

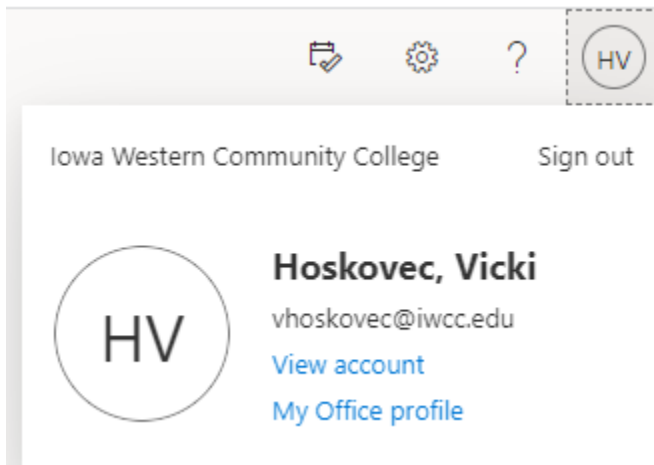
Iowa Western Community College Multi-Factor Authentication

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.

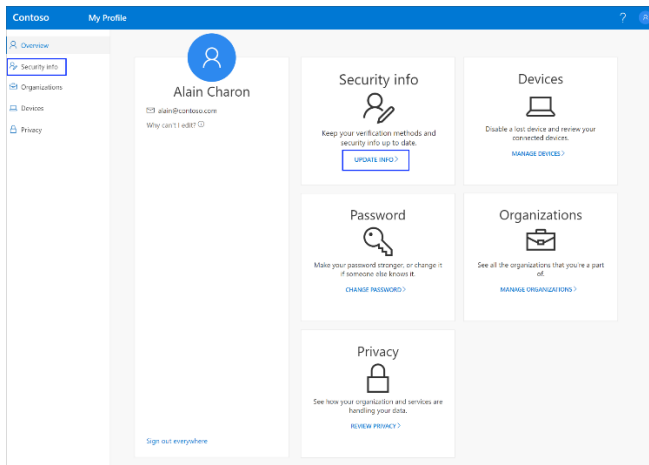
Beginning October 12th, MFA will be required for all employees. Up to October 12th, you may opt-in to MFA. I encourage you to opt-in early and set up MFA as I am sure the help desk will be quite busy once the date has passed.

To set up MFA:

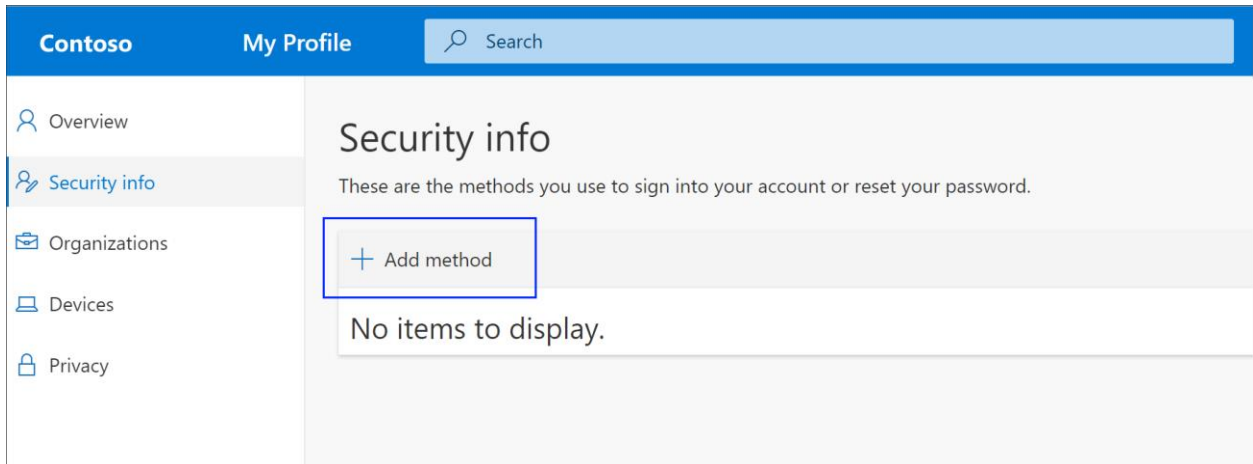
1. Download the Microsoft Authenticator app from the app store on your smart phone.
2. On your computer, open a browser and go to www.office.com.
3. If prompted, sign in using your Iowa Western account.
4. Click on your initials (or your photo) in the top right corner and select View account.



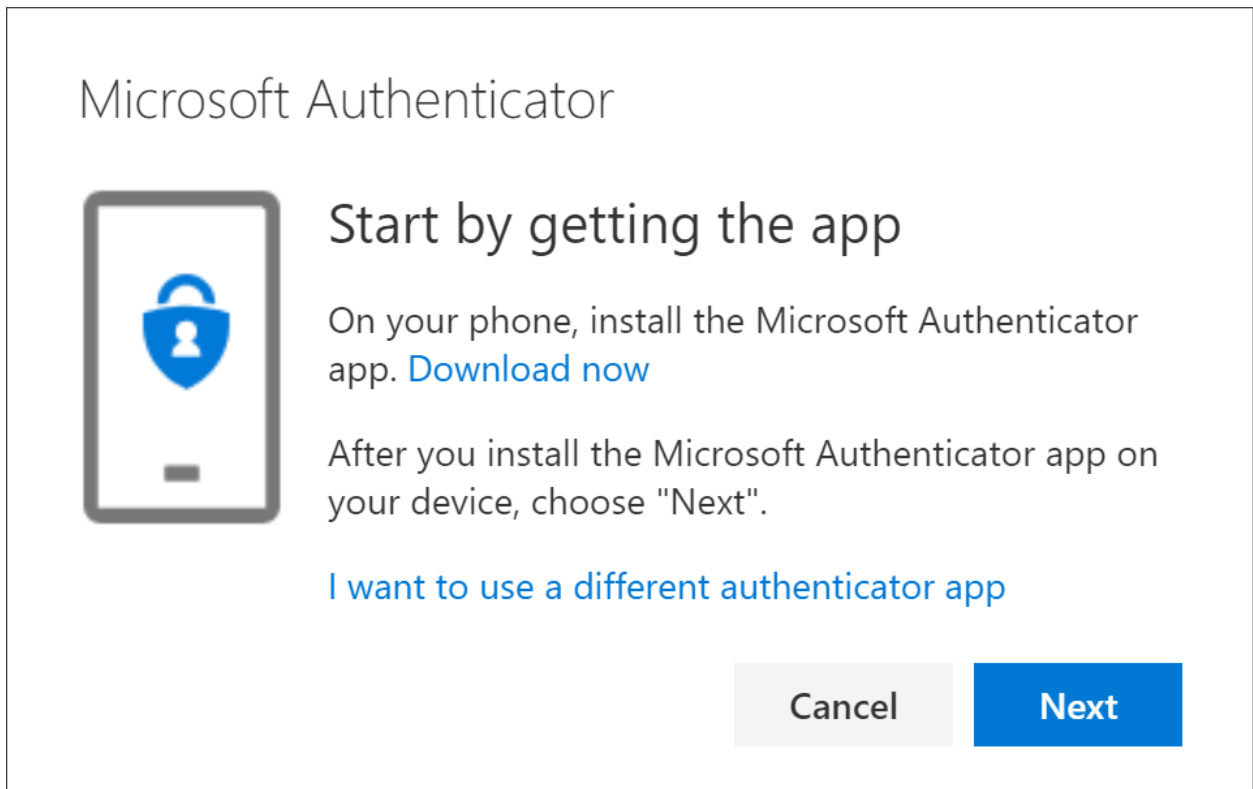
5. Select Security Info.



6. Select Add Method.



7. On the Add a method page, select Authenticator app from the list, and then select Add.
8. 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 about how to download and install the app, see [Download and install the Microsoft Authenticator app](#).



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

Microsoft Authenticator



Set up your account

When prompted, allow notifications. Then add an account, and select "Work or school".

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10. 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.
11. 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](#).
12. Return to the Set up your account page on your computer, and then select Next. The Scan the QR code page appears.

Microsoft Authenticator



Scan the QR code

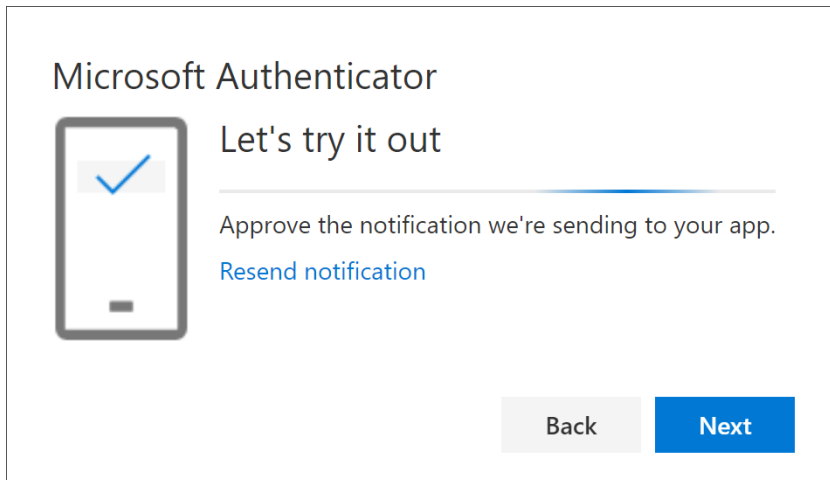
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

[Can't scan image?](#)

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13. Scan the provided code with the Microsoft Authenticator app QR code reader, which appeared on your mobile device after you created your work or school account in Step 6.
14. The authenticator app should successfully add your work or school account without requiring any additional information from you. However, if the QR code reader can't read the code, you can select Can't scan the QR code and manually enter the code and URL into the Microsoft Authenticator app. For more information about manually adding a code, see Manually add an account to the app.
15. 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.



16. 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.

