

Microsoft Authenticator Enrollment Guide: Duo User Enrolling in Microsoft Authenticator

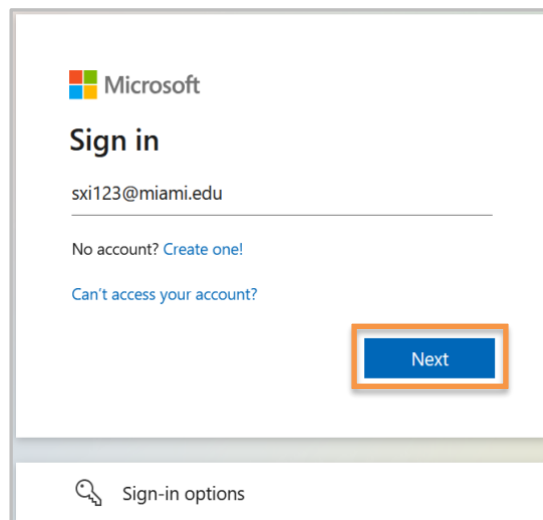


Enroll in Microsoft Authenticator for Android Devices (Smartphone/Tablet)

STEP 1

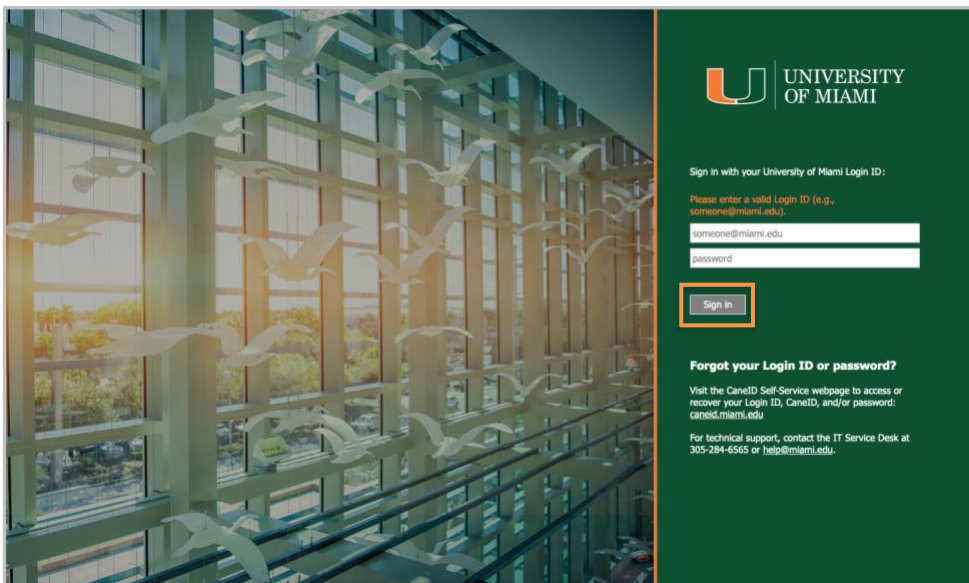
- Visit it.miami.edu/enroll-authenticator from your desktop computer.
- You will be asked to sign in to Microsoft.
- Enter your University of Miami Login ID*, then click “Next.”

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



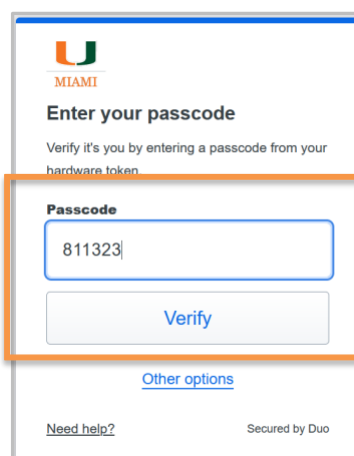
STEP 2

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



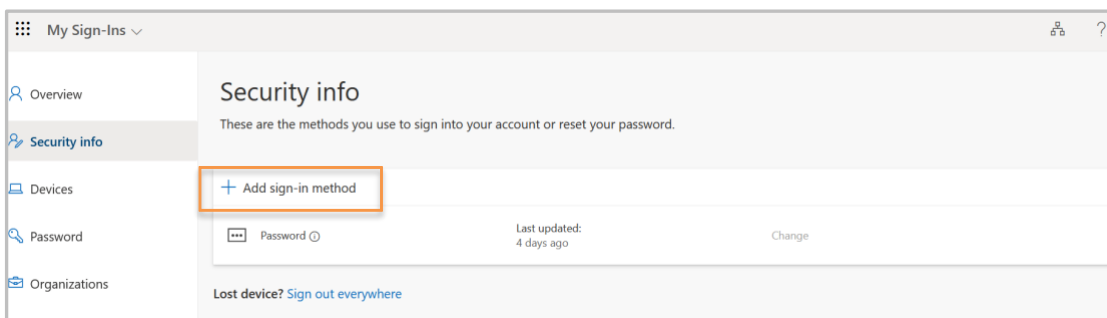
STEP 3

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



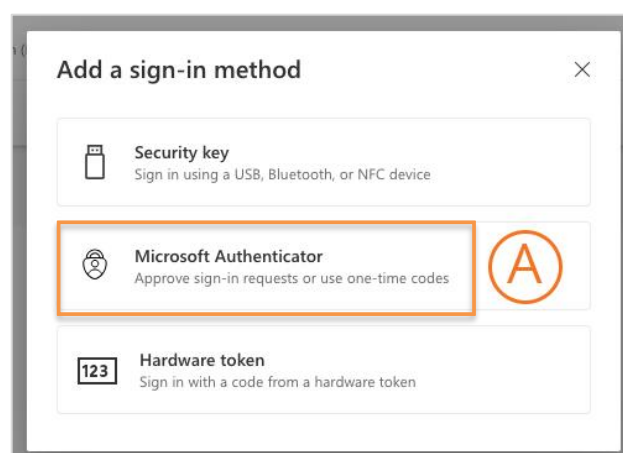
STEP 4

- Select “Add sign-in method.”



STEP 5

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

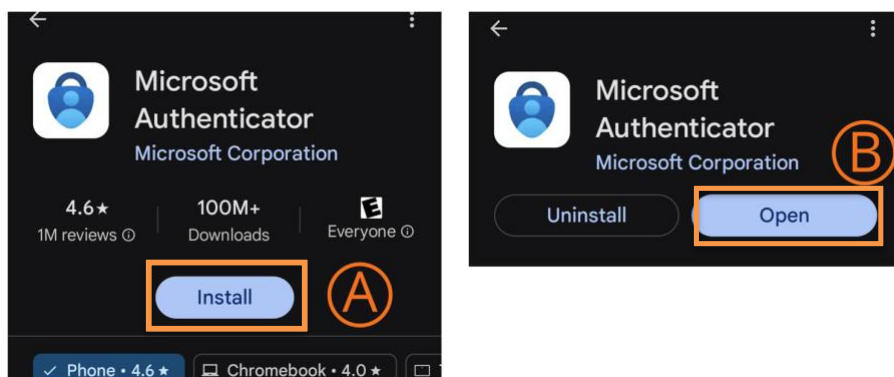


STEP 6

- Grab your mobile device. Use the camera to **scan the QR code below** and visit the [Play Store](#).

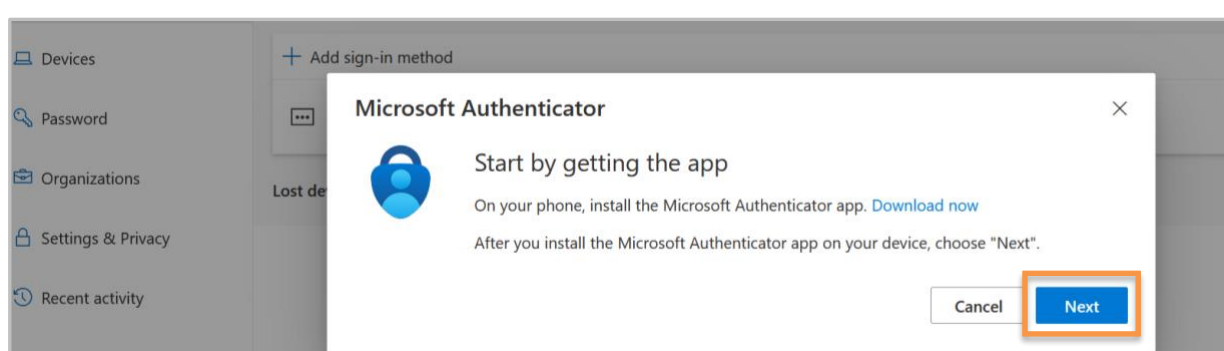


- Search for “Microsoft Authenticator” in the Play Store, then:
 - Tap the **download button**.
 - Select “**Open**” to launch the app.

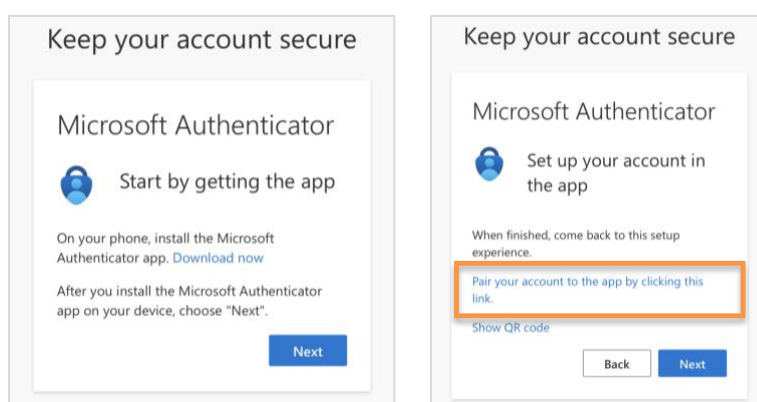


STEP 7

- Return to your computer screen* and click “**Next.**”

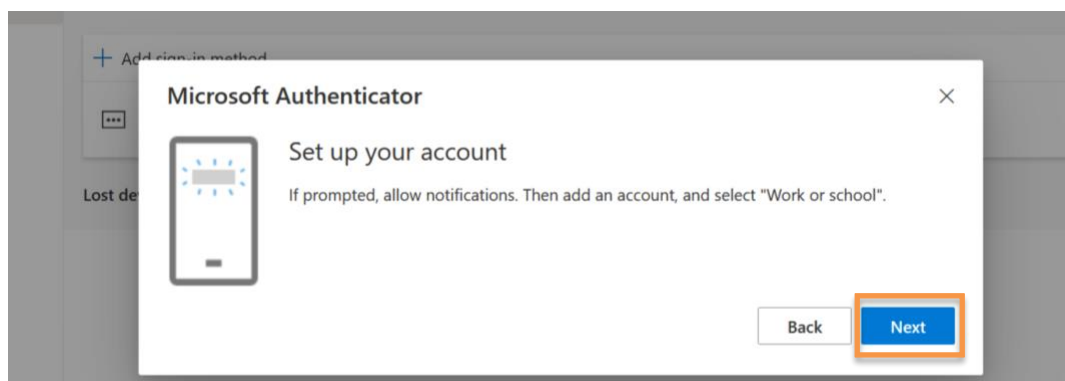


Note:* If you are enrolling via your mobile device only, click “Pair your account to the app by clicking this link.**” on your mobile device, and then continue the enrollment process.



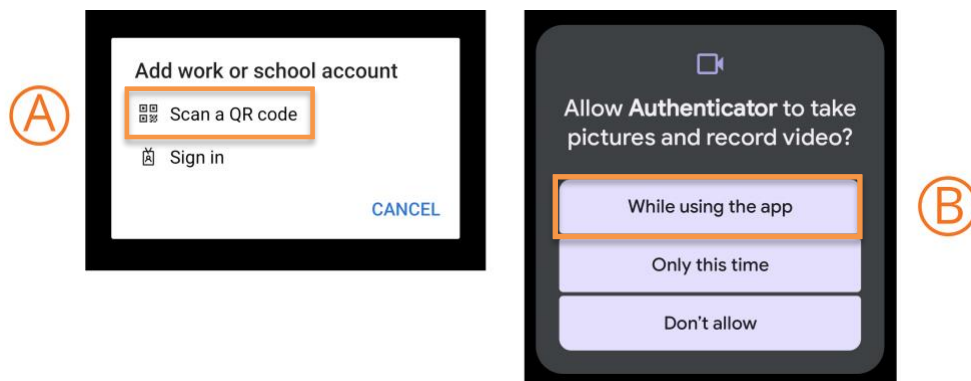
STEP 8

- Click “**Next**” on your computer screen.



STEP 9

- Open the Microsoft Authenticator app on your phone:
 - Choose “**Scan a QR code**”
 - Select “**While using the app.**”



STEP 10

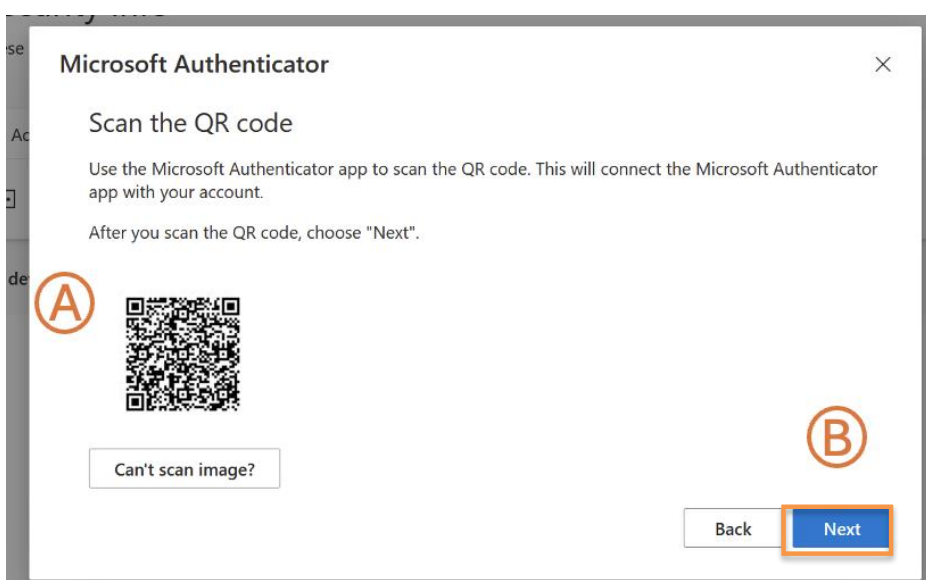
- Select “**Allow**” notifications on your mobile device when asked.

STEP 11

- In the Microsoft Authenticator app:
 - 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.

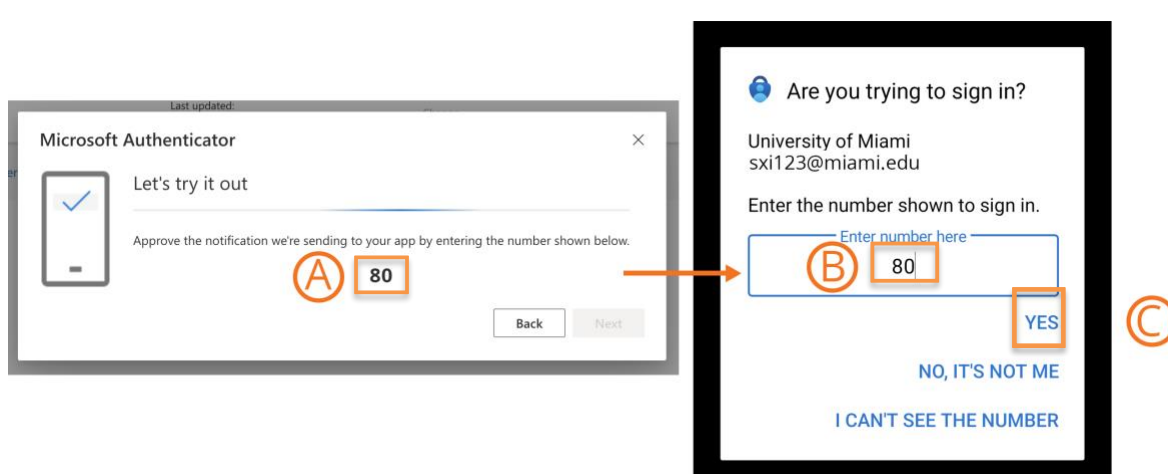
- B. Click **"Next."**

Note: The QR code below is an example only.



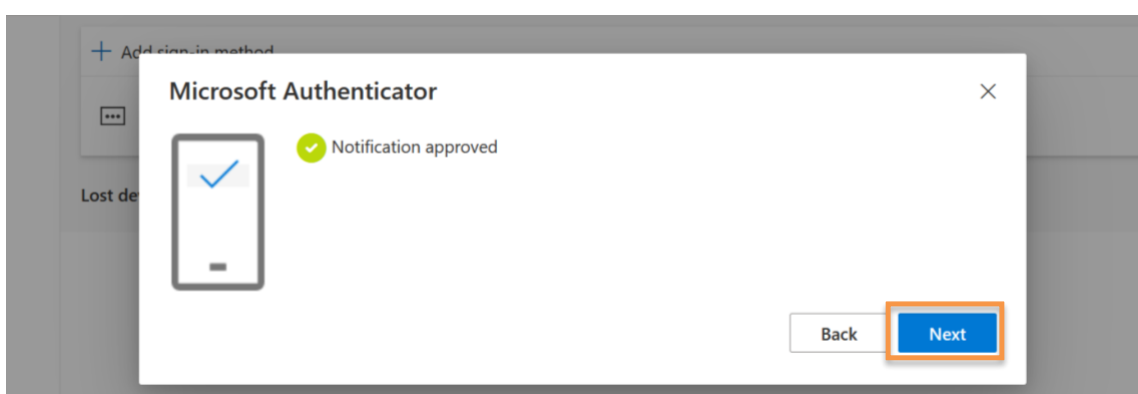
STEP 12

- 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.

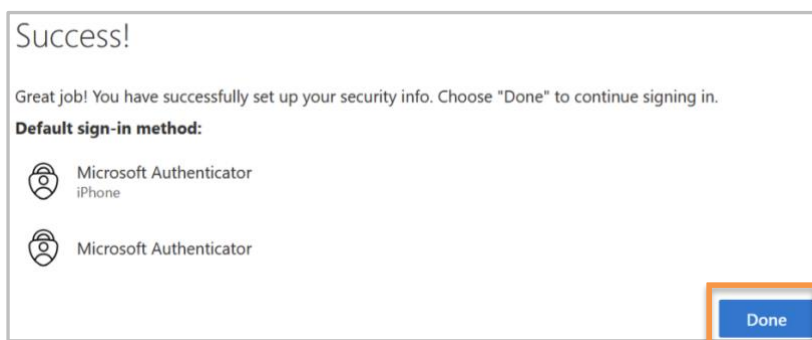


STEP 13

- Select **"Next"** on your computer.



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



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 [hardware token](#) as an additional authentication method, please visit one of the convenient locations listed [here](#) 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 help@miami.edu; UHealth/MSOM: 305-243-5999 or help@med.miami.edu.