# 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).

D	Harper College
S	ign in
u	sername@mail.harpercollege.edu 1
С	an't access your account?
	Back Next 2
A	re you a Harper College Student?
H: @	aving trouble signing in? Your username ends with Pmail.harpercollege.edu.
St	till need help? Contact the service desk here.
Ċ	$\mathbb{Q}$ Sign-in options

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 <u>aka.ms/sspr</u> and follow the steps there.
- 5. Click **Sign in** (Figure 2-2).

Harper College	
← username@mail.harpe	rcollege.edu
Enter password	
Password	1
Forgot my password	
	Sign in

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).

	Keep your account secure
Microsoft Authenticator	
	Start by getting the app
	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	I want to use a different authenticator app
	Next
<u>l want to set u</u>	p.a.different method

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).

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?	2
Back Next	

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).

Microso	ft Authenticator	×
	Let's try it out	
	Approve the notification we're sending to your app by entering the nu	mber shown below.
_	19	
	E	ack Next

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).

Microsoft Authenticator	×
Notification approved	
	Back Next

Figure 12: Microsoft Authenticator confirmation



#### Setting up Phone as Authenticator

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

	Keep your account secure
Microsoft Authenticator	
9	Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app
<u>l want to set u</u>	Next

Figure 13: Set up a different method

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

Microsoft Authenticator   Start b   On your   Atter you   Iwant to   Wicrosoft Authenticator   Approve sign-in requests or use one-time codes   Iwant to set up a different     Iter you   Binal   Color text to sign in with a code     Imail   Receive a code to reset your password   Answer these to reset your password	now hoose "Next". Next

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) Receive a code Call me 2 Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement. 3
l want to set up a different method

Figure 15: Enter phone number and selecting method

- 6. A test 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	
Back	Next

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).

Sec	Security info			
These	These are the methods you use to sign into your account or reset your password.			
You're Sign-in m	You're using the most advisable sign-in method where it applies. Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification Change			
+ A	dd sign-in method			
S	Phone	+1 2244249073	Change	Delete
	Password	Last updated: 4 months ago	Change	
۲	Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone		Delete

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).

Add a	sign-in method $\times$
٢	Microsoft Authenticator Approve sign-in requests or use one-time codes
123	Hardware token Sign in with a code from a hardware token
C	Alternate phone Get a call or text to sign in with a code
C	Office phone Get a call or text to sign in with a code
	Email Receive a code to reset your password
?	Security questions Answer these to reset your password

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 <a href="studentsd@harpercollege.edu">studentsd@harpercollege.edu</a>.

