Microsoft Authenticator Enrollment Guide: Duo User Enrolling in Microsoft Authenticator

Enroll in Microsoft Authenticator for Android Devices (Smartphone/Tablet)

STEP 1

- Visit it.miami.edu/enroll-authenticator from your desktop computer.
- You will be asked to sign in to Microsoft.
- Enter your University of Miami Login ID*, then click "Next."

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

IVIICrosoft	
Sign in	
sxi123@miami.edu	
No account? Create one!	
Can't access your account?	
	Next
Sign-in options	

STEP 2

• Once you are redirected to University of Miami-branded sign in screen, enter your password and then click "Sign in."



STEP 3

• Follow the prompts to authenticate with Duo. <u>Note</u>: The passcode below is an example only.

MIAMI Enter your passcode Verify it's you by entering a passcode from your bardware token
Passcode 811323
Verify
Other options
Need help? Secured by Duo

STEP 4

• Select "Add sign-in method."

🗰 My Sign-Ins 🗸		8	?
A Overview	Security info		
℅ Security info	These are the methods you use to sign into your account or reset your password.		
르 Devices	+ Add sign-in method		
🔍 Password	Password () Last updated: Change		
Organizations	Lost device? Sign out everywhere		

STEP 5

• In the pop-up window, select (A) "Microsoft Authenticator" from the list.

	Security key Sign in using a USB, Bluetooth, or NFC device
٢	Microsoft Authenticator Approve sign-in requests or use one-time codes
123	Hardware token Sign in with a code from a hardware token

STEP 6

Grab your mobile device. Use the camera to scan the QR code below and • visit the Play Store.



- Search for "Microsoft Authenticator" in the Play Store, then:
 - A. Tap the download button.
 - B. Select "Open" to launch the app.

÷	← :
Microsoft Authenticator Microsoft Corporation	Microsoft Authenticator Microsoft Corporation
4.6★ 100M+ E 1M reviews © Downloads Everyone ©	Uninstall Open
Install (A)	
✓ Phone • 4.6 ★ □ Chromebook • 4.0 ★ □	

STEP 7

Return to your computer screen* and click "Next." •



*Note: If you are enrolling via your mobile device only, click "Pair your account to the app by clicking this link." on your mobile device, and then continue the enrollment process.

Keep your account secure	Keep your account secure
Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now	Microsoft Authenticator Set up your account in the app When finished, come back to this setup experience.
After you install the Microsoft Authenticator app on your device, choose "Next". Next	Pair your account to the app by clicking this link. Show QR code Back Next

STEP 8

- - Click "Next" on your computer screen.



STEP 9

- Open the Microsoft Authenticator app on your phone: •
 - A. Choose "Scan a QR code"
 - B. Select "While using the app."



STEP 10

• Select "Allow" notifications on your mobile device when asked.

STEP 11

- In the Microsoft Authenticator app: •
 - A. Scan the QR code on your computer screen* with the app's built-in scanner. *Note: If you are enrolling via your mobile device only, click "Pair your account to the app by clicking this link." on your mobile device, and then continue the enrollment process.

B. Click "Next."

Note: 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 Authenticato app with your account.	or
	After you scan the QR code, choose "Next".	
de		
l	Can't scan image?	9
	Back Next	

STEP 12

- Follow the prompts:
 - A. Look at number displayed on the computer screen.
 - B. Enter number into the Microsoft Authenticator mobile app.
 - C. Select "Yes" to complete.

Last updated:	Are you trying to sign in?
Microsoft Authenticator × Let's try it out Approve the notification we're sending to your app by entering the number shown below. Back Next	University of Miami sxi123@miami.edu Enter the number shown to sign in. B B B B B B B C YES NO, IT'S NOT ME I CAN'T SEE THE NUMBER

STEP 13

Select "Next" on your computer.

+ Ad-	rian in method	
	Microsoft Authenticator	×
	Notification approved	
Lost de	\checkmark	
		Back

In the Success! pop up, select "Done."

Succes	ss!		



You're all set! You can now continue via your internet browser to log in to University of Miami applications.

After enrolling, you will be prompted to use Microsoft Authenticator (instead of Duo) **within 24 hours**. In the meantime, you will continue to authenticate using Duo to ensure uninterrupted access to University systems.

Add Another Device

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

Technical Support

For technical support, please contact the IT Service Desk – Coral Gables/Marine: 305-284-6565 or <u>help@miami.edu</u>; UHealth/MSOM: 305-243-5999 or <u>help@med.miami.edu</u>.