

Multi-factor Authentication(MFA) – Set Up Using a Mobile Device

1. Open a desktop browser and go to <https://mysignin.microsoft.com/securityinfo>

a Click 'Add sign in method.'

b Choose 'Authenticator App.'

c Click 'Next.'

- 6 After selecting the account, you will be prompted to either sign in or scan a QR code. These instructions describe using a QR code.

Important Note: If you do not see the option to 'Scan QR code!', and are only prompted to Sign in with credentials, **DONOT** sign in. Exit the Microsoft Authenticator app, then re-open it and select + (or 3 dots, then 'Add account'), then 'Work or school account!'. It should now give you option to 'Scan QR Code!'.

If you still do not see the 'Scan QR Code' option, please contact the IT Help Desk.

You may need to go into the MS Authenticator app settings and 'enable' the camera function to allow the camera to scan the QR Code.

- 7 On your computer, select Next and it will display a QR code that you can scan on your mobile device, to proceed onto the next step of the device registration process.

- 8 Move your mobile device so that it can scan the QR code on your computer screen.

- 9 Your mobile phone will register your account with the QR code, and it will now show on the list of accounts in the Microsoft Authenticator app.

Note: Your newly added account will be labelled Okanagan College, with your email fiinitiallastname@okanaganbc.ca (Staff) or filastname@myokanaganbc.ca (Student) underneath. If there are multiple students with the same first/last name

Always remember to keep your device with you as you may be prompted to verify using the