

# Barton County Community College

Multi-factor Authentication (MFA) setup instructions for **Android** users.

To setup MFA, you will need two devices:

1. Personal phone.
2. Access to a computer.

Follow the instructions below carefully to complete the setup.

## Downloading the 'Microsoft Authenticator' app to your phone.

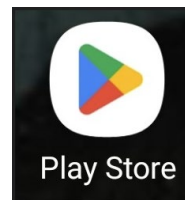
The following instructions will guide the user through downloading the '**Microsoft Authenticator**' application from the Google Play Store to your device.



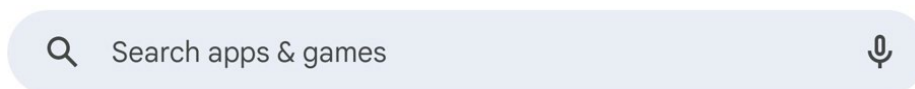
For **Android** users:

On the phone:

1. Go to the home screen
2. Open the 'Play Store'



3. On the top of the screen, tap the '**Search apps & games**' field



4. Type '**Microsoft Authenticator**'
5. Several search results will appear

3. Locate the app titled: **Microsoft Authenticator**



4. Tap 'Install'



5. The download will begin
6. Return to the home screen
7. Once the download is completed, the following icon will appear on your home screen. Titled: **Authenticator**



## Setup Your Barton Account with Microsoft MFA.

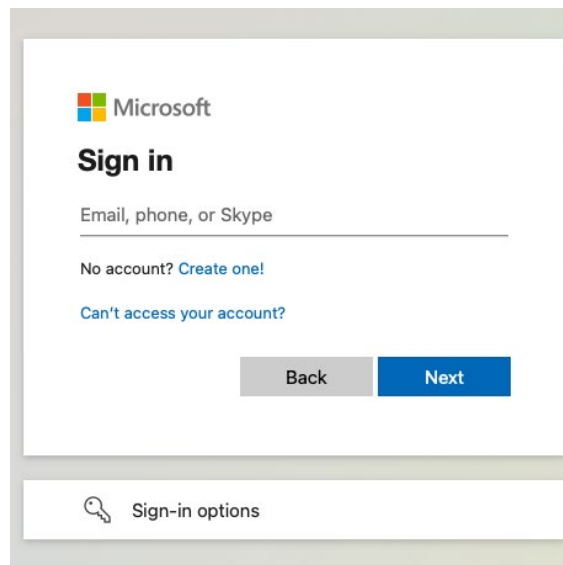
The following instructions will guide you through the setup of Microsoft MFA on your Barton Account.

There are 3 options for MFA:

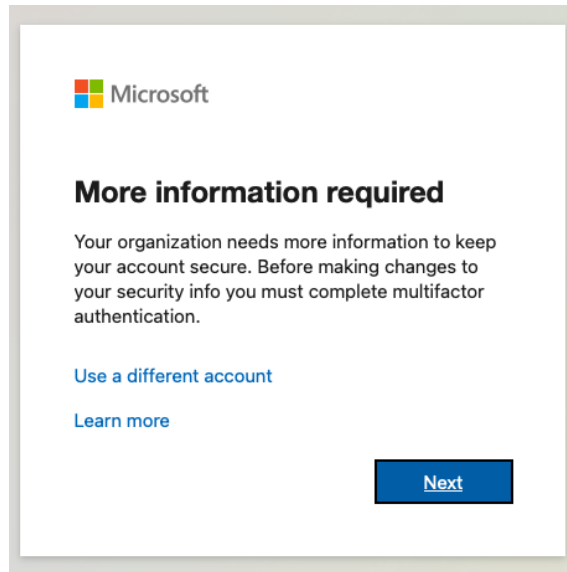
1. **Number Pairs** – Through: Microsoft Authenticator App
2. **Code** – Through separate app
3. **Phone number code** – Through text message (temporary)

### From the computer:

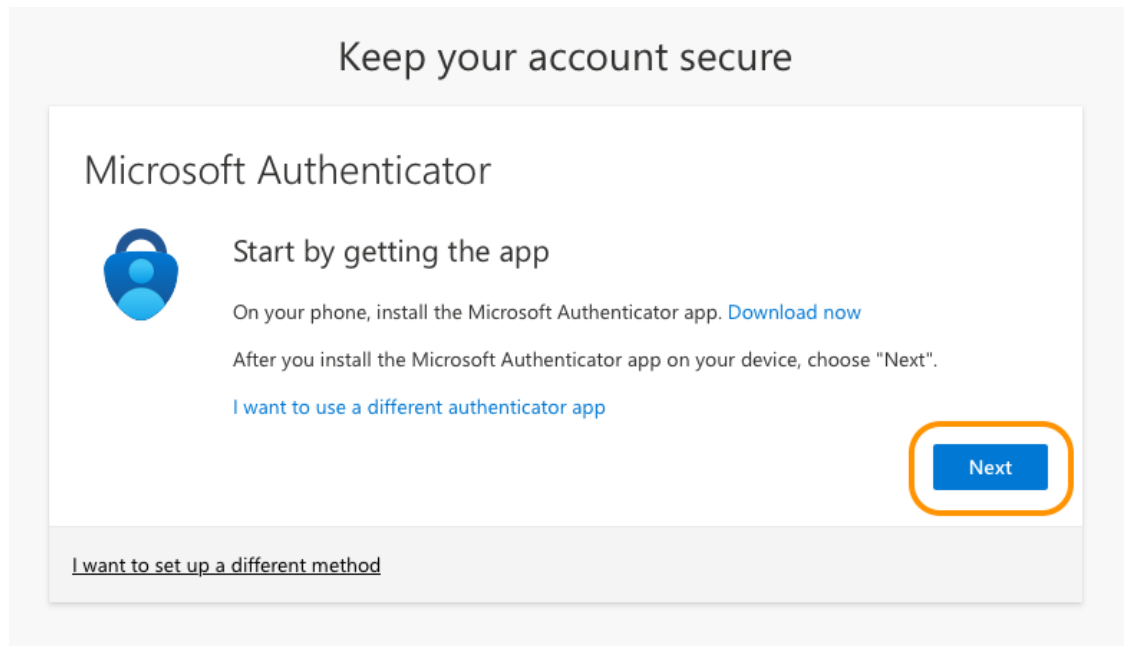
1. Open a web browser (Google Chrome, Microsoft Edge, etc.)
2. Go to: <https://aka.ms/mfasetup>
3. Enter your Barton (bartonccc.edu) credentials at the login page:



4. Click **'Next'**
5. A page will appear **'More Information Required'**



6. Click **'Next'**
7. A page title **'Keep your account secure'** will appear.



8. Click **'Next'**.
9. A new page will appear:

## Keep your account secure

### Microsoft Authenticator



#### Set up your account

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

Back

Next

[I want to set up a different method](#)

10. Click **'Next'**.

11. A new page titled 'Scan the QR code' will appear:

### Microsoft Authenticator

#### 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".



Can't scan image?

Back

Next

[I want to set up a different method](#)

From the Android:

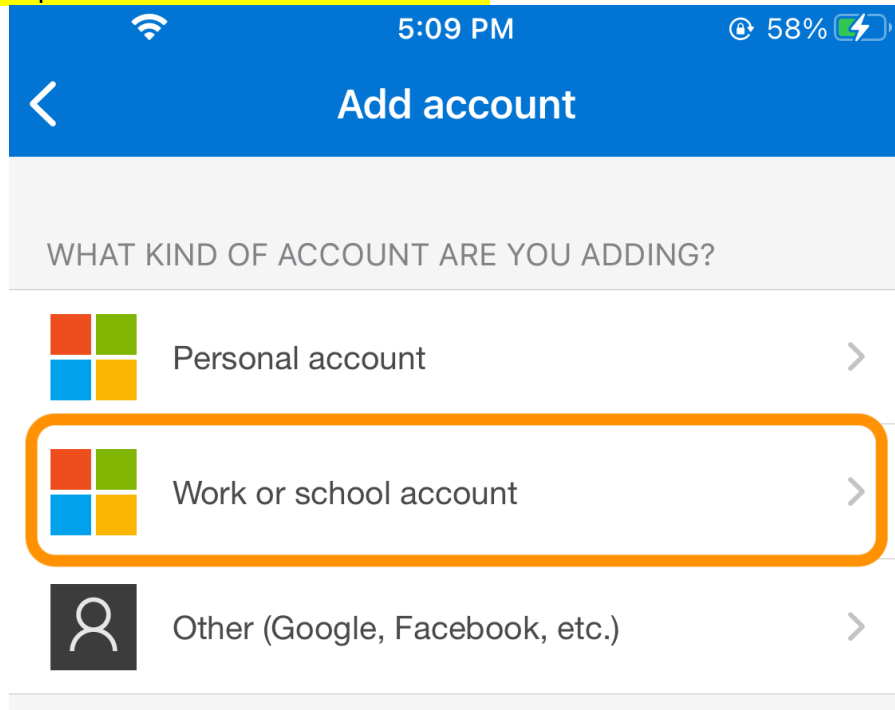
12. Open the 'Authenticator' app.




13. Tap on the + button:



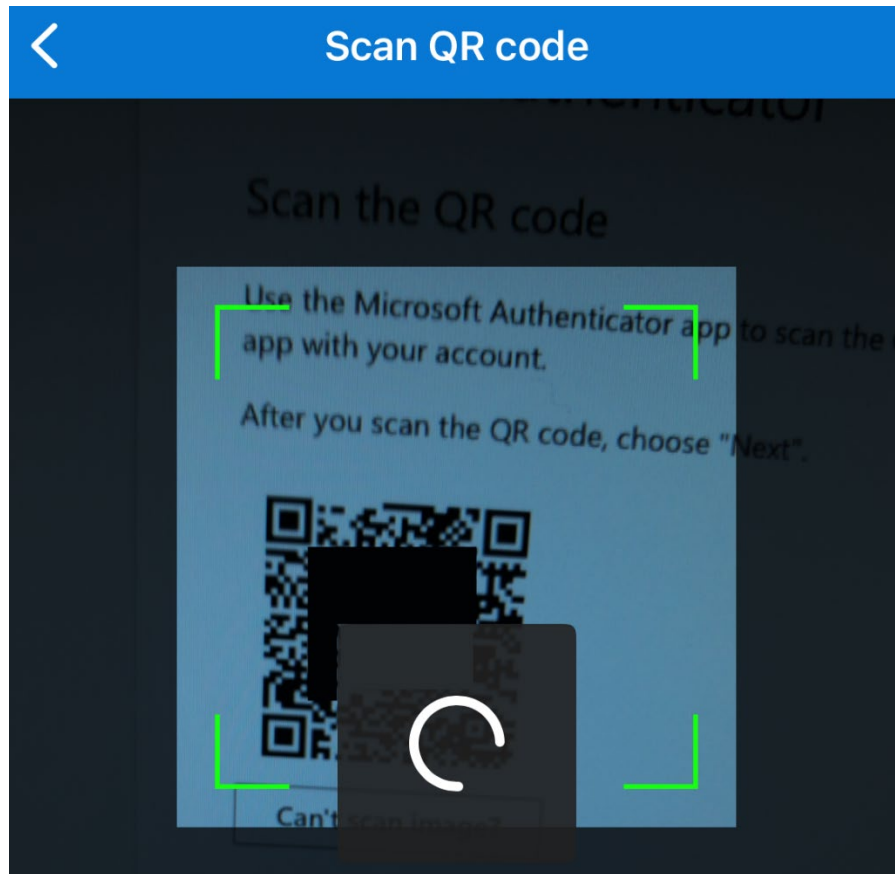
14. Tap on the 'Work or school account'.



## Add work or school account

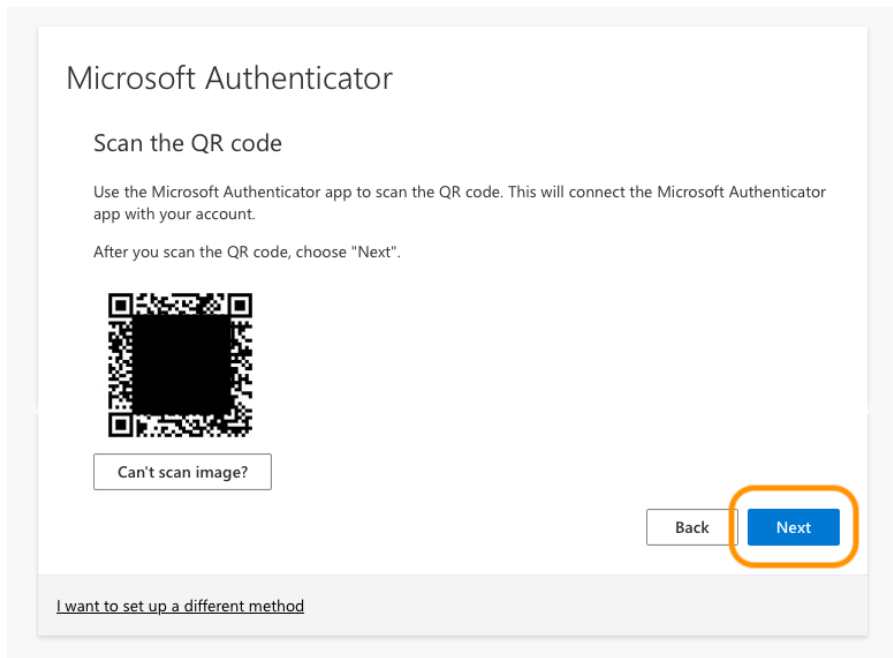
 Scan a QR code

 Sign in

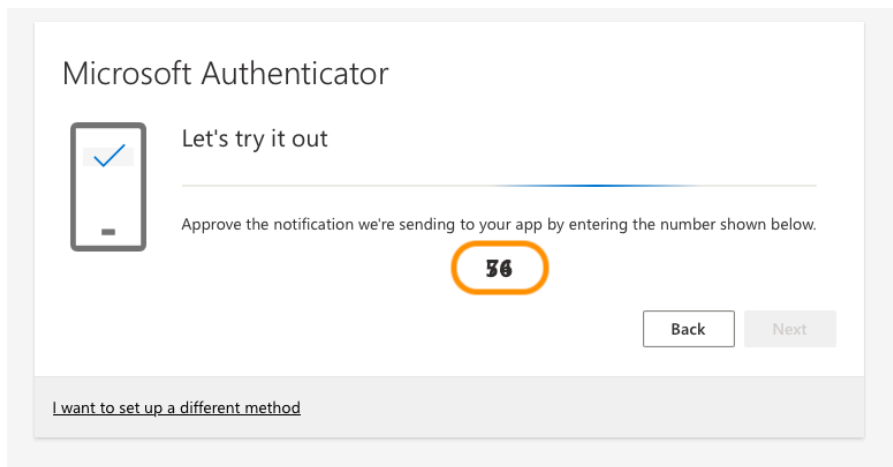


**From the computer:**

15. Click '**Next**':



16. A Microsoft MFA notification will be sent to the **'Authenticator'** app.

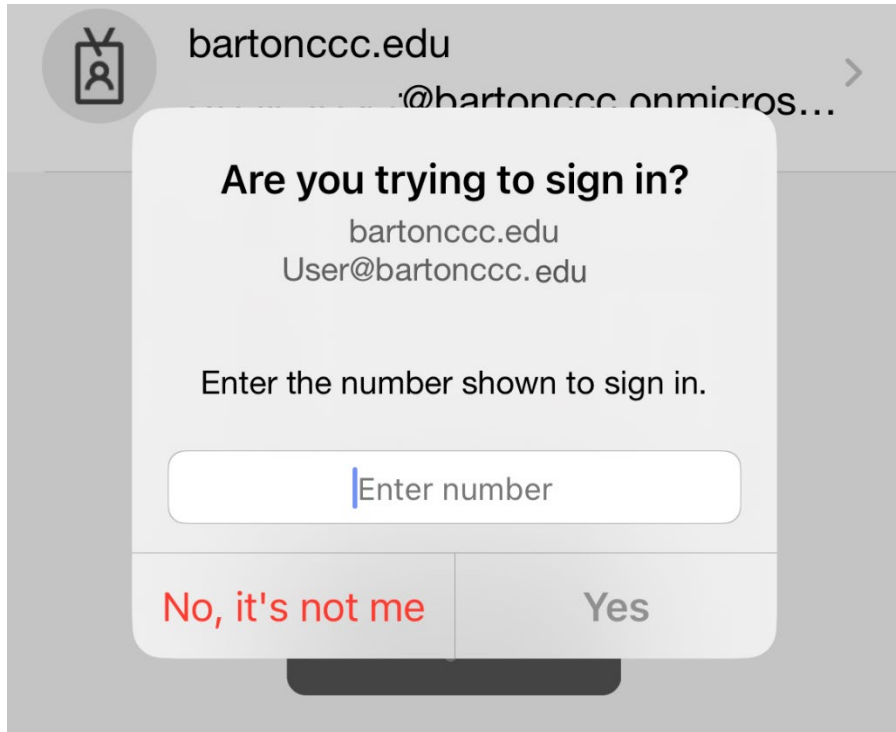


**From the phone:**

17. Open the 'Authenticator' app:



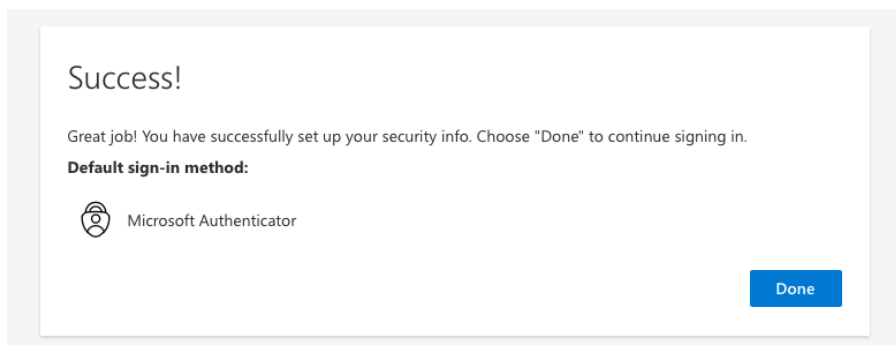
18. Enter the number that appears on screen in the Authenticator app:



19. Tap 'Yes'

**From the computer:**

20. If number entered matches, the following message will appear, tap '**Done**':



The account is now setup to receive MFA authentication prompt through the user's Microsoft Authenticator app.