Multi-Factor Authentication

Multi-Factor Authentication (MFA) is a security system which uses more than one type of authentication in order to provide account security. Additional authentication types can include calls, text messages, security codes, or mobile applications.

- Setting up MFA
- Mobile App
- Change your MFA settings

Setting up MFA

When this is displayed, you are required to use MFA on your account.

You have a couple of options to choose from. Choose either Authentication phone or Mobile app from the dropdown box. In this example, we are going to set up Mobile app.
You can choose to receive a pop-up notification or to enter a code generated by the app. In this example, we are going to set up the notification.

Click the **Set up** button to proceed once you choose the type of notification.

Follow the instructions provided.
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: [REDACTED]
Url: https://bn1napad01.na.phonefactor.net/pad/[REDACTED]

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

When activation is complete, and you see this message, you are done.

**Step 1: How should we contact you?**

- Mobile app

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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.

You will then be asked to confirm that the setup has been completed.

**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.

**Mobile App**

Microsoft's mobile authentication app is available on the App Store of your chosen phone platform. The icon looks like this.
Change your MFA settings

To update or change your MFA settings, please go here: MFA Settings