



MFA (Multi-Factor Authentication) setup

This user guide will help to orient faculty members and staff on how to properly setup MFA either by SMS text messaging or by the MS Authenticator app.

NOTE: If you experience problems in installation, please raise a JIRA ticket.

Contents

Summary	3
1. MFA setup process using your Phone # for SMS Text (recommended option)	4
2. MFA setup through MS Authenticator App	11

Summary

MFA is multi-factor authentication. When MFA is used, you require an additional form of authentication beyond simply using your userid and complex password. At Champlain, we will be introducing MFA to comply with provincial government requirements.

You are likely using MFA when you sign onto the Revenue Canada website or your bank's website. There are different ways of accomplishing MFA, but the most common method is to have a one time password (OTP) be sent to your cell phone as a text message. This is the preferred method outlined below. However, you can also set up a separate application, Microsoft Authenticator, which would provide the one time password you would use when prompted for an MFA credential.

- Start setup process by running the link <https://aka.ms/mfasetup>
- Two options to setup MFA for verification:
 - 1) Using your phone # for SMS text (recommended option for simplicity)
 - 2) Installing an app (Microsoft Authenticator app)
- After you have installed MFA using the setup link above, it will be activated by the following dates:

Group	Date of MFA activation:
Management	Friday May 13 th 2022
Professionals and support staff	Friday May 20 th , 2022
Teaching faculty	Friday August 19 th , 2022

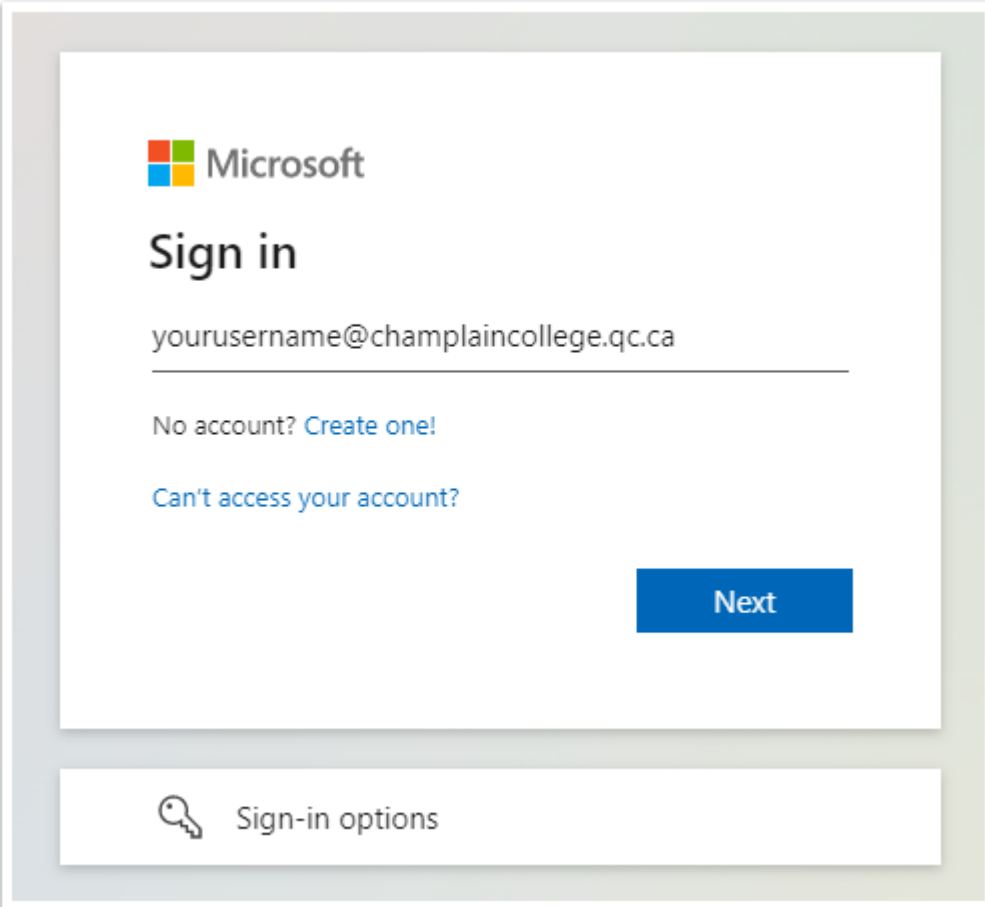
- Once activated, the next time you login to Office 365, you will be prompted to authenticate by MFA.

1. MFA setup process using your Phone # for SMS Text

* Recommended option *

Click the following link: <https://aka.ms/mfasetup>

Login with your Champlain Office 365 credentials if you are not already signed in.

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the email address "yourusername@champlaincollege.qc.ca". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom of the screen, there is a "Sign-in options" section with a key icon to its left.

Microsoft


Sign in

yourusername@champlaincollege.qc.ca

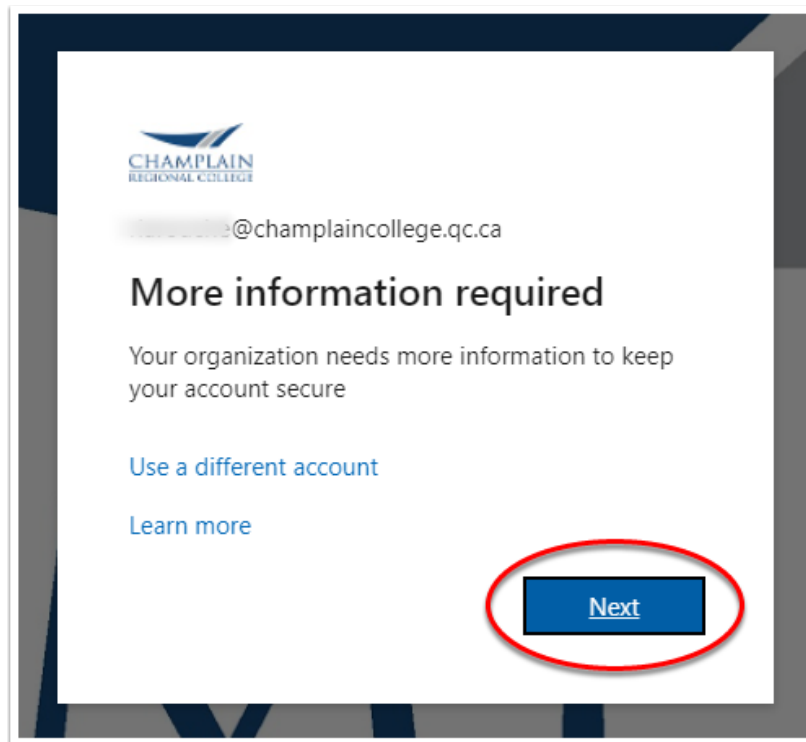
No account? [Create one!](#)

[Can't access your account?](#)

Next

 Sign-in options

Step 1: Click Next.



Step 2: Click I want to set up a different method.


CHAMPLAIN
REGIONAL COLLEGE

?

Keep your account secure

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

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".

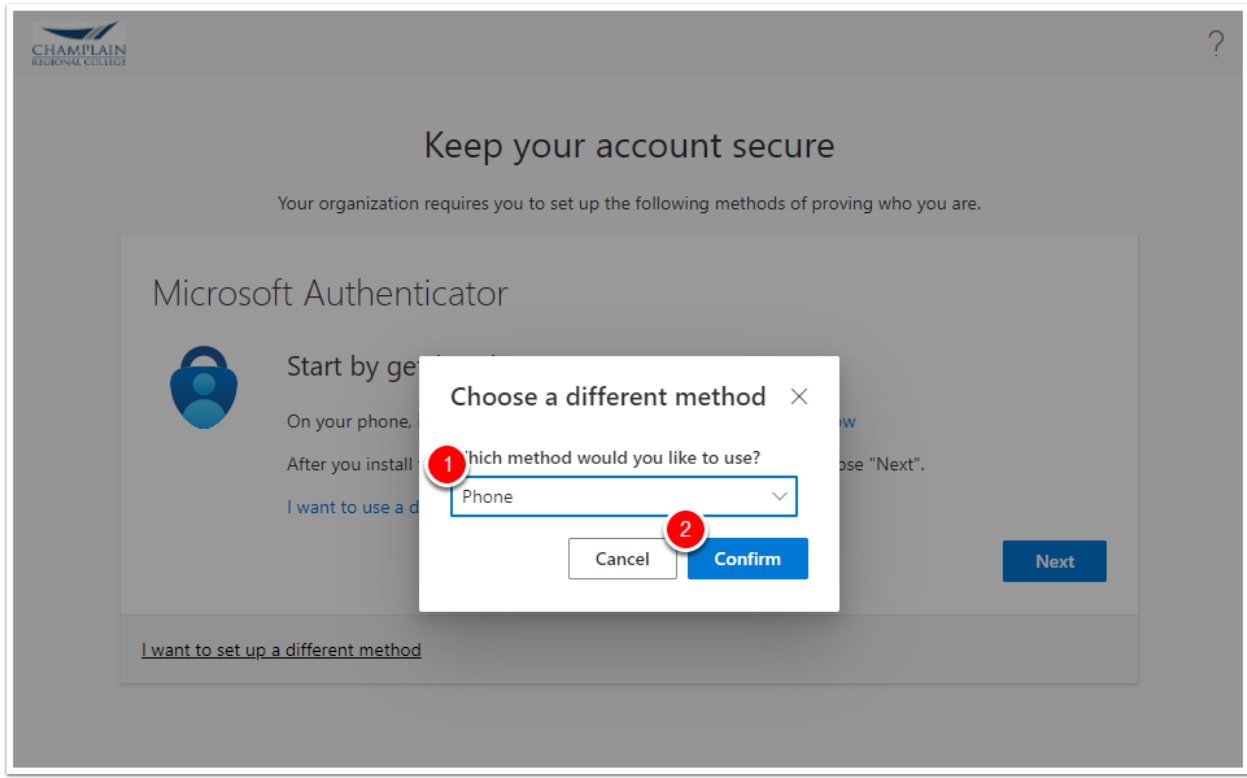
[I want to use a different authenticator app](#)

[Next](#)

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

Step 3:

1. Select **Phone** from the drop down list.
2. Click **Confirm**.



Step 4:

1. Select **Canada (+1)** in the country drop down list.
2. Enter your phone number
3. Click **Next**.

CHAMPLAIN REGIONAL COLLEGE

?

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 texting a code to your phone.

What phone number would you like to use?

1 Canada (+1) 2 123-456-7890

Text me a code

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

3 Next

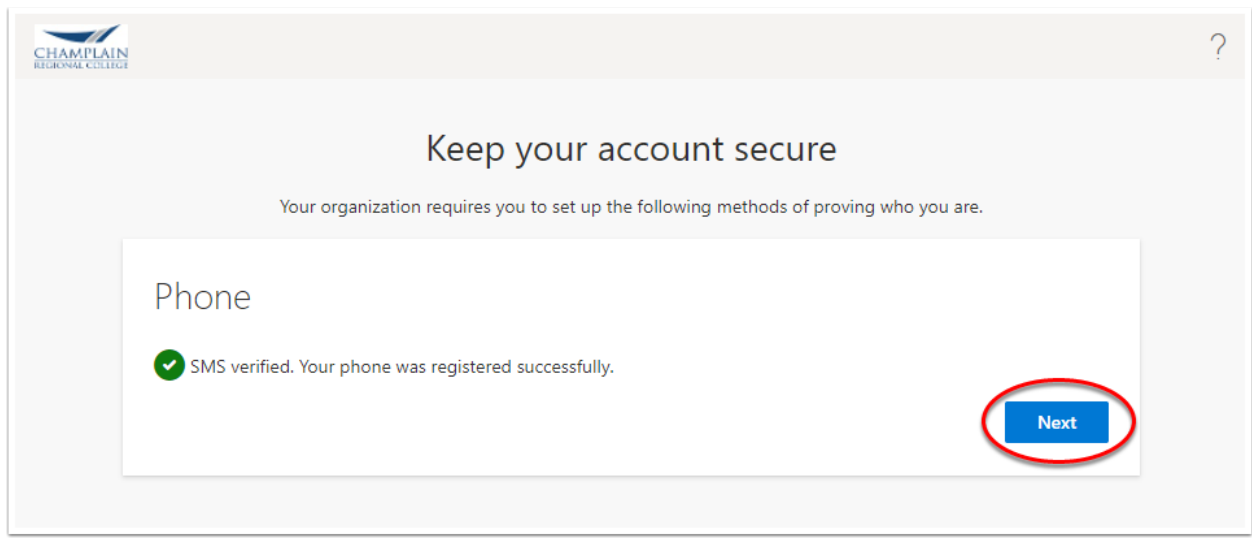
[I want to set up a different method](#)

Step 5: You will receive a text message on your phone with a verification code.

1. Enter the verification code.
2. Click **Next**.

The screenshot shows a mobile application interface for Champlain Regional College. At the top left is the college's logo, and at the top right is a question mark icon. The main heading is "Keep your account secure", followed by the text "Your organization requires you to set up the following methods of proving who you are." Below this is a white box titled "Phone". Inside the box, a message states "We just sent a 6 digit code to +1 5144369249. Enter the code below." A text input field contains the code "123456". A red circle with the number "1" is positioned to the left of the input field. Below the input field is a "Resend code" link. At the bottom right of the box are two buttons: "Back" and "Next". A red circle with the number "2" is positioned above the "Next" button. At the bottom left of the box is a link that says "I want to set up a different method".

Step 6: Click Next.



CHAMPLAIN REGIONAL COLLEGE

?

Keep your account secure

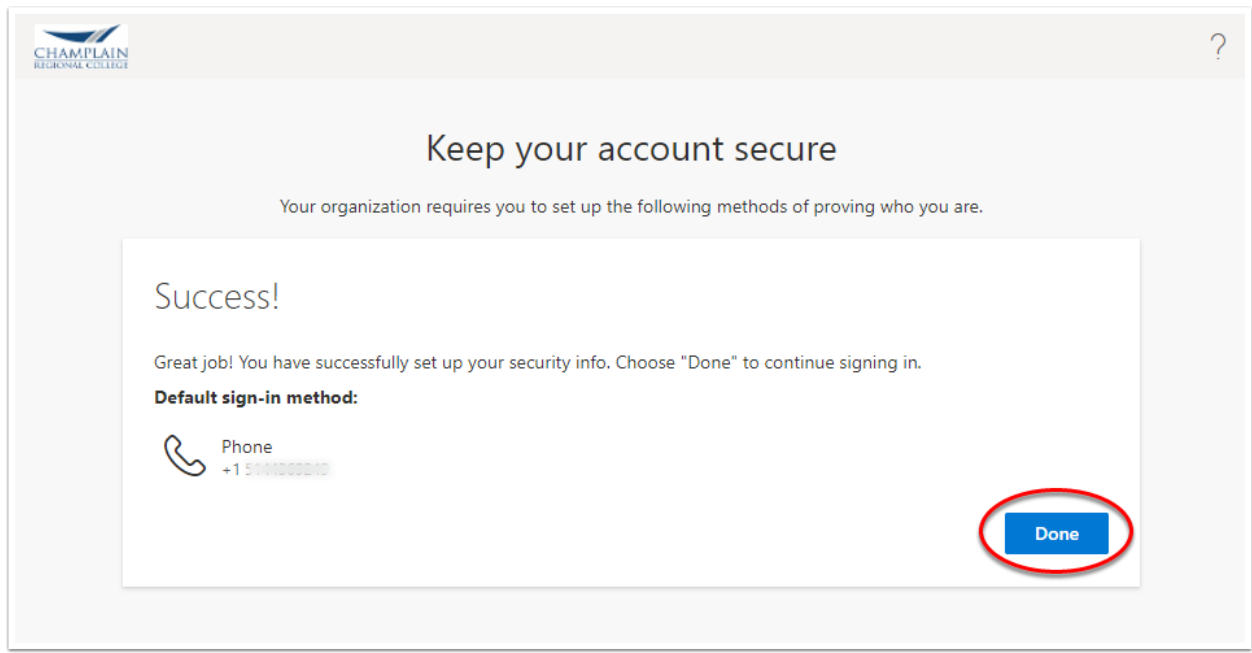
Your organization requires you to set up the following methods of proving who you are.

Phone

✓ SMS verified. Your phone was registered successfully.

Next

Step 7: Click Done.



CHAMPLAIN REGIONAL COLLEGE

?

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:

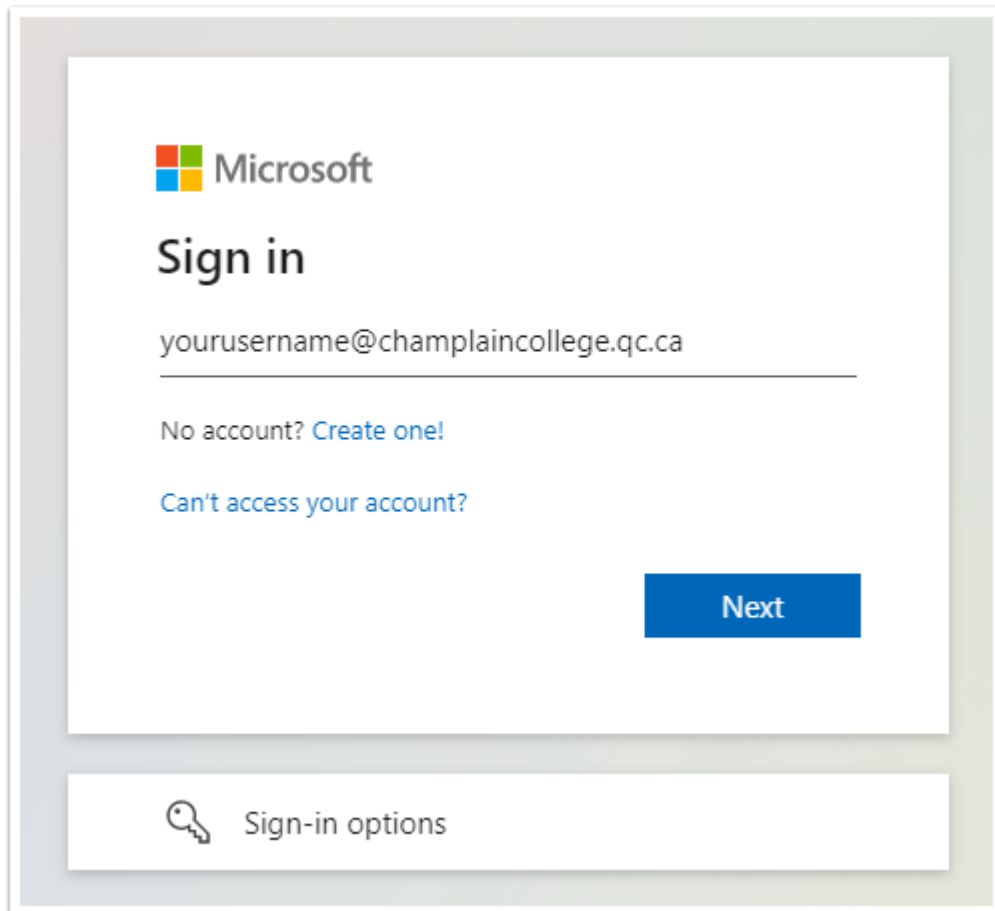
Phone
+1 5184000010


Done

2. MFA setup through MS Authenticator App

Click the following link: <https://aka.ms/mfasetup>

Login with your Champlain Office 365 credentials if you are not already signed in.

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the email address "yourusername@champlaincollege.qc.ca". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom of the screen, there is a "Sign-in options" link with a key icon to its left.


 Microsoft

Sign in

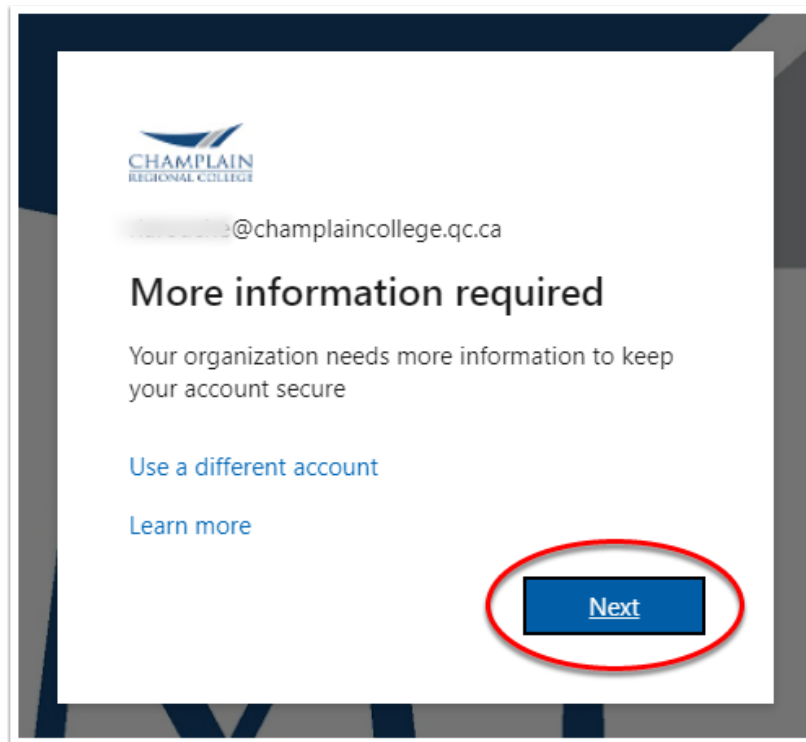
No account? [Create one!](#)

[Can't access your account?](#)

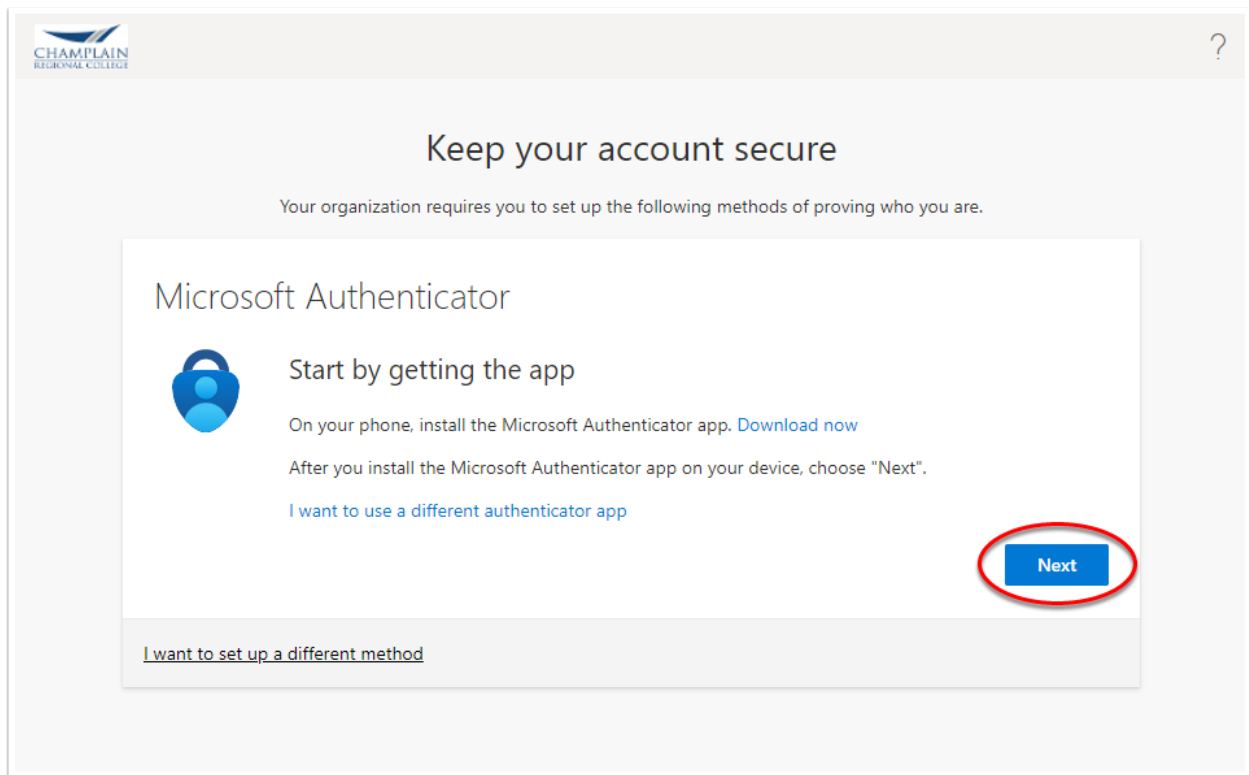
[Next](#)

 [Sign-in options](#)

Step 1: Click Next.



Step 2: Click Next.




CHAMPLAIN
REGIONAL COLLEGE

?

Keep your account secure

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

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

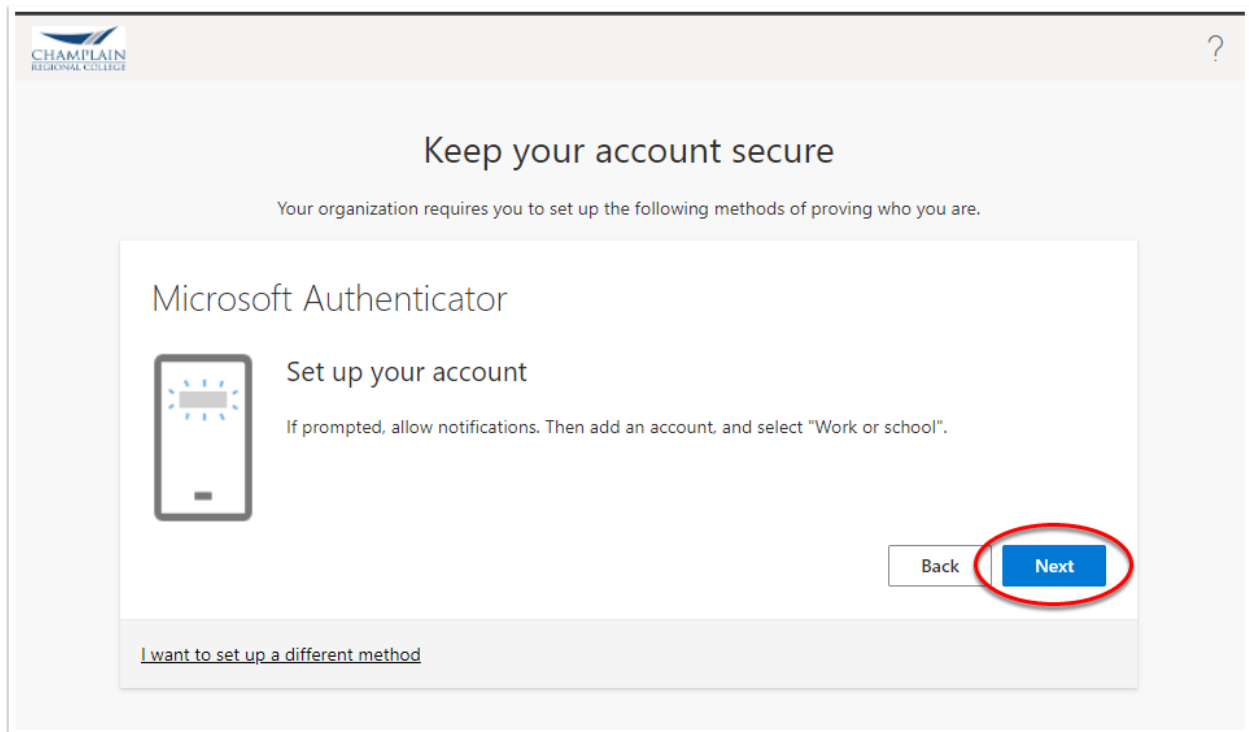
After you install the Microsoft Authenticator app on your device, choose "Next".

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

Next

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

Step 3: Click **Next**.



Step 4: Download and open the **Microsoft Authenticator** app [on your phone](#).

The app is available from the **Apple App** store or from the **Google Play** store.

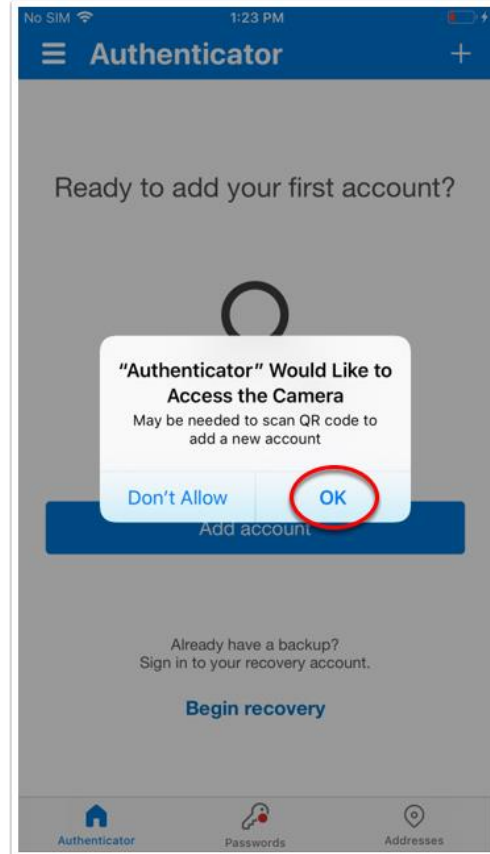
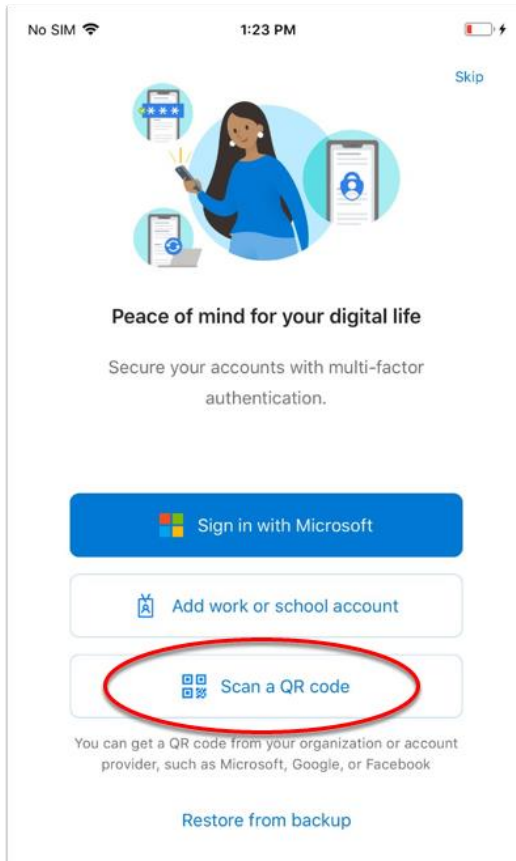


Step 5: The first thing you might see is a page saying "respects your privacy".

Click **I agree**.

Step 6: Click the option **Scan a QR code**.

If a popup asks to give permission for the camera, click **OK** so you can scan the QR code.



Step 7: After scanning the QR code with your phone, return to your computer and press **Next**.

Keep your account secure


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

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](#)


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

Step 8: You may be asked to approve a notification on your phone. After approving, return to your computer and click **Next**.

Keep your account secure

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

Microsoft Authenticator



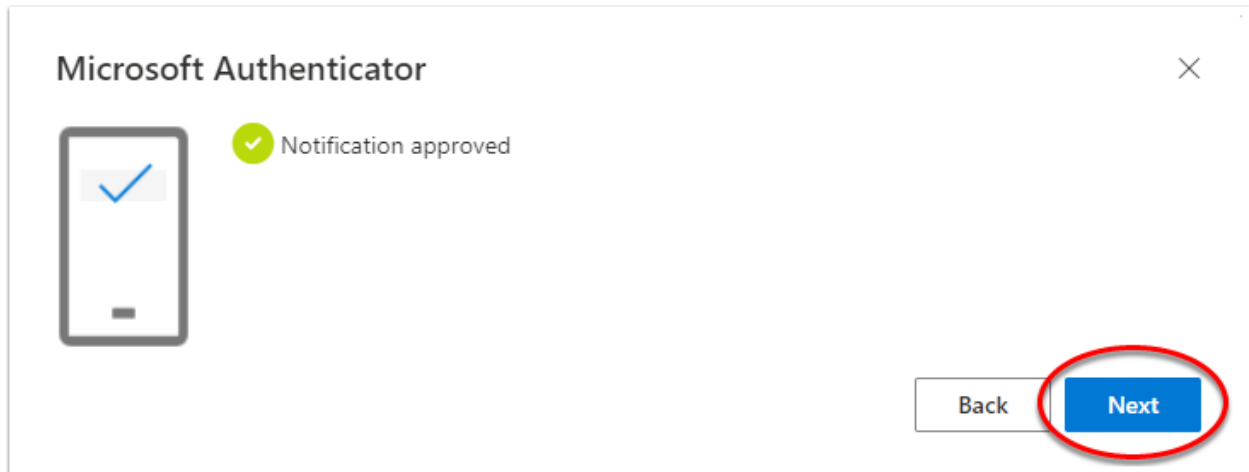
Let's try it out

Approve the notification we're sending to your app.

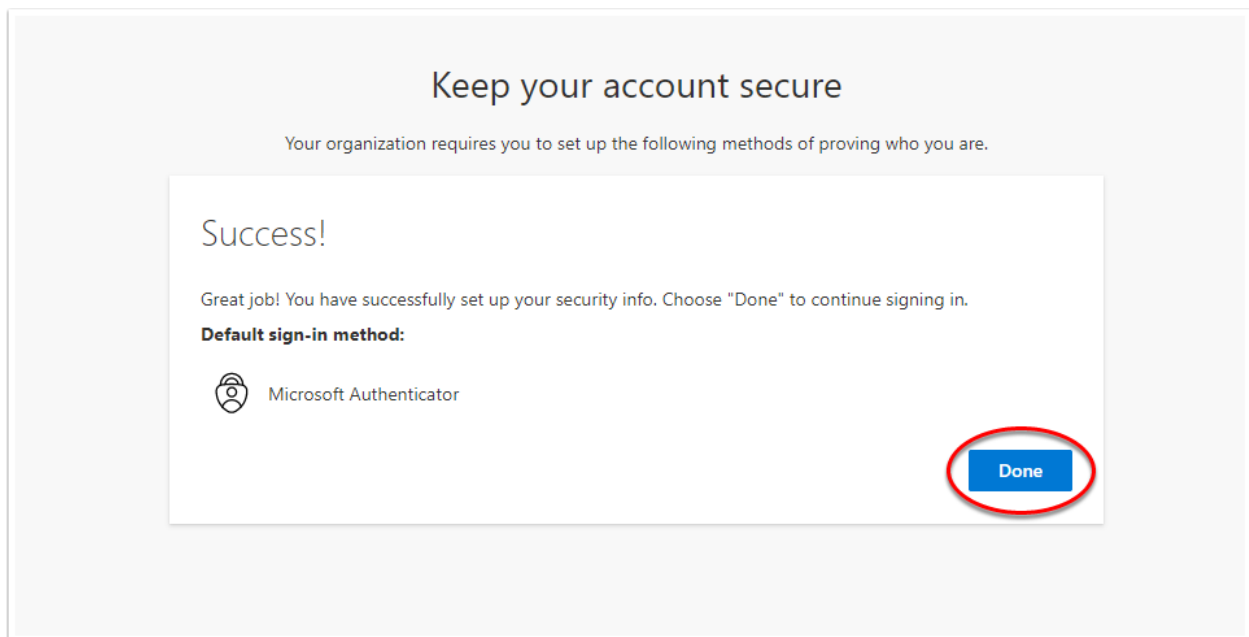
Back**Next**

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

Step 9: After following the steps on your mobile device, you should see this screen on your computer. Click **Next**.



Step 10: Click **Done**.



Video reference for steps to follow:

[Video \(YouTube\) Tutorial on MFA Setup](#) using the MS-Authenticator app