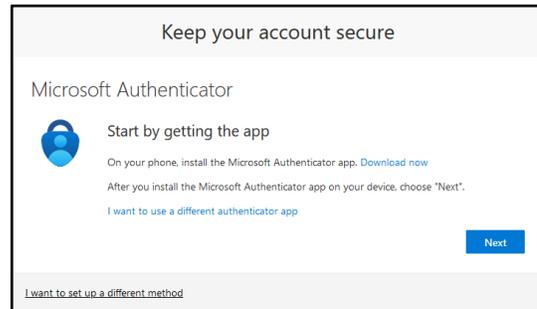
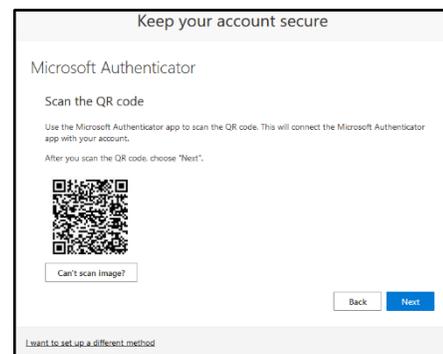
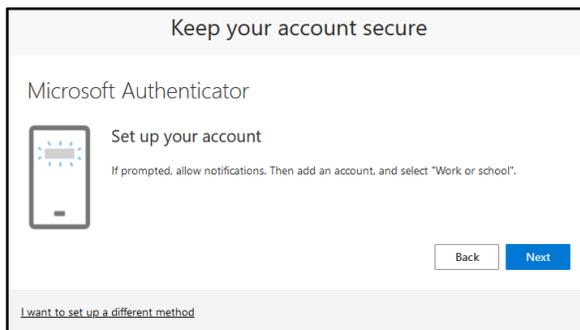


1. Go to <https://portal.office.com/> in a web browser on your computer
2. Sign in to your uregina Microsoft Account username@uregina.ca and usual password
 - a. If MFA is enabled, you will be prompted to install the Microsoft Authenticator App on your mobile device.
 - b. If not prompted, you will need to enroll in MFA first.
 - i. Go to the MFA portal at: <https://novapp.cc.uregina.ca/perl/mfa.cgi>
 - ii. Log in with your uregina username and password
 - iii. Click the "Enroll in MFA" button
 - iv. Wait until you see "Your request was submitted successfully" in red across the top

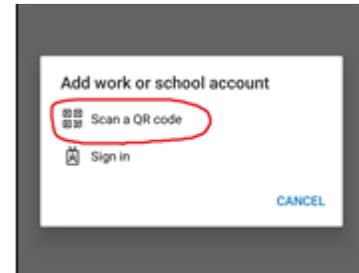
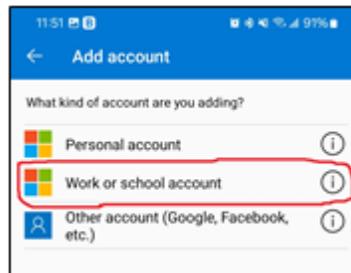
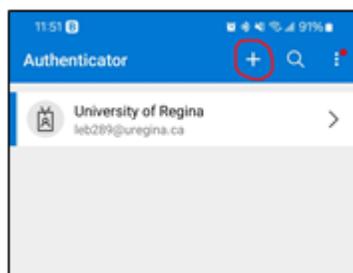
3. Install the MS Authenticator App
 - a. Open the Google Play Store or Apple App Store on your mobile device
 - b. Search for "Microsoft Authenticator"
 - c. Click to Install, same as other apps
4. Once the app is installed, go back to the <https://portal.office.com> browser window



5. If this is your first time using the app, click 'Next' until you see a screen with a QR Code on it.

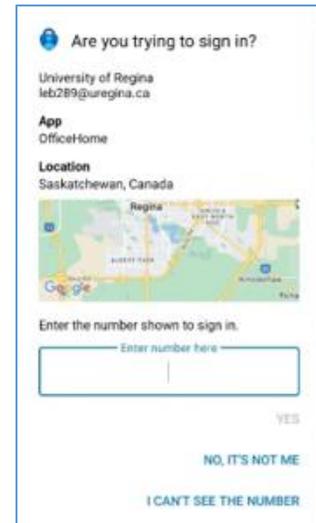
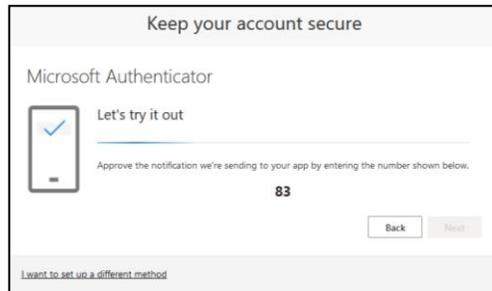


6. On your mobile device, open the MS Authenticator app.
7. Scan the QR code with the MS Authenticator app
OR
If you already had the app and have signed in before you need to add an account manually first.
 - a. Click the "+" in the top right corner in the app
 - b. Click **"Work or School Account"**
 - c. Click **"Scan a QR Code"**



NOTE: You MUST scan the QR code with the MS Authenticator app. Do NOT scan the code with your phone camera or other QR scan app.

8. After scanning the QR Code, your device will be set up to use MS Authenticator.
9. When Signing into your uregina Microsoft account, you will periodically be prompted to enter a two-digit number into the MS Authenticator app on your device to verify your identity.
10. On the Sign in page you will see a two-digit number.



11. On your mobile device open the MS Authenticator app
 - a. Authenticator will show the location of the login request
 - b. You will see a prompt to 'Enter the number shown to sign in'
 - c. Enter the number shown in the browser window to authenticate.
 - d. You will now be signed in to your Microsoft Account.

Hardware Token Option

If you do not have a mobile device to use for Authenticator, there are Hardware Tokens available.

- A. To request a hardware token, submit a Footprints ticket to the IT Support Centre.
 - Go to <https://ursource.uregina.ca/is>, and log in if prompted
 - Under Forms choose Footprints Ticket form
 - After submitting the form, you will receive a ticket notification by email.
 - Once you receive an email that the ticket is Completed, you can pick up your token from the IT Support Centre during regular business hours.
- B. If you already have a token for DUO, you will need to exchange it for a new one that works with both DUO and MS Authenticator. Submit a Footprints Ticket as outlined above.
- C. Once you have your hardware token in hand, you will need to set up MFA on your Microsoft Account to use a Hardware Token instead of the Authenticator App.
 1. Go to <https://portal.office.com/> in a web browser on your computer
 2. Sign in to your uregina Microsoft Account username@uregina.ca
 3. Click your initials at the top right
 4. Click 'View Account'
 5. Click 'Security Info'
 6. Click '+Add Method'
 7. Click Hardware Token