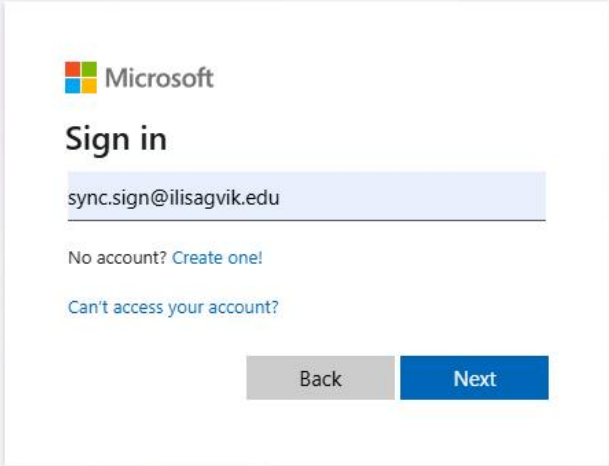




MULTI-FACTOR AUTHENTICATION SETUP

1. Go to any M365 application; the Microsoft sign-in menu will appear. Enter your login and password:



The image shows a Microsoft sign-in dialog box. At the top is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "sync.sign@ilisagvik.edu". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the dialog are two buttons: "Back" and "Next". Below the main dialog is a "Sign-in options" section with a key icon.

Microsoft

Sign in

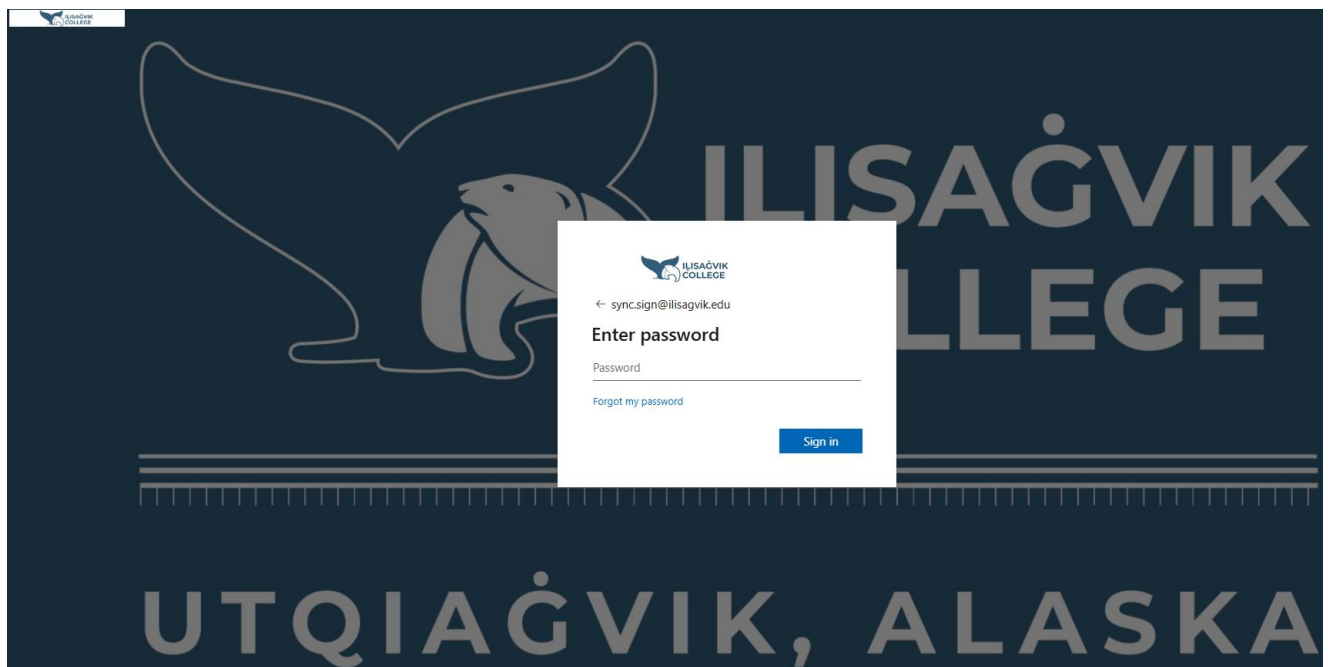
sync.sign@ilisagvik.edu

No account? [Create one!](#)

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

Back Next

Sign-in options



The image shows the Ilisagvik College login page. The background is dark blue with a large white outline of a walrus. The text "ILISAĠVIK COLLEGE" is in large, bold, white capital letters. Below it, "UTQIAĠVIK, ALASKA" is also in large, bold, white capital letters. A white login dialog box is centered on the page. It has the Ilisagvik College logo at the top, followed by the email address "sync.sign@ilisagvik.edu". Below that is the text "Enter password". A password input field is present, followed by a link "Forgot my password". At the bottom of the dialog is a blue "Sign in" button.

ILISAĠVIK COLLEGE

UTQIAĠVIK, ALASKA

Ilisagvik College

sync.sign@ilisagvik.edu

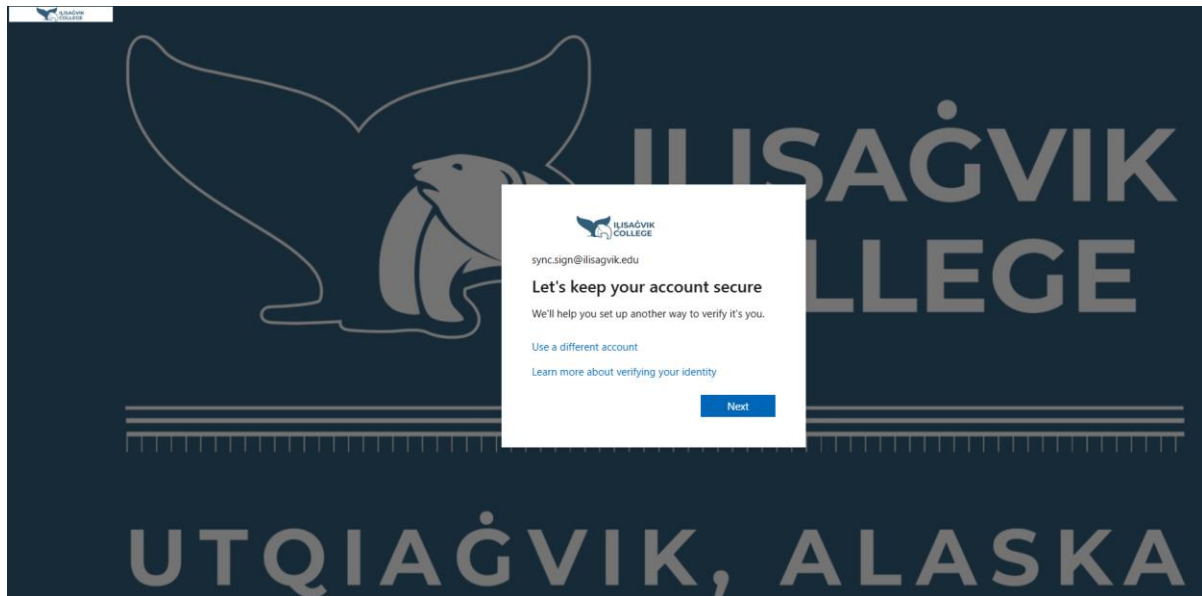
Enter password

Password

[Forgot my password](#)

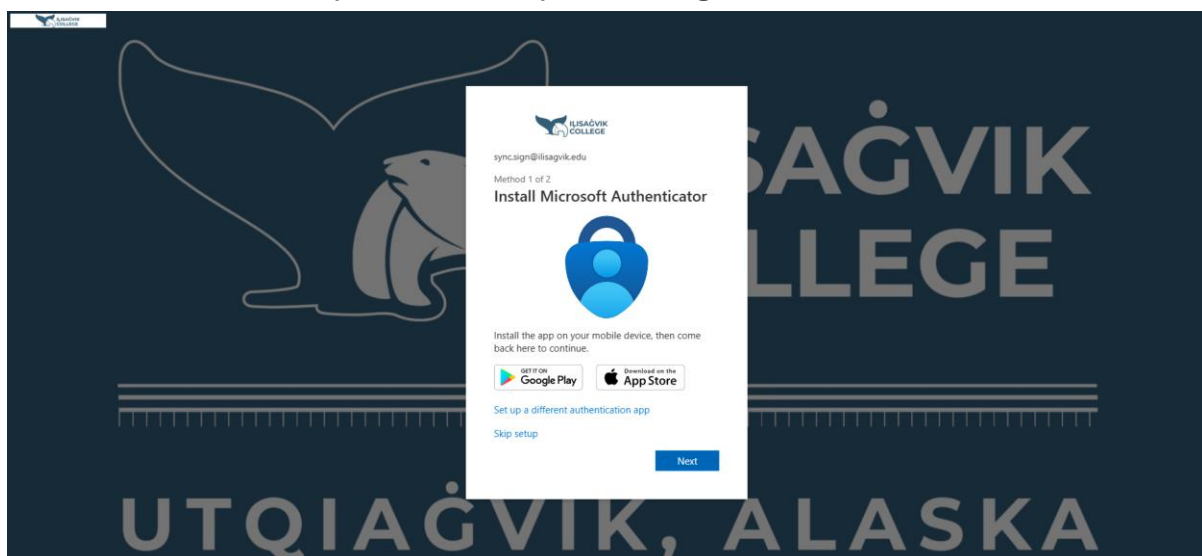
Sign in

2. 'Let's keep your account secure' should appear; press 'Next.'



3. 'Install Microsoft Authenticator' should appear; press 'Next' if you are using Microsoft Authenticator or 'Set up a different authentication app' if you are using a different authenticator app.

If instead of this menu it is requesting you to enter 6 digits from your authenticator app—you go to the app, and numbers do not appear—contact the administrator to perform "Require re-register multifactor authentication."



When using Microsoft Authenticator, ensure you download the official application developed by Microsoft Corporation to avoid fraudulent apps found in mobile stores.

App Store Preview

This app is available only on the App Store for iPhone,



Microsoft Authenticator 4+

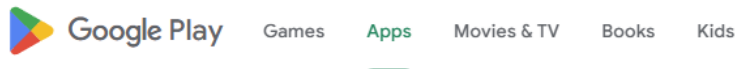
Protects your online identity

Microsoft Corporation

#5 in Productivity

★★★★★ 4.7 • 554.5K Ratings

Free



Microsoft Authenticator

Microsoft Corporation

4.6 ★
2.33M reviews

100M+
Downloads

E
Everyone

Install

Share

Add to wishlist

Microsoft Authenticator:

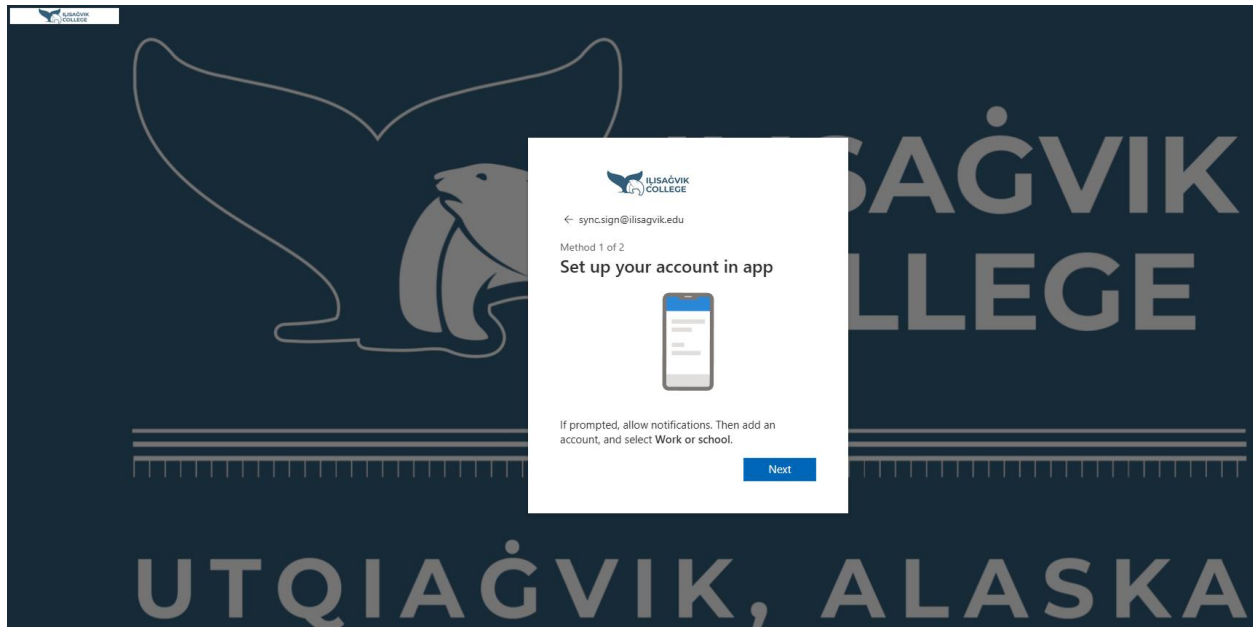
-App Store:

<https://apps.apple.com/us/app/microsoft-authenticator/id983156458>

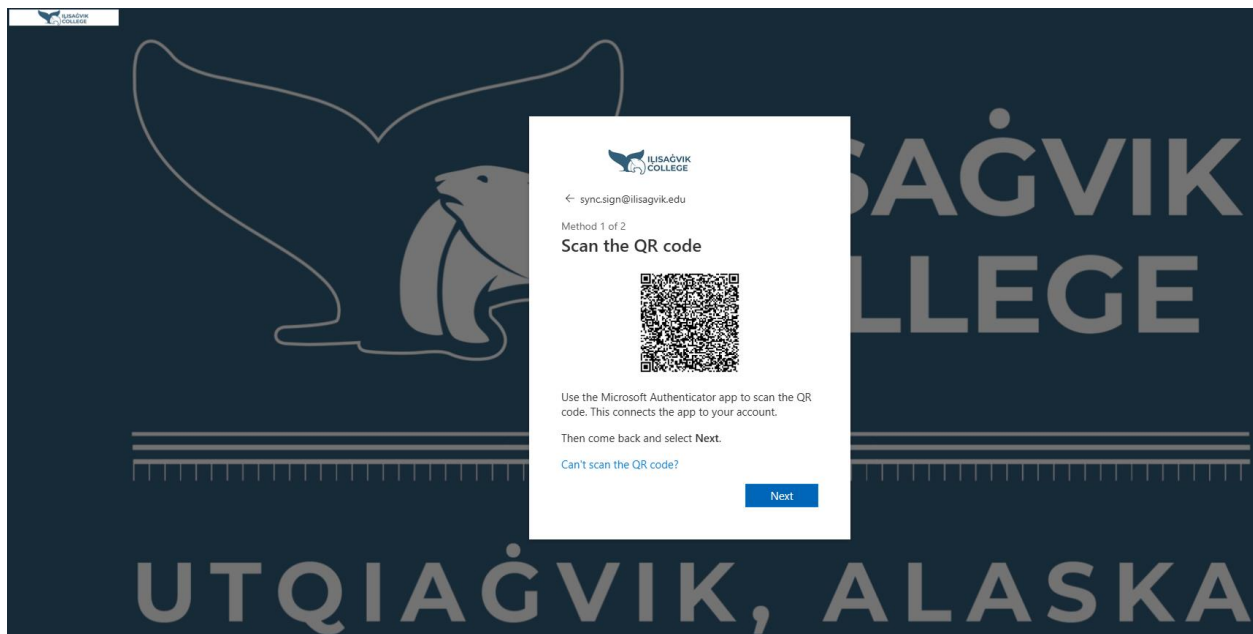
-Google Play:

https://play.google.com/store/apps/details?id=com.azure.authenticator&hl=en_US

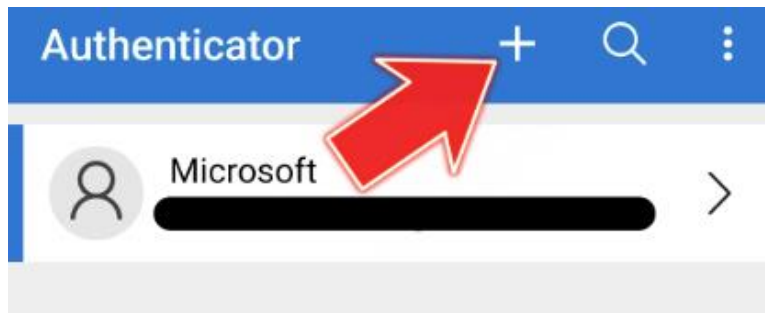
4. 'Next'



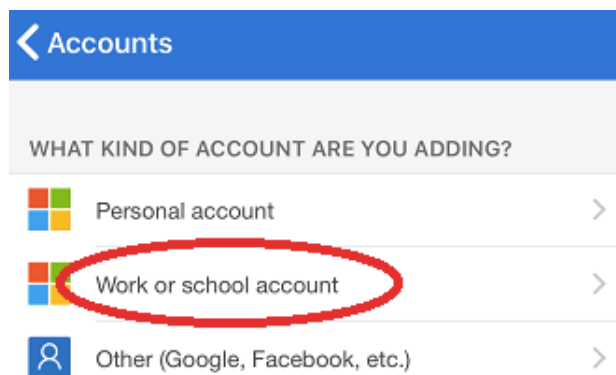
5. The QR code should appear, but you do nothing here yet; go to your phone.



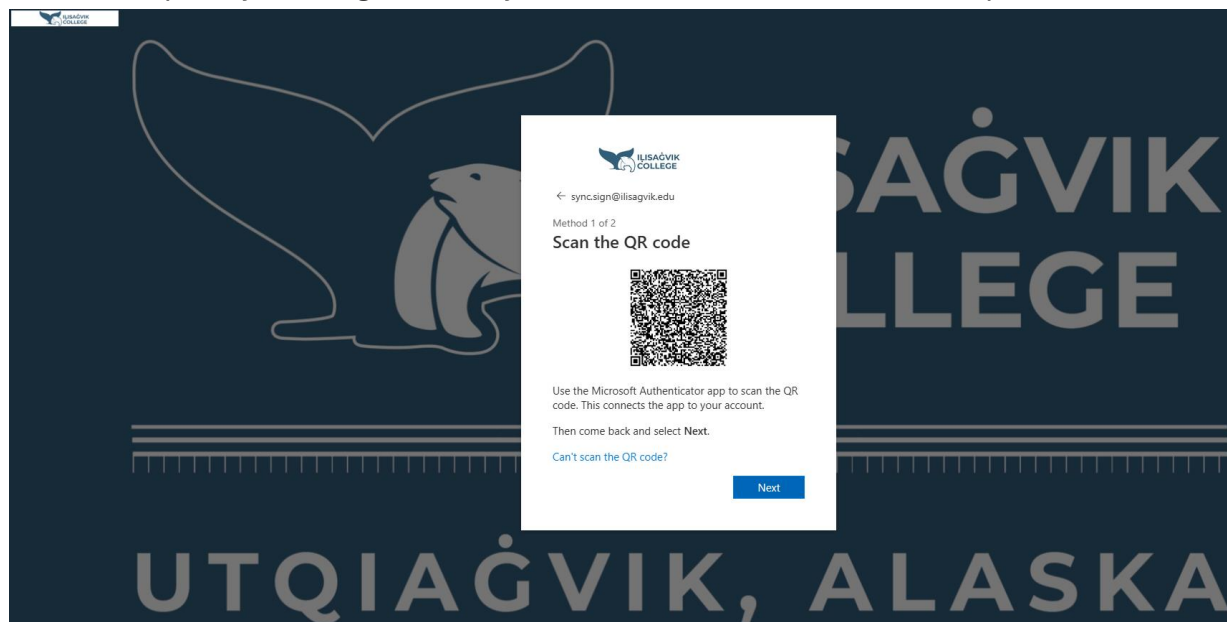
6. Open an Authenticator app on your phone and press a '+' sign on the top right; avoid the scanner button on the bottom right.



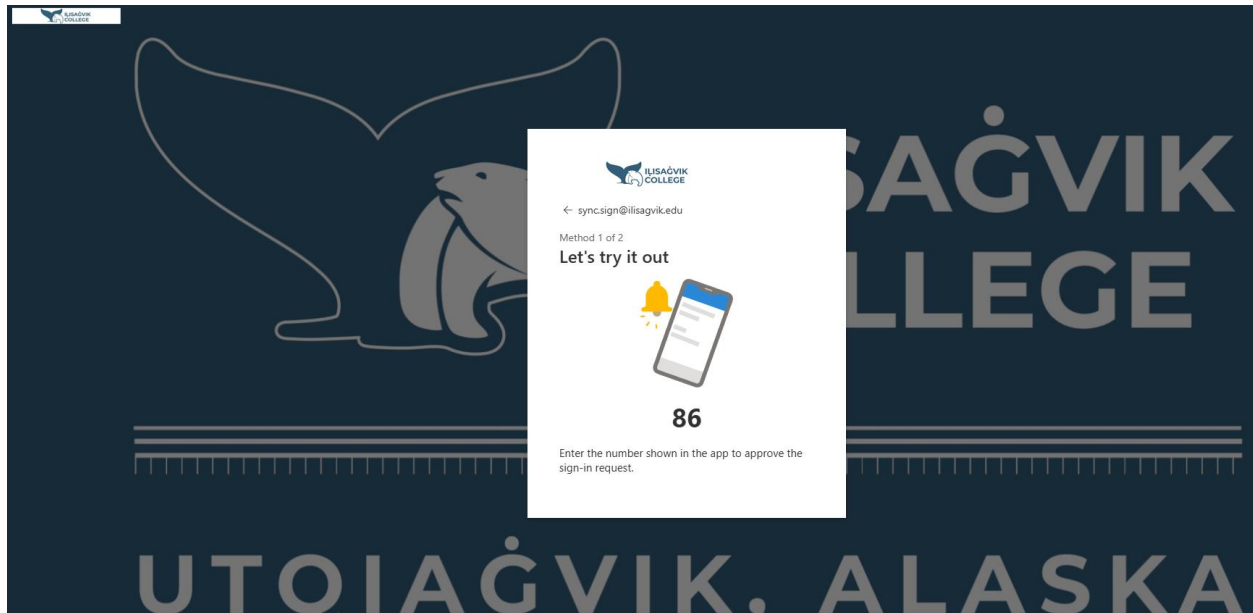
6. Choose 'Work or school account' and scan QR code.



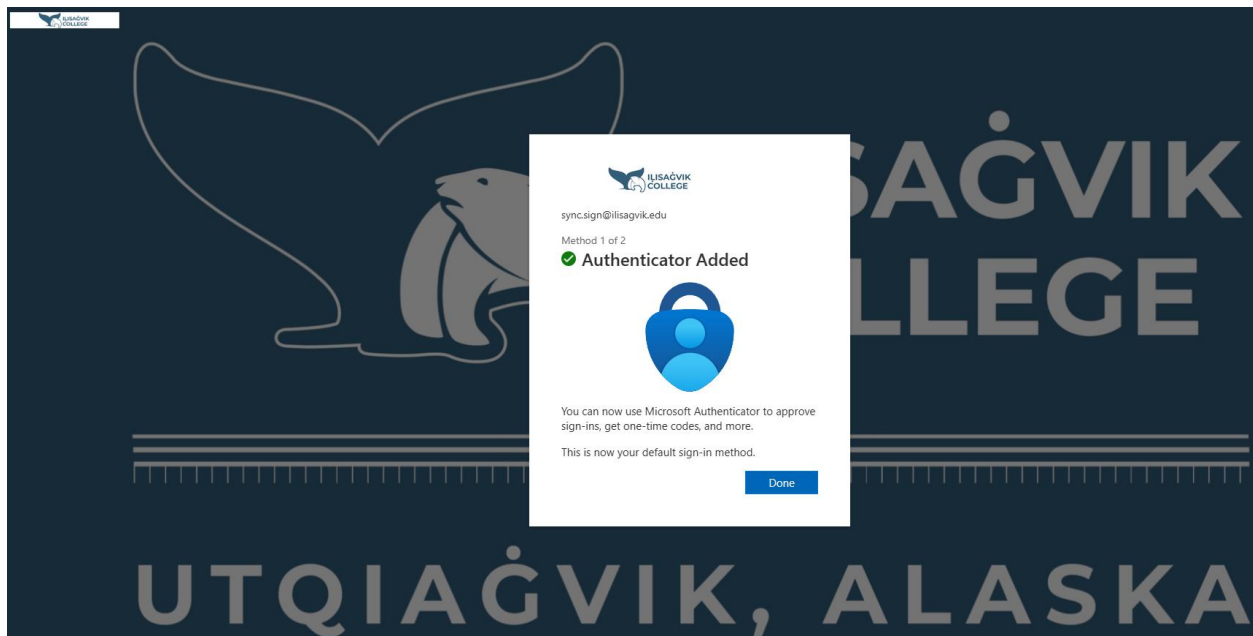
7. You should see your new MFA account added to the Authenticator app on your phone, and at that point you can go back to your 'Scan the QR code' menu and press 'Next.'



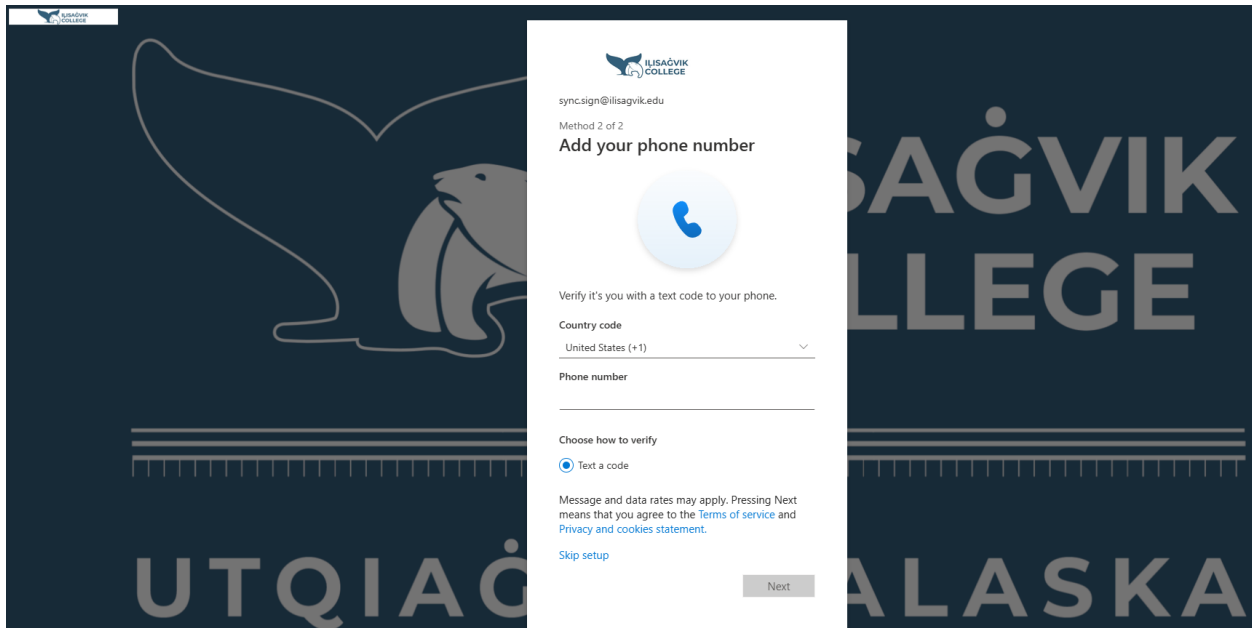
8. Verify it works by entering the code you see on your screen to your authenticator app.



9. Microsoft will confirm that the Authenticator is added; press 'Done.'



10. Register your second method.



← sync.sign@ilisagvik.edu

Method 2 of 2

Verify your phone number

Enter the code we sent to +1 (207) 555-1862.

Enter code

[Didn't receive the code?](#)

Next



sync.sign@ilisagvik.edu

Method 2 of 2

✓ Phone number added



You can now receive a code each time you sign in.

Done

11. The setup is complete.

