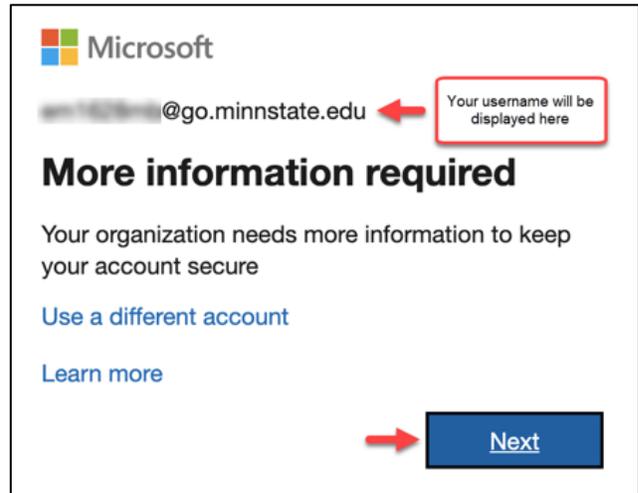# Enable MFA
Multi Factor Authentication
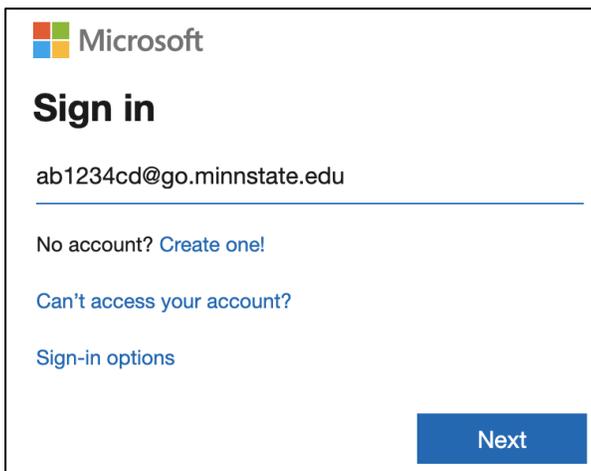
What is Multi-Factor Authentication (MFA)?
MFA is the best way to prevent someone who steals your StarID password from accessing your Office 365 account.
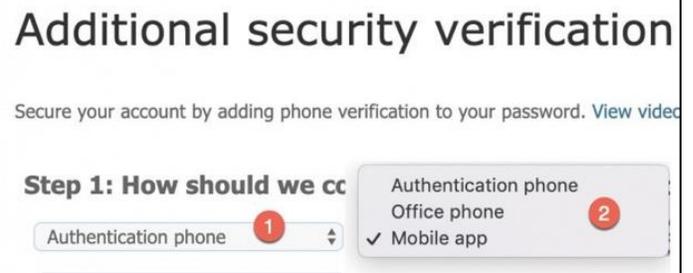
1. On any computer, use your favorite browser to navigate to https://account.activedirectory.windowsazure.com/Proofup.aspx .

3. Select **Next** on the **More information required** dialog box.

2. Log in using StarID@go.minnstate.edu (students) or StarID@minnstate.edu (employees) for the username and your StarID password.

4. In the first dropdown field, select the device you would like to use to verify your credentials You will use this device to verify your selection, so pick one to which you have immediate access. The next steps presented depend on the device you select. **Find the option that you chose on the next pages and follow the steps, then continue to the last step.**

Multi-Factor Authentication
Password + Verification = Access

IF YOU CHOSE AUTHENTIFICATION PHONE:

Select this option if you prefer to be sent a robocall or text message with a one-time password (e.g., a random sequence of digits) to a mobile phone number you provide.

- ✓ Select your country or region.

- ✓ Enter your mobile phone number.

- ✓ Decide whether to receive a robocall or a text message and select **Next.**

- ✓ You will receive either a text message or call immediately with a one-time password.

- ✓ Enter it in the space provided and select **Verify** to complete the process.

IF YOU CHOSE OFFICE PHONE (STAFF):

Select this option if you prefer to receive a robocall with a one-time password (e.g., a random sequence of digits) on the Winona State University office phone assigned to you in the campus directory. That number will appear in the fields provided automatically and cannot be changed.

- ✓ Select Next. You will receive a call on your office phone immediately with a one-time password.

- ✓ Enter it in the space provided and select Verify to complete the process.

If you do not have an assigned Winona State University office phone, you cannot use this option.

Enable MFA
Multi Factor Authentication

Multi-Factor Authentication
Password + Verification = Access

IF YOU CHOSE MOBILE APP:

Select this option if you prefer to use the Microsoft Authenticator app on your mobile phone to approve access. You can decide whether to receive a notification in the app that you can tap to "Approve" or use one of the rolling, one-time passwords generated by the app.

Additional security verification

Secure your account by adding phone verification to your password. View video

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?
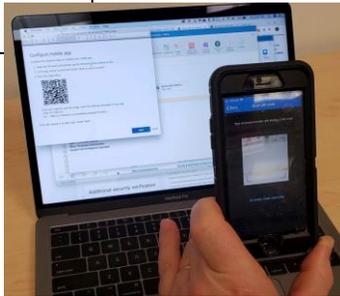- ⦿ Receive notifications for verification (1)
- ○ Use verification code

To use these verification methods, you must set up the Microsoft Authenticato

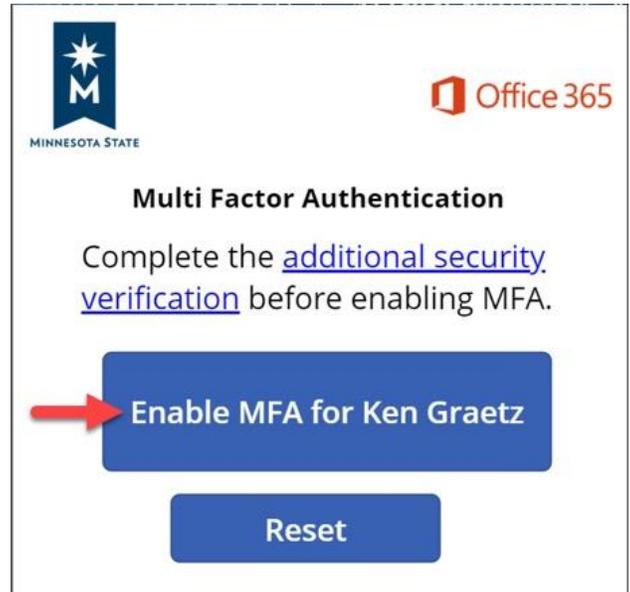(2) Set up   Please configure the mobile app.

- ✓ Before you proceed, install the Microsoft Authenticator app on your mobile phone.

- ✓ Return to your computer and select your mobile app verification method. Then select Set up. A QR code will be displayed.

- ✓ Go back to the Microsoft Authenticator app, tap Add Accounts, then Work or School account.

- ✓ The app will ask for permission to use your camera, tap Allow. Then, use your phone to scan the QR code on your computer screen.

- ✓ Your account will be added to the app.

- ✓ Return to your computer and select Next and then Next again to complete this step.

Last Step:

MINNESOTA STATE   Office 365

Multi Factor Authentication

Complete the additional security verification before enabling MFA.

→ **Enable MFA for Ken Graetz**

Reset

- ✓ Once you have completed setting up your chosen verification method, browse to http://www.minnstate.edu/mfa and select the Enable MFA button.

- ✓ Within 10 minutes, you will be prompted to sign-in to Office 365 on any computer that is running any Winona State University Office 365 service (e.g., Outlook, Word, OneDrive).

- ✓ If you are not connected to Office 365 at the time, you will get the sign-in prompt the next time you try to connect.

- ✓ Enter your StarID username and password and then use your previously selected multi-factor verification method to finish logging in.

Setup is now complete!