# Microsoft Authenticator Tip Sheet:
# How to Manage Your MFA Device(s)

## Access Your Microsoft "My Sign-ins" Area

Visit **it.miami.edu/manage-mfa** to be redirected to Microsoft's "My Sign-ins" area.

In the Microsoft screen, enter your **University of Miami Login ID\***, then click "**Next**."

Follow the University of Miami login process, e.g., enter your password and complete multi-factor authentication (MFA), to successfully enter Microsoft's "My Sign-ins" area.

*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. You can use your CaneID to log in and access this information on the CaneID Self-Service page.
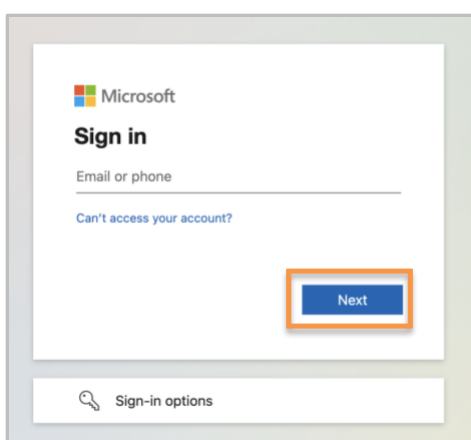


## Add Another Device

To add another device, select "**+ Add sign-in method**." Select **Microsoft Authenticator** from the list of options.

Depending on your mobile device's operating system, **follow the enrollment instructions for Apple (iOS) or Android** to add another device to your University of Miami account.

**Important**: You can enroll **up to two devices** for MFA services, e.g., a phone and a tablet.
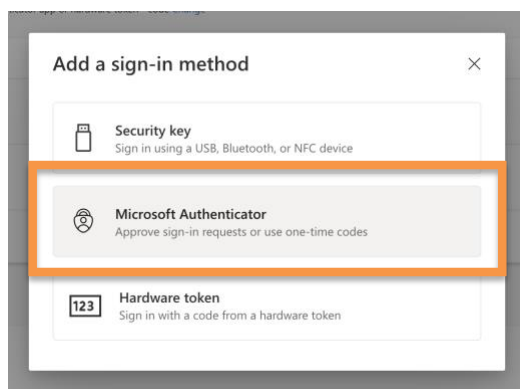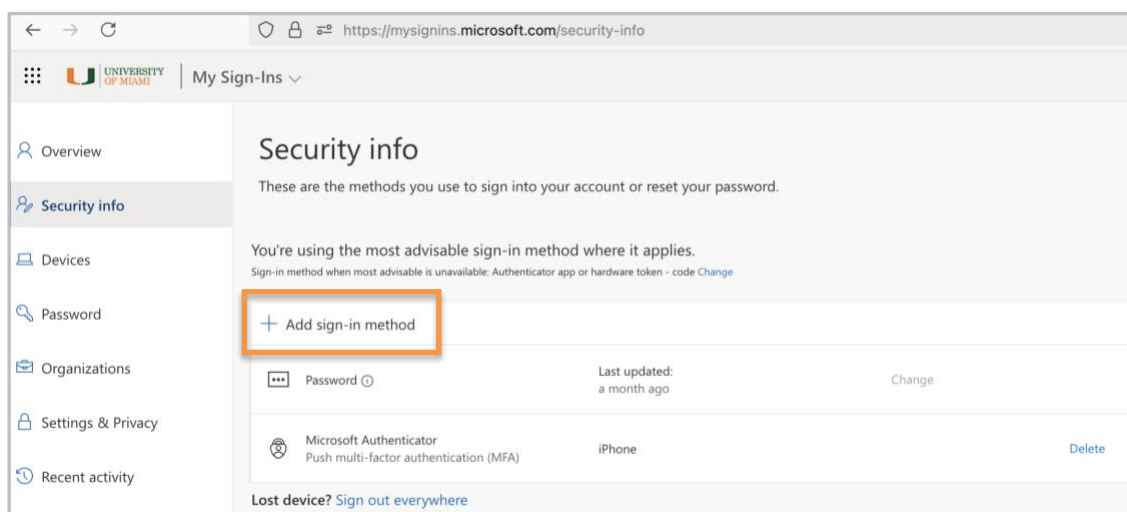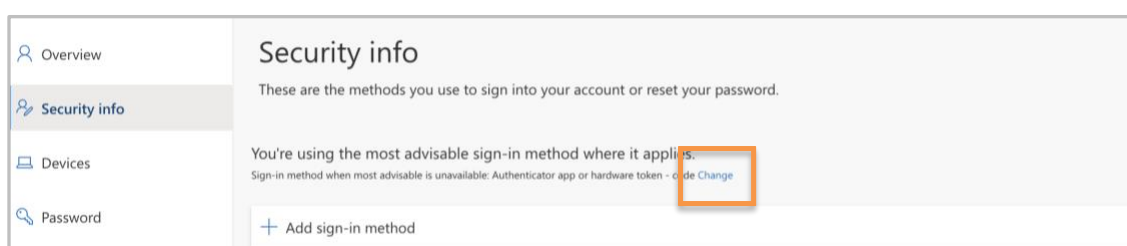




## Delete a Device

To delete a device within your Microsoft Authenticator account, select "**Delete**" next to the specific device you want to erase from your account. A pop-up will appear to confirm that you want to delete the device. Follow the prompts to successfully delete the device.
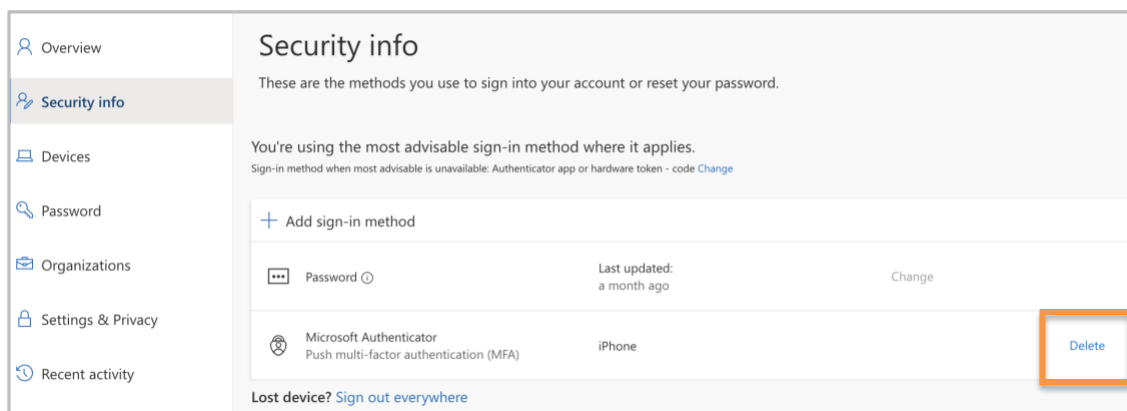


## Change You Default Authentication Method

To change which authentication method you are automatically prompted for, select "**Change**." In the pop-up, **select your preferred method** and then click "**Confirm**" when complete:

- If you select "**App based authentication - notification**," you will receive a notification within your Microsoft Authenticator app to input a two-digit code visible on the sign-in screen into the mobile app.

- If you select "**App based authentication or hardware token - code**," you will need to open the Microsoft Authenticator mobile app to find a six digit code and then enter the code into the sign-in screen.



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.