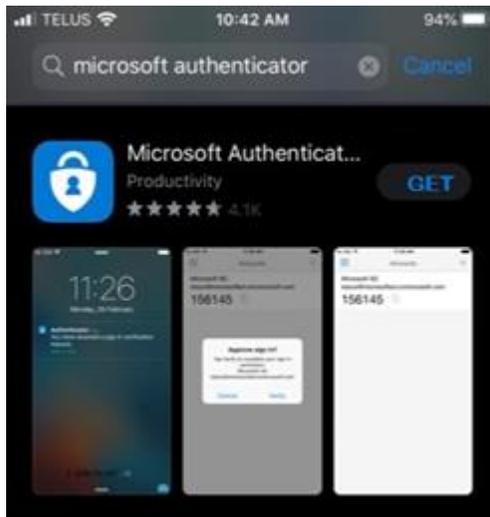
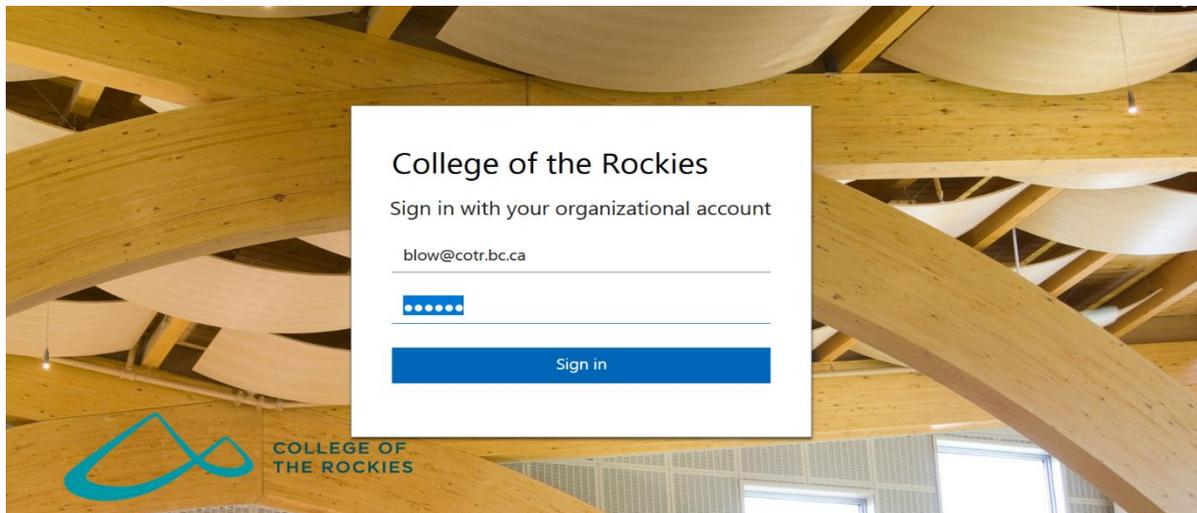


COLLEGE OF THE ROCKIES MULTI FACTOR AUTHENTICATION SETUP (MFA)

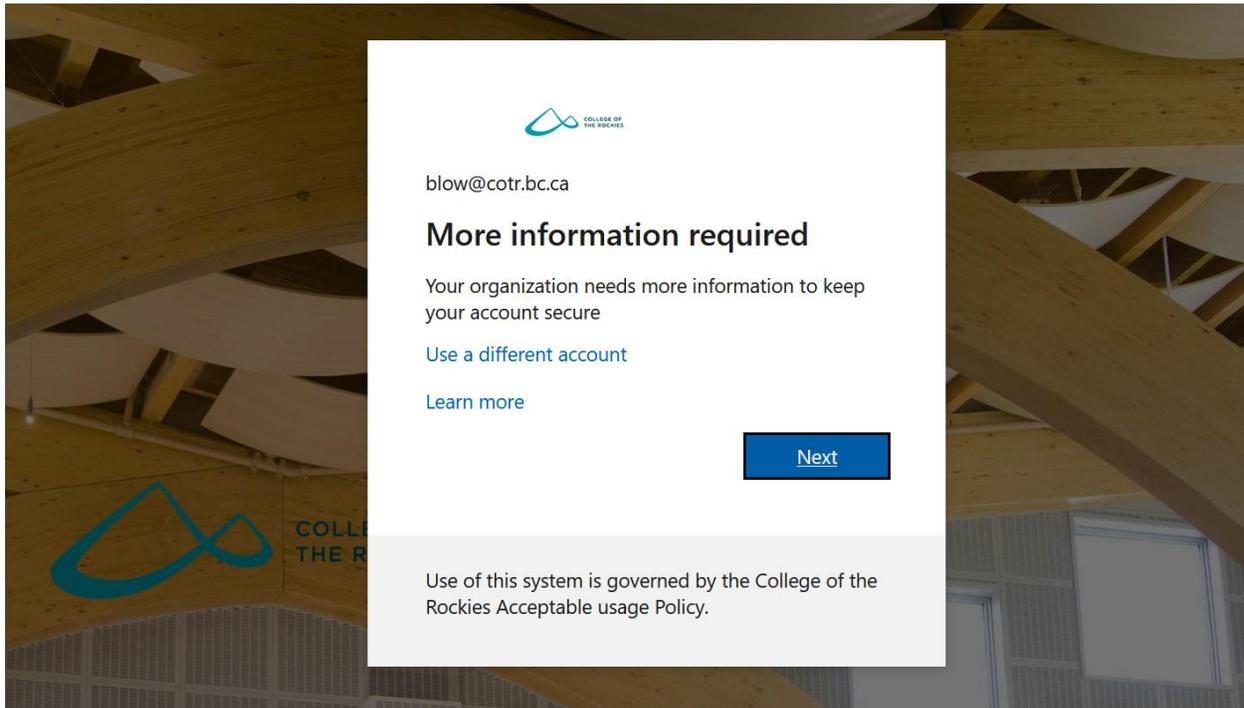
1. On your mobile device go to your Appstore or Play Store and download the Microsoft Authenticator App



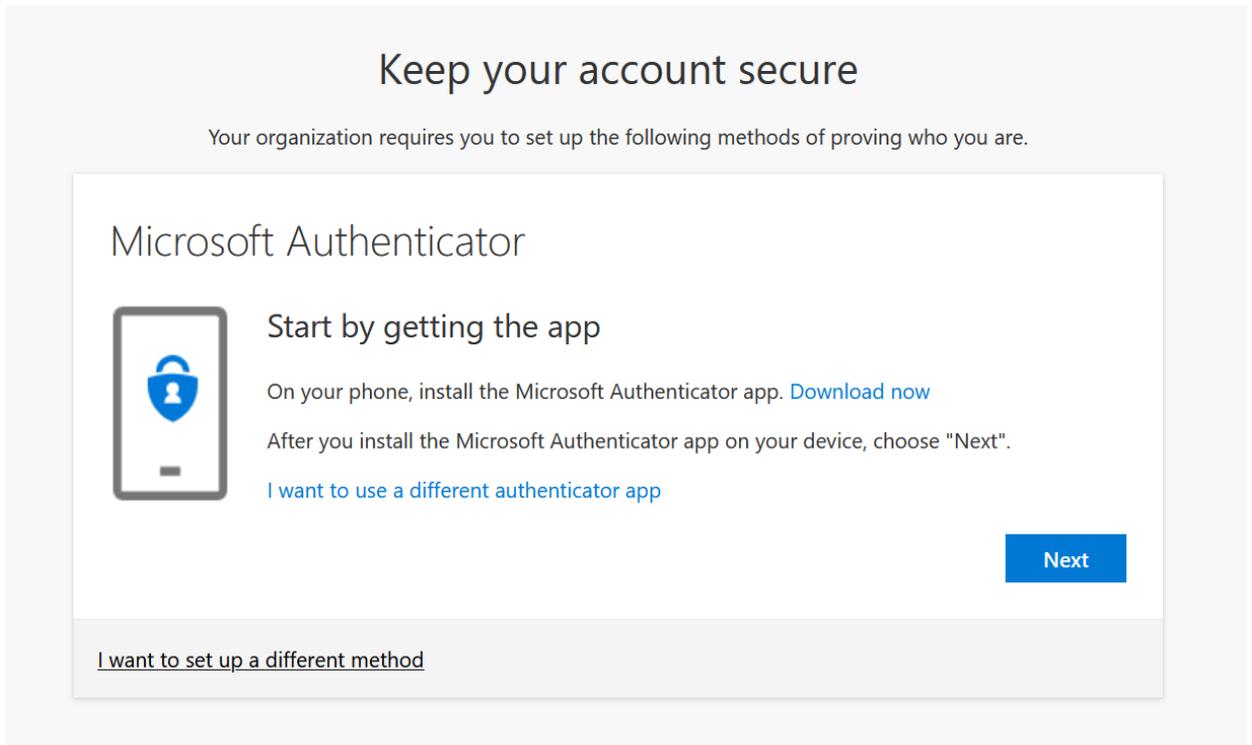
2. Once the App is installed open a web browser on your computer and go to <https://office365.cotr.bc.ca> . On the login screen enter your college username and password then click sign in.



3. You will then get the screen displayed below and you can click next on it.



4. You can click next on the two following screens, as displayed below until you get to the screen with the QR code



Keep your account secure

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

Microsoft Authenticator



Set up your account

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

Back

Next

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

5. Below is the screen with the QR code. Leave this screen displayed on your monitor and switch to your mobile phone.

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".



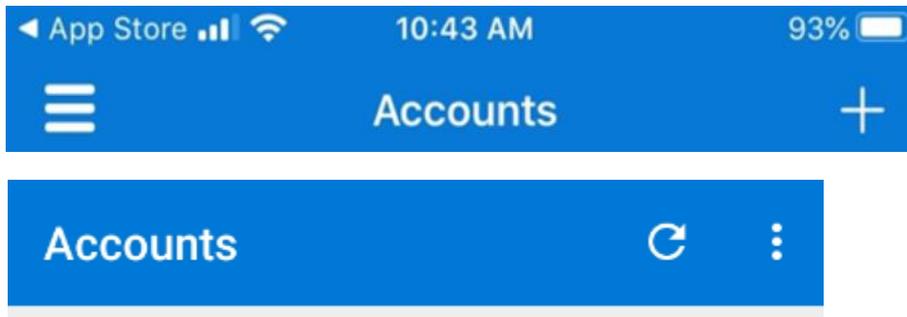
[Can't scan image?](#)

Back

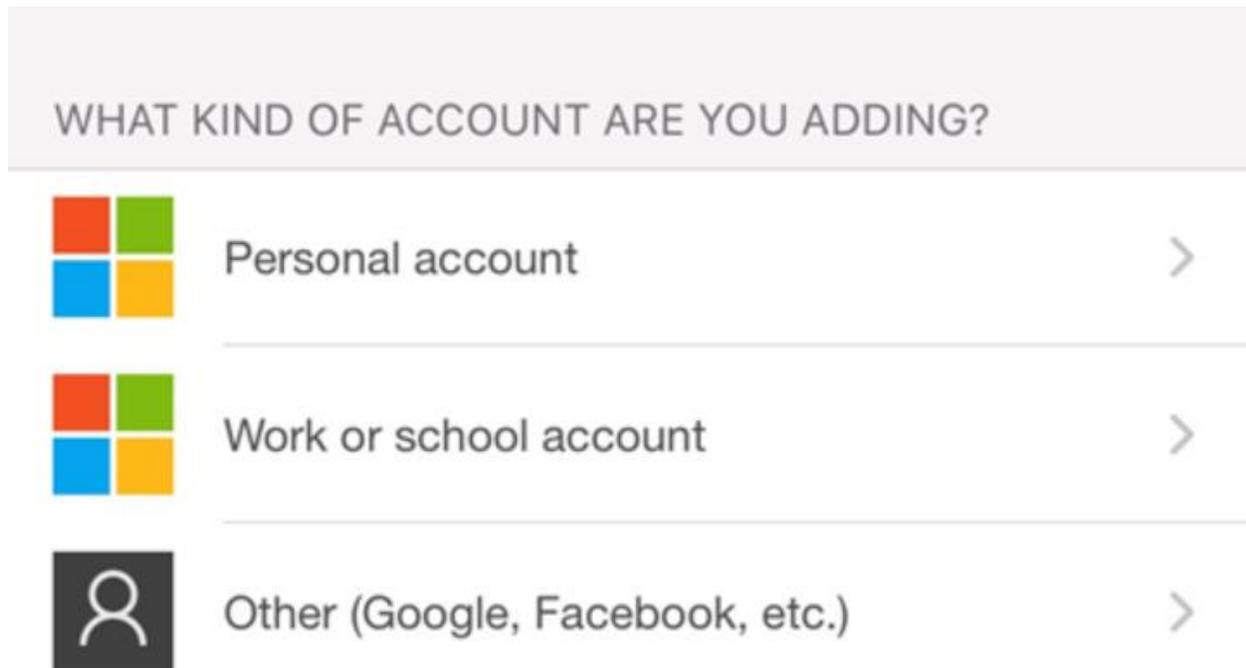
Next

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

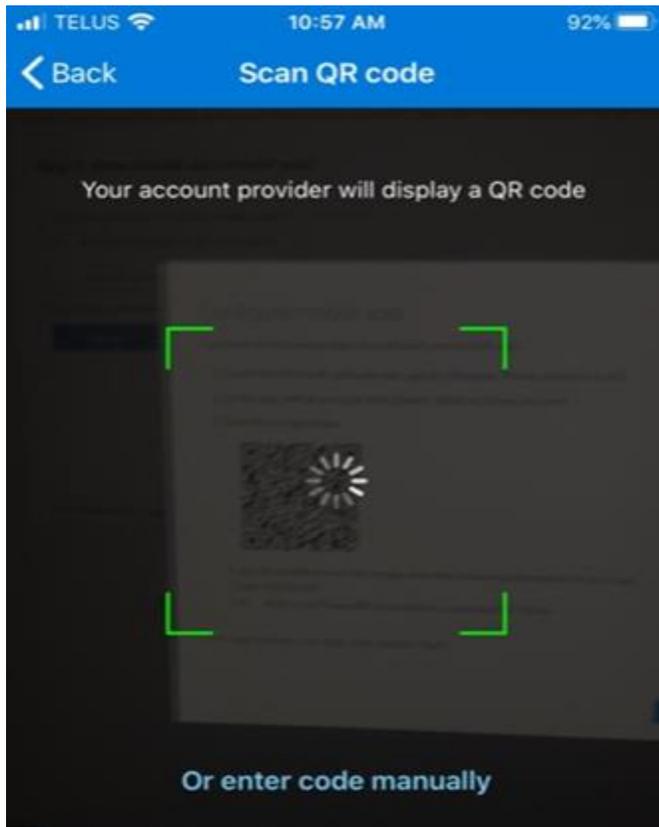
6. On your phone open the Microsoft Authenticator app. In the Authenticator app click on the plus sign in the top right corner (IOS devices) or the ellipsis (Android devices) and click **add account**



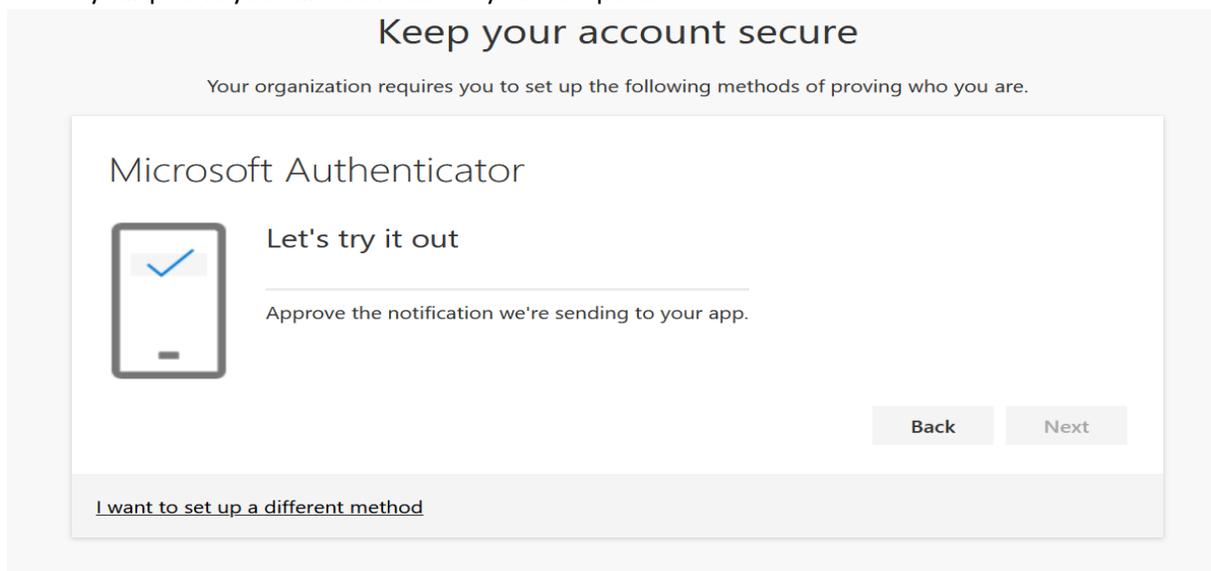
7. Select Work or School account from the new menu that shows up



- This will then ask you to scan the QR code on your computer. Point your camera towards the QR code and that will add your account to the app.



- Once the account is added click next on your computer and you should get the screen below and a notification on your phone asking you to approve the sign in. After you click approve on your phone you can click next on your computer.



10. The next page lets you know that the setup was successful. You can now click Done.

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: Microsoft Authenticator - notification



Microsoft Authenticator
DeepNet Security 20063277



Microsoft Authenticator

Done