

How to Set Up Microsoft Authenticator for MFA

Objectives

Set up multi-factor authentication (MFA) by setting up the Microsoft Authenticator app as a sign-in method to access your Fleming account.

Directions

1 — Install the Microsoft Authenticator App on Your Phone

- On your phone, visit this web page to download the Microsoft Authenticator app, or follow these QR codes:

<https://www.microsoft.com/en-ca/security/mobile-authenticator-app>



Google Play



App Store

2 — Sign In to myCampus With Your Password

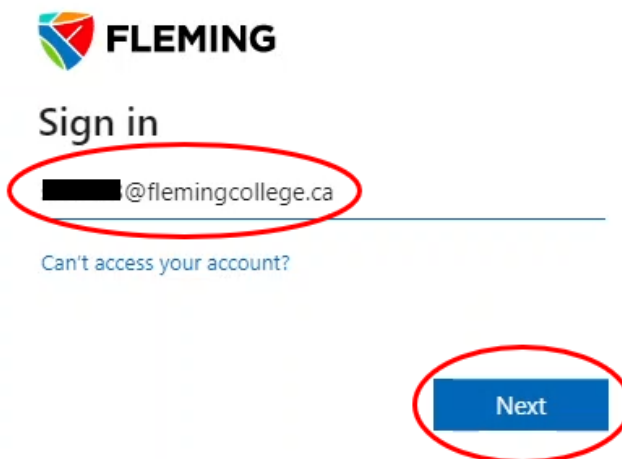
- Open a web browser and visit the myCampus sign-in web page:
<https://mycampus.flemingcollege.ca/>
- Select "Login with Fleming ID."

myCampus for Students & Staff at Fleming College



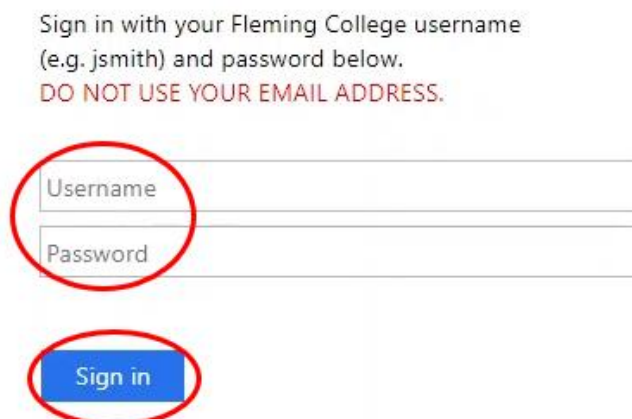
The screenshot shows the myCampus login interface. A black button with a white icon and the text "Login with Fleming ID" is circled in red. Below it is a light gray button with the text "New to Fleming?".

- Enter your Fleming email address and then select "Next."



The screenshot shows the Fleming Sign in page. The Fleming logo is at the top. Below it, the text "Sign in" is followed by a text input field containing a redacted email address followed by "@flemingcollege.ca". This field is circled in red. Below the field is a link that says "Can't access your account?". At the bottom, a blue button with the text "Next" is circled in red.

- Enter your Fleming username and password and then select "Sign in."



The screenshot shows the Fleming Sign in page with the "Next" button from the previous step. Below the "Next" button, the text "Sign in with your Fleming College username (e.g. jsmith) and password below. DO NOT USE YOUR EMAIL ADDRESS." is displayed. Below this text are two text input fields: "Username" and "Password". Both fields are circled in red. At the bottom, a blue button with the text "Sign in" is circled in red.

3 — Set Up Microsoft Authenticator as a Sign-In Method

- Select "Next."



██████████@flemingcollege.ca

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

- Because you have already installed the app during step one, you may select "Next."

Microsoft Authenticator



Start by getting the app

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

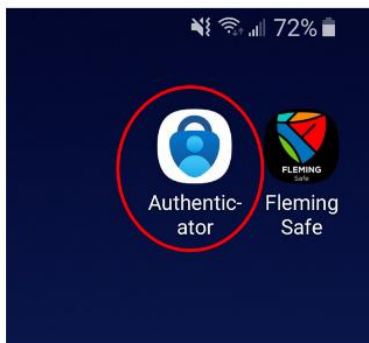
After you install the Microsoft Authenticator app on your device, choose "Next".

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

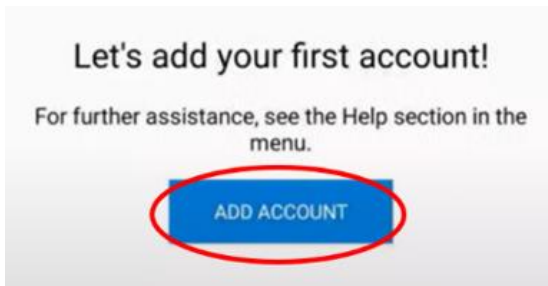
Cancel

Next

- Open the Microsoft Authenticator app on your phone.



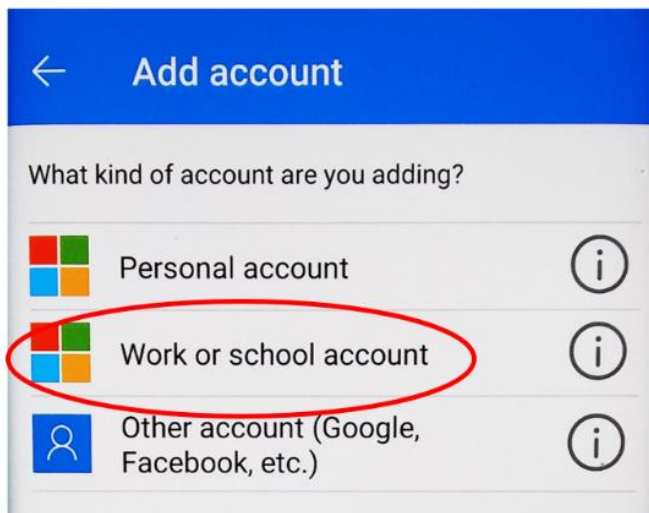
- Select "ADD ACCOUNT" or the plus symbol.



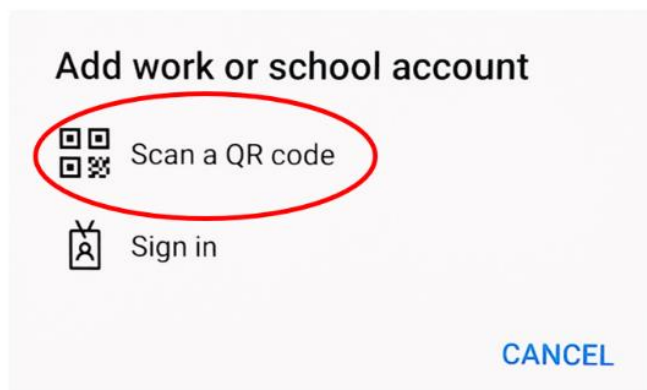
OR



- Select "Work or school account."



- Select "Scan a QR code" and prepare to point your phone at a QR code on your computer's monitor.



- On your computer, select "Next" to create your personal QR code.

Microsoft Authenticator



Set up your account

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

Back

Next

- With your phone, scan your personal QR code, which you just created on your computer, and then select "Next" on your computer. (The QR code below is only an example; do not scan it.)

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

- Read the two-digit number on your computer and expect a notification on your phone.

Microsoft Authenticator



Let's try it out

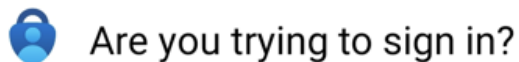
Approve the notification we're sending to your app by entering the number shown below.

##

Back

Next

- On your phone, enter the two-digit number and then select "YES."



Fleming College
[REDACTED]@flemingcollege.ca

Enter the number shown to sign in.

Enter number here

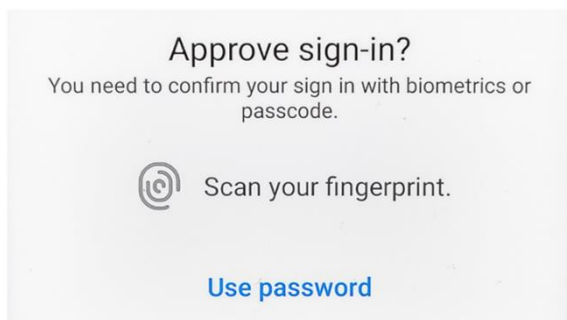
##

YES

NO, IT'S NOT ME

I CAN'T SEE THE NUMBER


- Approve the sign-in by signing in to your phone with your phone credentials.



- On your computer, confirm that your approval was given successfully and then select "Next."

Microsoft Authenticator



 Notification approved

Back [Next](#)

- Select "Done."

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

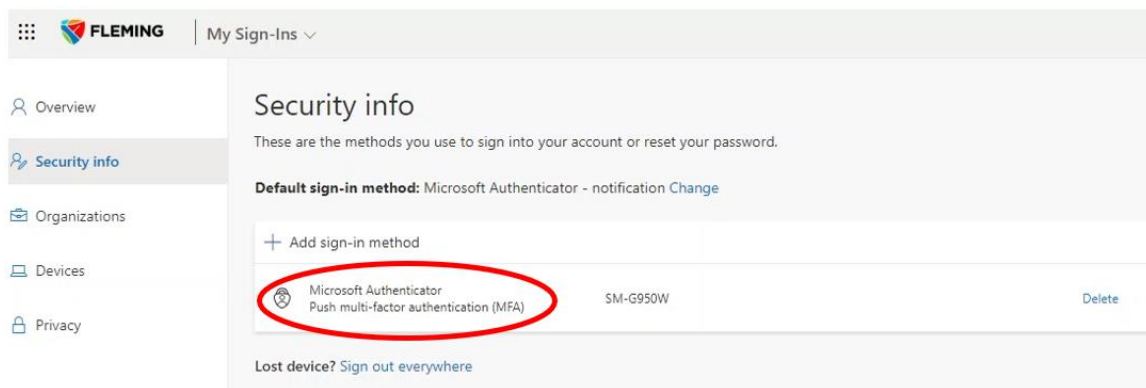


Microsoft Authenticator

Done

4 — Visit Your Security Info Page

- Visit this web page to confirm that Microsoft Authenticator has been added to your account:
<https://mysignins.microsoft.com/security-info>



- Consider adding another sign-in method so that you have at least two methods available.