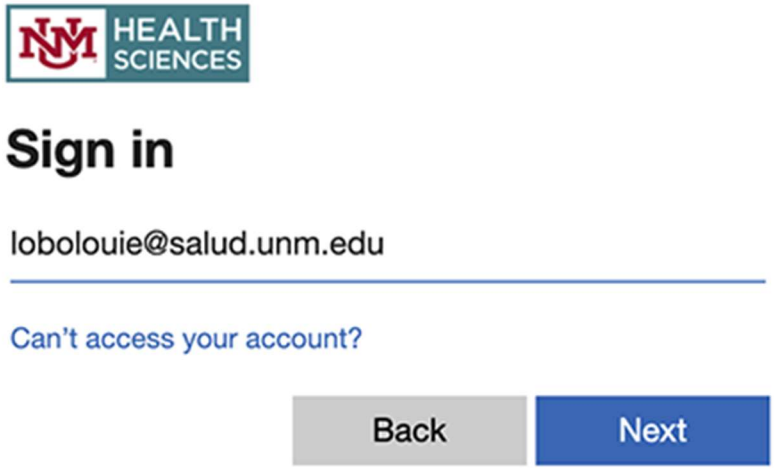
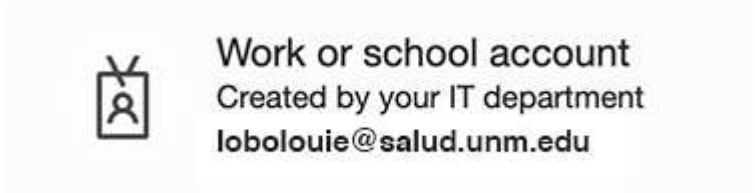
1. On your mobile device, open the App Store or the Play Store and search for **Microsoft Authenticator**.

2. Install **Microsoft Authenticator** if it is not already installed.
3. On your computer, go to **https://aka.ms/mfasetup**
4. Enter your **HSC email address** and click **Next**.

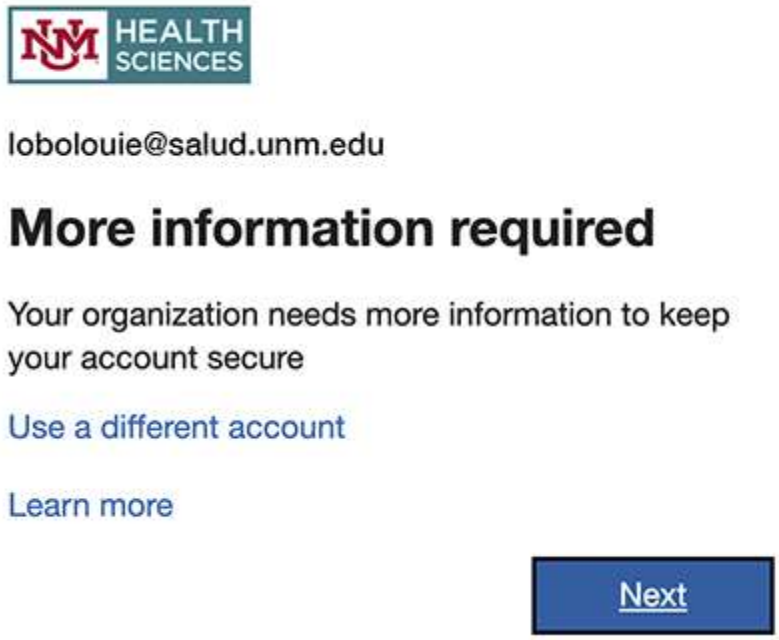


5. Select **Work or school account** if prompted.

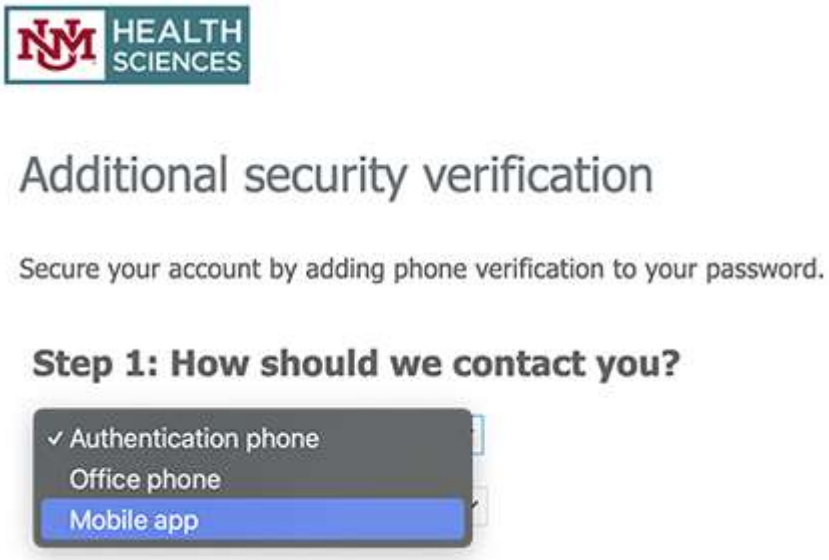


6. Enter your **HSC NetID password** and click on **Sign In**.

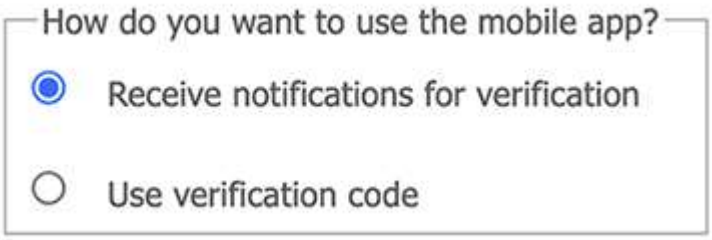
7. Click on **Next** to provide more information.



8. On **How should we call you?**, choose **Mobile app** from the first drop-down menu.

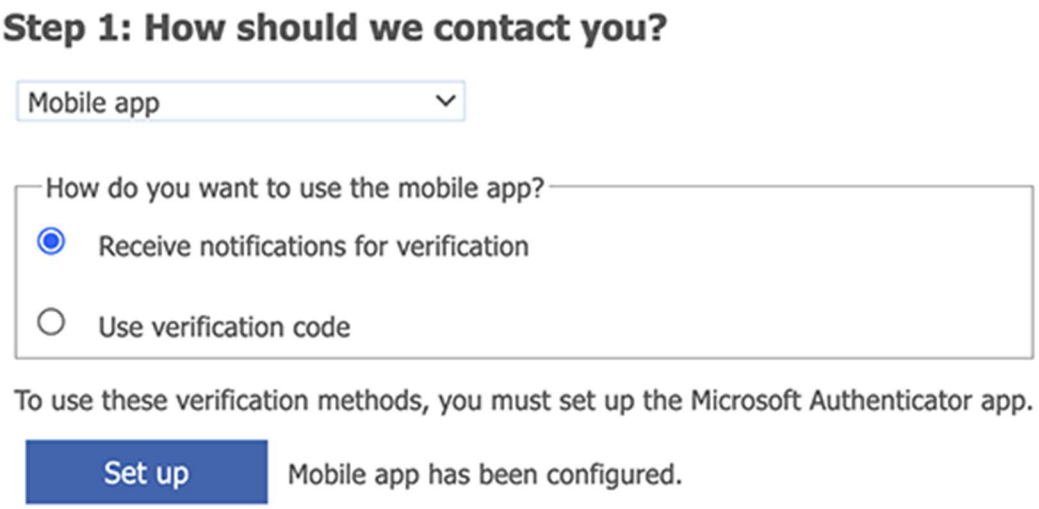


9. Select **Receive notifications for verification**.



10. If you see a **Set Up button**, you may already have a device registered for MFA. Use the **Set up button** to renew the registration.

Use the instructions below as a guide.

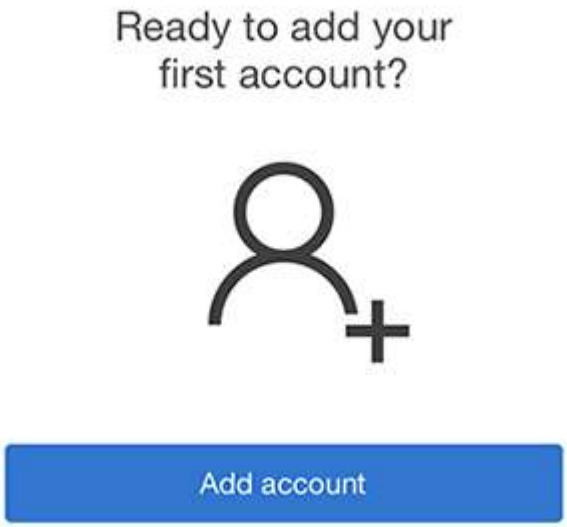


11. Click **Next**.
12. A **QR code** should appear on your computer screen.
13. Grab your mobile device and open the **Microsoft Authenticator** app.

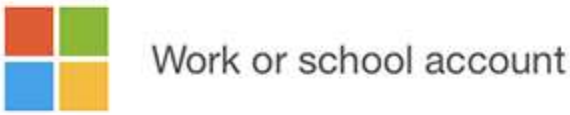
14. Tap **I agree** to consent to the privacy policy.

15. Tap **Skip** to continue.

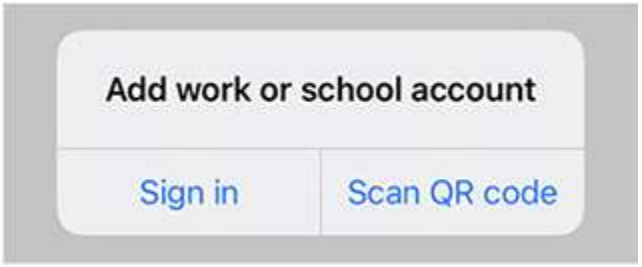
16. Tap on **Add account**.



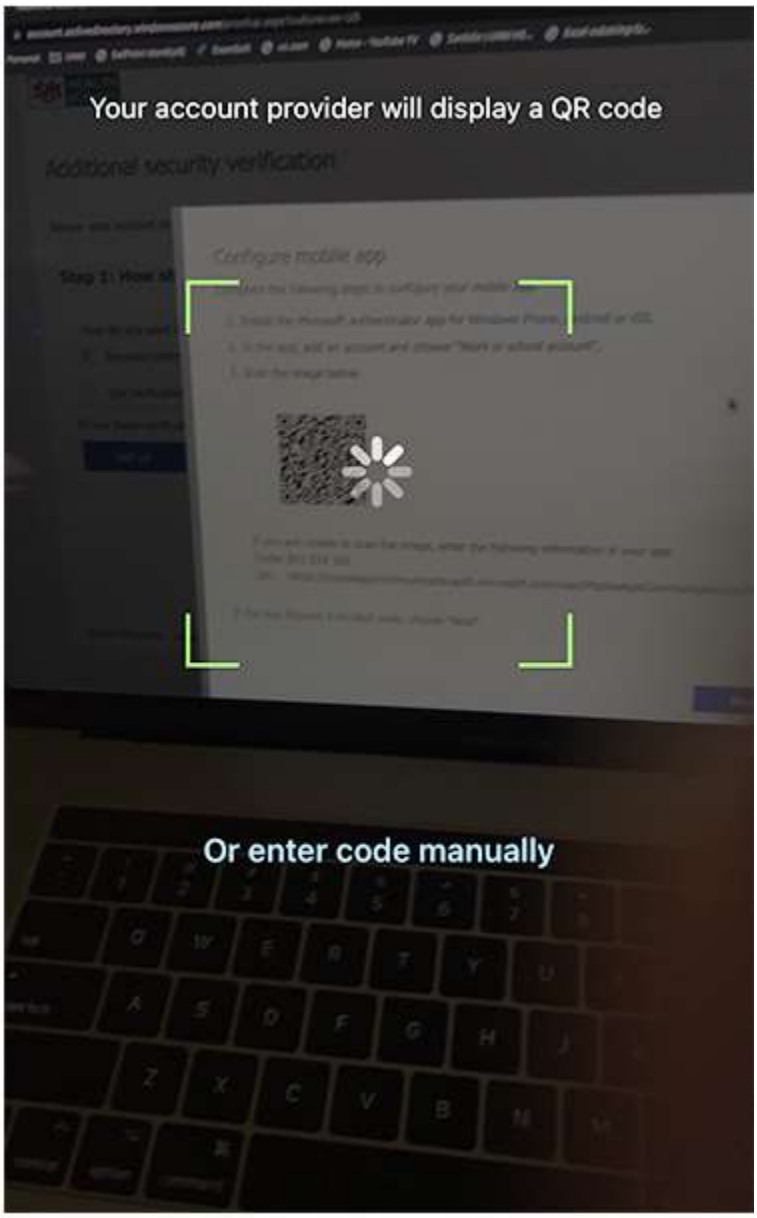
17. Tap on **Work or school account**.



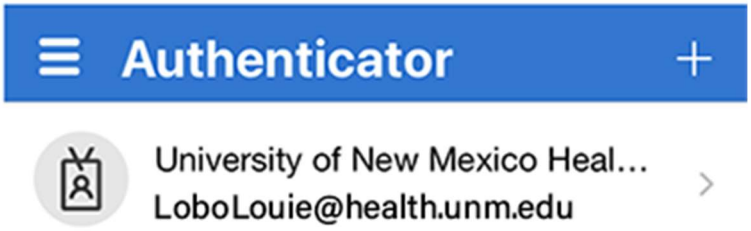
18. Tap on **Scan QR code**.



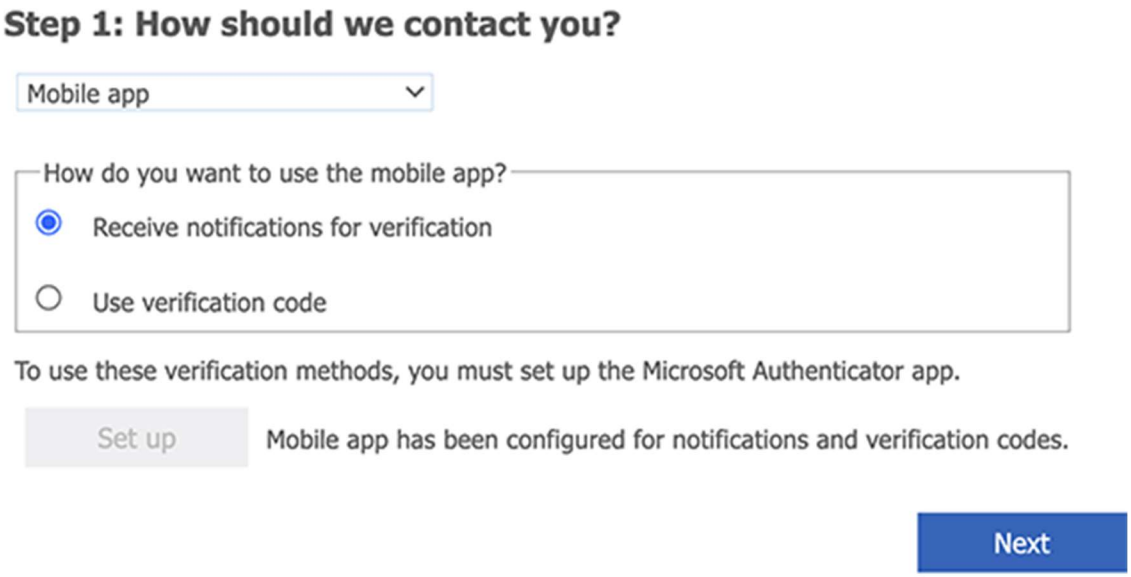
19. Point the camera at your computer screen to scan the **QR code**.



20. Your account will be added to the **Authenticator** app.

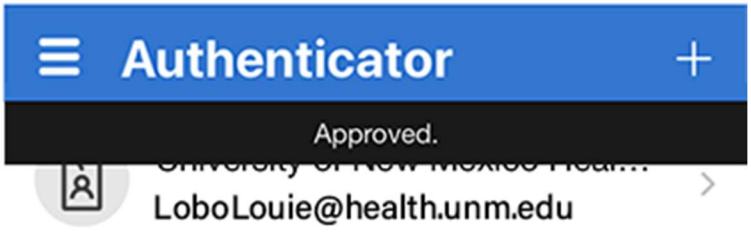


21. On your computer, click **Next**.

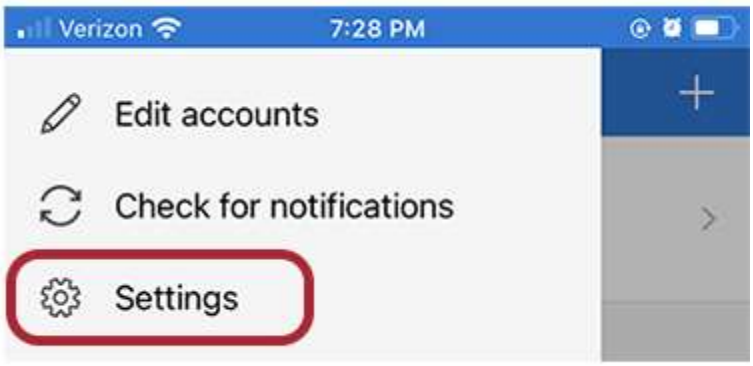


22. On your mobile device, tap **Approve**.

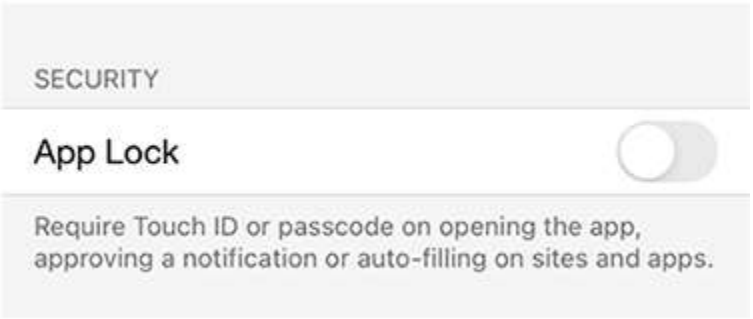
23. A black bar will pop up to confirm your selection.



24. Tap the **three stacked lines** in the top left corner (iOS) or the **three dots** in the top right corner (Android) and choose **Settings**.

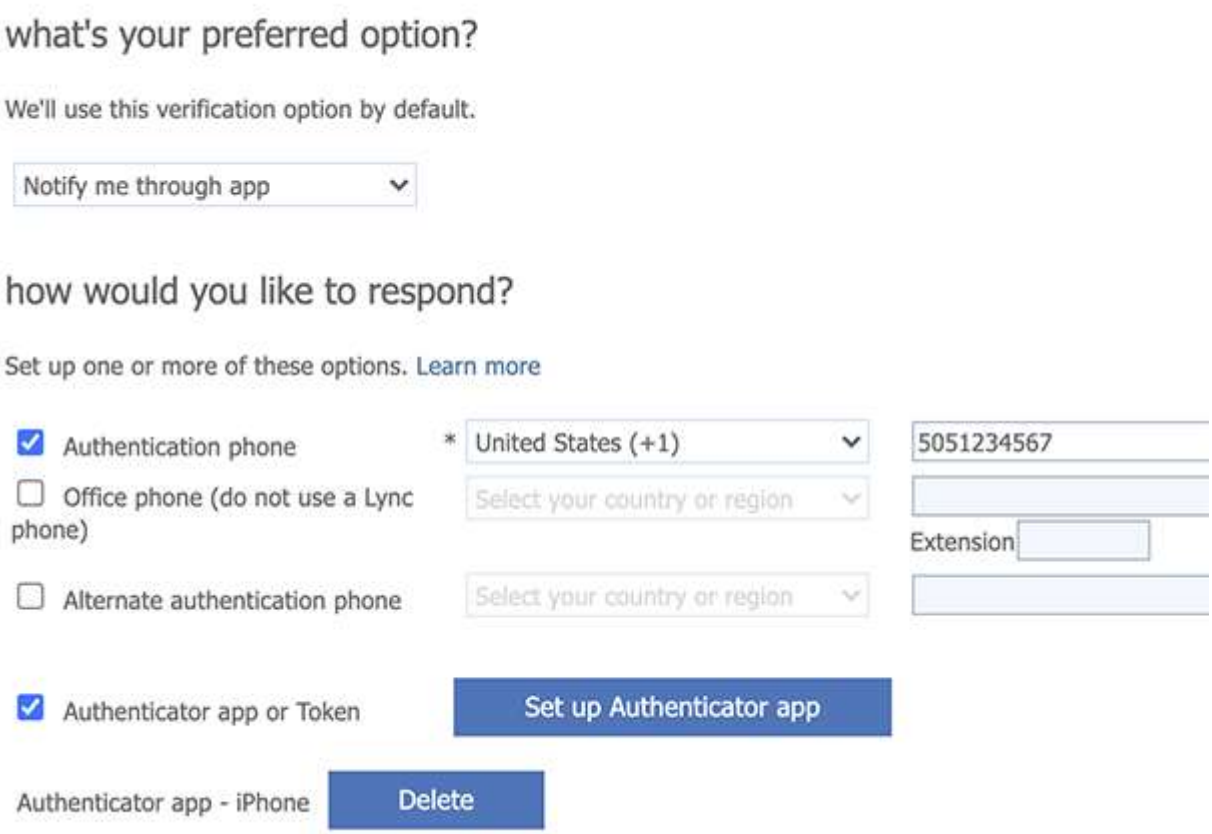


25. Turn off **App Lock**.



26. On your computer, enter your **mobile phone number** and click on **Done**.

27. Decide if you want to add more ways of receiving MFA notifications, in case you temporarily lose access to your mobile device.



28. **Save** any new changes.

Congratulations! Your system is now ready for MFA. Please note that it can take several hours before you are prompted to MFA for the first time.

What to know about the MFA experience?

You will only be challenged for an 2nd factor when you are outside of the HSC network or in other words working remotely. When you are working and connected to the HSC network you will not be asked of

the 2nd factor to sign in. HSC Network in this document refers to the following: HSC_Secure, HSC_Guest, connected on site via an ethernet cable, or VPN-ed from off-site.