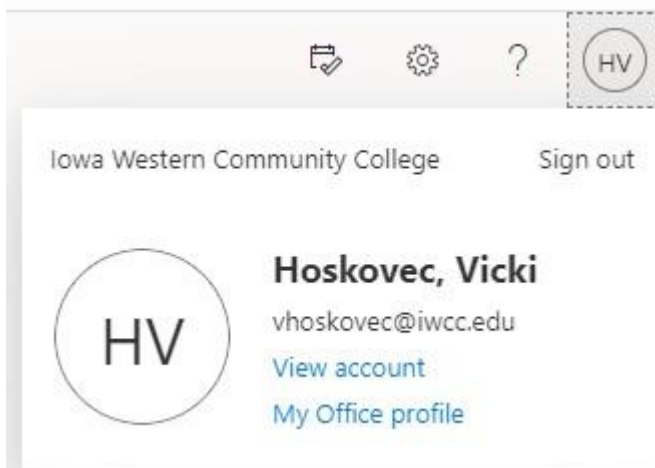


# Iowa Western Community College Multi-Factor Authentication

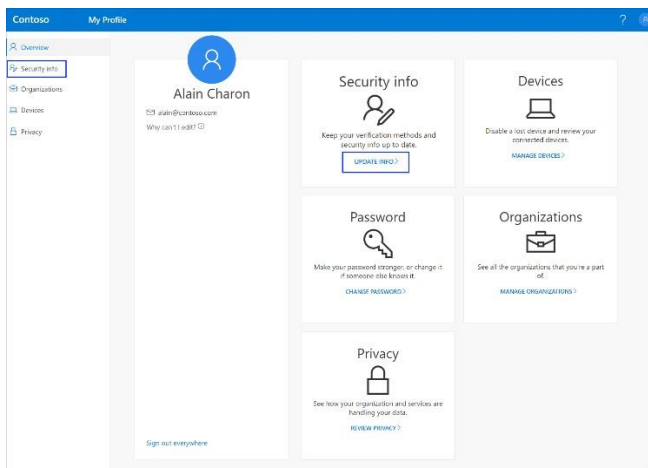
In conjunction with strengthening our security processes, Iowa Western will be implementing two-factor authentication, also known as multi-factor authentication or MFA. This will require all employees to verify their account when signing into Microsoft applications and virtual desktops. Iowa Western will be using the Microsoft Authenticator app for this process. This app is available for all smart phones.

**Beginning October 12<sup>th</sup>, MFA will be required for all employees. Up to October 12<sup>th</sup>, you may opt-in to MFA. I encourage you to opt-in early and set up MFA as I am sure the help desk will be quite busy once the date has passed.**

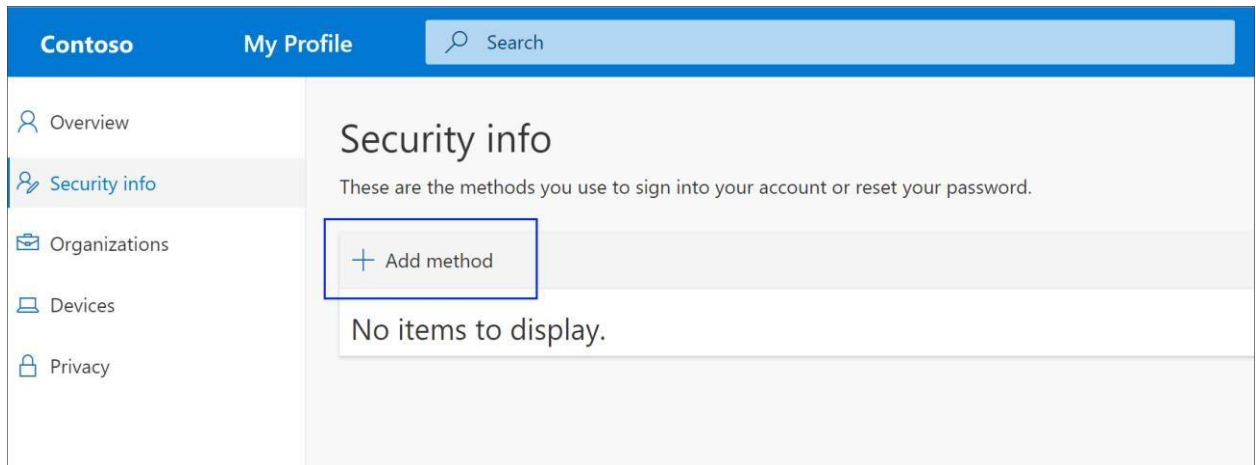
1. To set up MFA:
2. Download the Microsoft Authenticator app from the app store on your smart phone.
3. On your computer, open a browser and go to [www.office.com](http://www.office.com).
4. If prompted, sign in using your Iowa Western account.
5. Click on your initials (or your photo) in the top right corner and select View account.



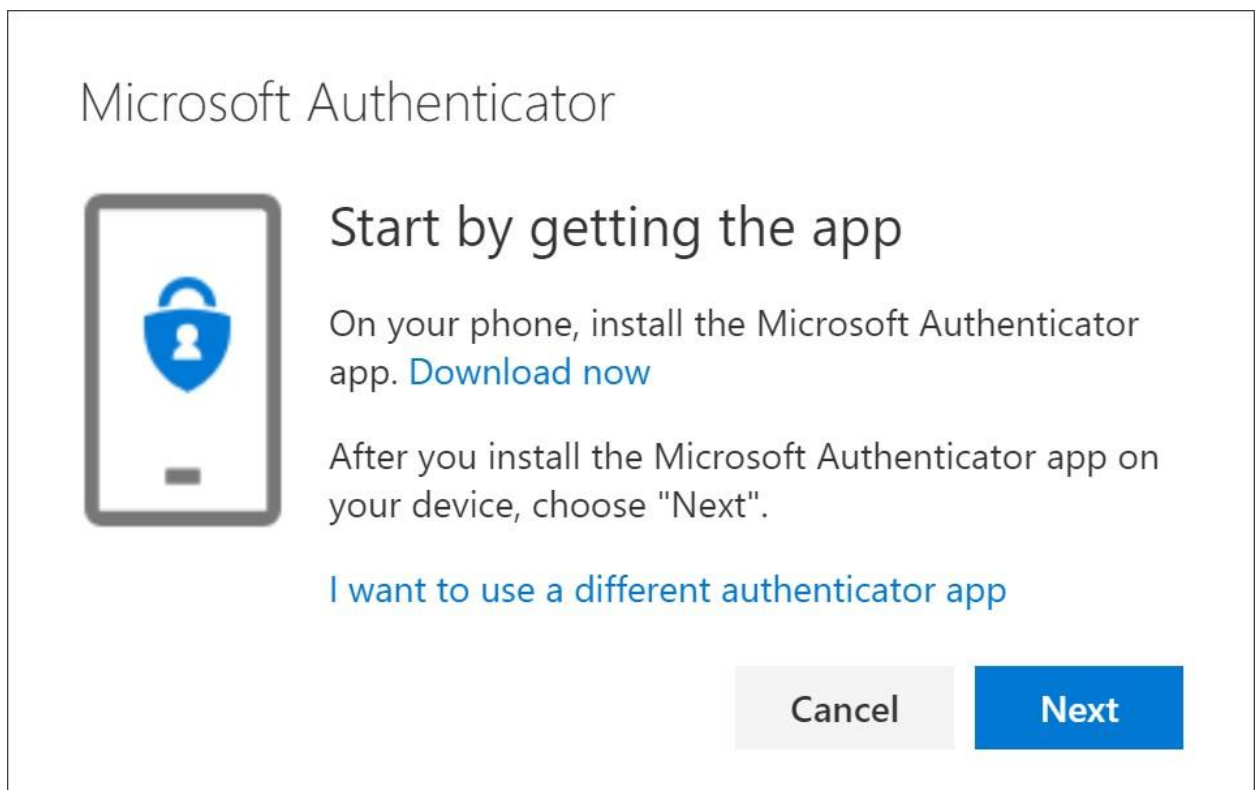
6. Select Security Info.



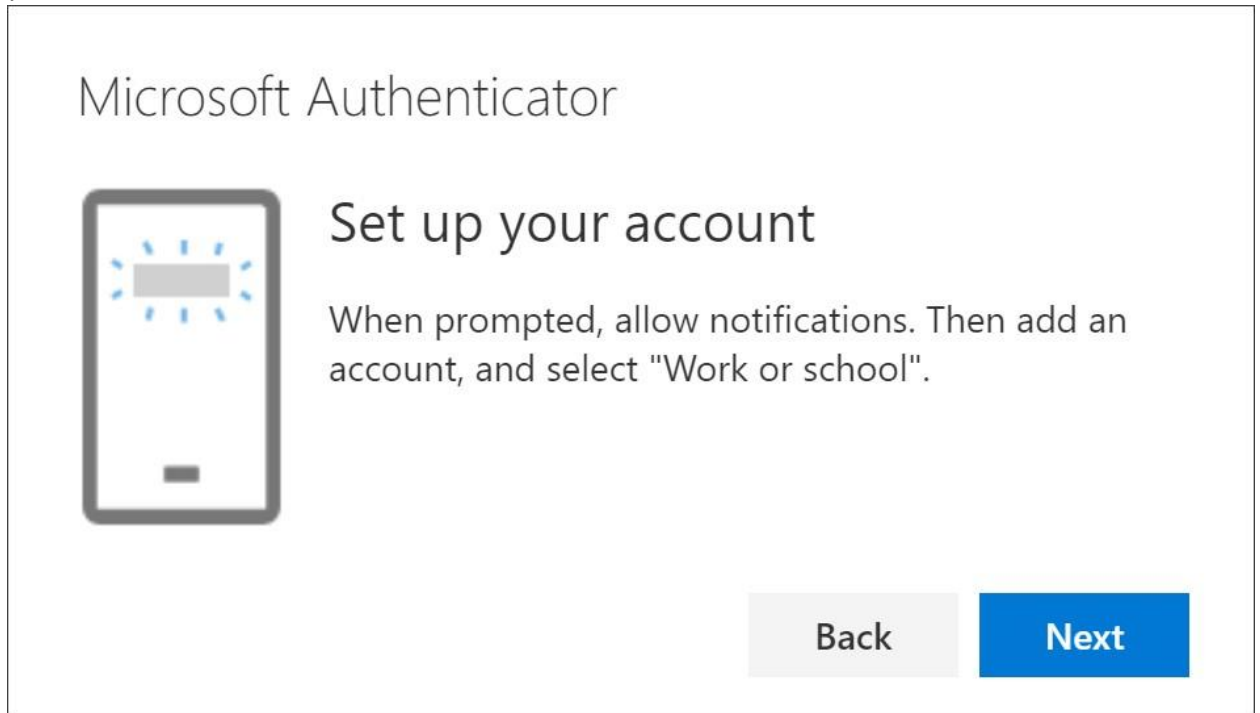
7. Select Add Method.



8. On the Add a method page, select Authenticator app from the list, and then select Add.
9. On the Start by getting the app page, select Download now to download and install the Microsoft Authenticator app on your mobile device, and then select Next. For more information
  - a. about how to download and install the app, see [Download and install the Microsoft Authenticator app](#).



10. Remain on the Set up your account page while you set up the Microsoft Authenticator app on your mobile device.



11. Open the Microsoft Authenticator app, select to allow notifications (if prompted), select Add account from the Customize and control icon on the upper-right, and then select Work or school account.
12. Note: The first time you set up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android). You must select Allow so the authenticator app can access your camera to take a picture of the QR code in the next step. If you don't allow the camera, you can still set up the authenticator app, but you'll need to add the code information manually. For information about how to add the code manually, see [Manually add an account to the app](#).
13. Return to the Set up your account page on your computer, and then select Next. Select "Can't scan image?"

## 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.

[Can't scan image?](#)

Back

Next

14. On your computer, note the **Code and Url** information on the **Configure mobile app** page. Keep this page open so you can see the code and URL.

## 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.



[Configure app without notifications](#)

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

Code: 857 634 999

Url: <https://co1pfpad16.phonefactor.net/pad/648069390>

If the app displays a six-digit code, you are done!

Done

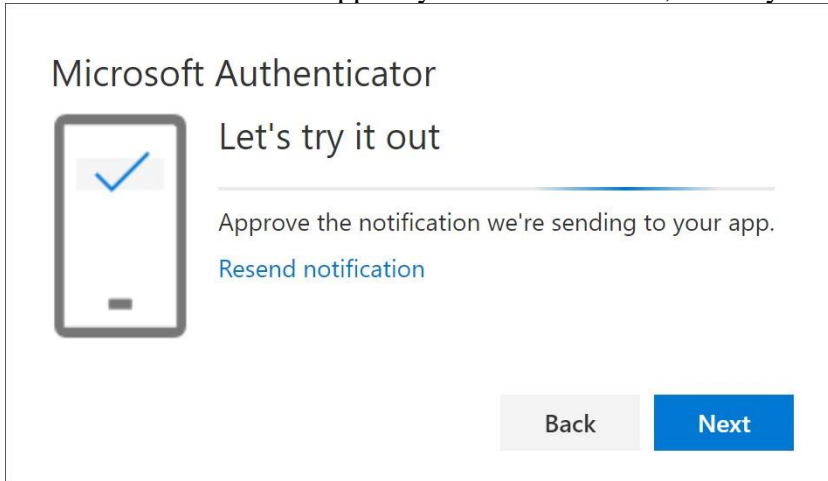
cancel

15. Open the Microsoft Authenticator app, select **Add account** from the **Customize and control** icon in the upper-right, and then select **Work or school account**.
16. Select **OR ENTER CODE MANUALLY**.



17. Enter the Code and URL from Step 1, and then select **Finish**.
18. The **Accounts** screen of the app shows you your account name and a verification code. For additional security, the verification code changes every 30 seconds preventing someone from using a code multiple times.

19. Select Next on the Scan the QR code page on your computer. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.



20. Approve the notification in the Microsoft Authenticator app, and then select Next. Your security info is updated to use the Microsoft Authenticator app by default to verify your identity when using two-step verification or password reset.

