

Microsoft Azure MFA Registration for iPhones

REQUIRED: In order to complete the Microsoft Azure Multi-Factor Authentication registration process for your iPhone, you must fulfill the following criteria:

- ✓ Have access to a computer with internet connectivity.
- ✓ Have access to your iPhone with security passcode and/or facial recognition enabled.
- \checkmark Ensure that your phone is updated with the latest iOS and device updates.
- ✓ Know your TSU email address and password. Contact the TSU IT Helpdesk 615-963-7777 if you need your login info.
- ✓ For all MFA instruction guides, go to <u>https://www.tnstate.edu/cit/MFA.aspx</u>.

Step 1: **On your iPhone,** go to the App Store and download the Microsoft Authenticator app on your mobile device. Once installed, open the app and click "I Agree" regarding the privacy statement. On the next screen click "Skip" in the top right corner, then close the app when you reach the "ready to add your first account" screen. **Proceed to Step 2 on this guide.**





Step 2: **On your PC,** open an internet browser and go to <u>https://mfa.tnstate.edu</u>. Enter your **TSU email address** (Pic 1) (e.g. jdoe@tnstate.edu) and click **Next**. On the next window (pic 2) enter your **TSU email password** and click **Sign In**. If asked, make sure to select **Work or school account** (Pic 3). You'll be redirected to the TSU login screen again with your email address automatically filled in. Enter your TSU password (pic 4) then click **Sign In**.

Microsoft Pic 1	Fire Davessry ← studenttest@tnstate.edu	Microsoft It looks like this email is used with more than one account from Microsoft. Which one do you want to use?
studenttest@tnstate.edu No account? Create one! Can't access your account? Next	Enter password 	Work or school account Created by your IT department Personal account Created by you
🔍 Sign-in options	Please enter your Tennessee State University Email Address and Password	account.

Step 3: After successfully entering your TSU email address and password, you will see the following windows below. Click **Yes** when asked to Stay Signed In and then click **Next** when asked for more information.

Studenttest@tnstate.edu Stay signed in? Do this to reduce the number of times you are asked to sign in. Don't show this again No	EXAMPLE A CONTRACT OF CONTRACT
Please enter your Tennessee State University Email	Please enter your Tennessee State University Email
Address and Password	Address and Password

Step 4: **On your PC,** you'll arrive to the Additional Security Verification window below. This is where you have can choose to operate your MFA method by **Authentication phone** (text messages) or **Mobile app** (Microsoft Authenticator app). **RECOMMENDATION**, for better security and most convenient use, select the **Mobile app** option along with **Receive notifications for verification** selected. Once these options are selected, click **Set up** and a window with a QR code will appear. Have your phone in hand and proceed to **Step 5** for QR code scanning.



Additional security verification	Configure mobile app
Secure your account by adding phone verification to your password. View video to know how to secure your account	Complete the following steps to configure your mobile app. 1. Install the Microsoft authenticator app for Windows Phone, Android or iOS. 2. In the app, add an account and choose "Work or school account". 3. Scan the image below.
Step 1: How should we contact you? Mobile app Authentication phone Mobile app © Receive notifications for verification © Use verification code	If you are unable to scan the image, enter the following information in your app. Code Uri: https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/995109758
To use these verification methods, you must set up the Microsoft Authenticator app. Set up Mobile app has been configured.	If the app displays a six-digit code, choose "Next". Next cancel

Step 5: **ON YOUR PHONE,** open the **Microsoft Authenticator** app that you downloaded in Step1, click **Add Account** and click **OK** allow camera access (Pic 1 & 2), then select **Work or School Account** and select **Scan QR code** (Pic 3). The **Scan QR code with the blue box** will appear (Pic 4). Align the QR code on your PC screen (Window from Step 4) with the blue square on your phone (Pic 4). When successful, the QR scan box will turn green and your TSU account will be added to your phone.

≡ Authenticator +	≡ Authenticator +	< Add account	Scan QR code	Scan QR code
Ready to add your first account?	Ready to add your first account?	WHAT KIND OF ACCOUNT ARE YOU ADDING? Personal account Work or school account Other (Shoold Exception 4/m)	Your account provider will display a QR code	Your account provider will display a CR code
R ₊	"Authenticator" Would Like to Access the Camera May be needed to scan GR costs to add a new accost	Add work or school account		
Add account Already have a backup? Sign in to your recovery account.	Aready have a backup? Sign in to your recovery account.		Or enter code manually	Or enter code manually
Pic 1	Pic 2	Pic 3	Pic 4	Pic 5

Step 7: Success! You have officially registered your phone and MyTSU account for Multi-Factor authentication. Make sure to **Allow** notifications for the MS Authenticator. Your phone should now display your TSU email address on your MS authenticator app. You can close the app on your phone. **On your PC**, click **Next** on the Configure Mobile App window. You will return to the **Additional Verification Screen**.

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< Scan QR code	
"Authenticator" Would Like to Send You Notifications Notifications may include alerts, sounds, and icon badges. These can be configured in Settings. Don't Allow Allow	<image/>

Step 8: **On your PC**, you'll see the Setup button greyed out, indicating successful setup of your mobile app. Click **Next** on the **Additional Security Verification Screen**. On the **Additional Security Verification Screen** (Pic 1), it will test that your phone synched with your TSU MFA account by asking you to **Approve** your attempted sign-in request on your phone (Pic 2). Click **Done** on the Additional Security Verification Screen. MFA on your PC (Pic 3) will ask you to **Approve** another sign-in on your phone.

		Additional security verification	
	Tennessee State University studenttest@my.tnstate.edu	Step 3: In case you lose access to the mobile app United States (-1) V (200148303	
		Pic 3	
Additional security verification	Pic 2	The phose numbers will only be used for account security. Standard Mighans and SM: sharpes will apply.	
Secure your account by adding phone verification to your password. View video to kn			
Step 2: Let's make sure that we can reach you on your Mobi	Approve sign-in? Tennessee State University studenttest@my.tnstate.edu		
Pic 1	Deny Approve		

Once completed, click **Cancel** located at the bottom of the Additional Security Verification screen (Pic 1) which confirms the settings of your MFA method. You'll be redirected to your MFA profile (Pic 2). You can close the current window or open a new internet browser window and successfully go to your MyTSU account <u>https://mytsu.tnstate.edu</u> (Pic 3).

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Additional security verification	Microsoft		C student C Student
When you sign in with your password, you are also required to respond from a registere View video to know how to secure your account	Profile	Pic 2	
what's your preferred option? Pic 1	studenttest	Email: studenttest@Tnstate.edu Alternate email:	Manage account Change password
Notify me through app			Additional security verification Review terms of use
how would you like to respond?			Sign out everywhere
Set up one or more of these options. Learn more			studenttest - 2
☑ Authentication phone * United States (+1) ✓ 229	Pic 3	Help Desk TNST	ATE.EDU
Authenticator app or Token Set up Authenticator app		🗘 SHARE 🕁 FOLLOW	/ [二] O Notifications
Authenticator app - ssanders's iPhone Delete		Search this site	Q +
Authenticator app - ssanders's iPhone Delete			
restore multi-factor authentication on previously trusted device	Unread Messages		•
Restore Cancel Button	 You Have 622 Unrea 622 Office 365 	ad Messages	

MFA Authentication Process: Every time you're on or off campus or connected to the wireless network, **please be mindful to have your phone available** so that you can login to your MyTSU account and other TSU services. When you attempt to authenticate and successfully enter your MyTSU password, you'll receive a **Microsoft Authenticator notification (see below)** on the home screen of your phone or within the MS Authenticator app. Click the notification and then click **Approve.** If you receive a notification to sign-in and it is NOT you, **CLICK DENY**. If you have any issues, please contact the Helpdesk 615-963-7777 or helpdesk@tnstate.edu.

