

Microsoft 365 Multi-Factor Authentication (MFA) Wizard

Add or Change Your MFA Method (Move Away from SMS/Voice)

Moraine Park Technical College requires MFA to help keep your account and data secure.
You can add a new method or change an existing one. Follow the steps below to manage your MFA methods.

BEFORE YOU BEGIN

- ✓  **Download** the Microsoft Authenticator app from the App Store (iPhone) or Google Play Store (Android).
- ✓  **Have your** smartphone available during setup.
- ✓  **Allow** notifications for Microsoft Authenticator.
- ✓  **Have your** myMPTC username (student email) and password available, as you will need them to sign in and manage your MFA settings.
- ✓  **We recommend** registering at least two authentication methods (Authenticator + Passkey or Security Key).

Download
Microsoft Authenticator

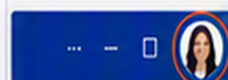


Download on the
App Store

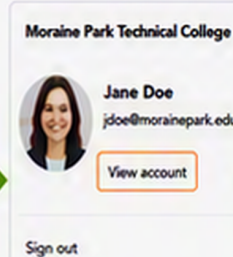
GET IT ON
Google Play

GET STARTED - ACCESS YOUR SECURITY SETTINGS

- 1 In Teams, or Outlook Online, click your profile picture in the upper right.



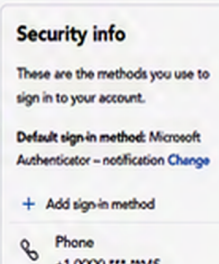
- 2 Click **View account**.



- 3 On the Microsoft 365 account page, click **Security info**.



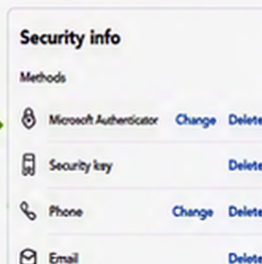
- 4 On the Security info page, review your current sign-in methods.



- 5 To add a new method, click **+ Add sign-in method**.



- 6 To change or remove a method, select **Change** or **Delete** next to the method.



 **We recommend adding at least two methods.** This ensures you can always sign in if one method is unavailable.  **Avoid SMS/Voice** for the most secure experience.

1. ENROLL MICROSOFT AUTHENTICATOR

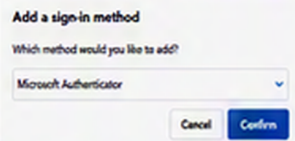
- 1 Download Microsoft Authenticator.
 - iPhone/iPad: App Store
 - Android: Google Play Store
 - Open the app and allow notifications.



Download on the
App Store

GET IT ON
Google Play

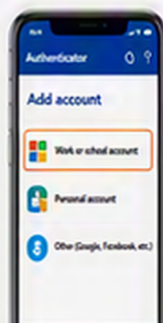
- 2 Choose Microsoft Authenticator from the list and click **Confirm**.



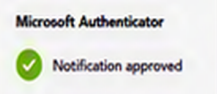
- 3 Click **Next**. The wizard will show a QR code.



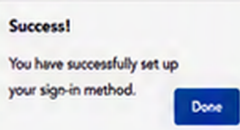
- 4 Open the Microsoft Authenticator app on your mobile device. Tap **+ Add account** and select **Work or school account**. Scan the QR code.



- 5 Approve the notification sent to your app.



- 6 Complete setup. Click **Done**.

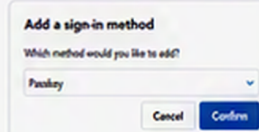


Tip: Keep notifications enabled for the best experience.

2. CREATE A PASSKEY WITH MICROSOFT AUTHENTICATOR

A passkey lets you sign in quickly and securely using Microsoft Authenticator—no password needed.

- 1 Choose Passkey from the list and click **Confirm**.



- 2 Click **Next**.

- 3 Approve the sign-in request in the Microsoft Authenticator app.

Approve sign-in request

87

Open your Microsoft Authenticator app and approve the request to continue.



- 4 Create the passkey on your device. Use your device biometrics (face, fingerprint), PIN, or Windows Hello to create your passkey.



- 5 Follow the prompts to complete passkey registration.

Passkey created

Your passkey has been created successfully.

Done

- 6 Click **Done**.

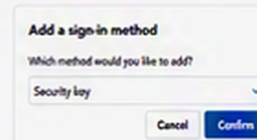


Tip: You can use your passkey on this device to sign in faster in the future.

3. REGISTER A FIDO2 SECURITY KEY (PHYSICAL)

Use a physical security key (FIDO2) to sign in by tapping your key.

- 1 Choose Security key from the list and click **Confirm**.



- 2 Click **Next**. Have your FIDO2 security key ready.

- 3 Have your key ready

When you choose **Next**, you will be prompted to plug in and register your security key.



- 4 Insert your security key

Insert your security key into the USB port or tap it to your device.



- 5 Touch your security key

If your key has a button, touch it now.



- 6 Success!

Your security key has been registered.

- 7 You'll see a confirmation that your security key was registered.

Click **Done**.



Tip: Keep your security key in a safe place. You may want to register a backup key.

