

Multi-Factor Authentication User Guide – New Registration

July 6, 2020

Updated: August 24, 2021

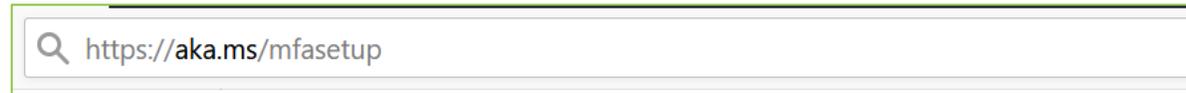
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Enrolling in Multi-Factor Authentication

Step 1 (on your computer)

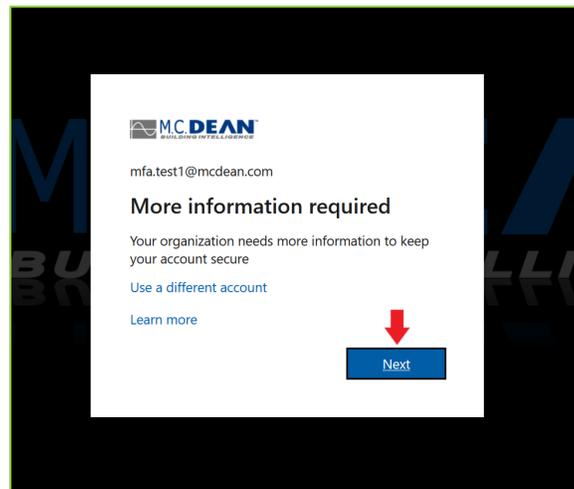
Go to the following address on your computer: <https://aka.ms/mfasetup>



And sign-in using your M.C. Dean credentials, when prompted.

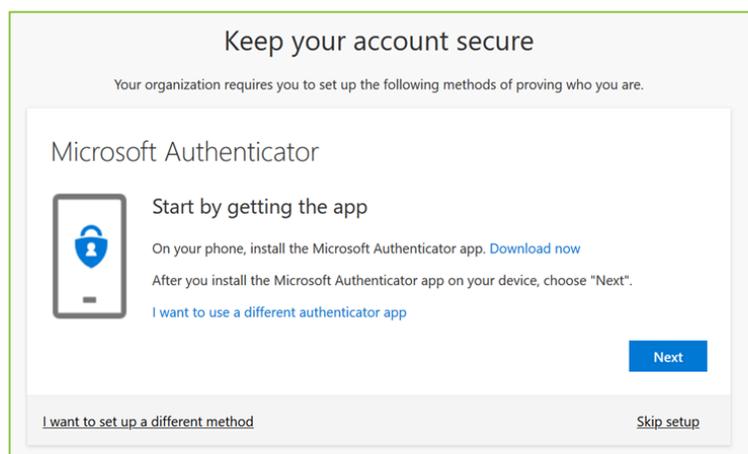
Step 2 (on your computer)

You will see the following prompt. Select Next.



Step 3 (on your computer)

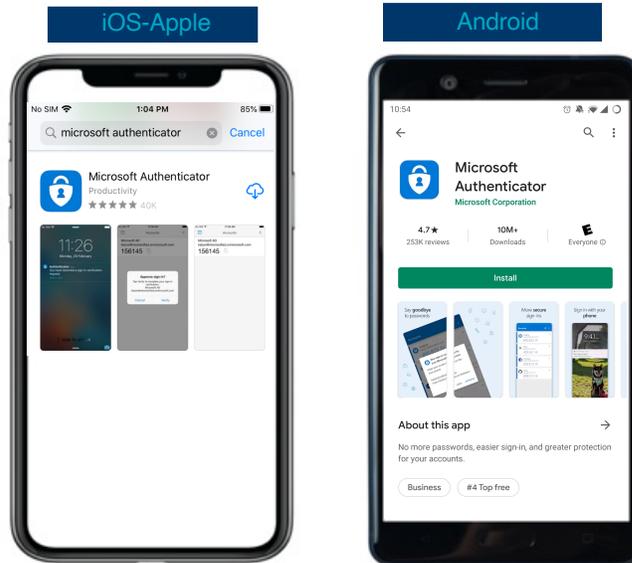
You will be redirected to the Microsoft Authenticator enrollment page. Do not click next. Leave this page open and get your phone. We will come back to this screen.



Setting up Microsoft Authenticator App

Step 4 (on your phone)

Download the Microsoft Authenticator app on your phone. Leave the above page open on your computer, as we will return to it later.



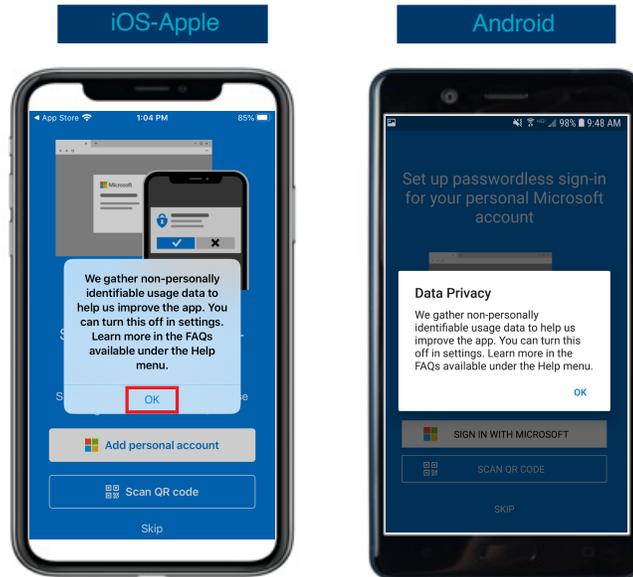
Step 5 (on your phone)

Once installed, open the Microsoft Authenticator app. Select Allow to receive notifications.



Step 6 (on your phone)

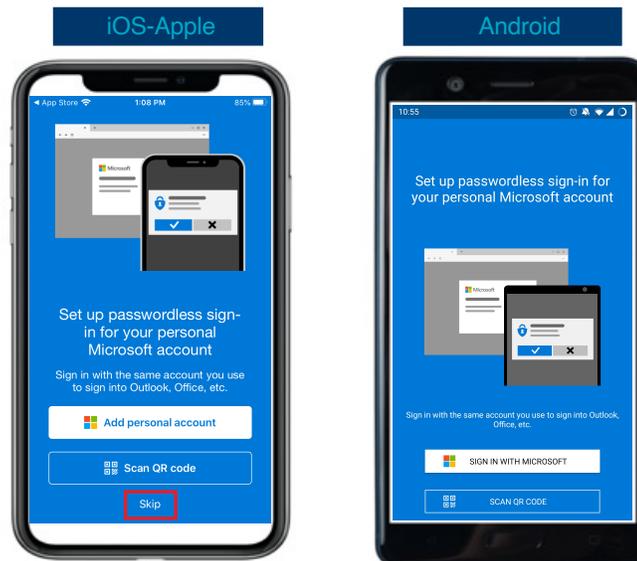
Select Ok on the Data Disclaimer pop-up.



The next steps are critical. Please follow it carefully.

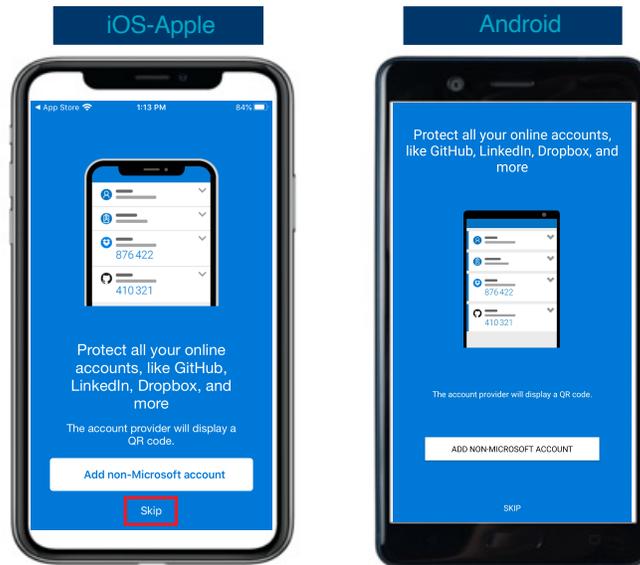
Step 7 (on your phone)

You will be prompted to add a Personal Account. Select Skip.



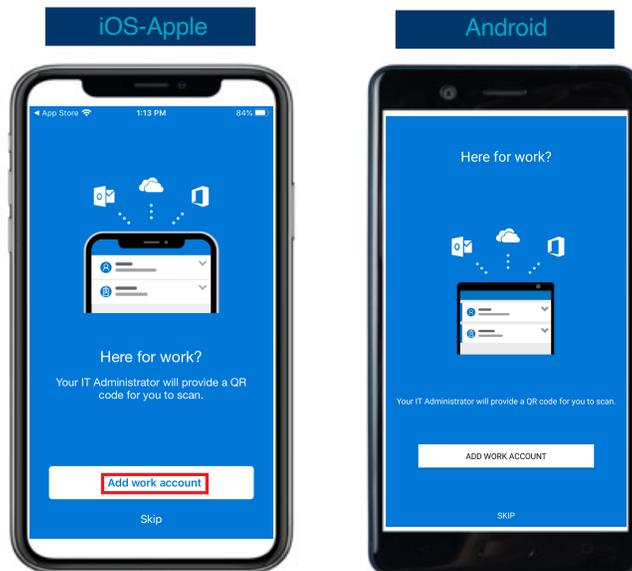
Step 8 (on your phone)

You will be prompted to add a Non-Microsoft Account. Select Skip.



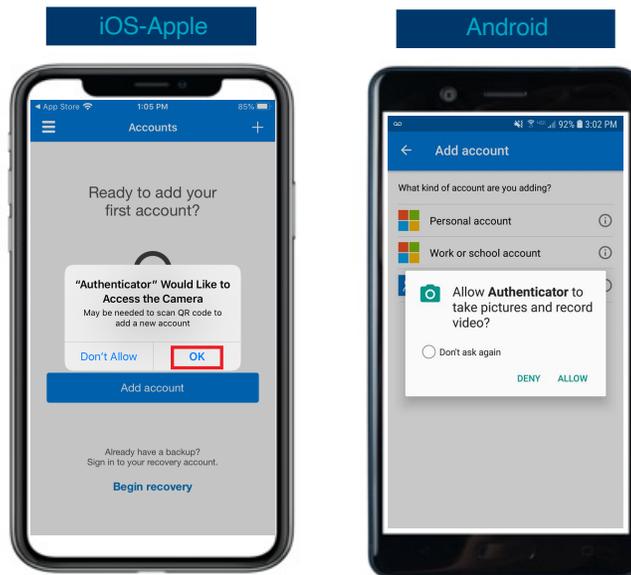
Step 9 (on your phone)

Next, you will be prompted to add a Work Account. Select Add Work Account.



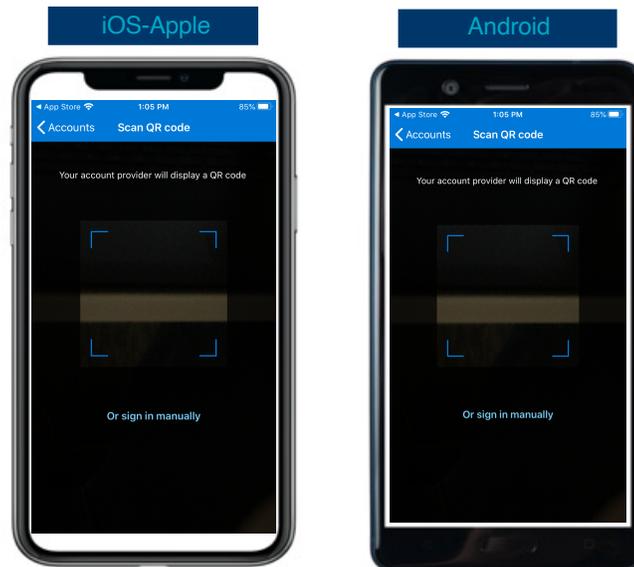
Step 10 (on your phone)

The app will request access to the camera. Select Ok or Allow.



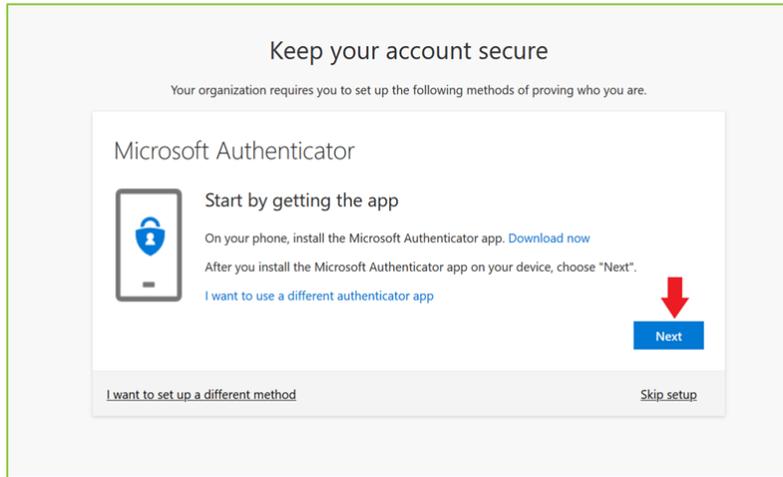
Step 11 (on your phone)

The camera is open and ready to scan the QR code. Go to your computer to finish the process.



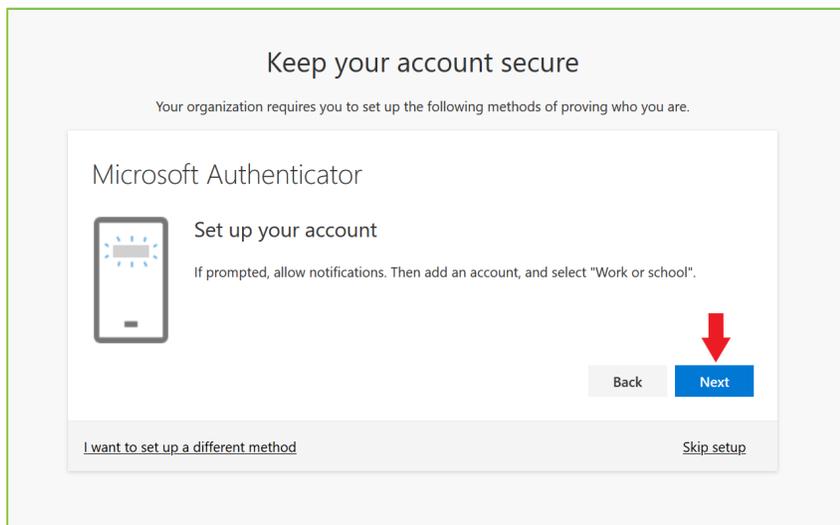
Step 12 (on your computer)

On your computer, select Next on the authenticator.



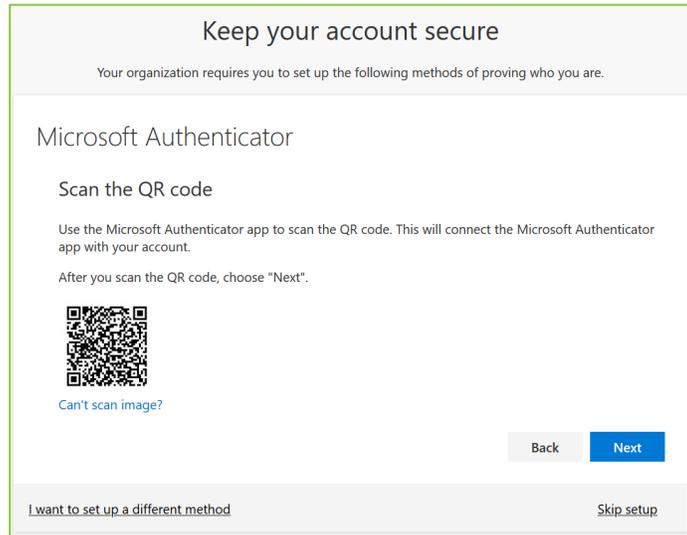
Step 13 (on your computer)

Select Next on Setup Your Account prompt.



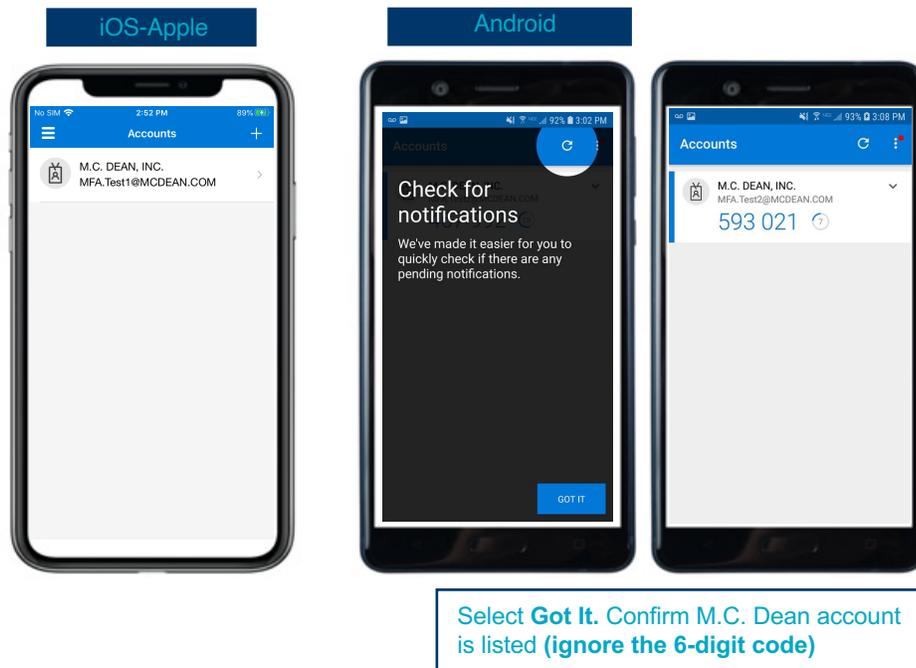
Step 14 (on your computer)

Use your phone to scan the QR code on your computer screen.



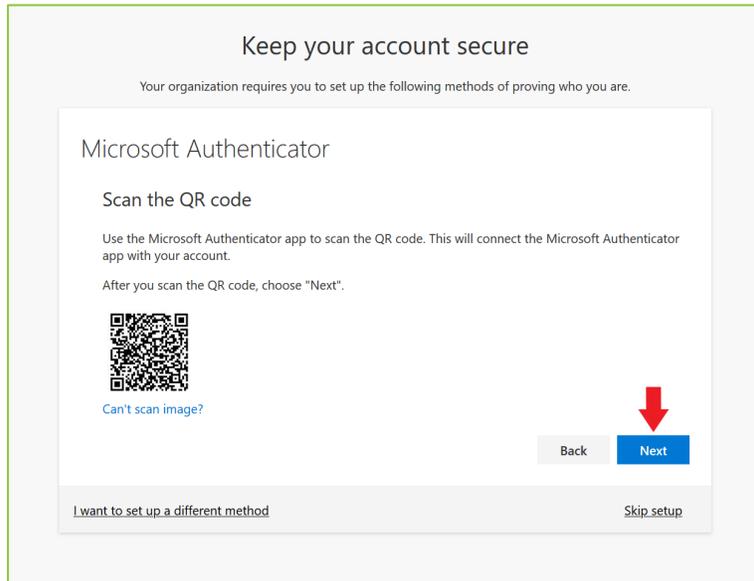
Step 15 (on your computer)

Verify your M.C. Dean account listed on your phone.



Step 16 (on your computer)

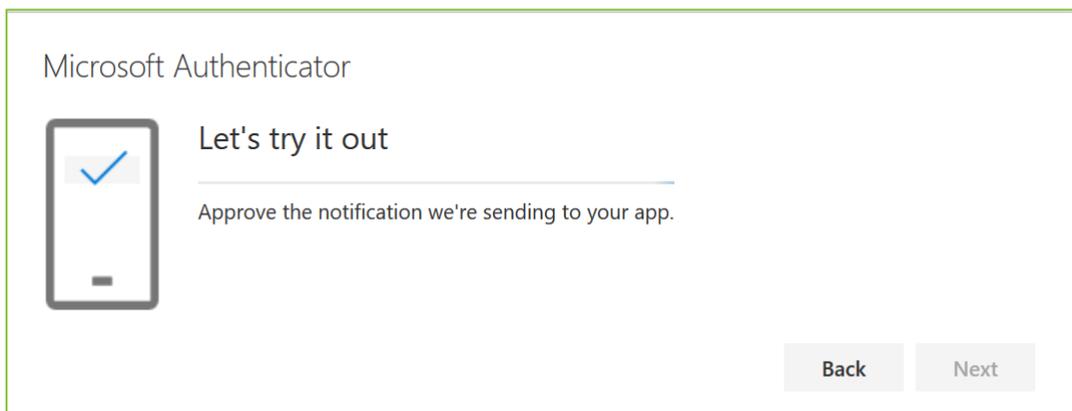
After scanning the QR code, click Next.



Confirming Activation Status

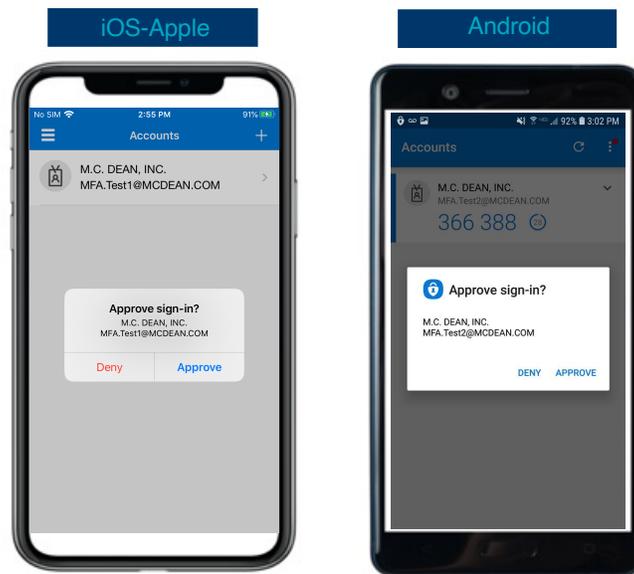
Step 17 (on your computer)

The page will test the connection, and send a notification on your phone to Approve.



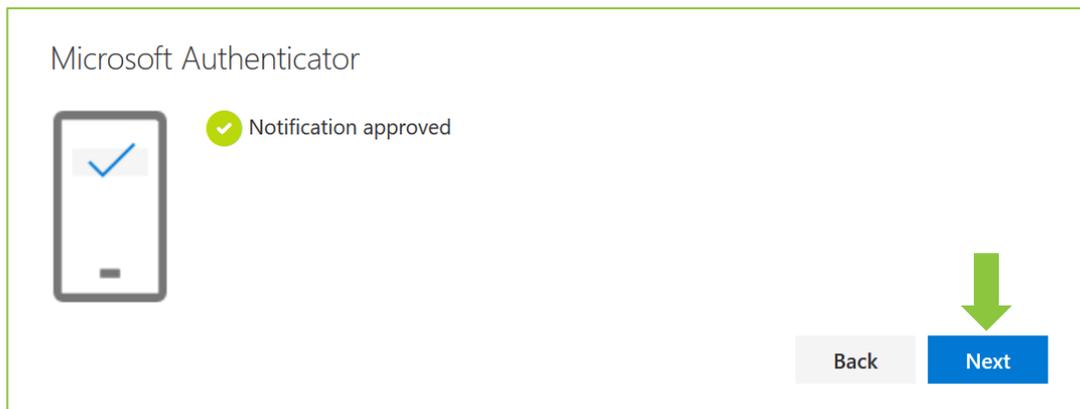
Step 18 (on your phone)

Select Approve.



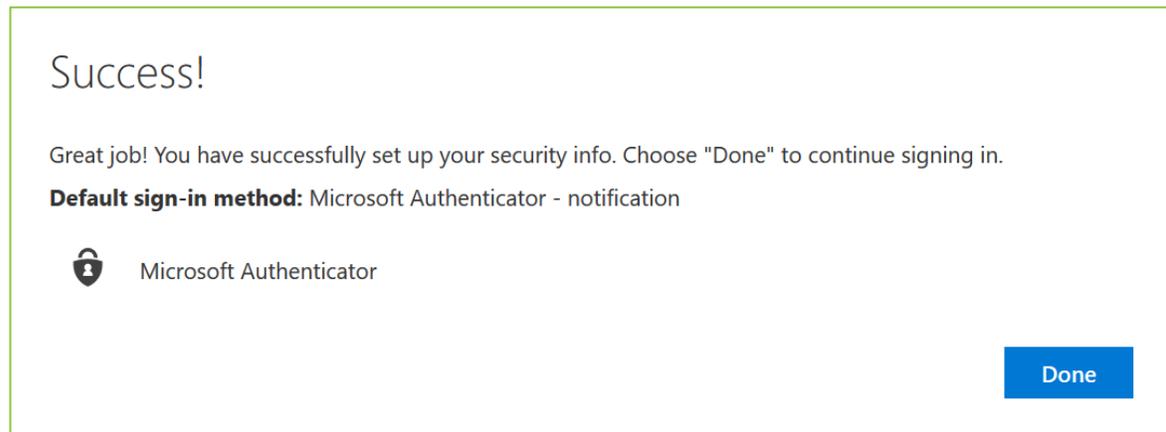
Step 19 (on your computer)

You will see a verification prompt stating you have completed the enrollment. Click Next.



Step 20 (on your computer)

You will be taken to your Microsoft sign in page. Your phone has been added to your account and is ready for use with the multi-factor authentication. Please verify the default sign-in method is exactly as seen on your screen. Click Done. If you have any issues with the hardware token (password code) or text authentication, contact [MIS Helpdesk](#).



You have finished installing the multi-factor authentication. Moving forward, whenever you have to sign into the M.C. Dean network, you'll open the Authenticator app on your phone and select Approve.

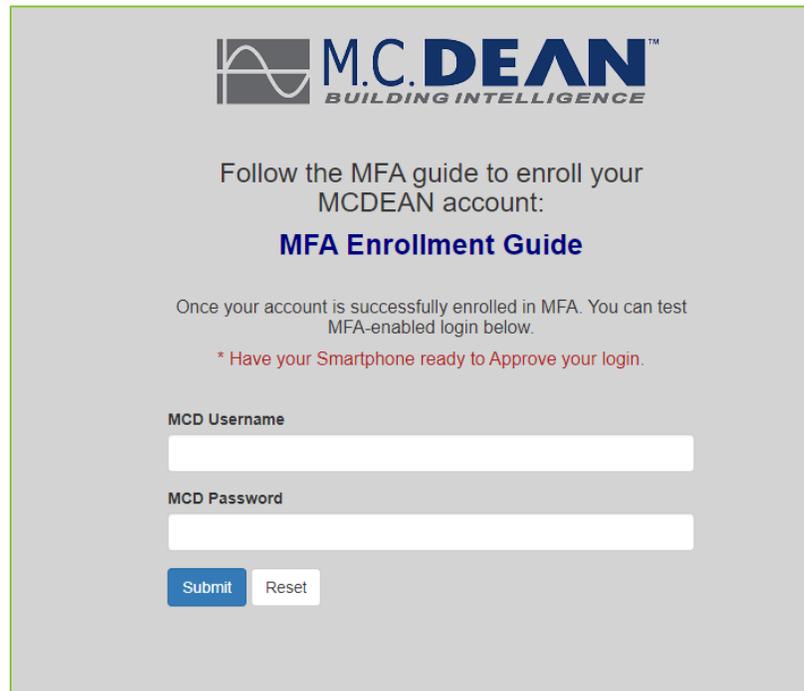
(continue to the next page)

Testing Multi-Factor Authentication Integration

Testing (on your computer)

Test your multi-factor authentication set up through the following steps:

- Go to <https://mfatester.mcdean.com/> and enter your M.C. Dean username/password. Click Submit.
- You'll receive a notification on your phone to Approve this login request.
- Please note, the MFA approval process only works when the username and password entered are correct. If the username or the password is wrong, you won't receive any notification on your phone



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Follow the MFA guide to enroll your MCDEAN account:

MFA Enrollment Guide

Once your account is successfully enrolled in MFA. You can test MFA-enabled login below.

* Have your Smartphone ready to Approve your login.

MCD Username

MCD Password

Important Information

The Microsoft Authenticator app is a product of Microsoft Azure. It is not associated with M.C. Dean's Device Management Program. By installing this app, you are not giving M.C. Dean access to your phone. This app helps to secure your M.C. Dean account and protects M.C. Dean devices from unauthorized access.

- Keep your phone on hand when attempting to log into any application, especially the VPN. You will need it every time you use the VPN.
- Your phone settings must be set to Allow Microsoft Authenticator to push notifications.
- If you fail to Allow the push notification, you will have to repeat the sign-in process and allow push notifications.
- Do not change, remove, or alter any properties or account settings in the Microsoft Authenticator app.
- You may experience delays or errors when you first log into the VPN. If this happens, dismiss all prompts from the authenticator app, and try logging in to the VPN again. Approval prompts will begin immediately.