

Quick Links – Access to Enrollment Instructions to: Enroll in Microsoft Authenticator – Add a New Device

### Instructions to Enroll in Microsoft Authenticator

 To start the self-enrollment process, visit <u>it.miami.edu/enroll-authenticator</u> and enter your University of Miami Login ID\*, then click "Next."

\*Note: If you don't know your Login ID, visit CaneID Self-Service at <u>caneid.miami.edu</u> and <u>click the "Login ID" banner to easily view your Login ID information</u>.





2. Once you are redirected to University of Miami Single Sign-On (UM SSO), enter your password and then click "Sign in."



**3.** Follow the prompts to authenticate with Duo. *Note: The passcode below is an example only.* 

	МІАМІ		
	Enter your passcode		
	Verify it's you by entering a pass hardware token.	code from your	
	Passcode		
	811323		
	Verify		
Γ	Other options		
	Need help?	Secured by Duo	



4. Select "Add sign-in method."

:::: My Sign-Ins $\lor$				品	?	
A Overview	Security info					
𝒫 Security info	These are the methods you use to sign into your account or reset your password.					
💻 Devices	+ Add sign-in method					
🖓 Password	Password ()	.ast updated: 4 days ago	Change			
Grganizations						
A Settings & Privacy						
🕚 Recent activity						

5. In the Add a Method pop-up window, (A) select "Authenticator app" from the drop-down menu and then (B) click "Add."

Security info These are the methods you	use to sign into your account or reset your password.		ods you	use to sign into your account or reset your password.
+ Add sign-in method			thod	
Password ()	Add a method Which method would you like to add?	×	t every	Add a method ×
	Choose a method Authenticator app Security key	~		Authenticator app

6. Search for "*Microsoft Authenticator*" in your mobile app store, (A) click the download button to install it, then (B) click "**Open**" to launch the app.





7. Once the *Microsoft Authenticator* app has been downloaded on your mobile device, click "Next" on your desktop computer.



8. *Microsoft Authenticator* app will prompt you to (A) select "Accept" to allow diagnostic data collection. When done, (B) click "Continue."



**9.** Follow the prompts on your mobile device to configure your Microsoft Authenticator app settings, then click "**Next**" on your desktop computer.

	Microsoft	Authenticator		×
Lost de	2 <del></del> -	Set up your account If prompted, allow notifications. Then add an account, and select "Worl	k or school".	
			ack Nort	



### 10. From the Microsoft Authenticator app, select "Scan a QR code" and then select "Allow.

When you are signed in with Microsoft	Ready to add yo	ur
passwords, addresses, and other autofill info will be available on this device.	"Authenticator" Would Like	e to
Add work or school account	May be needed to scan QR code add a new account	to
©© Scan a QR code	Don't Allow Allow	٦
Restore from backup		

**11.** Within the app, select "**Allow**" to ensure you can receive authentication prompts, then proceed with scanning the QR code.





 From the *Microsoft Authenticator* app (A) scan the desktop QR code with the app's builtin scanner and once complete, (B) click "Next." <u>Note</u>: The QR code below is an example only.

se	Microsoft Authenticator ×	
Ac	Scan the QR code	
]	Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.	
	After you scan the QR code, choose "Next".	
de	A E Can't scan image?	
	Back	

13. (A) Enter the number shown on your desktop computer screen into the (B) *Microsoft Authenticator app* on your mobile device and (C) select "Yes."

	≣	Authenticator Q	+
using the most advisable sign-in method where it applies.	Ř	University of Miami sxi123@miami.edu	>
Microsoft Authenticator × Let's try it out Approve the notification we're sending to your app by entering the number shown below. Back Next		Are you trying to sign in? University of Miami sxi123@miami.edu Enter the number shown to sign in. B 16 No, it's not me Yes C	



**14.** After the notification is successfully approved, click "**Next**" on your desktop computer.

🗖 Devices	+ Add sign-in method		
C. Password	Microsoft Authenticator	×	
- Password	Notification approved		
Organizations	Lost de		
A Settings & Privacy			
🕚 Recent activity			
		Back	

<u>Note</u>: It may take up to 48 hours for your Microsoft Authenticator device enrollment to be completed. In the meantime, you can continue to authenticate using Duo. Once the enrollment process is complete, you can log in to University of Miami systems and applications using Microsoft Authenticator.

# Add a New Device

If you would like to add a hardware token as an additional authentication method, please visit one of the convenient locations listed below and an IT specialist will enroll the hardware token in your Microsoft Authenticator account:

### Coral Gables campus: Student Technology Help Desk (STHD)

- Open Monday-Friday, 9 a.m.-5 p.m.
- Location: Richter Library, 3rd Floor, Room 325
- Email: <u>sthd@miami.edu</u>
- Call: 305-284-8887

### Marine campus: RSMAES Computing Facility

- Open Monday-Friday, 9 a.m.-5 p.m.
- Email: rcf-support@earth.miami.edu
- Call: 305-421-4028

### Medical/UHealth campus: 1501 Building

- Open Monday-Friday, 8 a.m.- 5 p.m.
- Location: 1501 NW 9 Ave, Suite 101G, Miami, FL 33136