# 2Factor Enrollment Instructions

This guide provides step-by-step instructions for setting up Two-factor authentication using the Microsoft Authenticator app. Follow these instructions to enhance the security of you MUSC applications and protect sensitive information.

`01` Step 1 - Download the Microsoft Authenticator App on your Phone via QR Code

The first step in using the 2Factor tool is to download the Microsoft Authenticator Application to your phone. This can be done by scanning the QR codes shown on the screen or searching for it in Google Play or the App Store as shown on the next screen.

Google Play

Get the app

App Store

Get the app
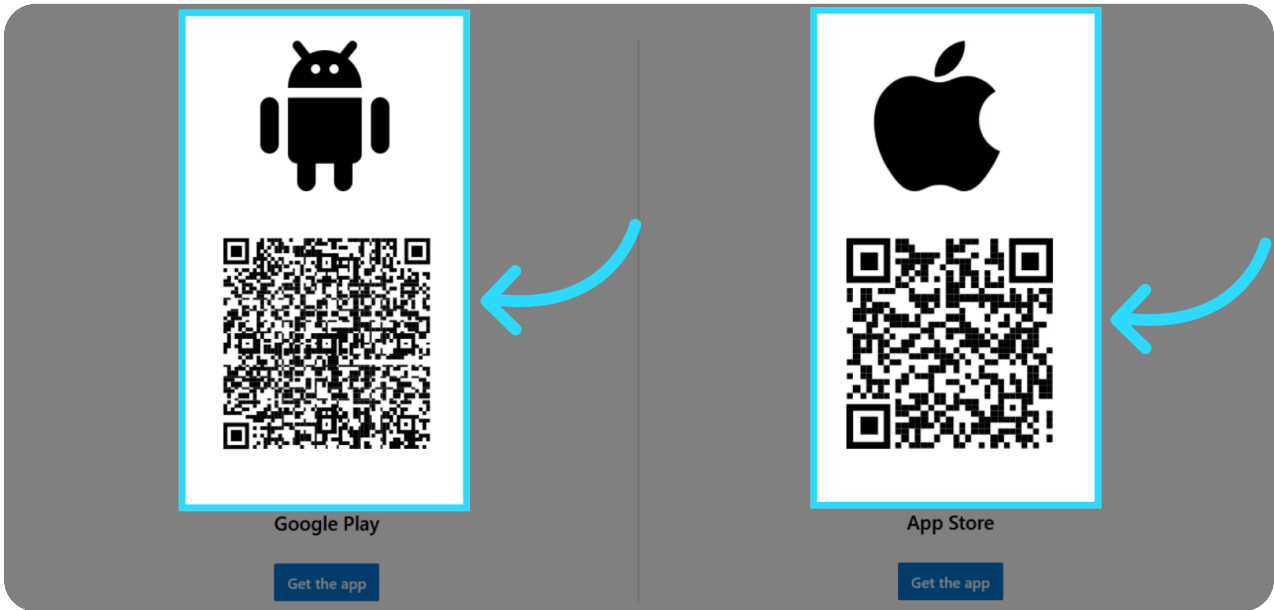
🟦 Or search for the Microsoft Authenticator App in your Play or App Store

To find the application in Google Play or the iPhone App Store, type "Microsoft Authenticator" in the search bar. Be sure to choose the application titled "Microsoft Authenticator" by the Microsoft Corp. This is the official Authenticator app we use at MUSC. Once you have selected the correct application, install it to your phone.
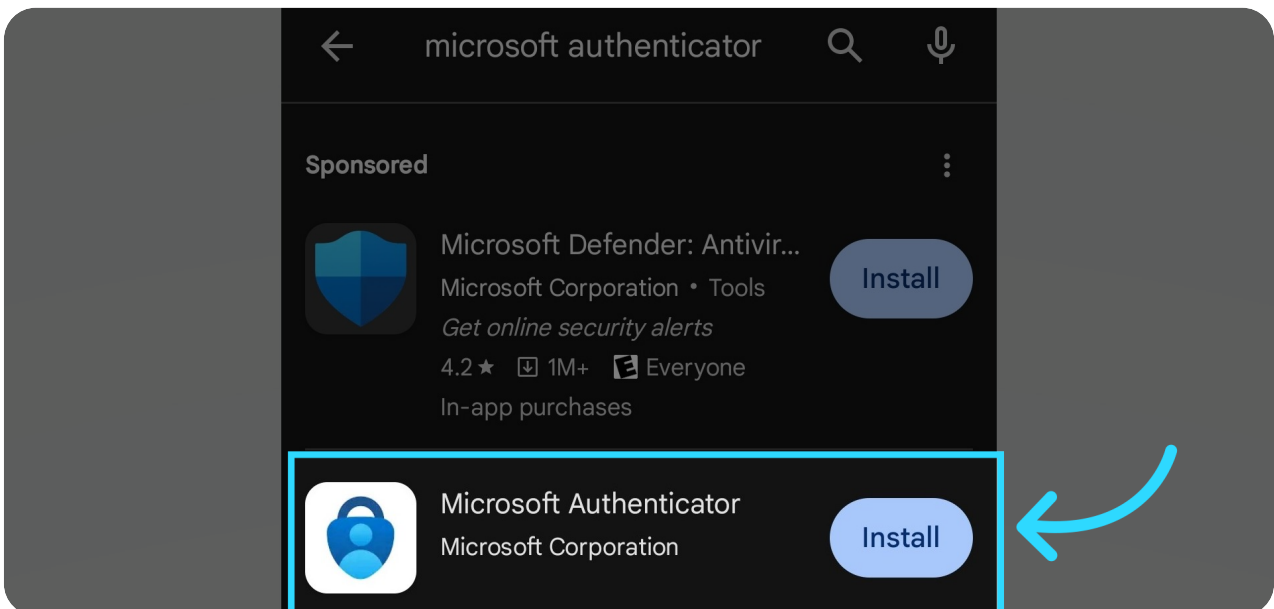

02 Step 2 - Select "Allow" to allow all app notifications

During the application installation on the phone, select allow to allow notifications from this app.   The allow screen may differ slightly to the one shown if you are using an iPhone.
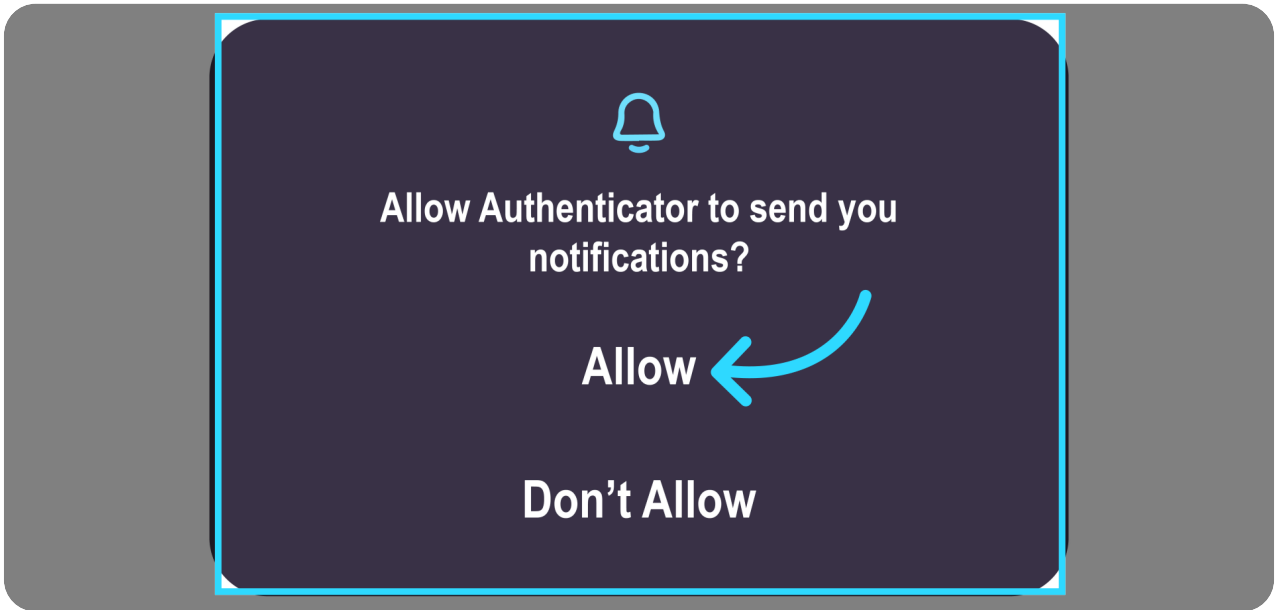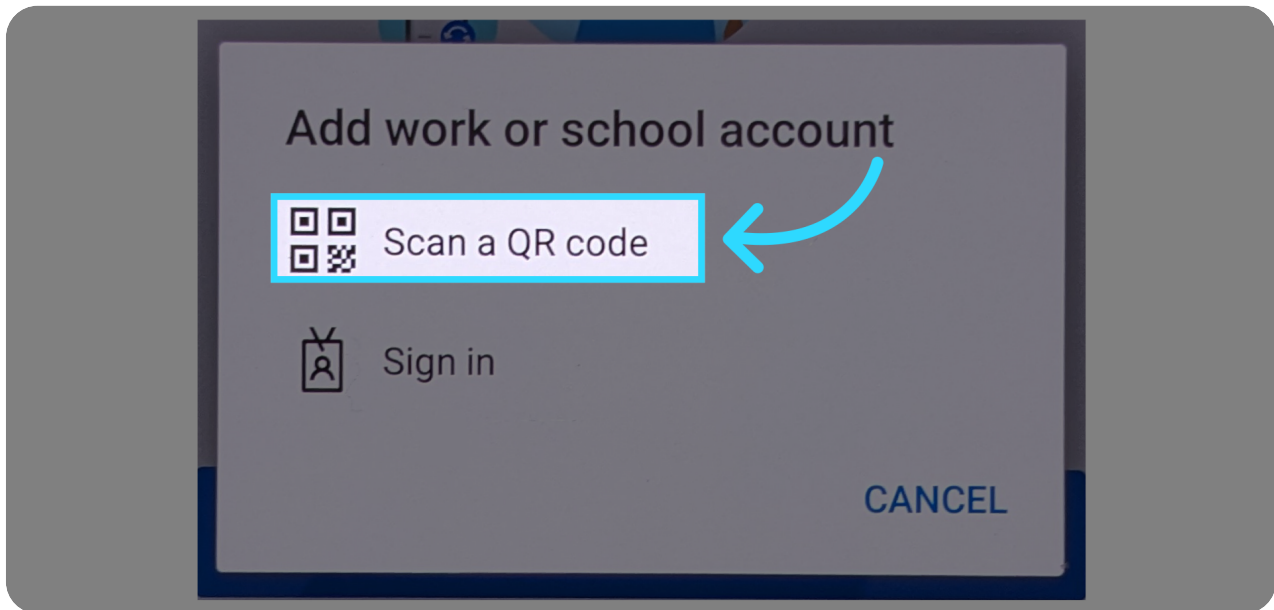
03 Step 3 - Select "Add work or school account"

Follow the prompts on your phone until you reach the sign-in screen.   When there, select the "add work or school account".
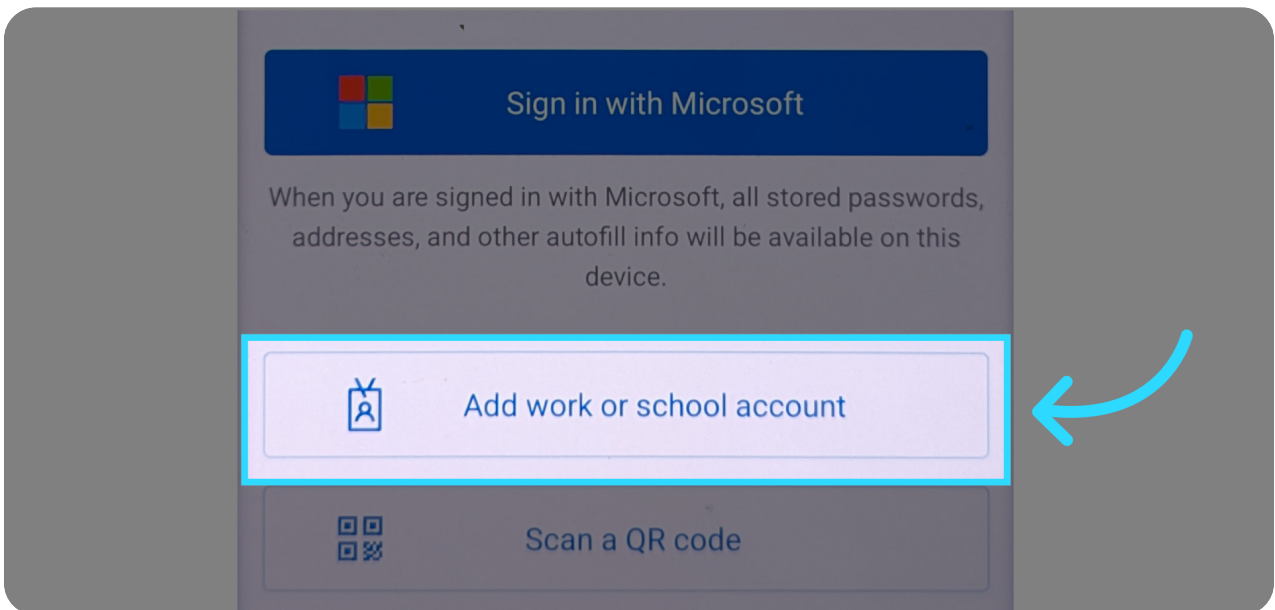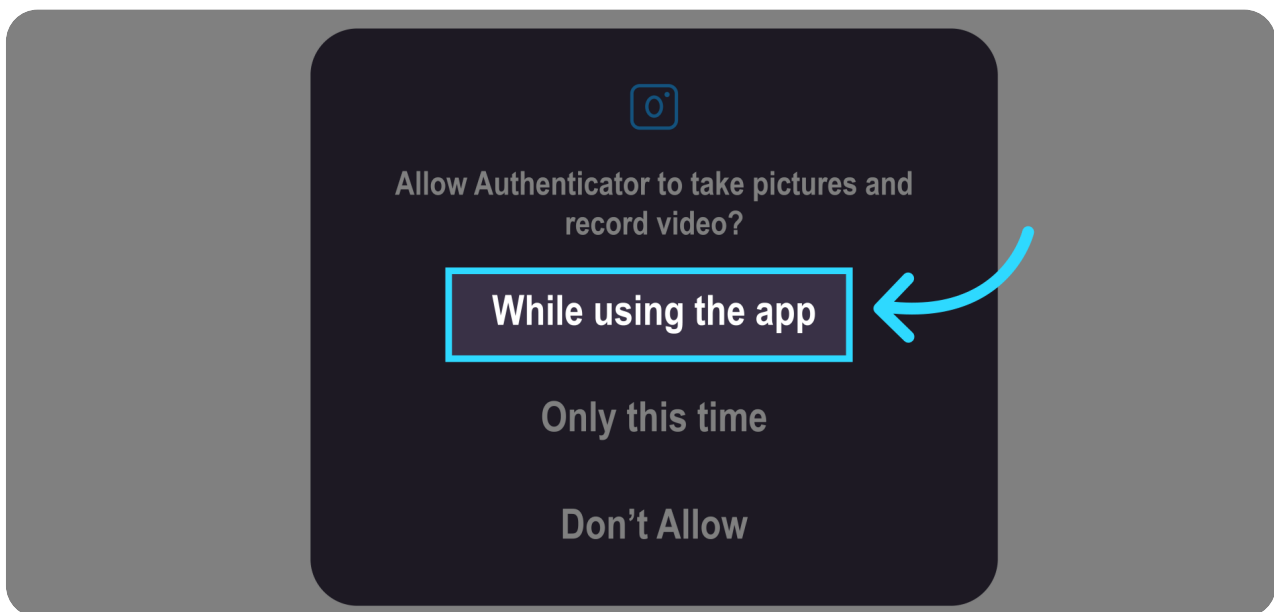

04 Step 4 - Select "Scan a QR code"

Next, a screen will pop-up asking you to add the work or school account through two options. Select the "Scan a QR code" option.
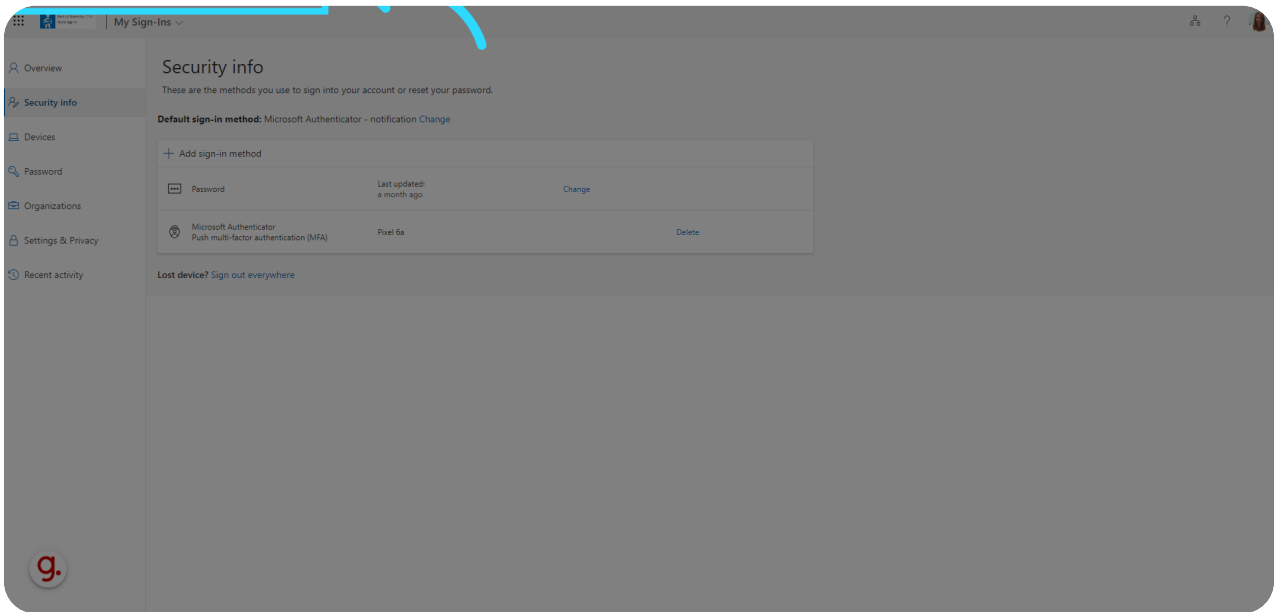
05 Step 5 - Select an "Allow" option to allow pictures and videos from this App

Next, you'll select an allow option to allow pictures and videos from this app. The allow screen may differ slightly to the one shown if you are using an iPhone. After you allow pictures and videos on your phone, you'll need to move to a computer to create the QR code for scanning.
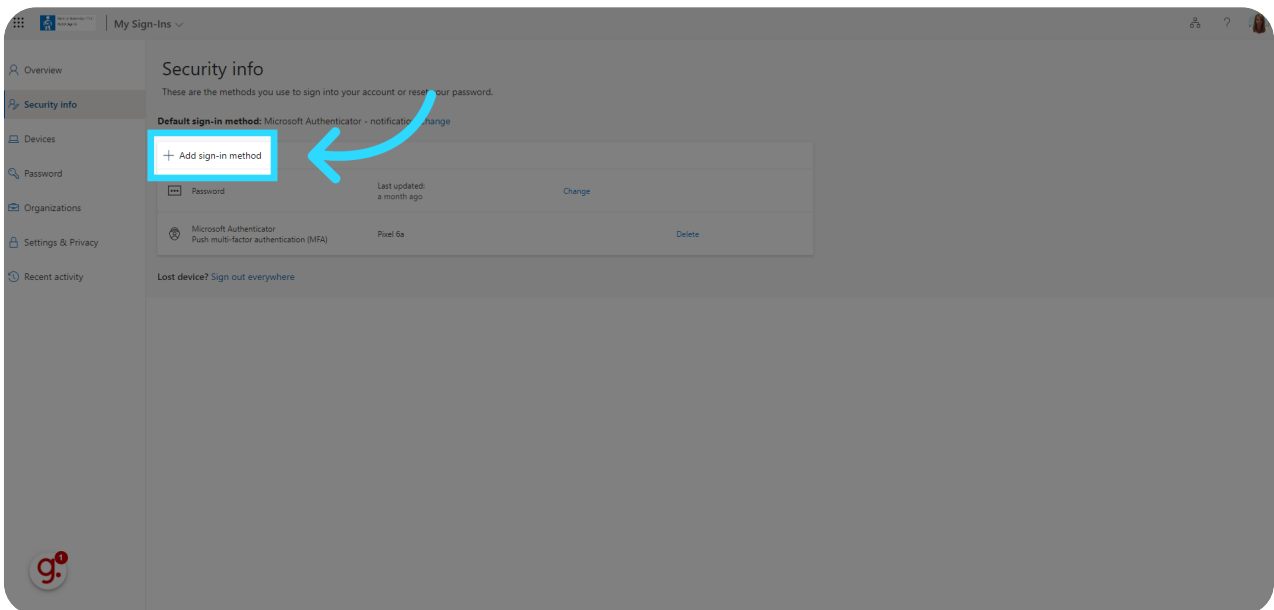

06 Step 6 - Go to https://mysignins.microsoft.com/security-info

On the computer, go to a browser and enter: https://mysignins.microsoft.com/security-info
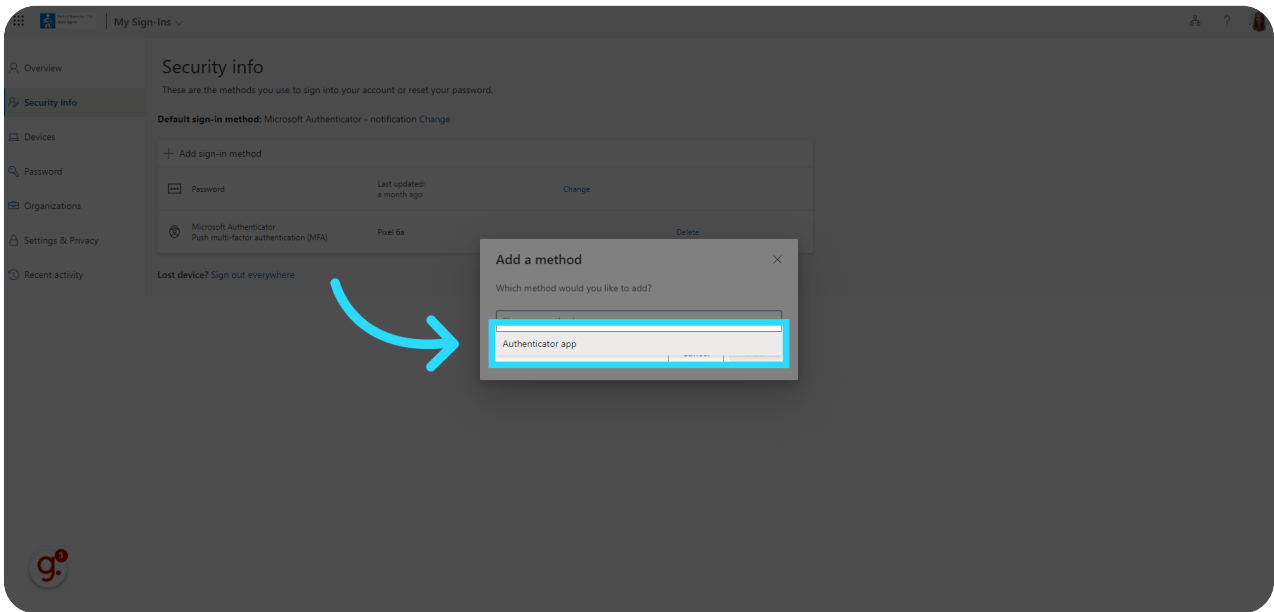
07 Step 7 - Click "Add sign-in method"

The Microsoft Security info page will appear.   Scroll down to the "Two-step verification" section and click on "Add sign-in method".
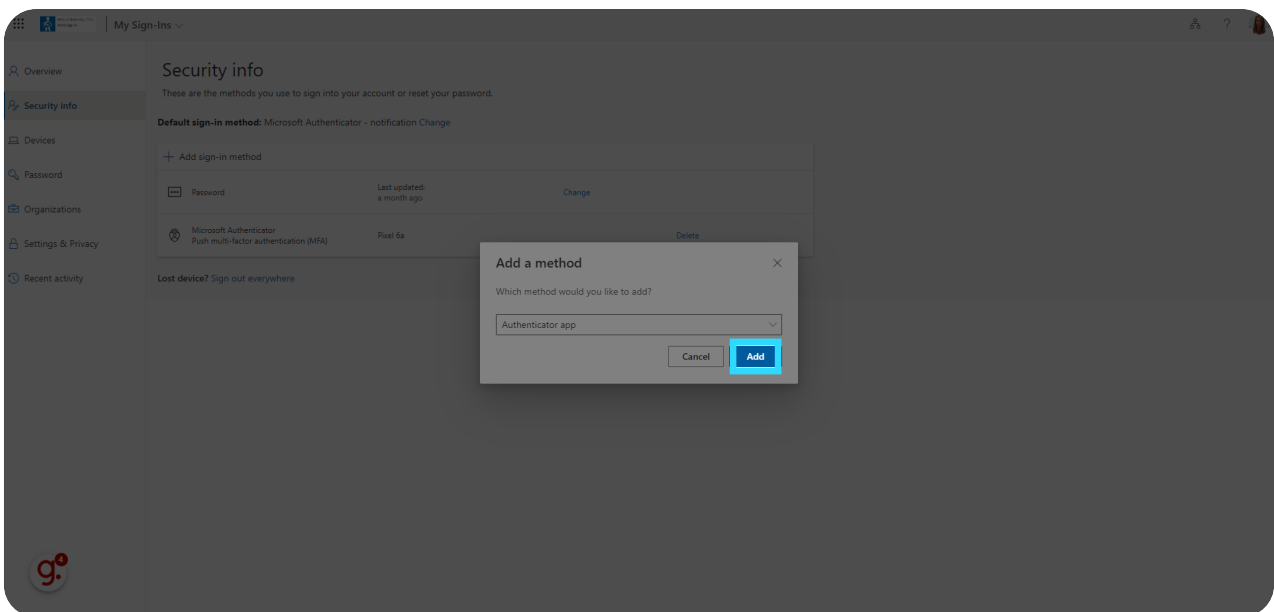

08 Step 8 - Select "Authenticator app"

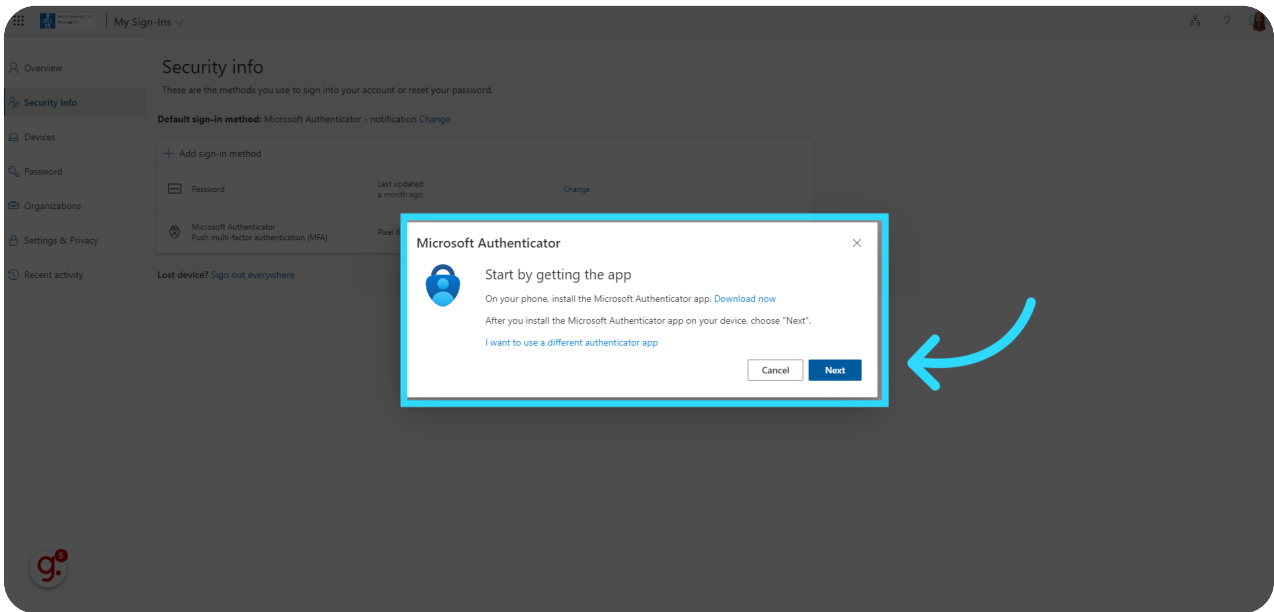Select the dropdown box and click on "Authenticator app" from the list of options.

09 Step 9 - Select "Add"

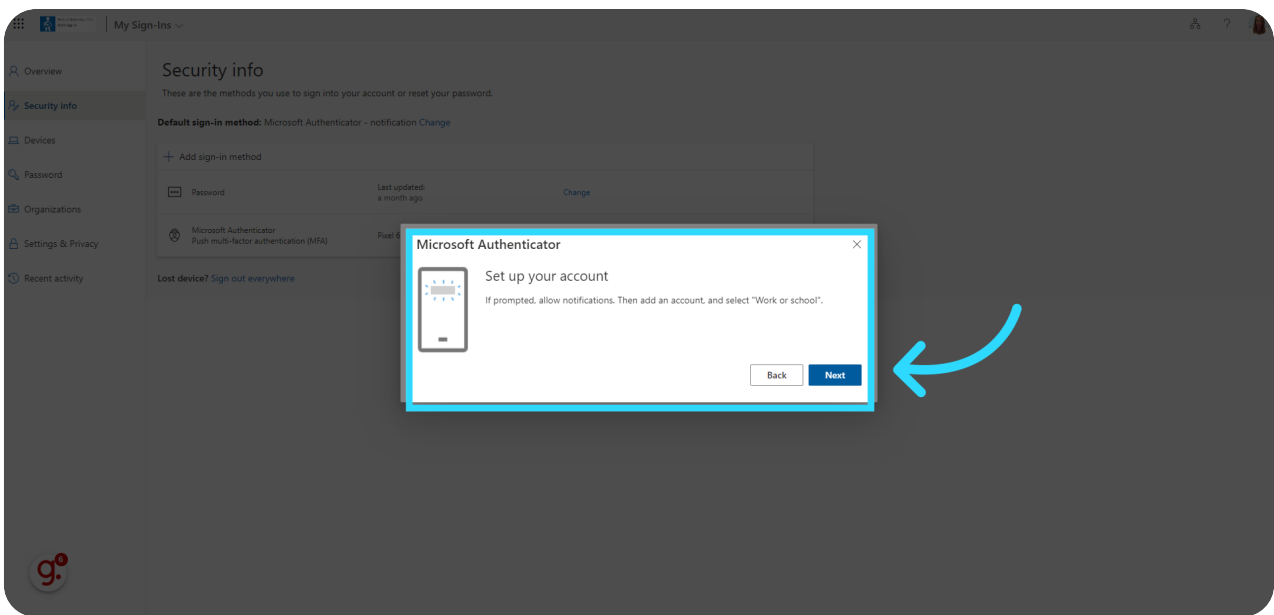Click on the "Add" field to select the Authenticator App option.

10 Step 10 - Confirm the Authenticator App Installation

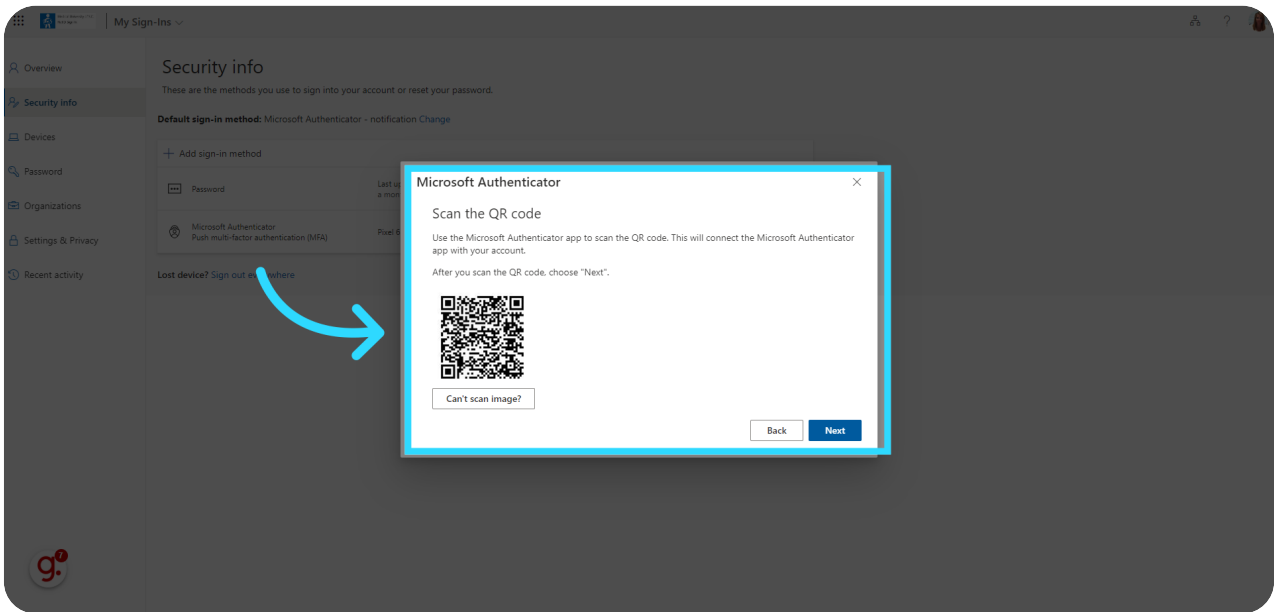Since you've already setup the Authenticator app on your phone, click on "Next" to continue.

11 Step 11 - Confirm Microsoft Authenticator App Setup

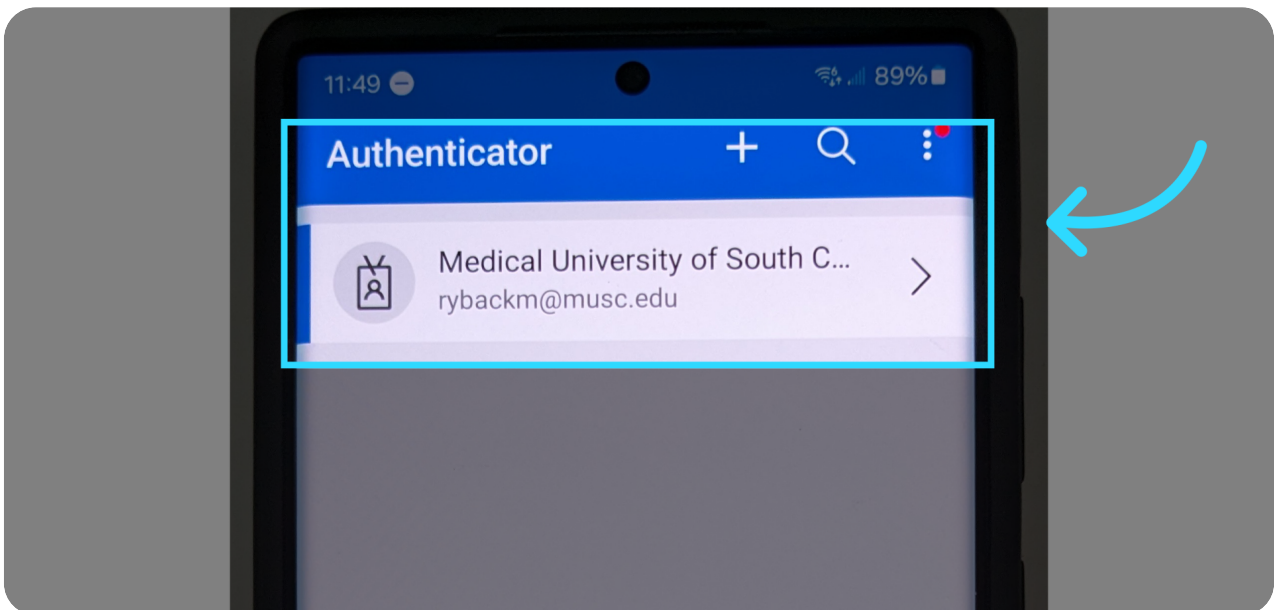Click on "Next" to confirm you've setup the Microsoft Authenticator App and proceed.

12 Step12 - Scan the QR Code with your phone

Next, scan the QR Code on the screen with your phone

13 Step 13 - Confirm MUSC Authenticator is added on the phone

The phone app will then add the M U S C Authenticator. Confirm it is added by comparing it to the phone screen shown.
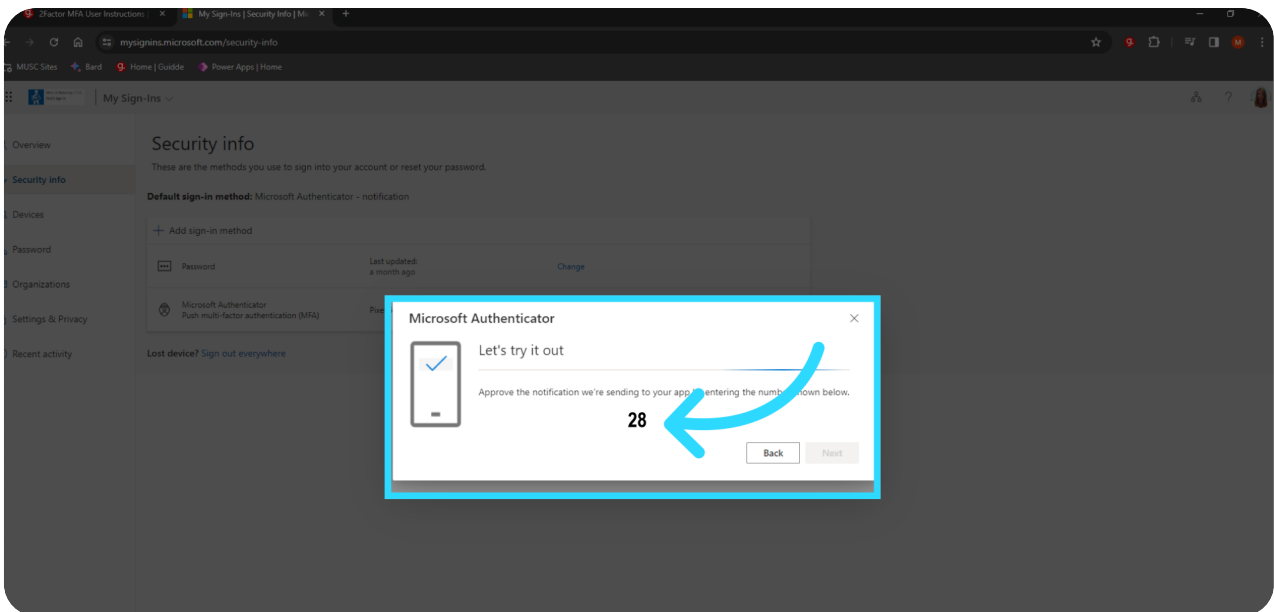

14 Step 14 - Select Next on computer after phone confirmation

Once you've confirmed the M U S C Authenticator has been added to your phone, go back to the computer and select "Next"
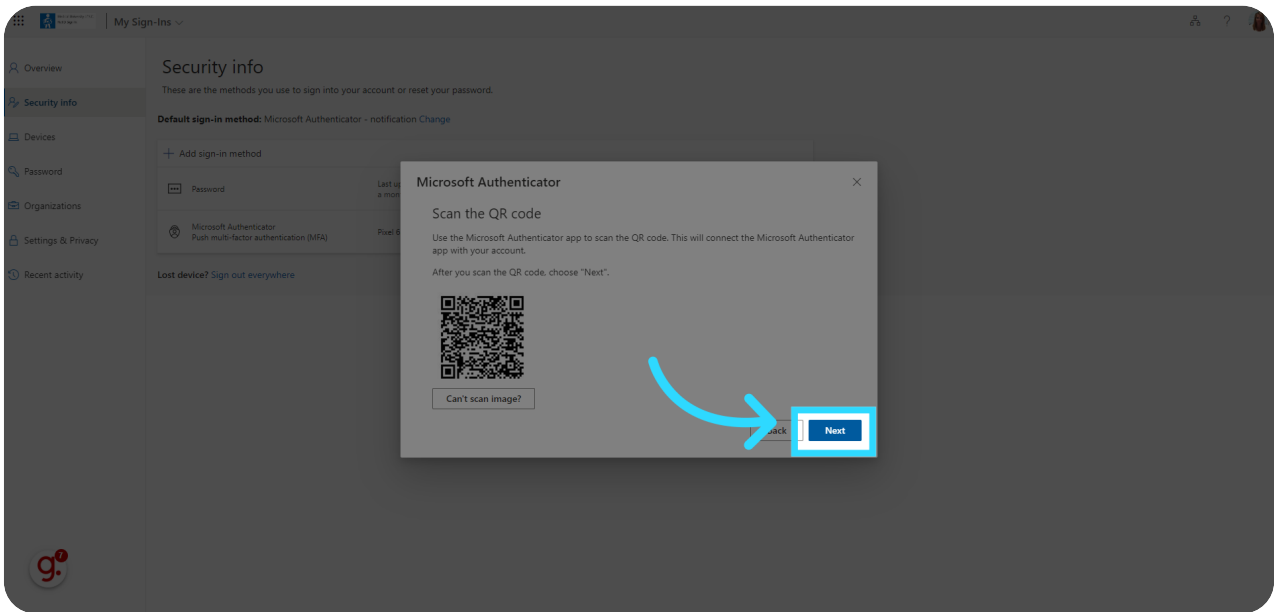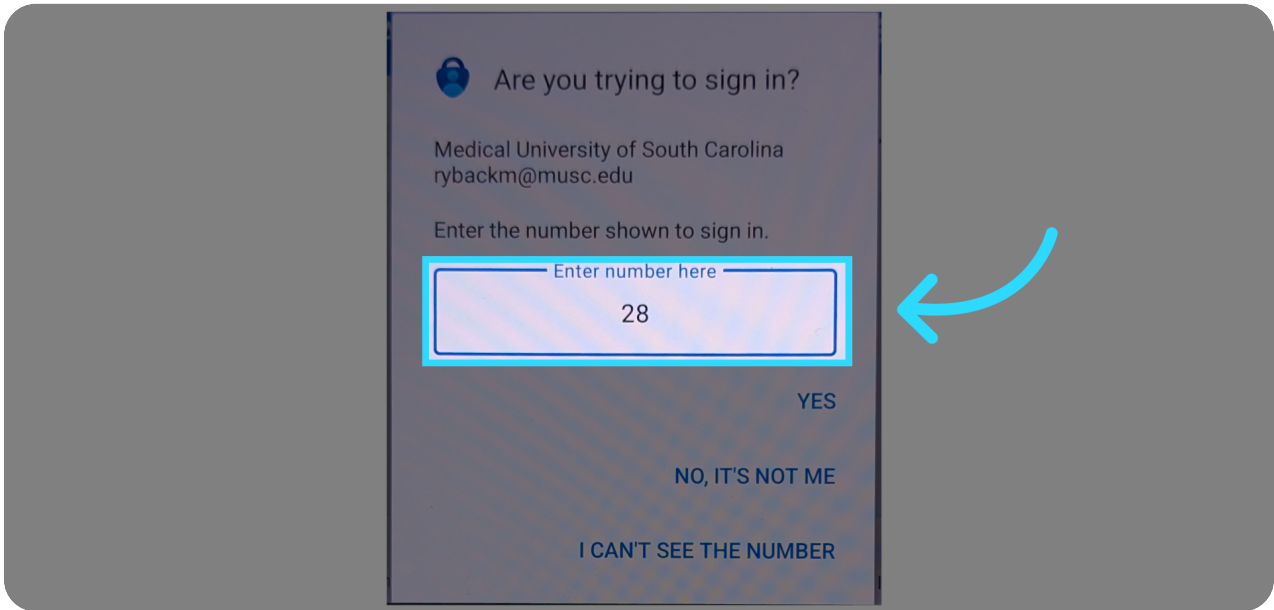
15 Step 15 - Use the 2-digit code shown on the computer screen and enter it into the requested screen on your phone.

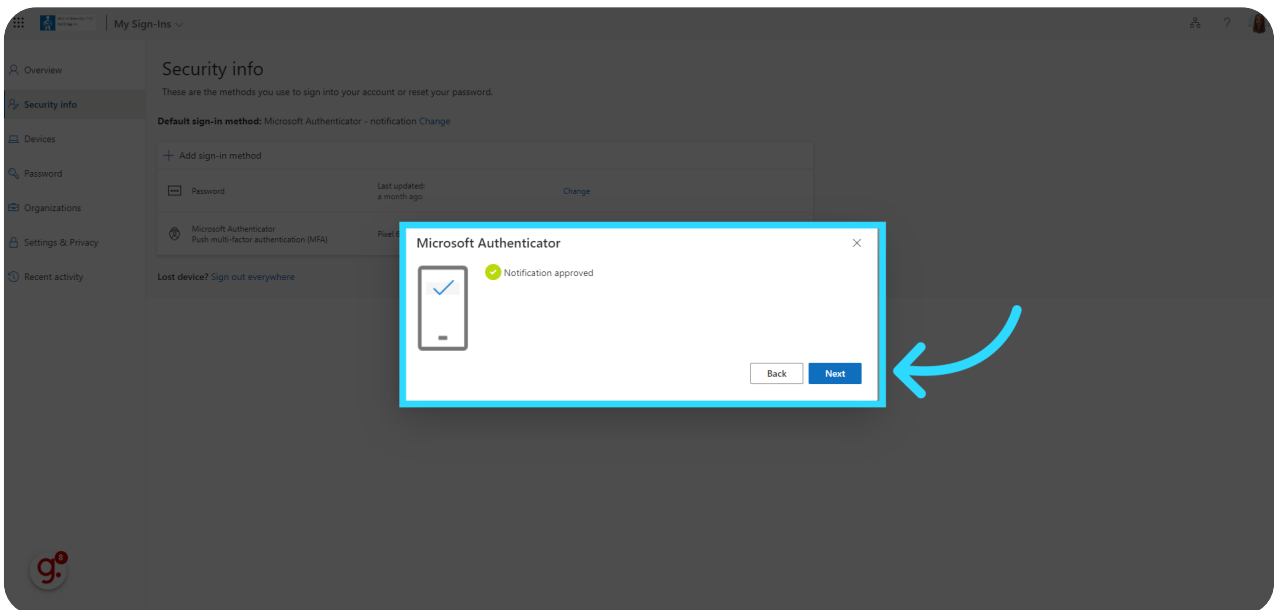You'll now get a screen asking you to try the new 2-digit entry process.

16 Step 16 - Confirm 2-digit process on your phone

Use the 2-digit number provided on the computer to enter into the number requested field on your phone.
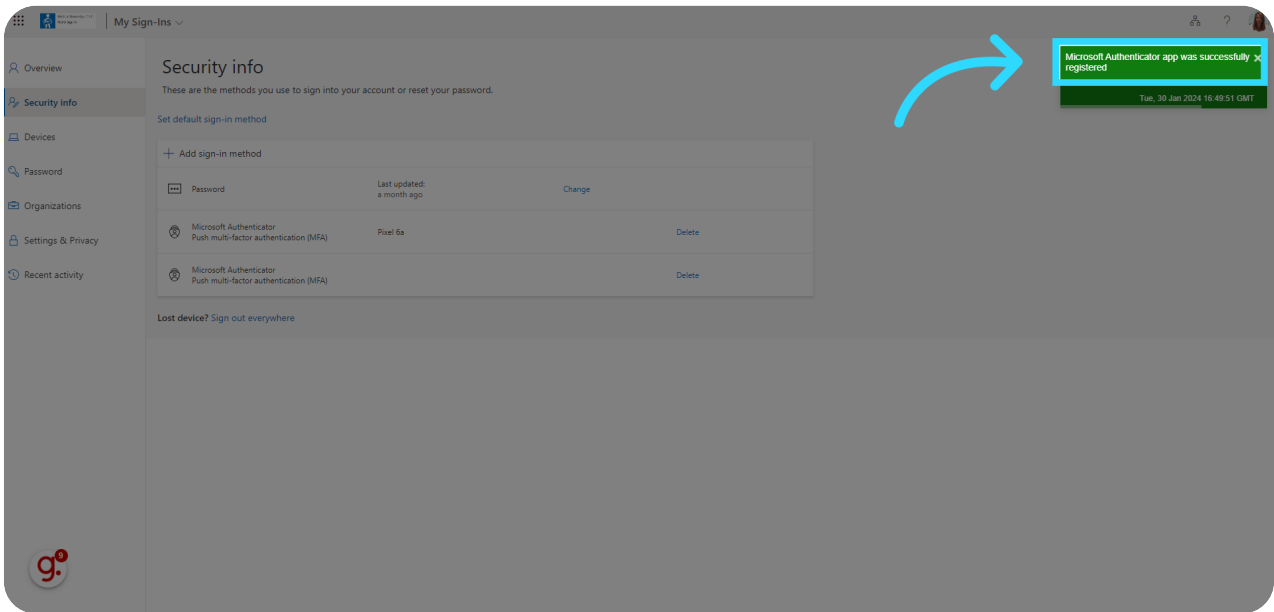
17 Step 17 - Click "Next"

Finally, go back to your computer, review the confirmation message, and click on "Next" to complete the setup process.

18 Step 18 - Process Complete

Navigate to the top right of the screen where you'll see the "Microsoft Authenticator app was successfully registered" pop-up. Click 'x' to close it. This completes the 2Factor process.

In this guide, you learned how to set up Two-factor authentication using the Microsoft Authenticator app. By following these instructions, you have added an extra layer of security to your Microsoft account, ensuring the protection of your personal information.