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Step 1: Install the Microsoft Authenticator app on your smartphone

For Android users:
[Microsoft Authenticator on Google Play Store](#)

For Apple users:
[Microsoft Authenticator on iOS App Store](#)

Note: Please ensure that you are downloading the correct app. Microsoft Authenticator will never ask you to pay a fee at any time.

Android



Microsoft Authenticator

Microsoft Corporation

4.6 ★
983K reviews

50M+
Downloads

E
Everyone

Install



Apple



Microsoft Authentic...

Protects your online identi...

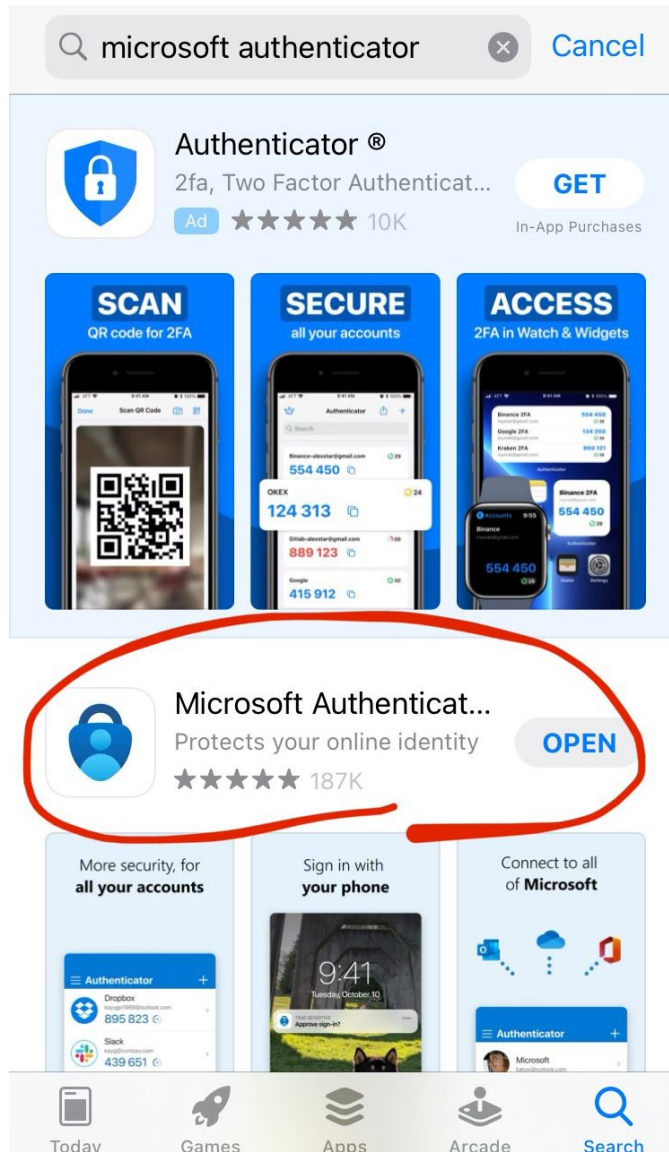
★★★★★ 188K

GET

More security, for
all your accounts

Sign in with
your phone

Connect to all
of Microsoft



Apple Users Please Note:

The Apple App Store allows for advertisements to be placed as the first search result. To ensure that you are downloading the correct app, verify that the app is not listed as an ad and that the app has the correct name “Microsoft Authenticator” and icon as shown.

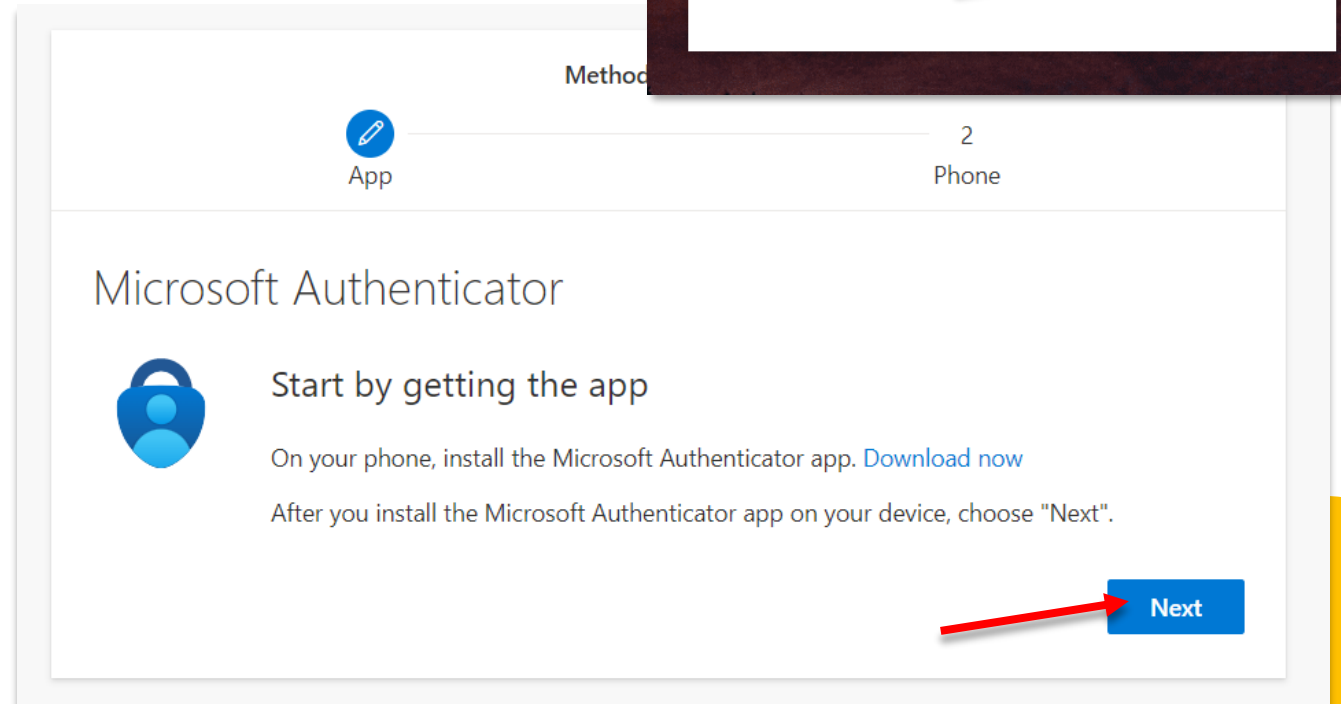
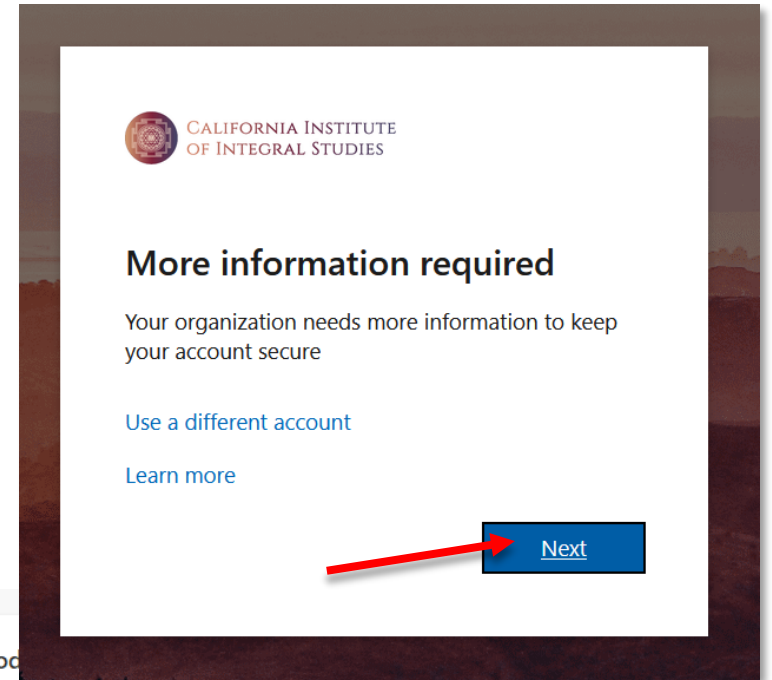


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Step 2: Log in on a computer

1. On your computer, open an internet browser and go to office.com (<https://www.office.com/>).
2. Log-in with your university email address and email password.
3. You will be prompted for more information to keep your account secure.
4. If you already have downloaded the Microsoft Authenticator app, click next.





Microsoft Authenticator



Set up your account

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

Back

Next

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

Back

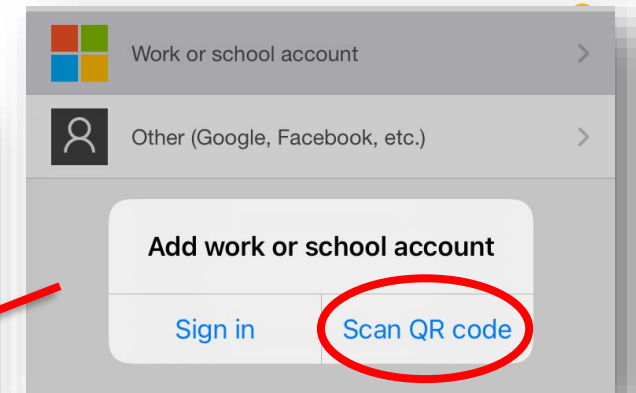
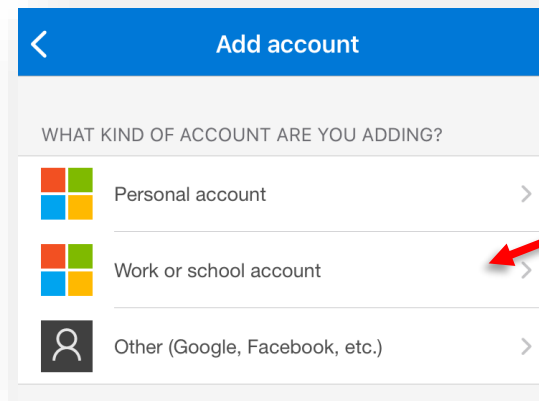
Next

Note: After scanning, if you receive the message "QR code has been used before," select Next.

Step 3: Scan QR Code

Open the Microsoft Authenticator app on your phone. Accept notifications, etc. until you arrive at the screen "Add your first account."

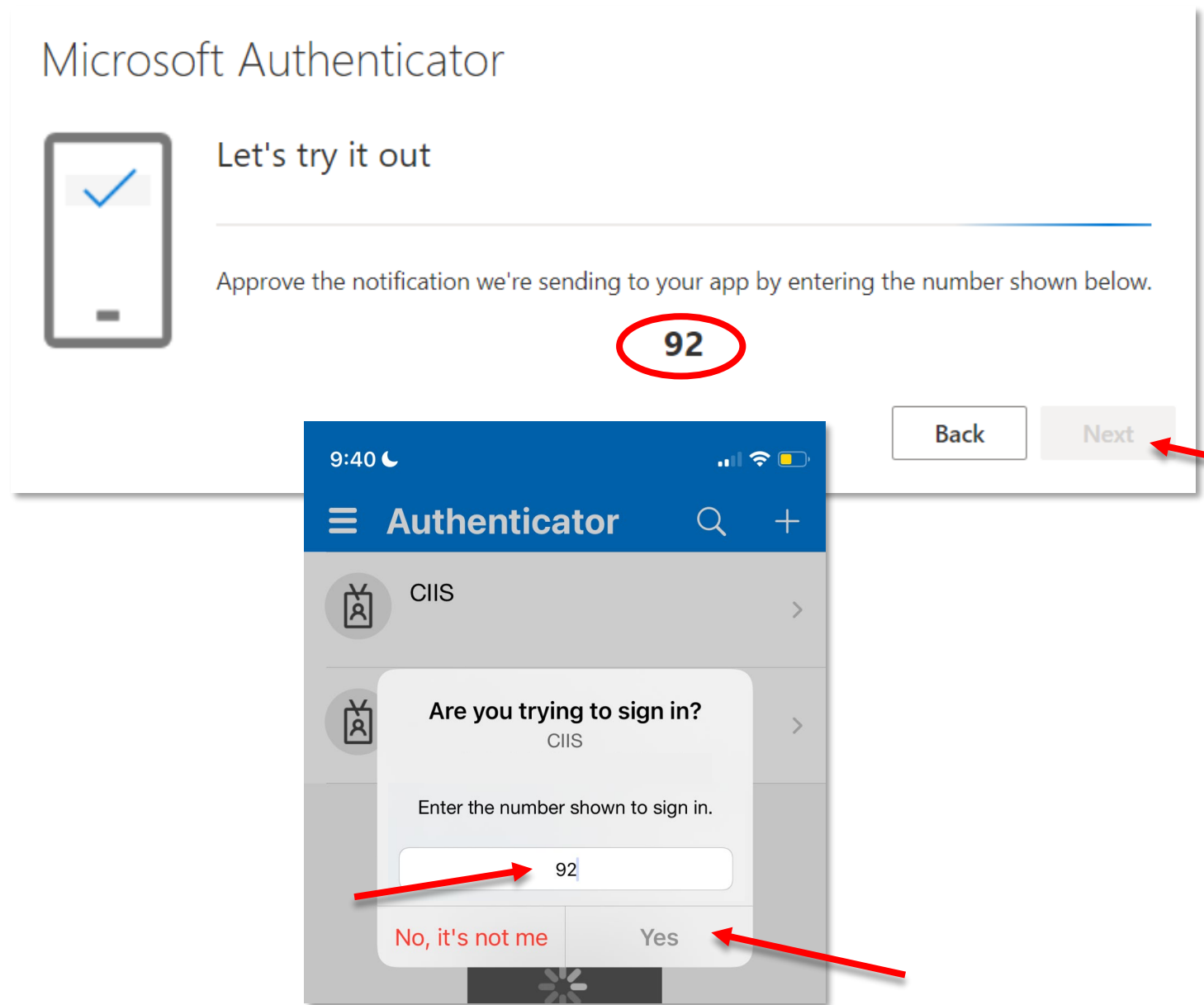
1. Select "Work or school account"
2. Select Scan QR Code
3. Scan the QR Code with Authenticator App
4. Your CIIS username should appear on the Authenticator App home screen
5. Click Next





Step 4: Approve notification on your smartphone

- Microsoft will send a test notification to the app on your smartphone.
- Enter in the number shown and click “Yes” on the sign in prompt on your phone to complete MFA set-up.



Microsoft Authenticator



✓ Notification approved

Back

Next

Microsoft Authenticator app was successfully registered ✕

Step 5: Microsoft Authenticator registered

Click Next and the Microsoft Authenticator app is registered!



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App



Phone

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?

United States (+1)



Enter phone number

☒ Text me 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

Step 6: Set up phone verification for account recovery

- Enter your phone number in the space provided.
- You can choose between text or call to receive your code.
- Click Next



Step 7: Enter in 6-digit code

1. Enter in the code sent to your phone.
2. Click Next

Phone

We just sent a 6 digit code to (xxx)xxx-xxxx. Enter the code below.

Enter code

[Resend code](#)

Phone



SMS verified. Your phone was registered successfully.

Next

Keep your account secure

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

Method 2 of 2: Done



App



Phone

Success!

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

Default sign-in method:



Phone



Microsoft Authenticator

Done

Step 8: Done!

- Your account is now secured. Click Done to finish signing in.



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Approving Sign In Requests

- To authenticate you will be asked to input the number that appears on your computer screen in the provided field on your Microsoft Authenticator app.
- After initially authenticating yourself, you will be asked to approve your sign in requests every 14 days (if this option is selected) or anytime you log-in on a new device and/or when you are in a new location.



@ciis.edu

Approve sign in request

- Open your Authenticator app, and enter the number shown to sign in.

56

No numbers in your app? Make sure to upgrade to the latest version.

☐ Don't ask again for 14 days

[More information](#)

Cancel

Authenticator

Are you trying to sign in?

Enter the number shown to sign in.

56

No, it's not me Yes

1 2 3
ABC DEF

4 5 6
GHI JKL MNO

7 8 9
PQRS TUV WXYZ

0