(REAL. Life. EDUCATION.
	@alabama.edu
ļ	Action Required
S d a	ecurity defaults are enabled to keep your organization secure. Follow the prompts to lownload and set up the Microsoft Authenticator pp to use for multifactor authentication.
ι	lse a different account
L	earn more about security defaults
	You have 14 days until this is required.
	Ask later Next
li a h	f you have not claimed your Alabama.edu ccount, then you will need to go to https://password.alabama.edu and click the Claim My Account button.
P P	ou will need your A# (employee/student ID) and the laim code that should have been emailed to your versonal email address.

The Microsoft Authenticator App is the preferred/supported authentication method. The Microsoft Authenticator App will ultimately replace the Cisco DUO App. The wizard shown below will walk you through setting up this authentication method.

First attempts to access Alabama.edu Microsoft 365 will be met with the prompt above. When prompted "Action Required", click **NEXT** to configure Multi-factor Authentication.



The illustrations here are from using a PC to configure Multi-factor Authentication and from an Android Phone to set up the Authenticator App on a mobile device. The Microsoft Authenticator App is available for both iOS and Android Devices.

There are many imposter authentication apps! Please use the QR Code found under the <u>MS</u> <u>Authenticator – Download</u> button on the myCalhoun Experience Card illustrated above to download the correct app to your mobile device.



Go ahead and download the Microsoft Authenticator App to your mobile device now in preparations for the steps that follow.

Keep your account secure								
Method 1 of 2: App								
	App	2 Phone						
Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back Next								
I want to set up	a different method							

Go back the setup wizard and select **NEXT** to have another QR Code appear to aid in the setup process in your new app.



On the mobile device, click the + icon to add the Alabama.edu account.



Click WORK OR SCHOOL ACCOUNT to continue.



Click **SCAN A QR CODE** to continue.

Keep your account secure							
Method 1 of 2: App							
2 App	2 Phone						
Microsoft Authenticator							
Scan the QR code							
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.							
After you scan the QR code, choose "Next".							
Can't scan image?							
	Back Next						
l want to set up a different method							

Scan the **QR code** on your PC using the camera on your mobile device.

Keep your acco	8:27	No.	-	
Method 1 of 2: App 2 App Phone		Are you trying to sign in? Alabama's Community Colleges hartwell bentley@alabama.edu Enter the number shown to sign in.		
Microsoft Authenticator Let's try it out Approve the notification we're sending to	97 Back Next	Arr S	97 NO, IT CAN'T SEE TH 2 ABC 5 JKL 8 TUV	YES TS NOT ME E NUMBER 3 6
l want to set up a different method	×	0	Done	

The wizard will test that all is working correctly. Notice the "97" in the example on the left. On your mobile device, enter "97" into the Microsoft Authenticator App and click **YES**.

Keep your account secure							
Method 1 of 2: App							
Арр	2 Phone						
Microsoft Authenticator							
_							
	Done						
I want to set up a different method							

This is confirmation that the Authenticator App has been configured properly. Click **DONE**.