

Setting up Multi-Factor Authentication with Microsoft

Logging in to the MyHarper Student Portal now uses Microsoft to sign in. Signing in to MyHarper for the first time will require you to set up multi-factor authentication with Microsoft.

Signing in to MyHarper Portal

1. Navigate to myharper.harpercollege.edu
2. Enter your Harper College email address in the following window (Figure 1-1).
 - a. Your email address is your **username** followed by **@mail.harpercollege.edu**
3. Click **Next** (Figure 1-1).

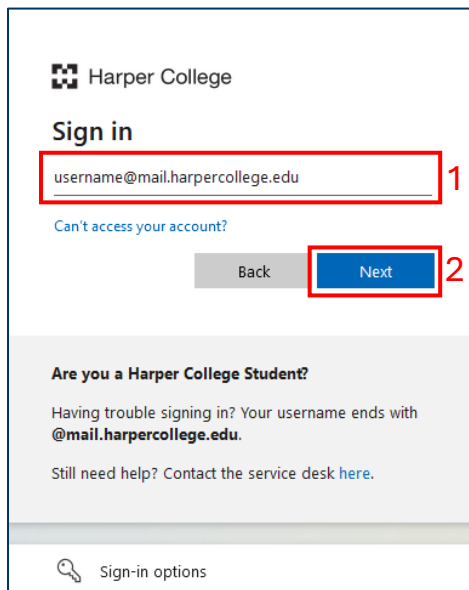


Figure 1: MyHarper Portal - Sign in page

4. Enter the **password** for your Harper College email (Figure 2-1).
 - a. If you forgot your password or did not set one up, click **Forgot my password** or navigate to aka.ms/sspr and follow the steps there.
5. Click **Sign in** (Figure 2-2).

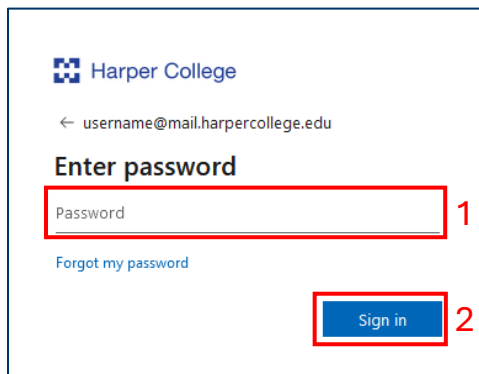


Figure 2: MyHarper Portal - Enter password page

6. Click **Next** on the *More information required* page (Figure 3).
 - a. From here, you will have options to set up your multi-factor authentication with the *Microsoft Authenticator* app and/or your mobile device.

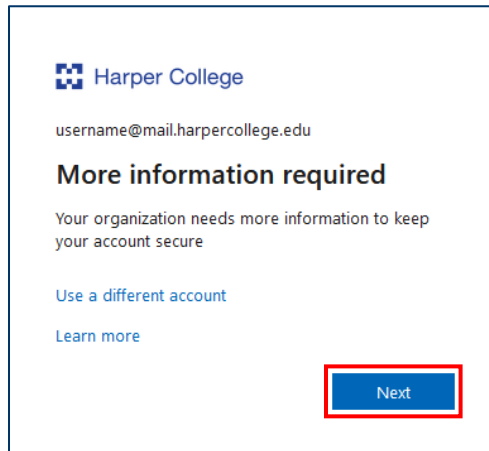


Figure 3: More information required

Setting up Microsoft Authenticator

1. You will be prompted to set up multi-factor authentication. Click **Download now** to open QR codes to download the *Microsoft Authenticator* app (Figure 4).

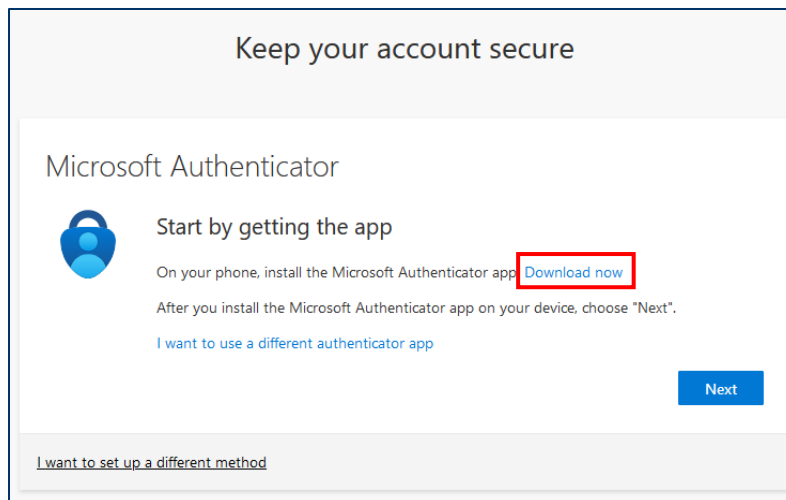


Figure 4: Microsoft Authenticator - Download now link

2. A new tab will open with *Get the app on your phone*. Scan the QR code with your Android or iOS device's camera (Figure 5).



Figure 5: QR code for Microsoft Authenticator download

3. After installing the *Microsoft Authenticator* app on your mobile device, go back to the previous browser tab seen in Figure 4.
4. Click **Next** in the *Set up your account* window (Figure 6).

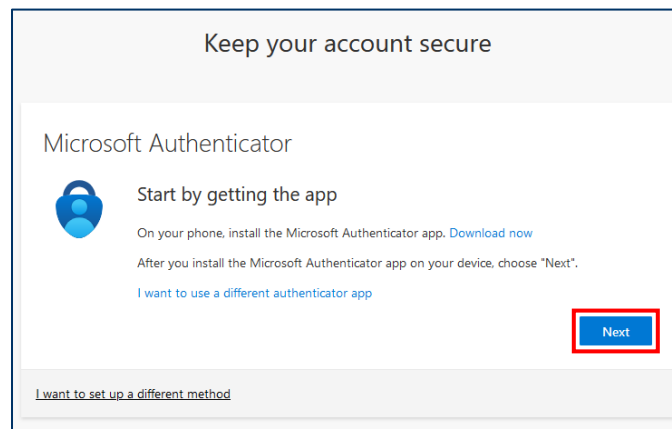


Figure 6: Microsoft Authenticator – Continuing set up

5. Click **Next** on the *Set up your account* screen (Figure 7).

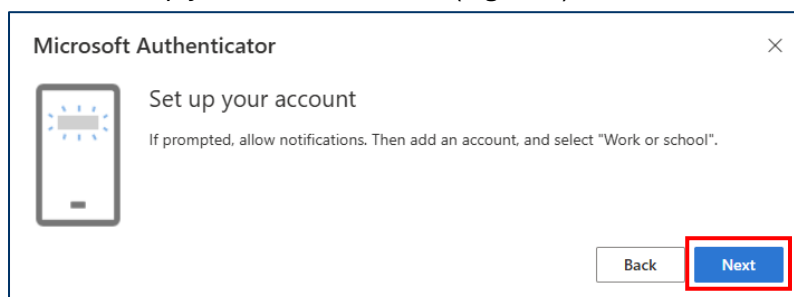


Figure 7: Set up your account

6. On your mobile device, launch *Microsoft Authenticator* and select **Scan QR code** (Figure 8).

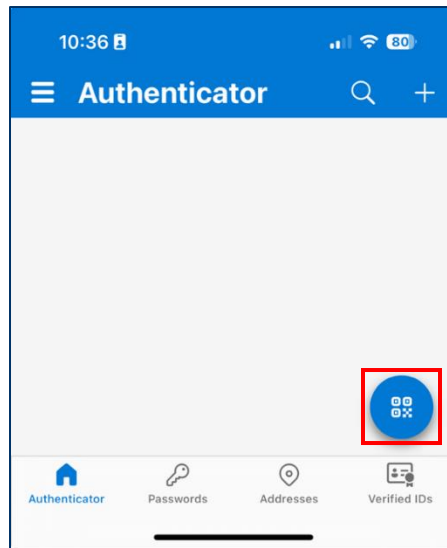


Figure 8: Microsoft Authenticator app - Scan QR code

7. Use your mobile device to scan the QR code on the computer screen to link your *Microsoft Authenticator* app to your Harper College account (Figure 9-1).
8. Click **Next** after scanning the QR code (Figure 9-2).

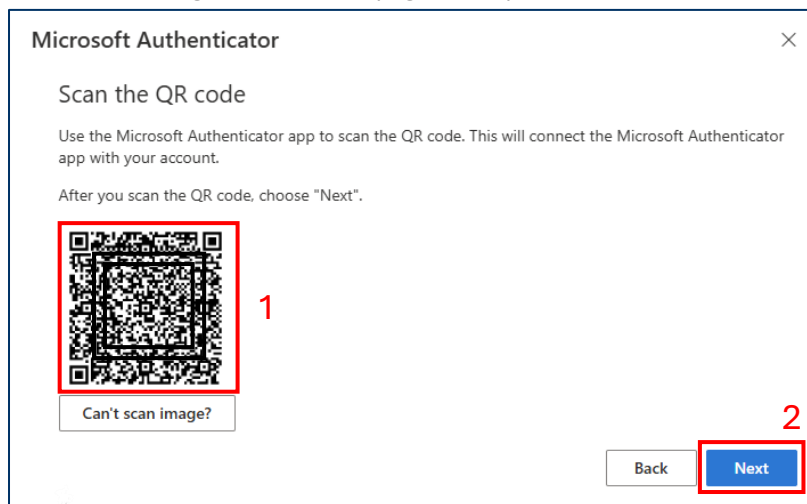


Figure 9: Scan QR code with phone

9. The *Microsoft Authenticator* app will test if it is connected with your Harper College email. You will receive a notification from the app on your mobile device to approve the sign in.

10. A number will appear on the browser (Figure 10).

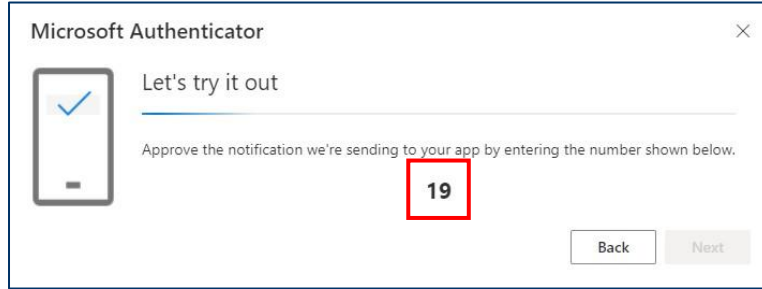


Figure 10: Number on browser

11. Enter the number from the previous step into the *Microsoft Authenticator* app on your mobile device (Figure 11-1).

12. Tap **Yes** on your mobile device to verify you can use the Microsoft Authenticator app (Figure 11-2).

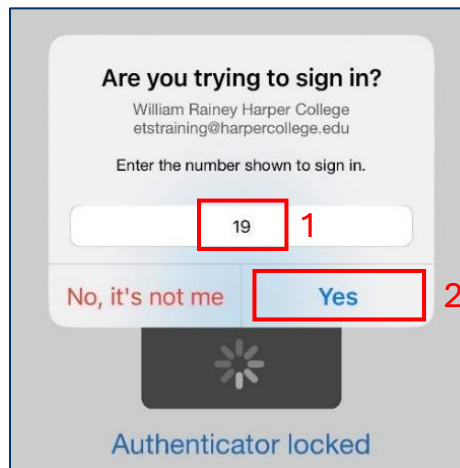


Figure 11: Entering number seen on computer into app

13. Once successful, *Notification approved* will show.
Click **Next** to access the MyHarper Portal (Figure 12).

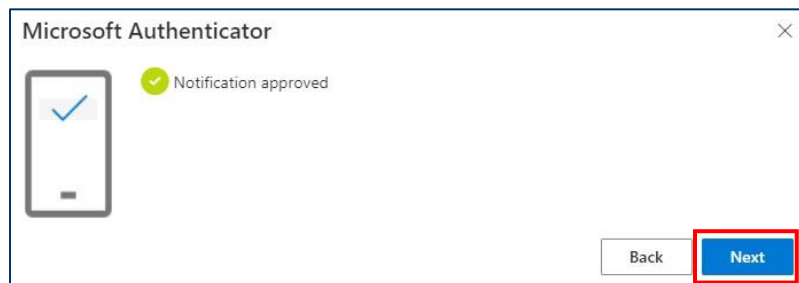


Figure 12: Microsoft Authenticator confirmation

Setting up Phone as Authenticator

1. You will be prompted to set up multi-factor authentication. Click **I want to set up a different method** (Figure 13).

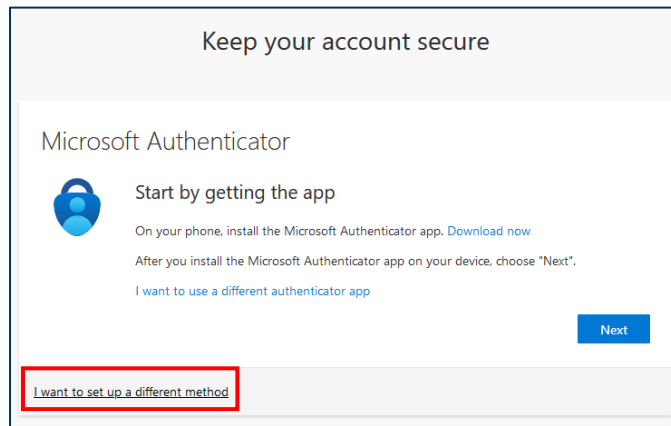


Figure 13: Set up a different method

2. Click **Phone** in the *Choose a different method* window (Figure 14).

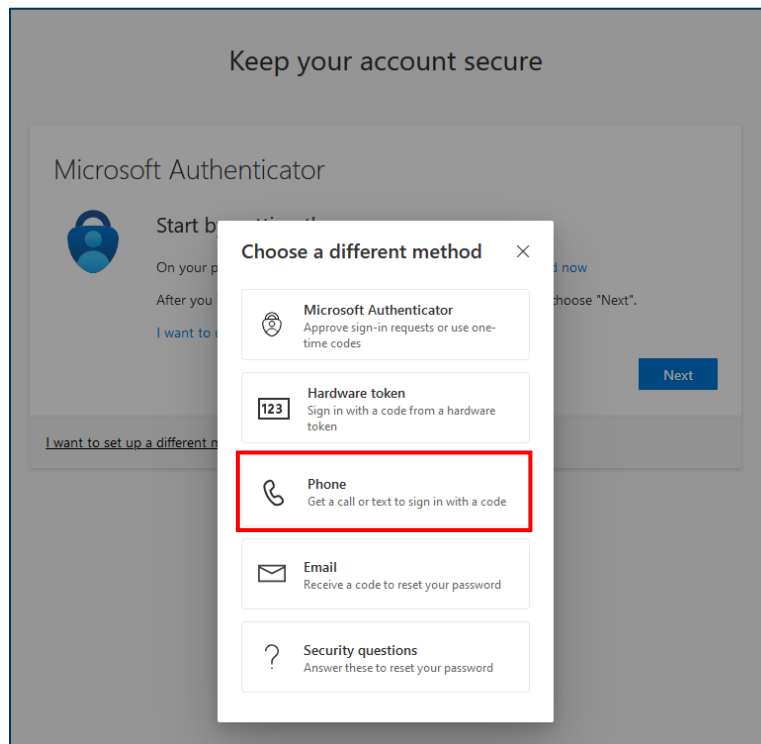


Figure 14: Choose a different method – Phone

3. Enter your **phone number** (Figure 15-1).
4. Select whether you would like to receive the authentication code via text message or phone call (Figure 15-2).
5. Click **Next** (Figure 15-3).

Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) Enter phone number

Receive a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

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

Figure 15: Enter phone number and selecting method

6. A text will be sent to the phone number entered.
 - a. If you selected **Receive a code**, a 6-digit number will be texted to the phone number entered. Enter the number in the following screen and click **Next** (Figure 16).

Keep your account secure

Phone

We just sent a 6 digit code to +1 0000000000. Enter the code below.

Enter code

[Resend code](#)

Back Next

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

Figure 16: Entering the code sent to your phone

- b. If you select **Call me**, a call will be sent to the phone number entered. Confirm the sign in by following the call's instructions.

7. Once successful, a *Verification complete* will show. Click **Next** to access the MyHarper Portal (Figure 17).

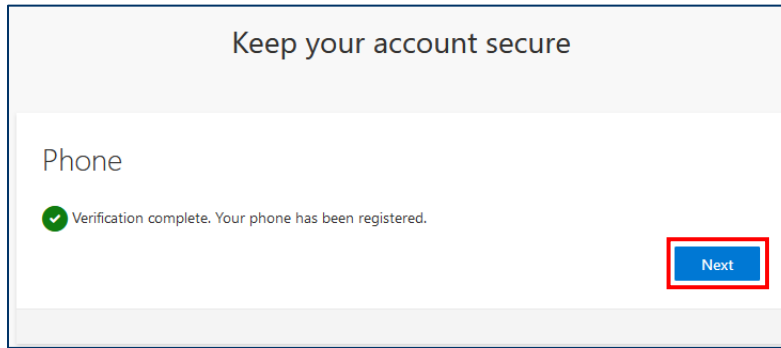


Figure 17: Verification complete for multi-factor authentication

Setting up Additional Multi-factor Authentication Methods

To set up additional multi-factor authentication for added security, follow the steps below.

1. Navigate to <https://mysignins.microsoft.com/security-info>
 - a. You may also adjust multi-factor authentication preferences on this page.
2. Click **Add sign-in method** (Figure 18).

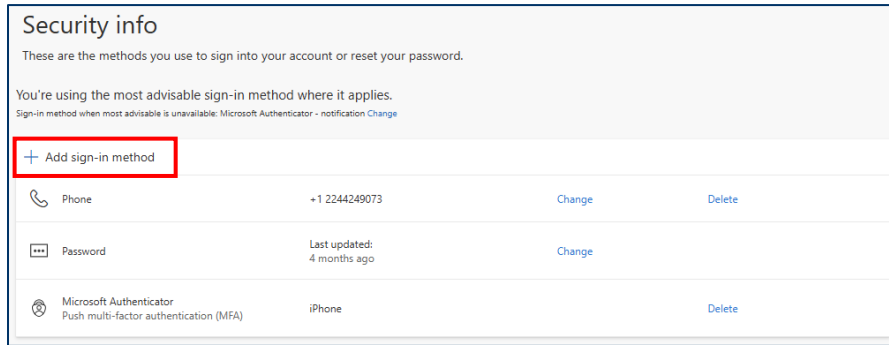


Figure 18: Security info - Add sign-in method

3. Select the multi-factor authentication you want to add and follow the instructions on screen (Figure 19).

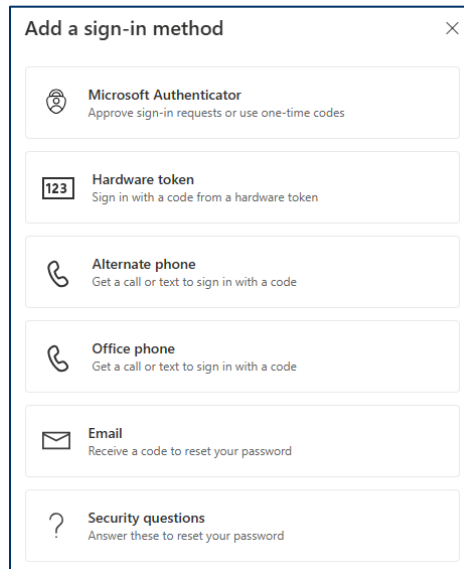


Figure 19: Add a sign-in method

If you have any questions or issues with your login, please contact the Student Service Desk at 847.925.6866 or studentsd@harpercollege.edu.