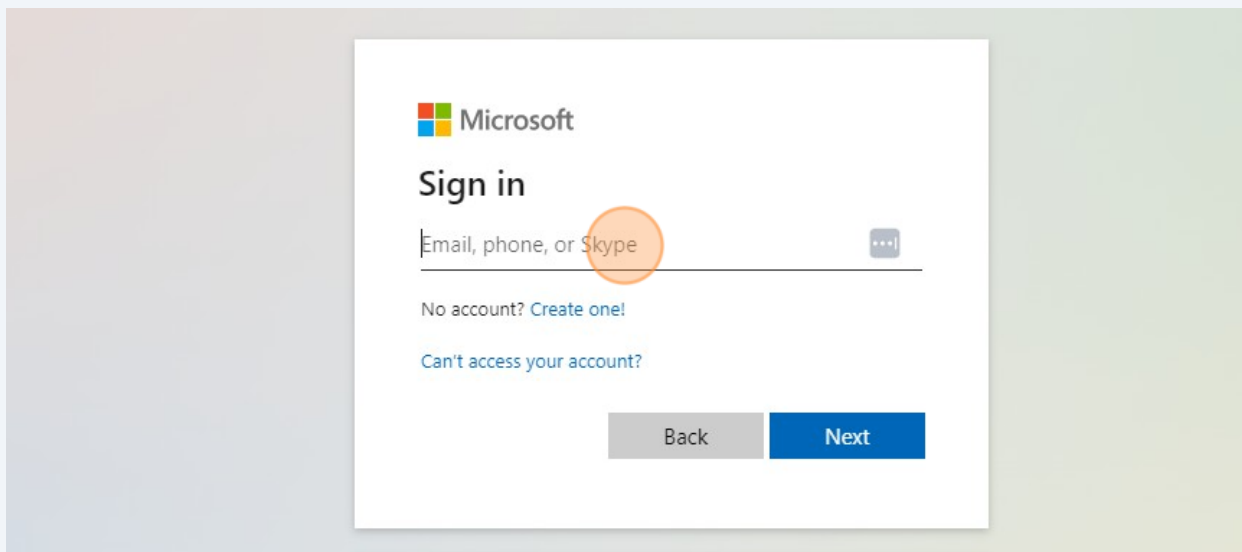




Set up Login Multi-Factor Authentication

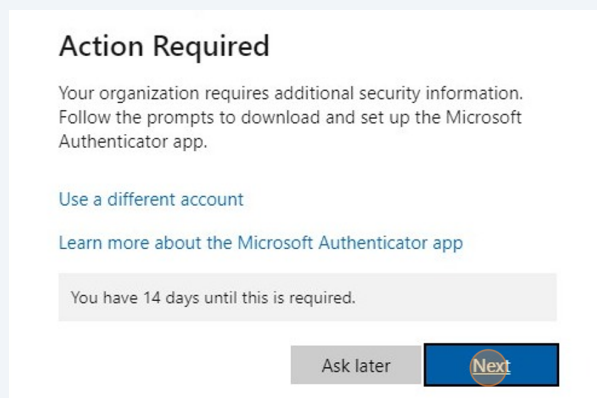
1 Navigate to <https://office.com> and sign in to your Pratt Community College account

2 Type in your **PRATTCC.EDU** email address and Password



3 You will be met with a screen that says Action Required

4 Click Next



5

Go to your phones App store and download the Microsoft Authenticator app.
Ensure the author says Microsoft Corporation

6

Click "Next"

Keep your account secure

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

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](#)

Next

7

Once you get the Authenticator app, follow the directions on the computer screen.

8

Select the + button inside the Microsoft Authenticator app and select "work or school" account

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

9

NOTE: The Microsoft Authenticator app may look slightly different between Android and Apple devices. There may be a + button for some, or 3 dots for another. Look for a place that will allow you to add your school account

10

Select QR from the menu. Your phones camera will turn on. Scan the code that is on the computer screen with your 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

11

You will be given a prompt **on your phone** to test if the MFA setup works.

Keep your account secure

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

Microsoft Authenticator



✓ Notification approved

Back

Next

12 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

