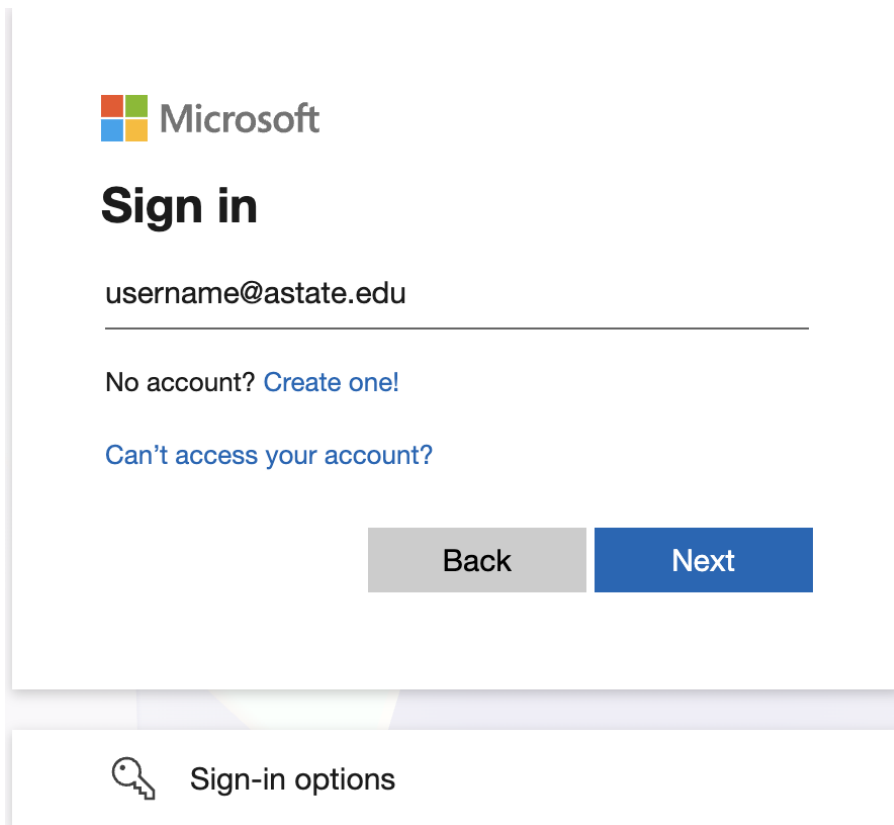
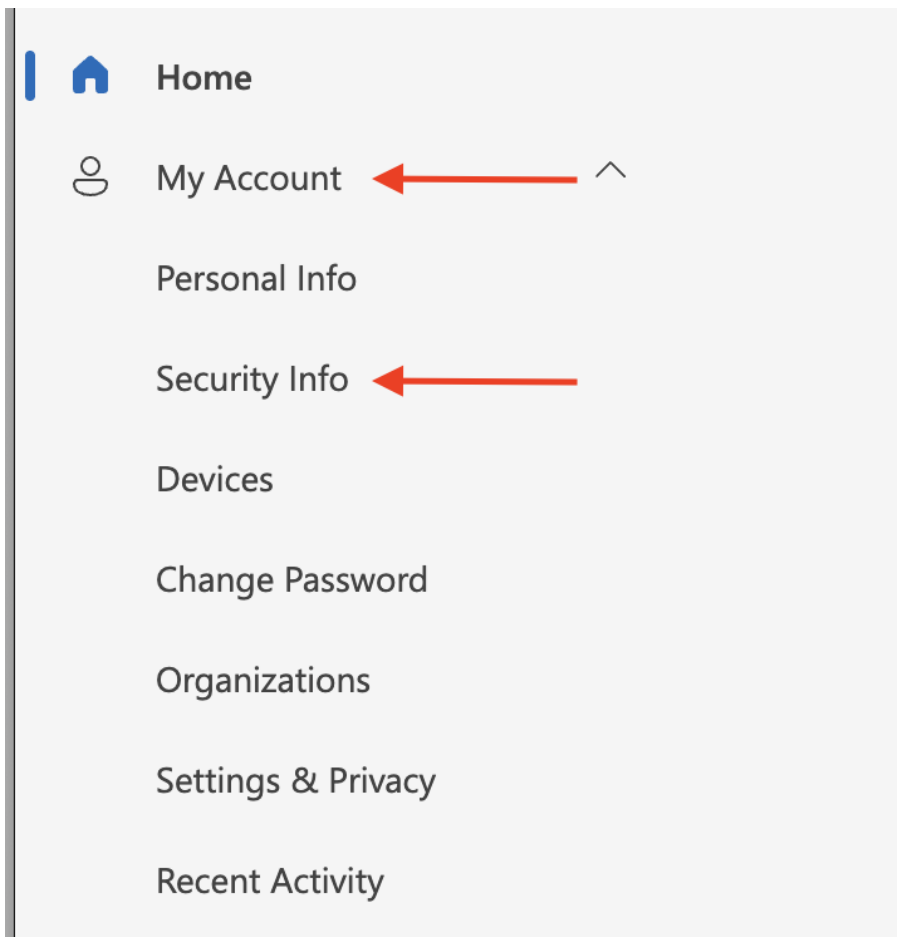


Microsoft Authenticator FOB Guide

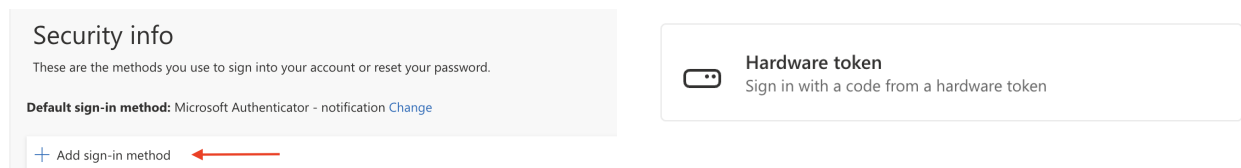
1. Go to <https://myaccount.microsoft.com/>
2. Sign in with your A-State username > click Next.
(example: `username@astate.edu` or `username@smail.astate.edu`)

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the placeholder text "username@astate.edu". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the main content area, there are two buttons: a grey "Back" button and a blue "Next" button. Below the main content area, there is a section titled "Sign-in options" with a key icon to its left.

3. Enter your A-State password > click Sign in.
4. On the left Click "My Account" and Select "Security Info".
(Note: When using a smart device, you may have to select the ≡ first)



5. Click Add sign-in method and select Hardware token.



6. Click Next, at the below screen.

Register a hardware token ×



You'll use a code from your token when you sign in.

Back

Next

7. Here you will enter the serial number on the back of the FOB and click Next.

Enter the serial number ×

You'll find this on the token your organization gave you.

Enter serial number

Back

Next

8. Name your FOB and click Next.

Let's name your token



Give your token a name to help you identify it later.

Token name

Back

Next

9. Push the button on the FOB to display the random 6-digit authentication and enter the code on the enter code screen and click Next.

Enter the code



Tap the button on your hardware token and enter the code that appears.

Enter code

Back

Next

10. Now click "Done."

11. Congratulations, you have successfully added the FOB to your account.

✔ Hardware token added



You can now use this token whenever you sign in.

Done

Revision #1

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