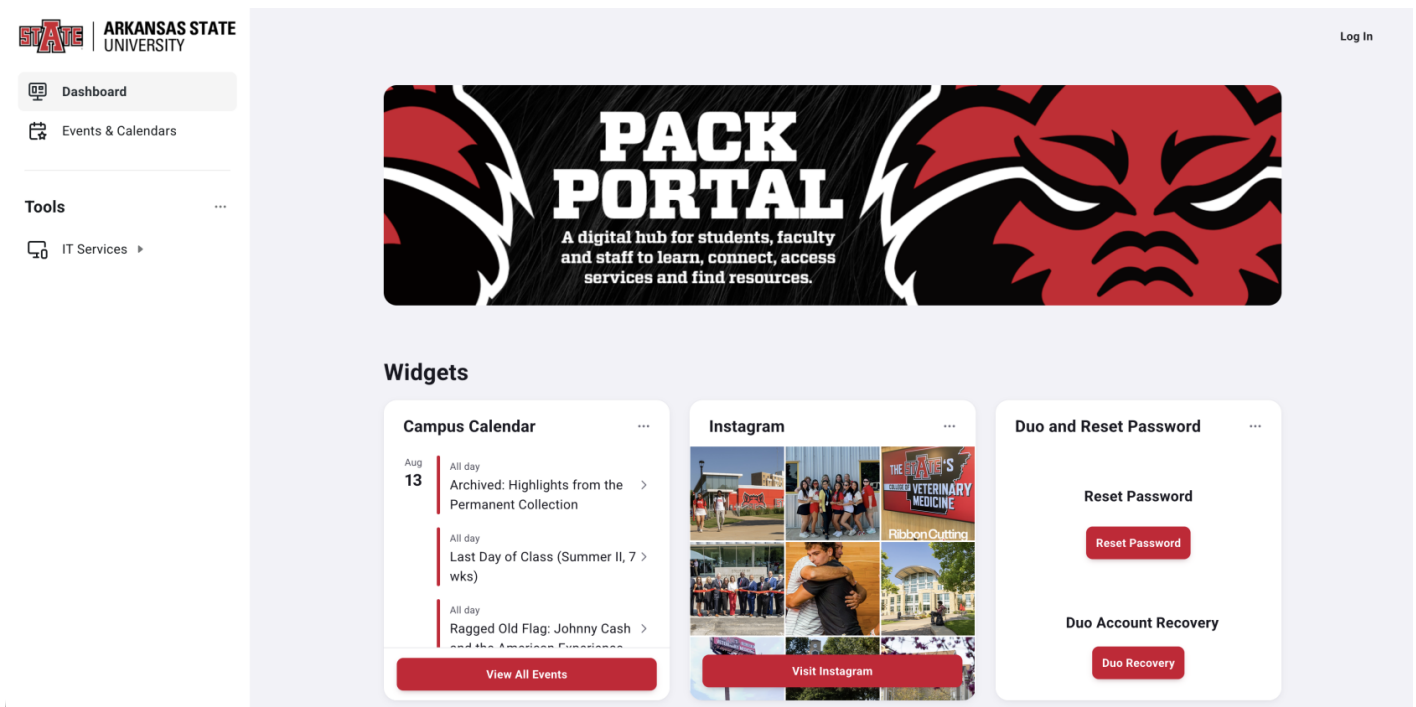


Microsoft Authenticator Setup through Pack Portal

- From a web browser, go to the Pack Portal - pack.astate.edu and select **Log In** in the top right corner



- Enter your A-State email address in the **Username** field and click **Next**

The screenshot shows the login form on the Pack Portal. At the top is a dark header with a lock icon and the word 'Login'. Below this is a section titled 'Login' with a message: 'In this login step, we are asking for your login id so that we may determine how to have you login. To skip this step in the future, you may check the 'Remember Me' checkbox.' The form includes a label '* Username' next to a text input field containing the placeholder 'Username'. Below the input field is a checkbox labeled 'Remember Me'. To the right of the input field are three links: 'I forgot my password...', 'I need help...', and 'Documentation'. At the bottom right of the form is a note '* Required Field'. A red 'Next' button is located at the bottom left of the form.

- Sign into **Microsoft** using your A-State email and password

Sign in

Email, phone, or Skype

[Can't access your account?](#)

Next

A-State IT Support

(870)-972-3933
itshelpdesk@astate.edu

 Microsoft

← [Redacted]

Enter password

Password

[Forgot my password](#)

Sign in

- On the "**Let's keep your account secure**" screen, click **Next**

 Microsoft

[Redacted]

Let's keep your account secure

We'll help you set up another way to verify it's you.

[Use a different account](#)

[Learn more about verifying your identity](#)

Next

A-State IT Support

(870)-972-3933
itshelpdesk@astate.edu

By signing in, you agree to abide by the ASU System's [Terms of Use](#). Violations could lead to restrictions of privileges and/or disciplinary action.

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



aka.ms/mobileauthenticator

- After you download the free **Microsoft Authenticator app** on your phone click **Next** on the computer

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

Install Microsoft Authenticator



Install the app on your mobile device, then come back here to continue.



[Set up a different authentication app](#)

[Set up a different way to sign in](#)

[Skip setup](#)

Next

- Make sure you **allow** notifications on your phone and then click **Next**

Set up your account in app



If prompted, allow notifications. Then add an account, and select **Work or school**.

[Set up a different way to sign in](#)

Next

A **unique QR code** will generate on the next screen

- **Be sure to scan the code by using the Microsoft Authenticator app on your phone (select Scan QR code)**



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



Ready to add an account?

Secure your accounts with multifactor authentication.

 Add work or school account

 Scan QR code

Add personal Microsoft account

- Once you scan the QR code, click **Next**
 - Microsoft will then generate a random number on the computer, go to your the **Authenticator app** and enter the number you see on screen

Let's try it out



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

[Set up a different way to sign in](#)

- After you enter the number in the app, your A-State account will be successfully linked to your Microsoft Authenticator app, Click **Done**

entering a code

✓ 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

- The next page will show you have successfully added Microsoft Authenticator as a verification method, along with your personal email, click **Done** and continue to the **Pack Portal** page

Set up complete



You can now verify it's you using these methods:



Microsoft Authenticator



Email



View, add or edit your methods in your account [security settings](#).

Done

- You should have full access to your **Pack Portal** now

- Dashboard
- Activity
- Tasks
- Announcements
- Resources
- Forms
- Events & Calendars
- Directory

Tools

- Banner 9
- Academics
- Campus Tools
- Employee Tools
- Get Support
- IT Services
- Productivity Tools



- Quick Links
- Campus Life
- Staff Tools
- Human Resources
- Employee Programs
- Get Help

Widgets

Find New Widgets

My Tasks

Well done!
You have no tasks.

Recent Portal Activity

Traffic Advisory – University Loop Road Closure (Aug. 11)

Please be aware that University Loop Road will be temporarily closed during the College of Veterinary Medicine Ribbon-Cutting Ceremony on the morning of Tuesday, Aug. 11.

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

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