How to prepare for 2-Factor Authentication on your phone

This document will guide you to install Microsoft Authenticator Application on your mobile phone to prepare for 2FA login. It does not enable 2FA on your account—this will be performed by the College IT department.

PREPARATION CHECKLIST

- Smartphone with Internet access
- Access to a desktop computer/laptop with Internet access

HOW-TO GUIDE

On your phone, download Microsoft Authenticator App from **App Store** or **Google Play**
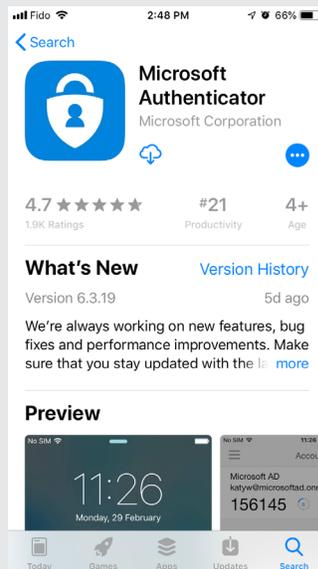
1 Switch to your computer for the following steps:

- Open a web browser such as Chrome, Edge or Safari.

- Go to https://aka.ms/proofup.

- You will see a sign in screen (example below). Login with your email address, e.g. jsmith00@langara.ca. Click "Next" on the screen when prompted for more information.

snəẃeyəɬ leləm̓.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

2 Follow instructions below.

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?
- ● Receive notifications for verification
- ○ Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up   Mobile app has been configured.

1 Select **Receive notifications for verification**

2 Click **Set up**

---
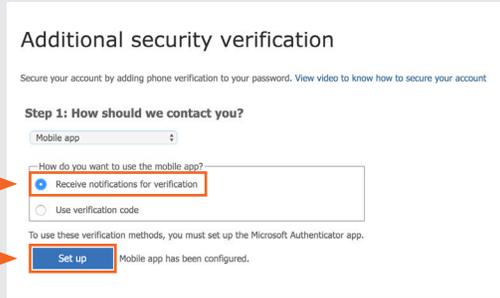
3 A QR barcode code will appear, the following steps will involve your smartphone.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

If you are unable to scan the image, enter the following information in your app.
Code:
Url:

If the app displays a six-digit code, choose "Next".

Configure app without notifications

Switch to your phone for the following steps:

** Allow prompt requesting to access your phone camera for scanning barcode

4

On your phone, open the Microsoft Authenticator App

→
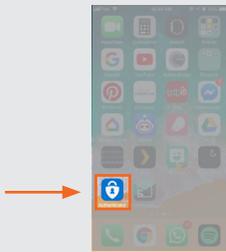
Add your account by choosing **work or school account**.

WHAT KIND OF ACCOUNT ARE YOU ADDING?
- Work or school account

→
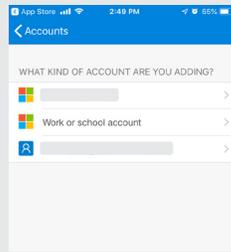
A bar code scanner will be enabled. Using your phone, capture the QR code that appeared on your desktop screen in **step 3**.

After scanning the QR code click the Got it button on your phone and you will see your Langara account in the Microsoft Authenticator app

Switch back to your web browser on your computer/laptop

5

Wait for the the app to finish configuring. When complete, the message below will appear and the **Set up** button will be greyed out.

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?
- ● Receive notifications for verification
- ○ Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up   Mobile app has been configured for notifications and verification codes.

Next

→

Click **Next** and the following screen will appear.

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: Let's make sure that we can reach you on your Mobile App device

Please respond to the notification on your device.

Next
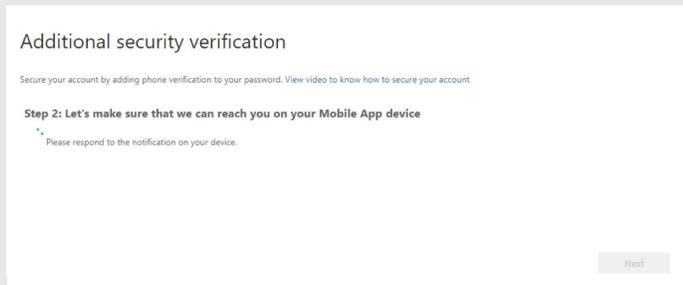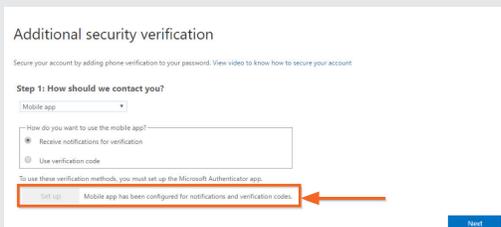
6

You will now get a prompt on your phone asking you to authenticate. Click **Approve**.

Accounts

Langara College
@langara.ca
438 607

Approve sign-in?
Langara College
@langara.ca

Deny   Approve

---
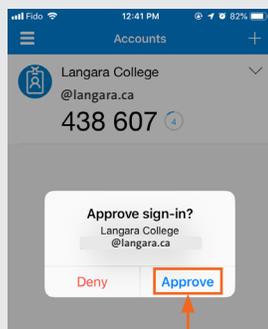
7 Go back to your desktop/laptop

Click **Done**. You are now setup with 2 Factor authentication!

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 4: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. Learn more

Get started with this app password:

Done

Close your browser

You are ready for 2-Factor Authentication!