

## Instruction on how to Enable MFA

MFA is a method of authentication that requires more than one verification method. This adds a critical second layer of security when users sign-in to their Office 365 account. It does this by requiring more than one method of verifying that it is really you logging into the account.

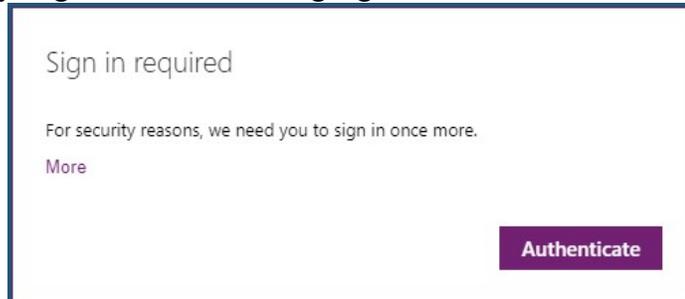
MFA works by requiring both of the following verification methods to access your account:

- Something you know (your username & password)
- Something you have (a trusted device - your mobile phone).

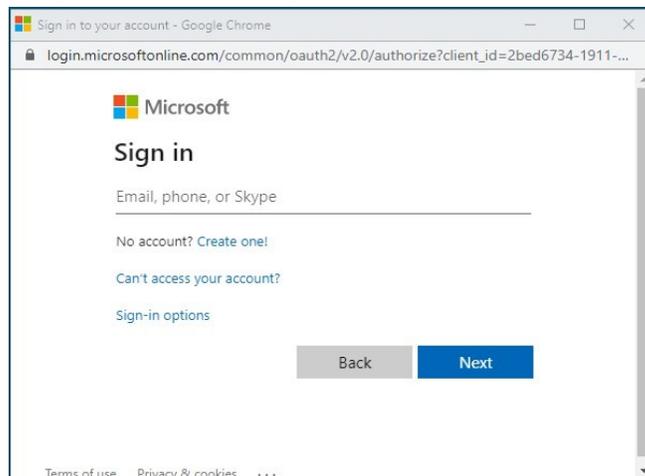
To start with the enrollment, click or copy and paste this link in the URL:

<https://minnstate.edu/MFA>

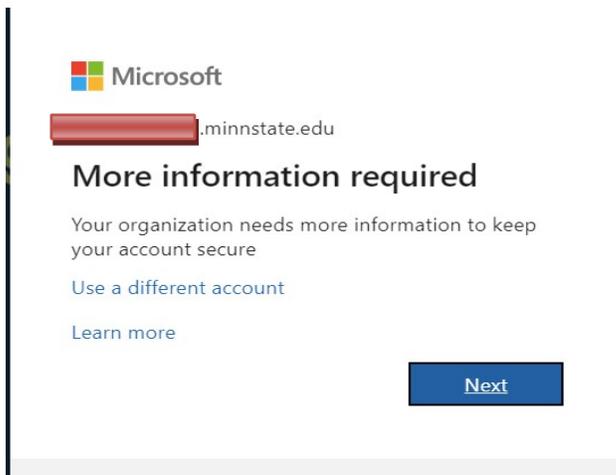
- If you get the below message, go ahead and click on Authenticate



- For a student, sign in with your [starid@go.minnstate.edu](mailto:starid@go.minnstate.edu) and for employee, sign in with your [starid@minnstate.edu](mailto:starid@minnstate.edu) in the screen shown below. Click on Next and enter your password. If you are already signed into your email on the browser, it will automatically take you to the next step.



- From the image below, click on Next



- This will bring up the Multi Factor Authentication enablement screen. Click on the link “additional security verification”



- The image below opens up in a new tab after enabling Multi Factor Authentication, you can either click on “Here” or the Website link that is underlined.



## Your account is now enabled for MFA

Wait a minute for MFA to complete, then click [HERE](#) or open an internet browser and go to <https://aka.ms/mfasetup> to complete your MFA setup.

- From the image below, select United State as your country or region and then type in your cell phone number in the textbook and then select the option to send a code by text message. Click Next when you are done.

### Step 1: How should we contact you?

Authentication phone

Select your country or region

Method

Send me a code by text message

Call me

- As shown below, you will be prompted to enter the verification code you received on your phone in the screen below. Enter the code and click on Verify.

Step 2: We've sent a text message to your phone at +1 [redacted]

When you receive the verification code, enter it here

478047

Cancel Verify

- After the code has been verified. click on Done.

Step 2: We've sent a text message to your phone at +1 [redacted]

Verification successful

Done

- It will prompt you to sign in again with your credentials and you will need to verify your login with another code. Complete one more Additional security verification as show below, either by checking your office phone or alternate authentication phone or authenticator app or Token and click on Save.

Note: Your assigned work phone number will be displayed automatically. If you assigned phone extension is your department number, check the box for Alternate authentication phone and then type in your assigned personal extension. If you a question any questions about the number that is displayed there, please contact the TRC at [TRChelpdesk@smsu.edu](mailto:TRChelpdesk@smsu.edu) or call at 507-537-6111

If you choose to use the Authenticator app or Token, please watch the video in the link: <https://www.youtube.com/watch?v=uWbkLuI4g30>

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/> Authentication phone	United States (+1) ▼	[redacted]
<input type="checkbox"/> Office phone	Select your country or region ▼	[redacted]
<input checked="" type="checkbox"/> Alternate authentication phone	Select your country or region ▼	Extension [input]
<input type="checkbox"/> Authenticator app or Token	[input]	

Set up Authenticator app

Save cancel

- Click back to the Multi Factor Authentication tab or click on this link <https://minnstate.edu/MFA> . Click on Enable MFA for..... to complete the set up process.

**Multi Factor Authentication (MFA)**

**BEFORE YOU BEGIN**

**1) REVIEW**  
Click on "Review" to know the methods you can use for MFA, which will open a new tab in your browser. Click on this page's tab in your browser after you have reviewed the information. The Recommendation is to pick at least two.

**2) ASK**  
Contact your IT department if you have any questions or concerns about MFA before proceeding.

**3) PREPARE**  
Have the devices or apps available during MFA setup to confirm. Recommended to pick at least two or more devices and methods.

**PROCEED**

Click the "Enable/Change" button below to complete the MFA setup - your account will be protected within a few minutes!

Enable Multi Factor Authentication for [REDACTED]

- You have then completed the step successful



This was successfully completed

Note that you will be prompted for multi factor authentication login each time you login to your email on a different device. Other Microsoft apps like Outlook, Teams and OneDrive will also prompt you for verification.

Please contact the Technology Resource Center at [TRChelpdesk@smsu.edu](mailto:TRChelpdesk@smsu.edu) or call at 507-5376111 if you have any question regarding this process.