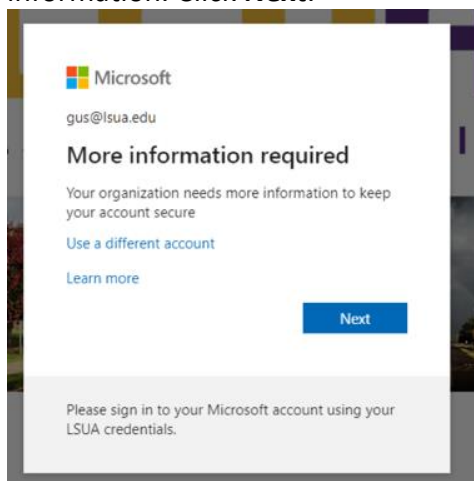
1. On a computer, open a web browser in Google Chrome or Mozilla Firefox. Go to <https://aka.ms/MFASetup>.



2. Next, login to your account using your LSUA credentials. Use your full email address.



3. Once you have successfully logged in, you will be required to provide more security information. Click **Next**.



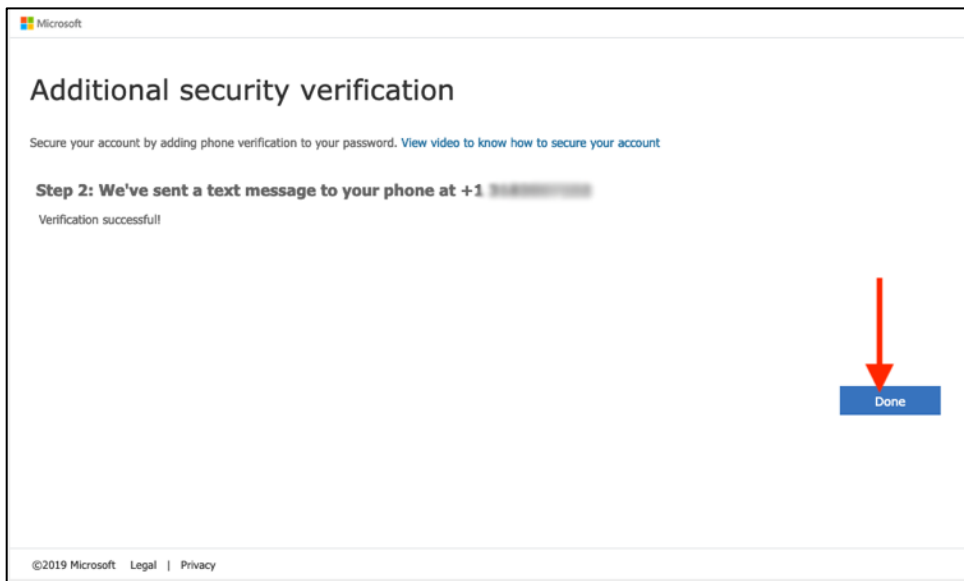
4. Confirm your phone number and select the method to receive a text or call. Click **Next**.

The screenshot shows the Microsoft 'Additional security verification' page. The title is 'Additional security verification' with a subtitle 'Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)'. Below this is 'Step 1: How should we contact you?'. There are two main sections: 'Authentication phone' and 'Method'. The 'Authentication phone' section has a dropdown for 'Authentication phone' and a dropdown for 'United States (+1)' followed by a text input field for the phone number. The 'Method' section has two radio buttons: 'Send me a code by text message' (which is selected) and 'Call me'. A blue 'Next' button is on the right. At the bottom, there is a disclaimer: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' and a footer with '©2019 Microsoft Legal | Privacy'. Red arrows point to the phone number input field and the 'Send me a code by text message' radio button.

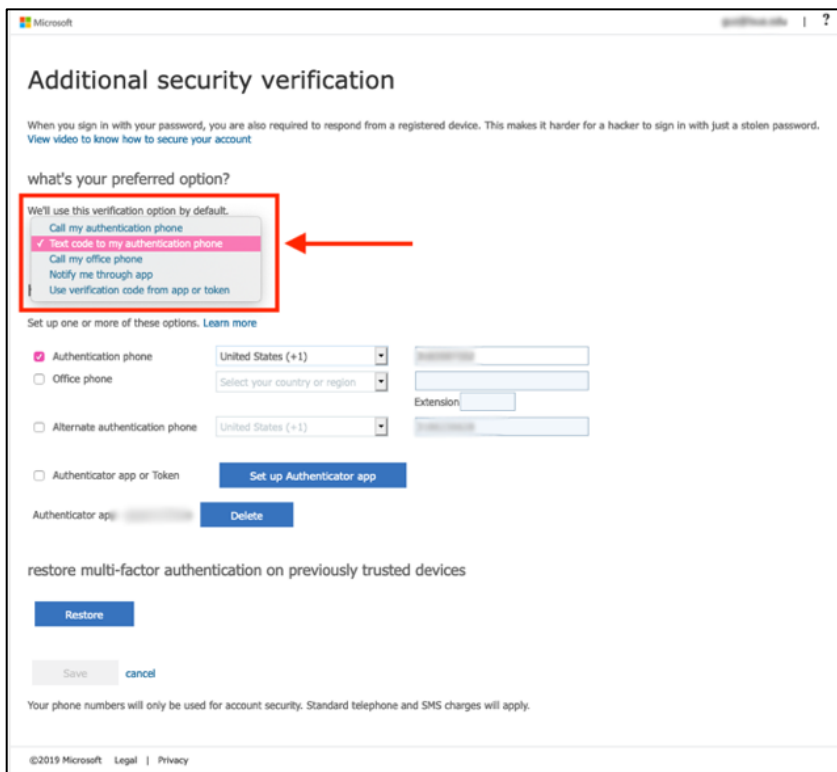
5. On the next page, type in the verification code you received either by text or phone call. Click **Verify**.

The screenshot shows the Microsoft 'Additional security verification' page, Step 2. The title is 'Additional security verification' with a subtitle 'Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)'. Below this is 'Step 2: We've sent a text message to your phone at +1'. There is a text input field for the verification code. Below the input field are two buttons: 'Cancel' and 'Verify'. A red arrow points to the verification code input field, and another red arrow points to the 'Verify' button. At the bottom, there is a footer with '©2019 Microsoft Legal | Privacy'.

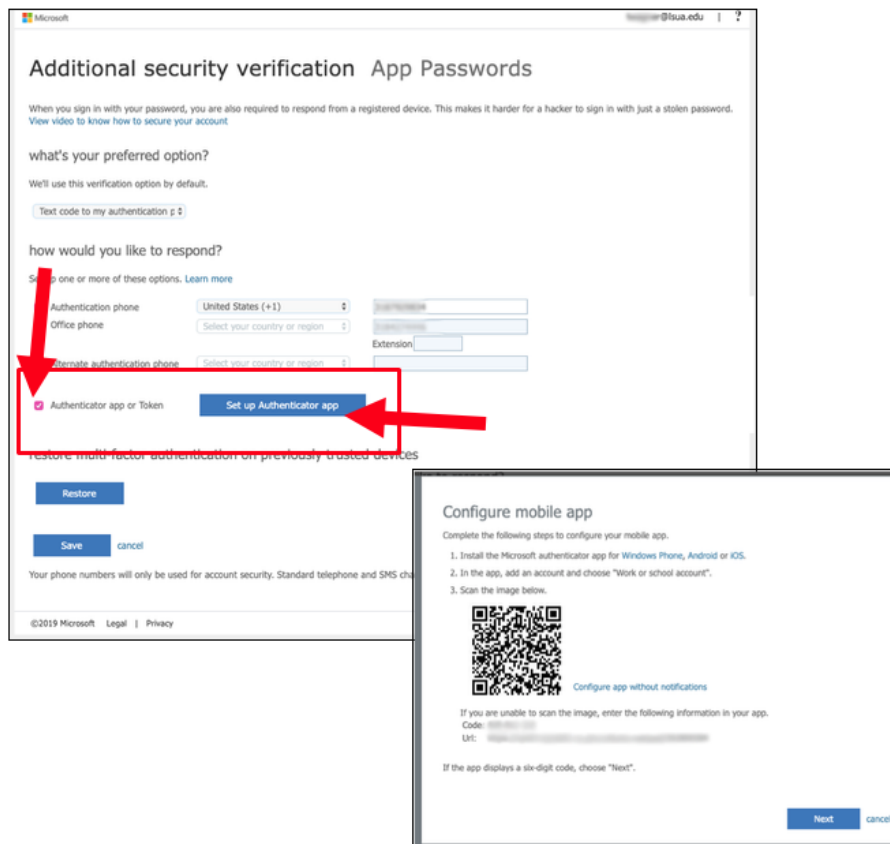
6. Once your verification is successful, click **Done**.



7. You will be redirected to the *Additional Security Verification* page. From the drop down menu, select your preferred method for verification. We recommend that you choose **Text code to my authentication phone**.

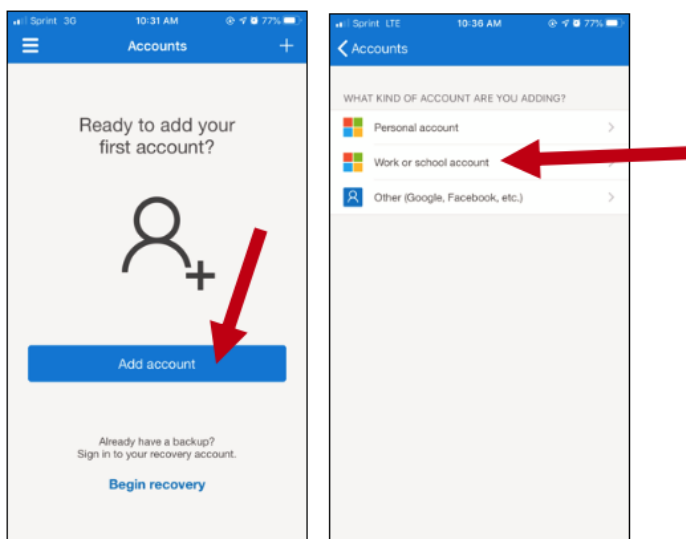


8. In the next section, under *How would you like to respond?*, select an additional method of contact. We recommend that you choose **Authentication app or token**. Then, click the **Set up Authenticator app** button. A pop up titled *Configure mobile app* will open.

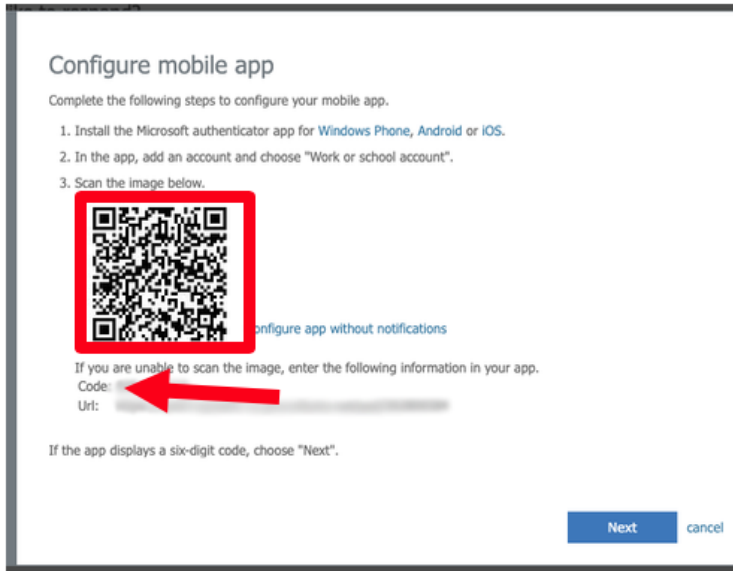


9. On your phone, download the Microsoft Authenticator App for [iOS](#) or [Android](#).

10. Next, open the Microsoft Authenticator App on your phone. Select **Add an Account** and then choose **Work or School Account**.

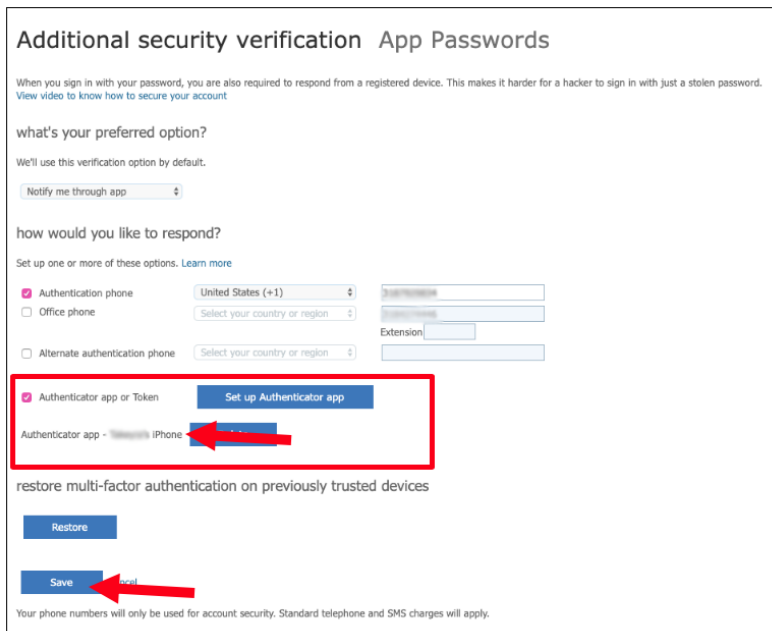


11. Scan the QR code with your phone or enter the code manually. When your app displays a 6-digit code, click **Next**.

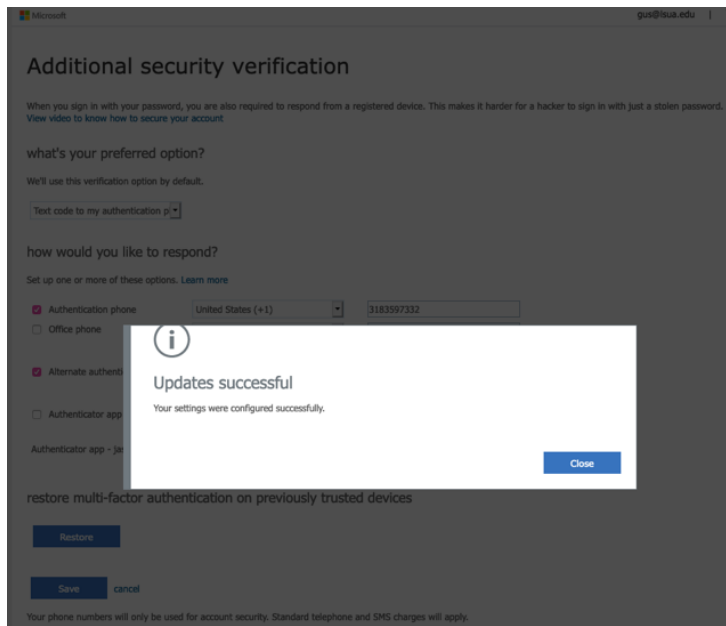


12. On your computer, your account will start verifying. At this point, your account is syncing with your Microsoft Authenticator App. Once the verification process is complete, you will be required to approve your work account in the Microsoft Authenticator App.

13. Your phone's name will display under the Authenticator app option below. Click **Save** to complete the setup.

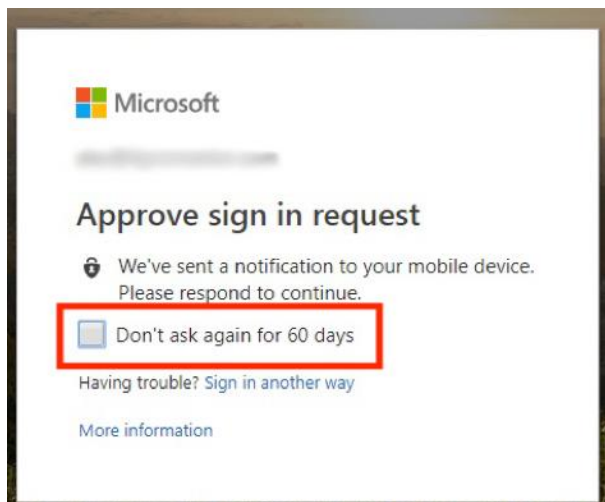


14. Next, click **Close** and you will be redirected to your profile page.



15. Your profile page is where you can reset your password, add additional security questions, or sign out everywhere. You do not need to take any action on this page. You may now close the web browser and continue as normal.

**Note:** When you sign in to other devices that use your LSUA Microsoft account, you may be prompted to approve sign-in request. If this message displays, you can check Don't ask again for 60 days for a grace period.



If you have any questions, submit a Help Desk ticket to [iethelp@lsua.edu](mailto:iethelp@lsua.edu).