



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...

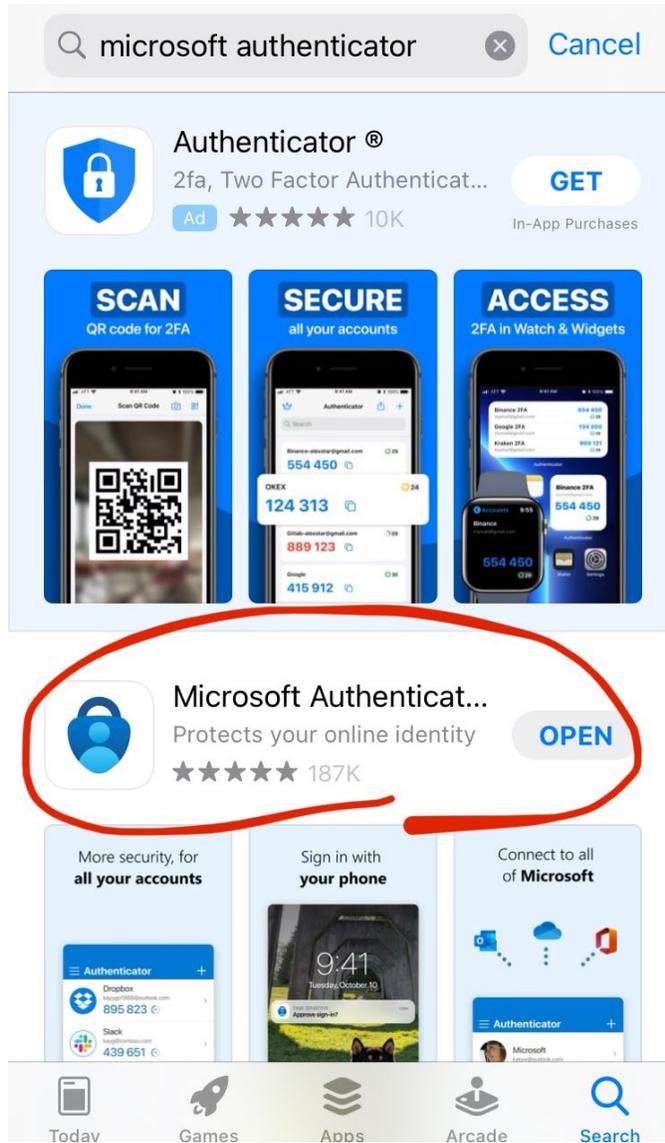
GET

★★★★★ 188K

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.

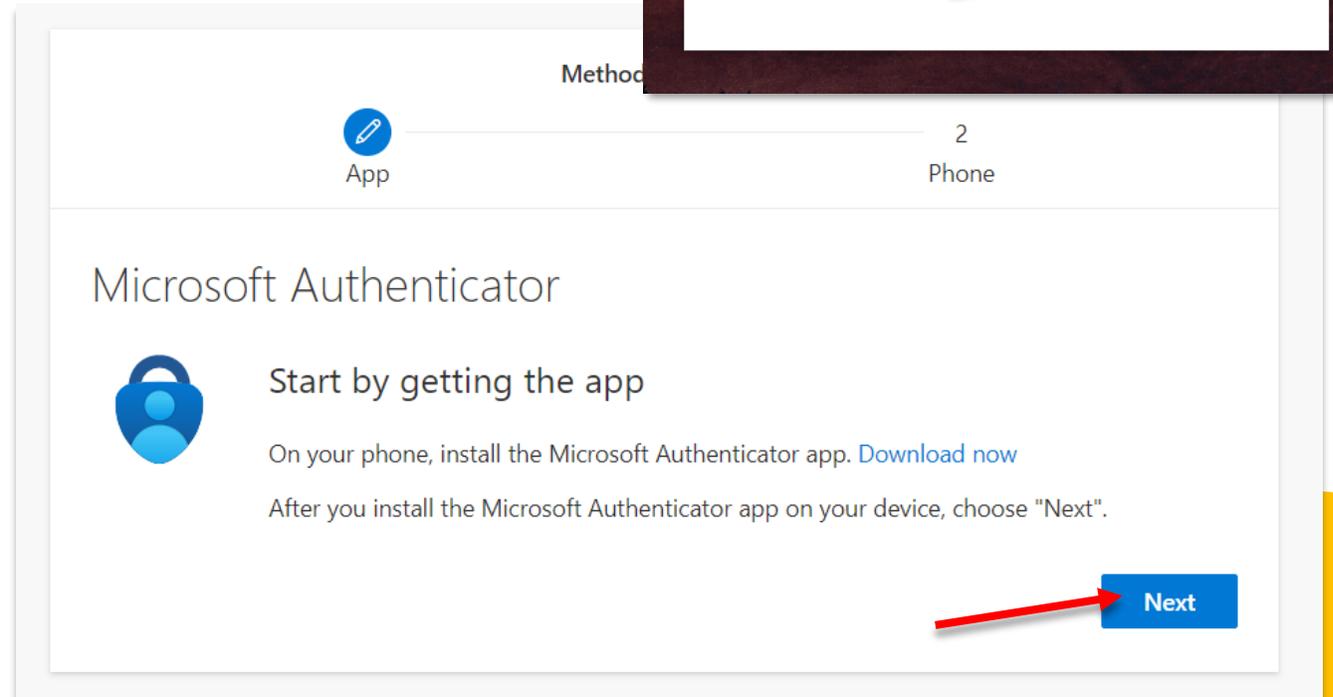


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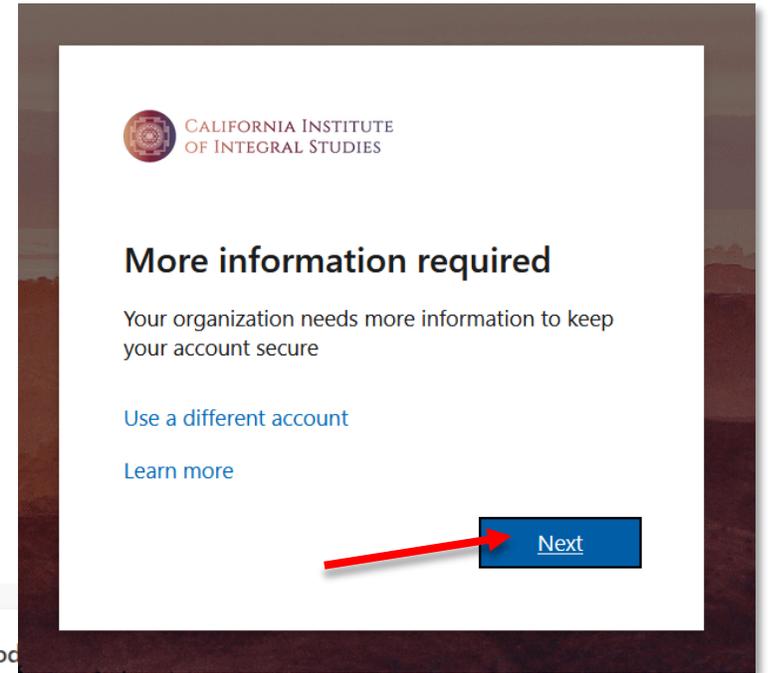


## Step 2: Log in on a computer

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.



The screenshot shows the Microsoft Authenticator app setup screen. At the top, there are two options: "App" (selected) and "Phone". Below this, the text reads "Microsoft Authenticator" followed by "Start by getting the app". A blue padlock icon is next to this text. Below the icon, it says "On your phone, install the Microsoft Authenticator app. [Download now](#)". Underneath, it says "After you install the Microsoft Authenticator app on your device, choose 'Next'." A red arrow points to a blue "Next" button at the bottom right.



The screenshot shows a dialog box titled "More information required" from the California Institute of Integral Studies. The text inside says "Your organization needs more information to keep your account secure". Below this, there are two links: "Use a different account" and "Learn more". A red arrow points to a blue "Next" button at the bottom right.



## 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

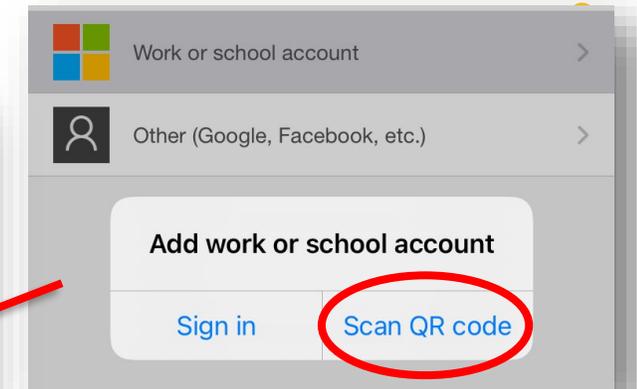
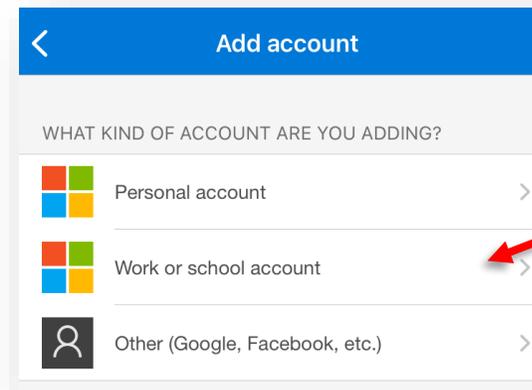
Next

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."

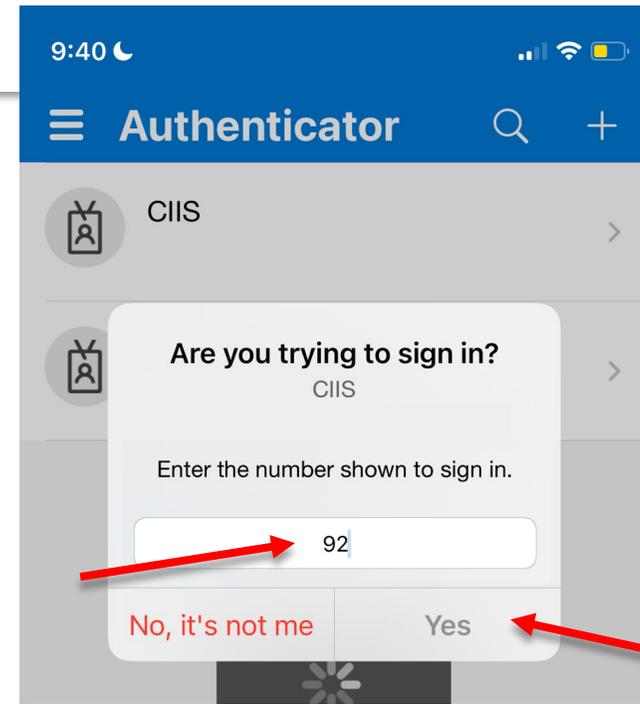
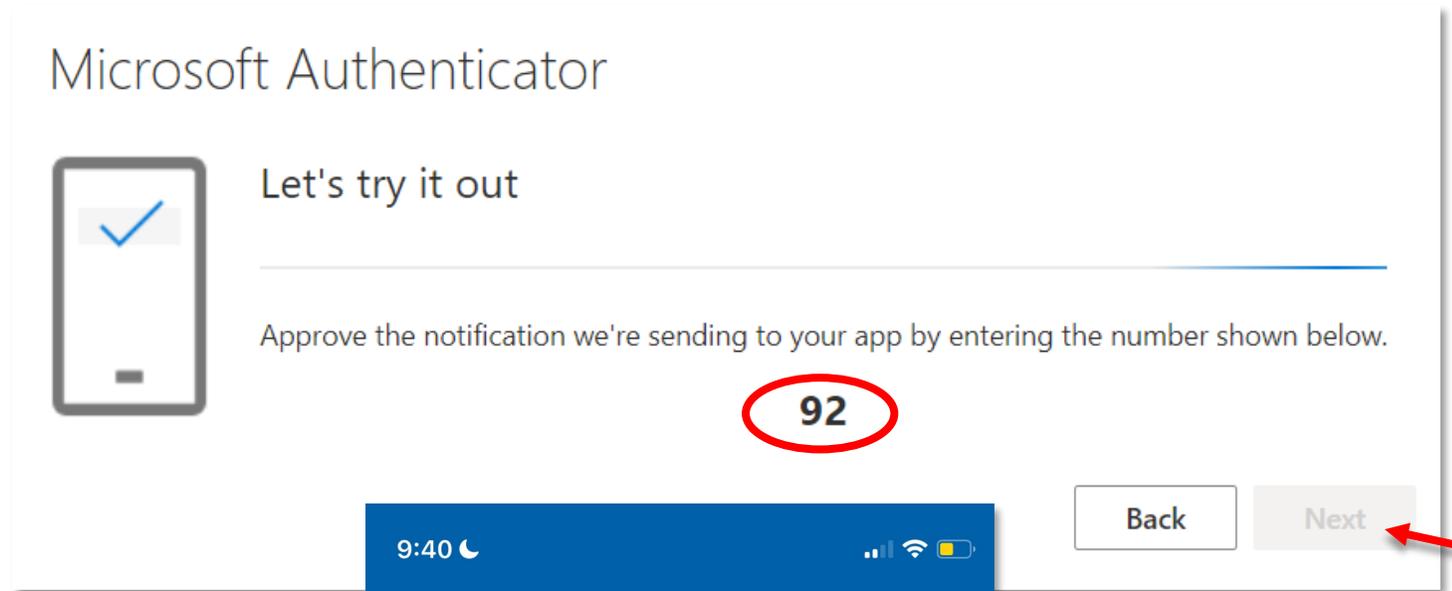
1. Select "Work or school account"
2. Select Scan QR Code
3. Scan the QR Code with Authenticator App
4. Your CIIS username should appear on the Authenticator App home screen
5. Click Next





## 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

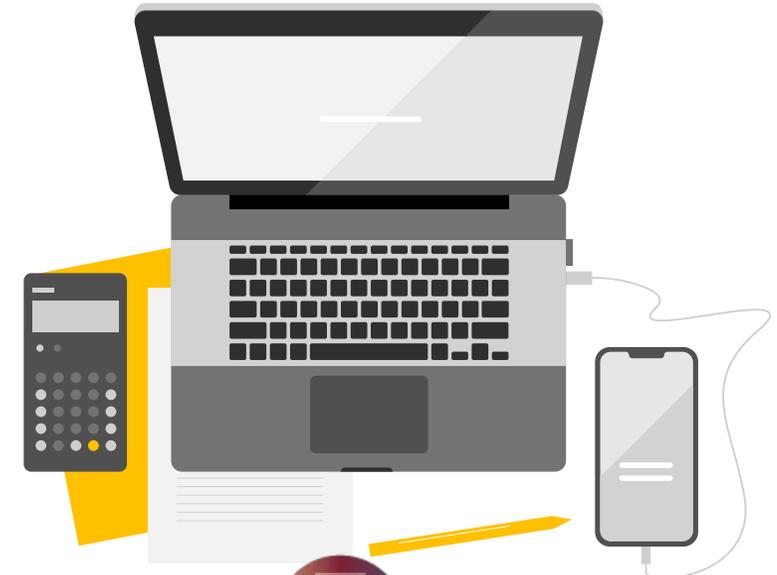
Back

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.

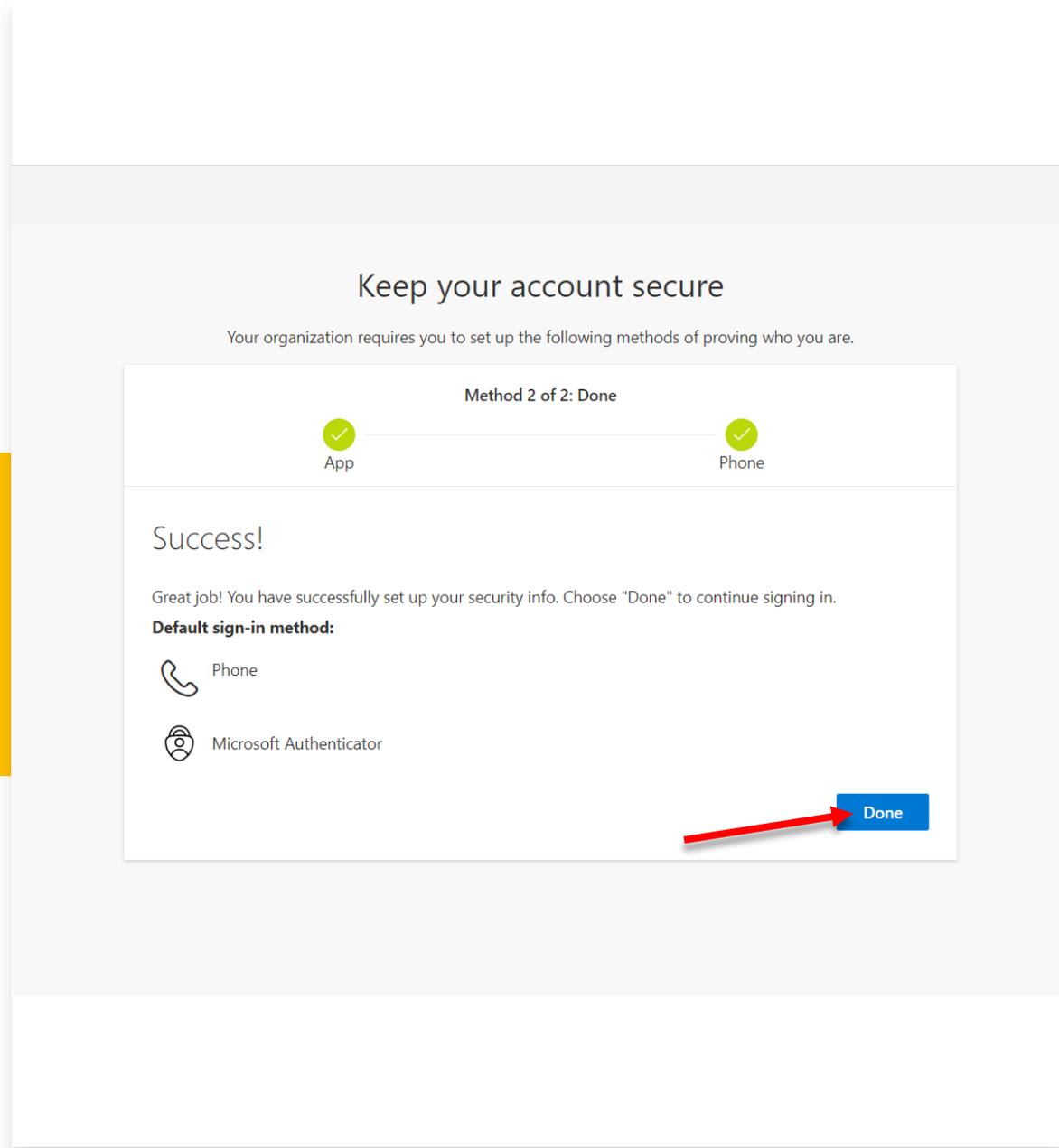
Enter code

[Resend code](#)

Phone

✓ SMS verified. Your phone was registered successfully.

Next



## Step 8: Done!

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





# 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.

The image shows a computer screen on the left and a smartphone screen on the right. The computer screen displays a sign-in request from the California Institute of Integral Studies (@ciis.edu). It asks the user to approve a sign-in request and provides the number 56. Below the number, there is a checkbox for "Don't ask again for 14 days" and a "Cancel" button. The smartphone screen shows the Microsoft Authenticator app interface. It asks "Are you trying to sign in?" and provides a field to enter the number shown on the computer screen. The number 56 is entered in the field. Below the field, there are two buttons: "No, it's not me" and "Yes". A numeric keypad is visible at the bottom of the app screen.

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@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