

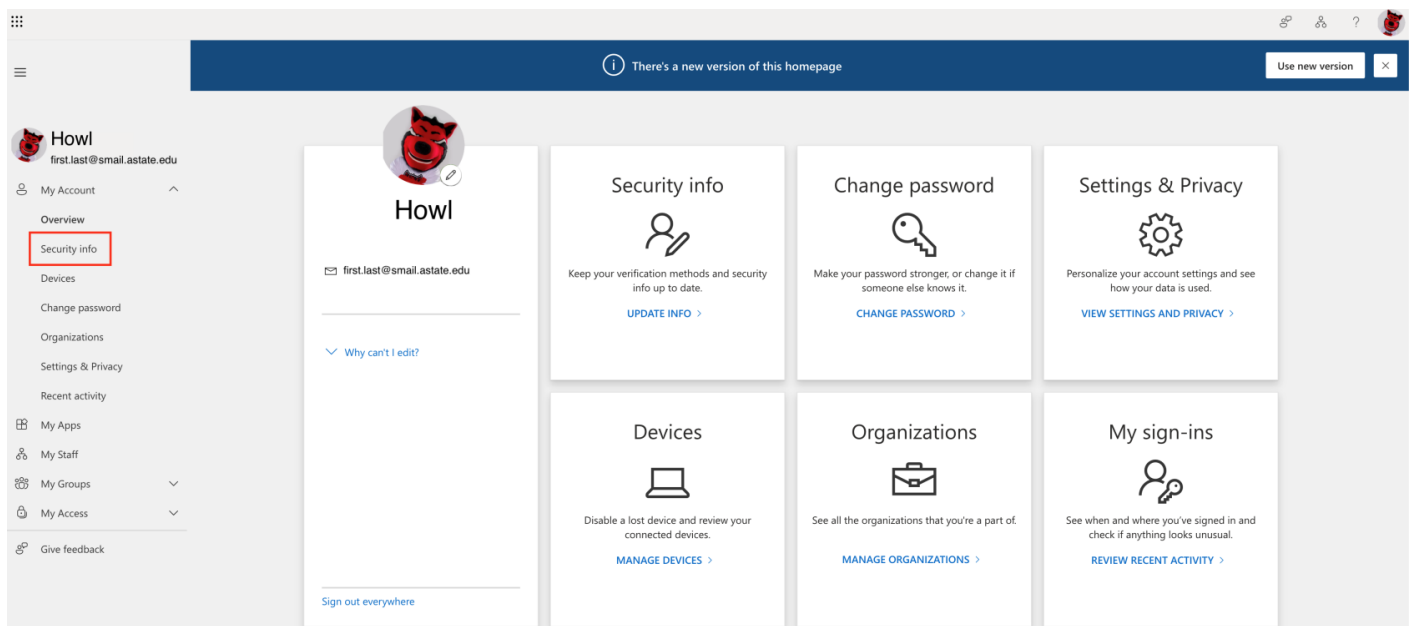
Adding Microsoft Authenticator To Your Account (Already Signed In)

You will need both a computer/tablet and a mobile phone for this process

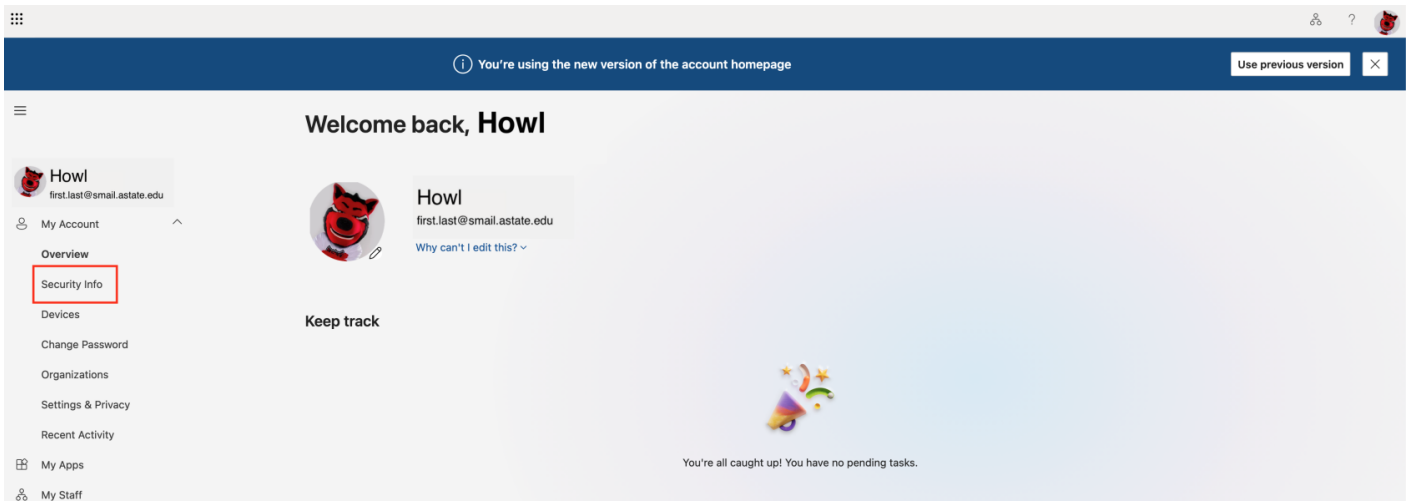
****For setup with mobile device only, follow this [GUIDE](#)**

- Go to myaccount.microsoft.com in your web browser and sign in with your A-State credentials, then select "**Security info**" under **My Account** to the left of the screen
 - The Security info section will be in the same place, no matter if you are using the old or new style of the Microsoft interface.

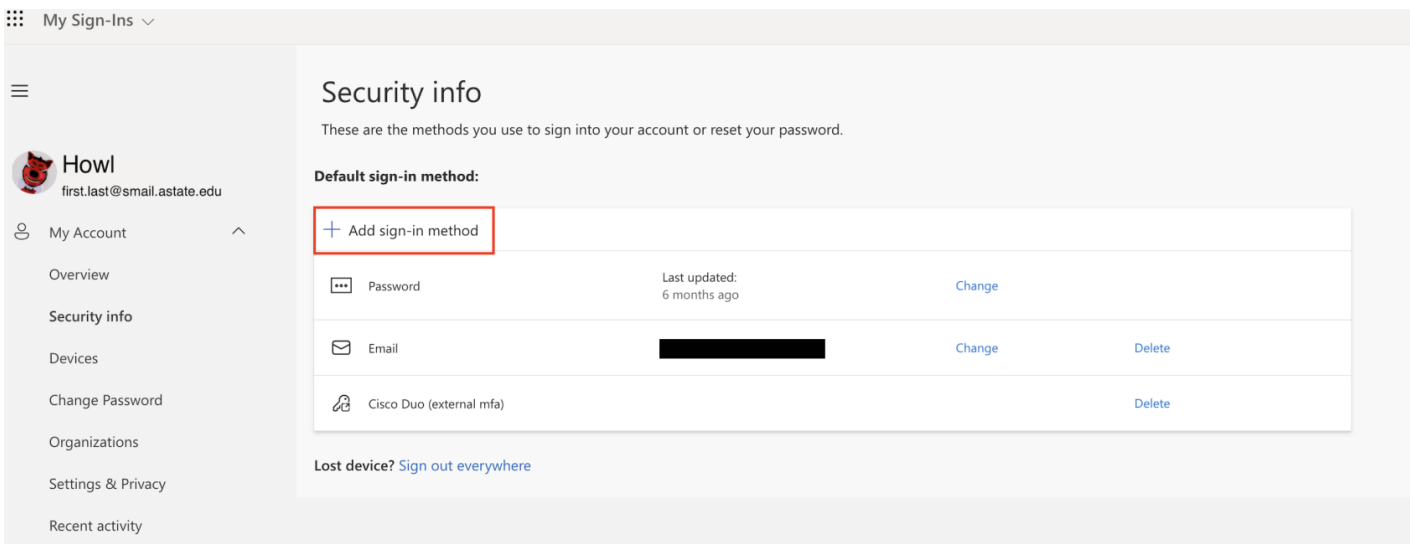
OLD



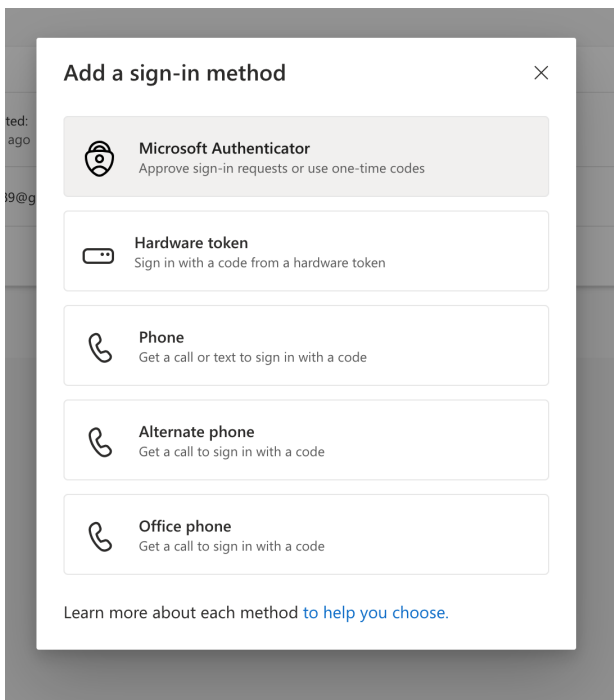
NEW



Click on "+ Add sign-in method"

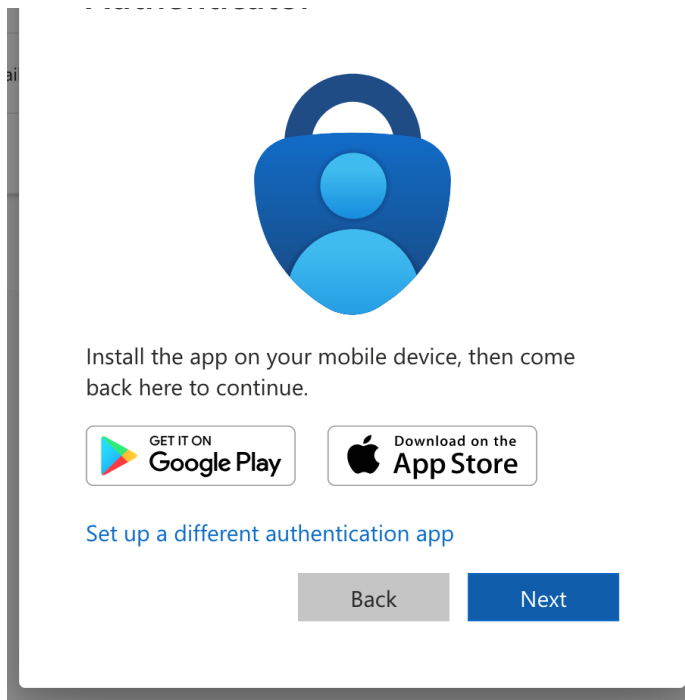


• Select the "Microsoft Authenticator" option



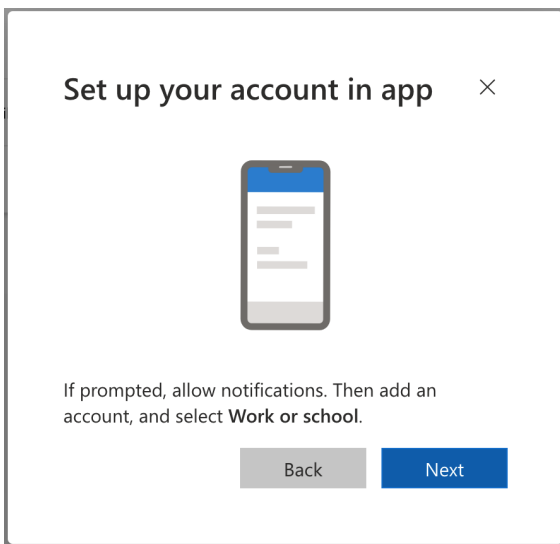
- Download the free **Microsoft Authenticator app** by either scanning the QR code below or through the **App Store (iPhone/iOS)** or the **Play Store (Android)**

Please make sure you are downloading the app named "Microsoft Authenticator", this application is free and does not require any purchase



<https://aka.ms/mobileauthenticator>

- After you download the app, click "Next" and then click "Next" on the next pop-up



- Scan the generated QR code while using the Microsoft Authenticator app on your mobile device

- Scan the QR code

k the authenticator to your account



Use the Microsoft Authenticator app to scan the QR code. This connects the app to your account.

Then come back and select **Next**.

[Can't scan the QR code?](#)

Back

Next

- After you scan the QR code, it will generate a random number, type the number on the screen into your mobile device

Let's try it out



45

Enter the number shown in the app to approve the sign-in request.

Back

- After inputting the number, the Microsoft Authenticator has been added to your account successfully

✔ Authenticator Added



You can now use Microsoft Authenticator to approve sign-ins, get one-time codes, and more.

This is now your default sign-in method.

Done

For further assistance, contact the ITS Help Desk at 870-972-3933 or stop by IT Support Services (itsupportservices@astate.edu). It is located on the bottom floor of the Dean B. Ellis Library, Room 149

Revision #5

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