How to Register for Multi-factor Authentication (MFA) Using
Microsoft Authenticator Application
For Android Devices

To set up the Microsoft Authenticator Application you must have:

- An active student account (for students) or an active staff account (for staff).
- A computer (desktop or laptop) with an active internet connection.
- A smart mobile device [Phone (iOS or Android) or Tablet (iPad or Android)] with an active internet connection.

Please review all the instructions before starting.

![Merced College logo]

On your Mobile Device

1. Open the camera on your device
2. Hover over the QR code to scan then click the icon that pops up when scanning the QR code.
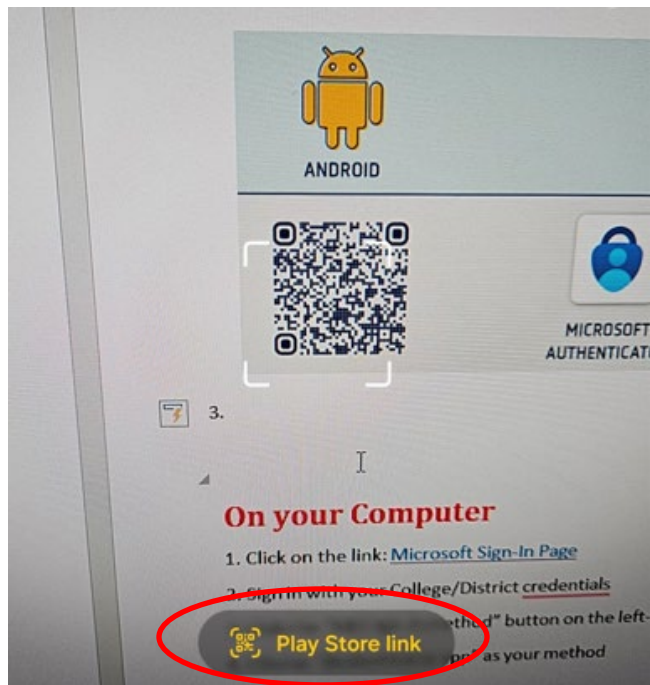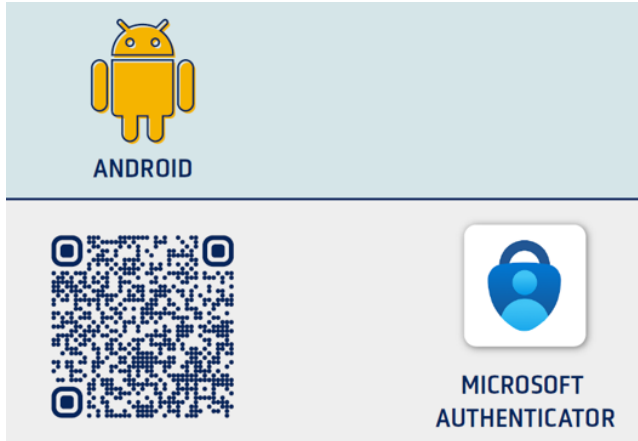
Note: If you are unable to scan the QR code, open your Play Store and type Microsoft Authenticator in the search bar. Make sure the app has the same logo as below and says Microsoft Authenticator.
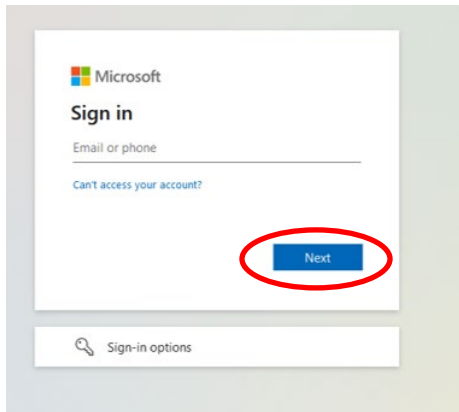
3. Click "Install"

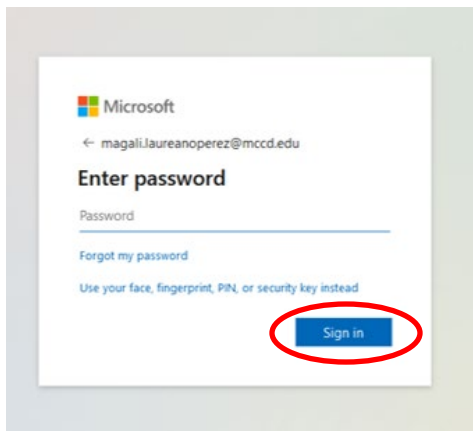Note: while the app is installing, go to the step "On Your Computer"
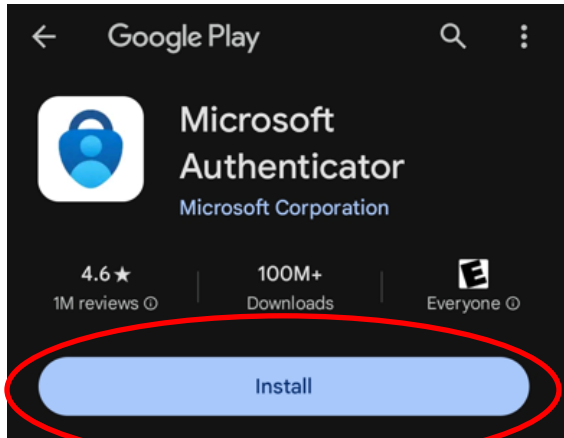
On your Computer

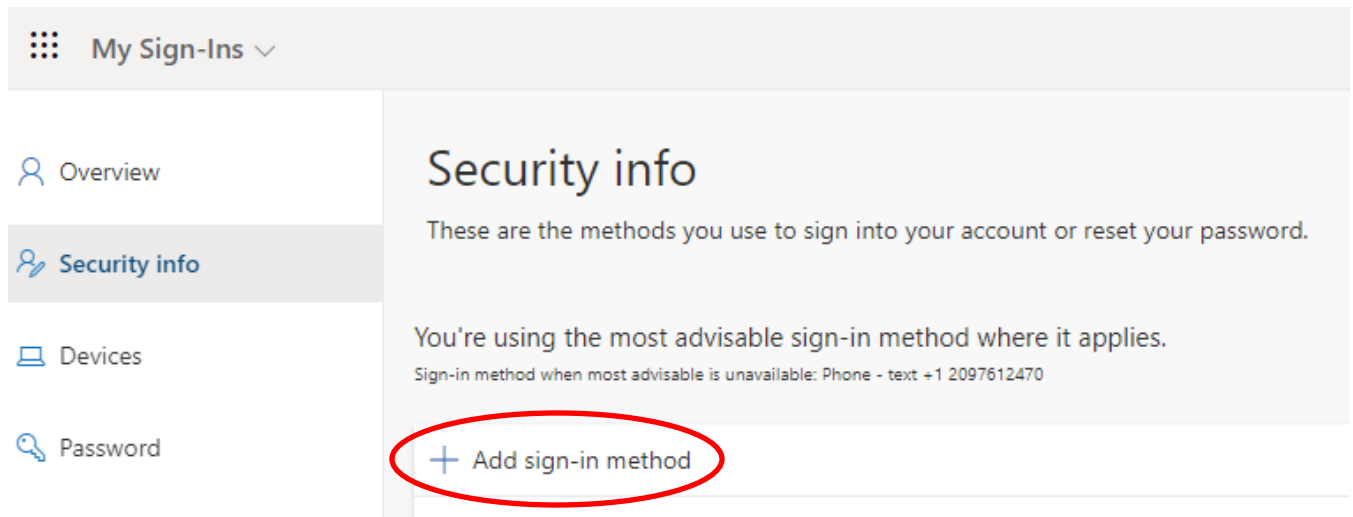1. Click on the link: Microsoft Sign-In Page

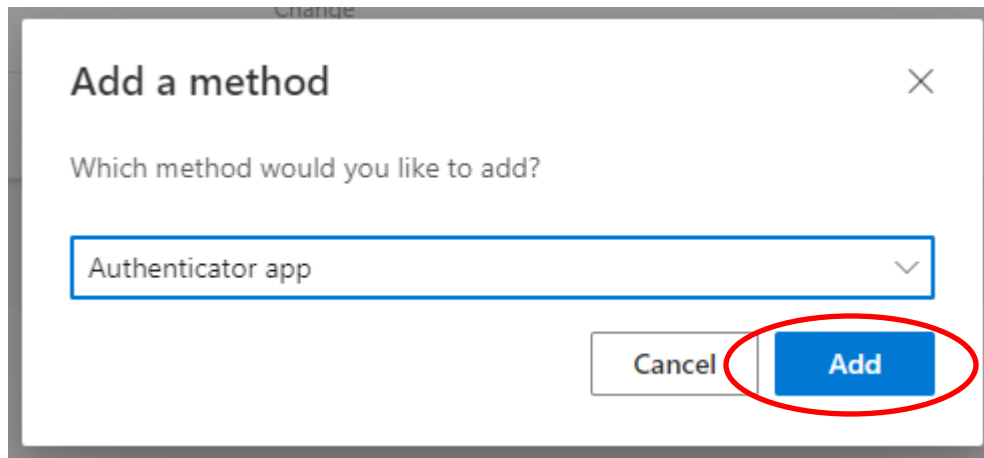2. Sign in with your College email address and click "Next" (If you are already signed in, go to step 4)
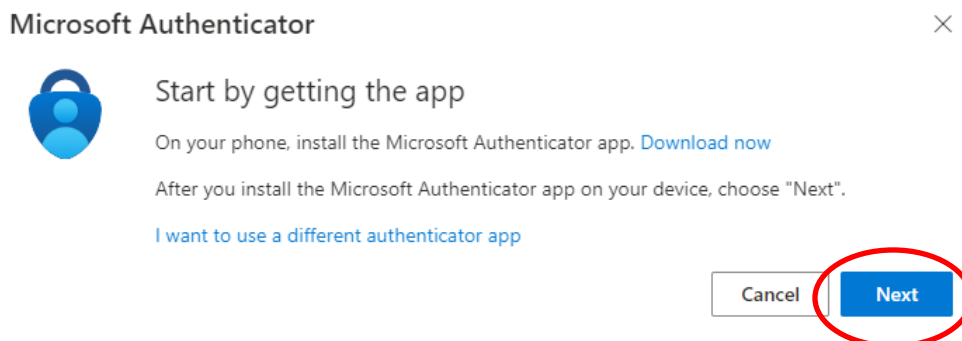

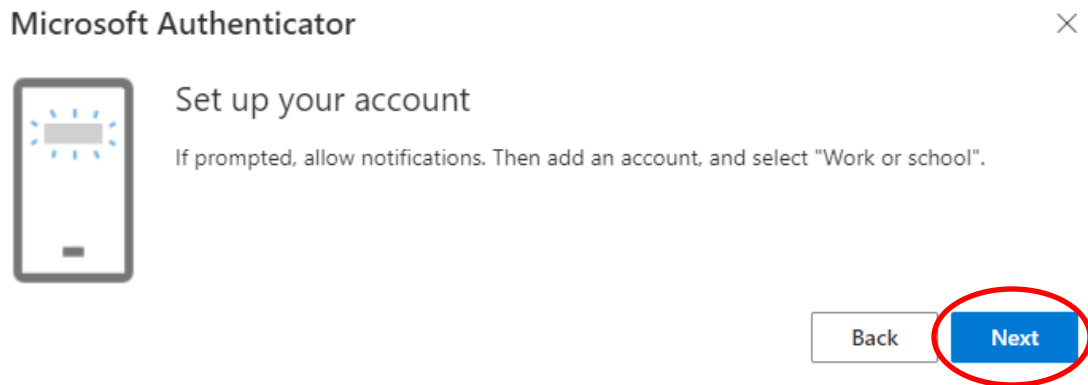3. Enter your email password and click "Sign in"

4. Click the "Add sign-in method"

5. Click the drop-down arrow, choose "Authenticator App", then click "Add"

6. Click "Next"

7. Click "Next"

Microsoft Authenticator   ✕

Set up your account

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

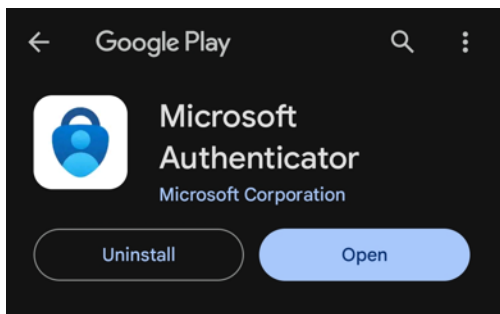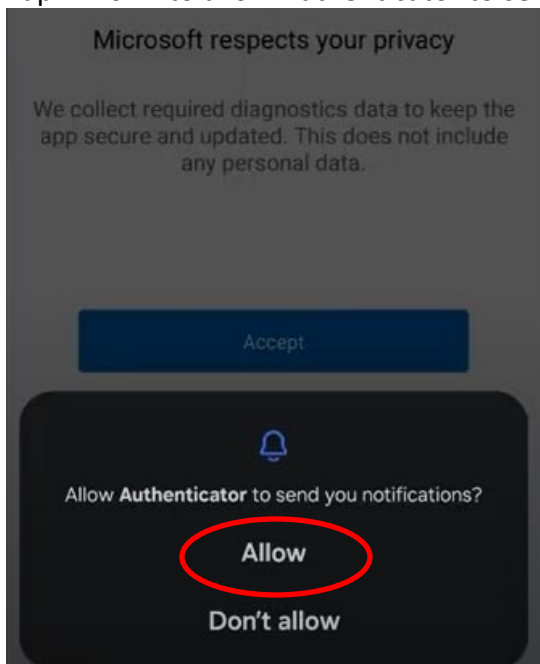Back   **Next**

8. A QR code will appear on your screen now go to your mobile device

On your Mobile Device

1. Open the Microsoft Authenticator App on your mobile device

← Google Play   🔍 ⋮

🔵 **Microsoft Authenticator**
Microsoft Corporation

Uninstall   Open
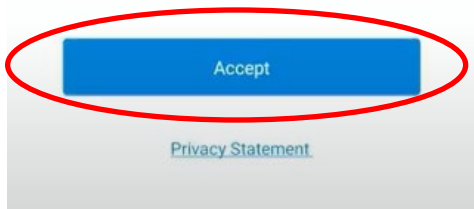
2. Tap "Allow" to allow Authenticator to send you notifications.

Microsoft respects your privacy

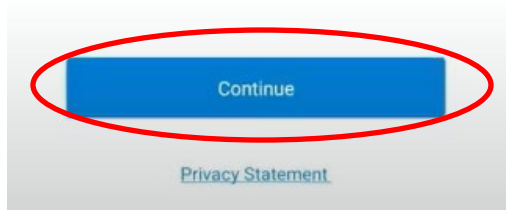We collect required diagnostics data to keep the app secure and updated. This does not include any personal data.

Accept

🔔

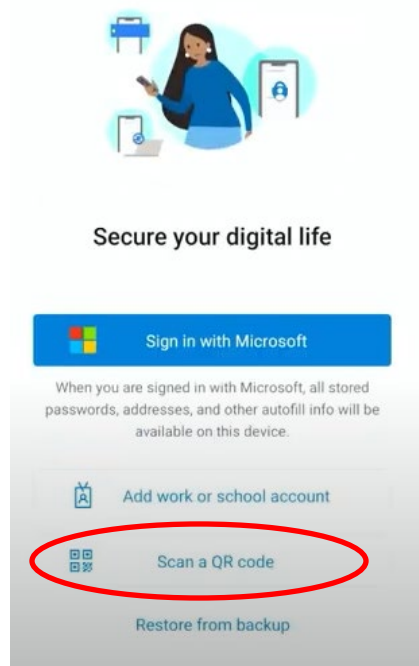Allow **Authenticator** to send you notifications?

Allow

Don't allow

3. Tap "Accept"

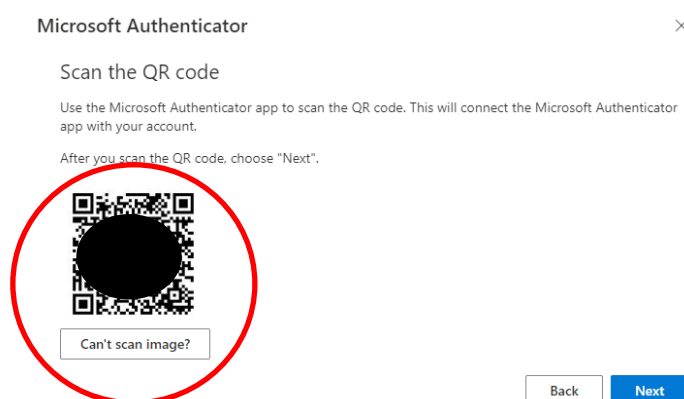4. Tap "Continue"

5. Tap "Scan a QR code"

6. Allow the app to access your camera if prompted.
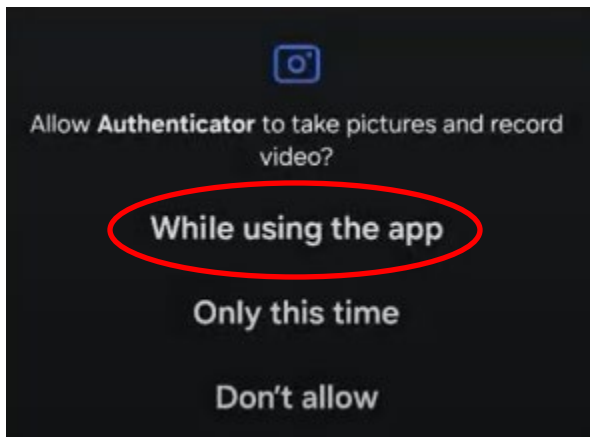
7. Scan the QR code that is on your computer screen (You must complete the "Final Steps" on the next page to have a successful registration)

Final Steps

1. On your computer, click "Next"

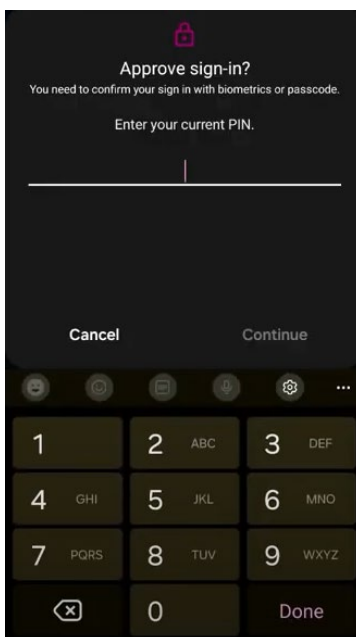2. A number will appear on your computer. Enter that number into the app on your mobile device.
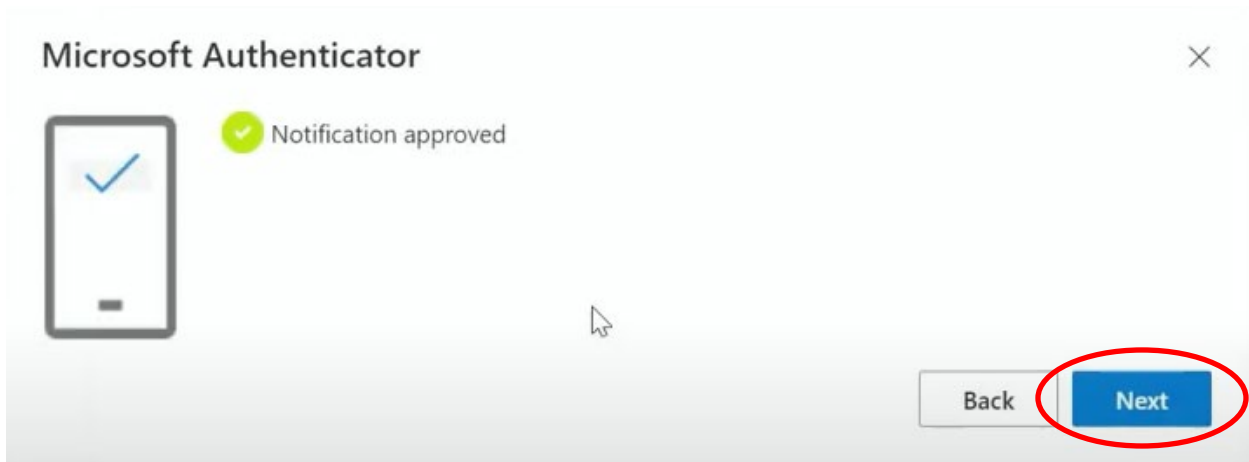

On your computer

On your mobile device

3. Tap "Yes"

4. Enter the unlock code that you use to unlock your phone. It may ask for a fingerprint, face recognition, or unlock pattern. Some mobile devices will not prompt you to "Approve sign-in"

Note: If all steps are completed correctly, you will receive this notification on your computer.

5. Click "Next"

If you need assistance, call (209) 381-6565 or email myhelp@mccd.edu