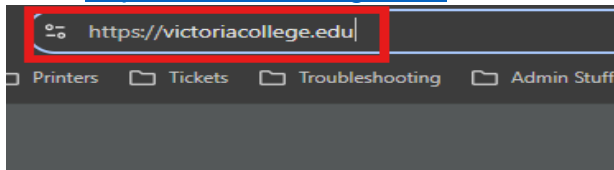# Microsoft Authenticator: First Time Setup Process
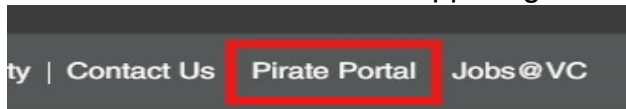
This document will demonstrate how to set up the second layer of security known as multifactor authentication (MFA).

Login into Pirate Portal

1. Go to https://victoriacollege.edu.

2. Click on **Pirate Portal** in the upper right corner in the gray area.

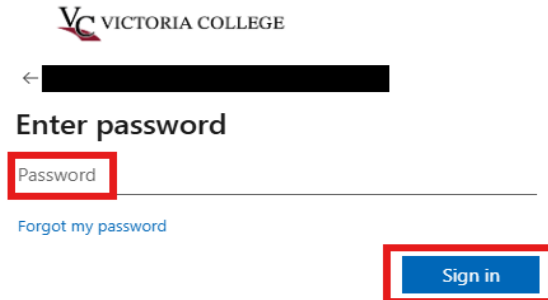3. Sign in with your student email. It will be your username@student.victoriacollege.edu. Then click **Next**.
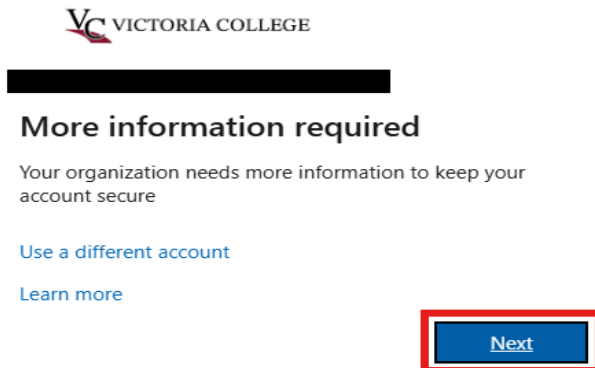
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4. Enter your password, then click **Sign in**.

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←

Enter password

Password

Forgot my password

Sign in

5. You will be prompted to set up MFA to comply with security policy. Press **Next** when you get the **More information required** screen.

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More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

Setup Microsoft Authenticator (Phone)

This portion of this document is to walk you through the process of setting up the **Microsoft Authenticator** app on your phone.

1. Install the Microsoft Authenticator from the iOS App or Google Play Store to complete the setup.
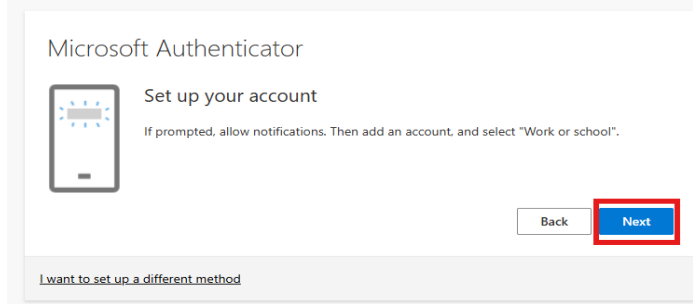   Download the **Microsoft Authenticator** app, then click **Next**.
   *Note: When you go to download the app, make sure you download the one that has the **Blue padlock** and **Blue person** icon as indicated on this screen.*
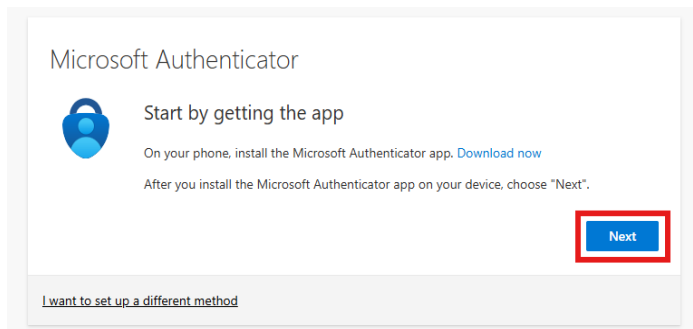
2. Once the app is downloaded, open it and allow notifications if prompted, then press **Work or School** as the account you wish to add, then proceed to the next step by clicking **Next** on your computer or phone.

   If your Authenticator app does not ask what kind of account you want to add at the beginning of the setup process, it most likely brought you straight to the homepage of the app. Click the "+" symbol in the upper right corner and click **Add Work or School Account**. Then on your phone's browser or your computer, click **Next**.

3. On your phone, select **Scan QR Code**, using the Microsoft Authenticator app on your phone, then scan the QR code that is on the screen.
(If you do not see the scan QR code option, tap on Verified ID's, then tap on Scan QR code, to scan the QR code).

   Note: If you are on a mobile device and have the option available to Pair your account to the app by clicking this link. Select the link **Pair your account to the app by clicking this link**. It will then open the authenticator app and activate your account.

   When you see your account listed, go back to your browser. Click Next.
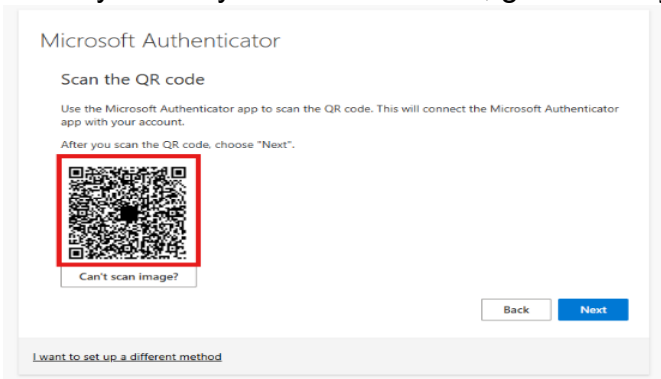
4. Enter the 2-digit code that is displayed on your screen into the app. If, your phone has a password, then enter your phones password, or pin number, or face ID, to finalize this process. Once you do, you should automatically get to the next page.

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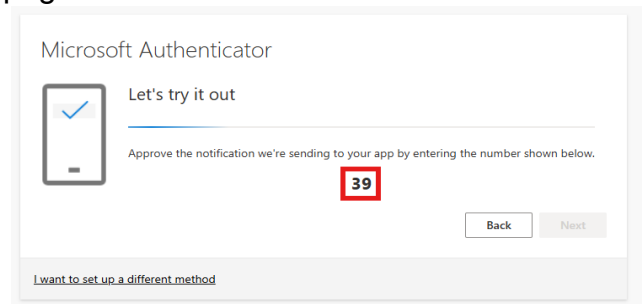
5. Click **Next** on the **Notification approved** screen.
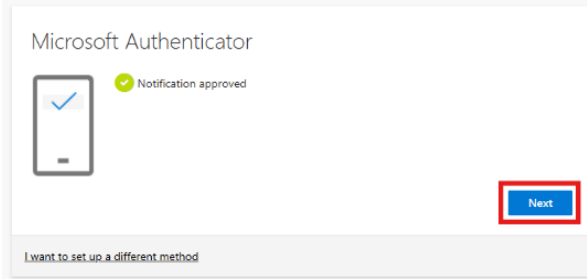
6. Once you get the **Success!** page, click **Done.**