## **ROSE STATE COLLEGE**

## **Multi-Factor Authentication**

Follow the instructions below to be added to the Multi-Factor Authentication (MFA) group.

1. On your smartphone, download and install the Microsoft Authenticator App by scanning the appropriate QR code **here**:





- 2. Download the application to your phone. You will use this app in Step #12
- 3. Open a web browser and navigate to the Rose State website: <u>sso.rose.edu</u>
- 4. Click on the "click here" to sign on (screen shot below).



- 5. Sign in with your ID and password (as normal).
- 6. In the upper right hand corner you will see your username and a small circle, click it.



7. Next, click "My Account".



## 8. You will see the screen below:

Things to keep in mind:						
Security Question- Answers should	be a minimum of 3 characters to b	saved, should not he the same an	swer for raw or more questions			
Email- Emails are being pre-populat	ed based on your information with	us, Primary canail shell remain as	it shows, you chould choose to upda	te your secondary email if the email is mi	sing or incorrect, you may not be	able to are roseledu email or raider.roseledu email for recordary e
Phone- Primary phone numbers are	we-populated, you could set up se	condary phone as an additional fac	itor.			
ि हिंदी Security Questions	Email Recovery	Phone Recovery	2 YubiKey Recovery	Authenticator		
Contractions	Email Recovery	Phone Recovery	VubiKey Recovery	Authenticator		

9. Click on "Authenticator" (Note: You need to Setup the "Phone Recovery" Tab and "Security Questions" Tab also.

Things to keep in mind: Security Question- Answers aboutd be a minimum of 3 ch					
Security Question- Answers should be a minimum of 3 ch					
	acters to be saved, should not be the sauce	answer for two or more questious			
Email- Emails are being pre-populated based on your infe	nation with us, Primary email shall remain	as it shows, you chould choose to upda	te your secondary email if the email is m	sing or incorrect, you may not	be able to use rose edu email or raidenrose, edu email for secondary email
Phone- Primary phone numbers are pre-populated, you or	d set up secondary phone as an additional (	factor			
			*		
Security Questions	overy C Phone Recovery	VubiKey Recovery	Authenticator		

10. You will see this screen:

	<b>91</b>
Add Extra	Security With Two-Factor Authentication
Help protect	your account, even if someone gets hold of your password,
West	upport Twilio, Google and Microsoft authenticator.
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Click "Get Started", then click "Next".

11. You will see a QR code on the screen.

## Switch to your smartphone.

12. Open the Microsoft Authenticator app that you downloaded to your phone in Step #1 Follow the on-screen instructions for adding a new sign on.

- 13. If this is the first time you are using the Microsoft Authenticator:
  - iPhone: Make sure to click the bottom option "scan QR code" then skip to #15 in the instructions.
  - For Android select "Other Account" then skip to #15 in the instructions.



Figure 1 ANDROID PHONES

14. If no instructions are given or if you already have a sign on, you need to add another one by tapping the "plus" sign in the corner. (See screen shot.)



- 15. Scan the QR code that was generated on the SSO.
- 16. Tap on that account on the list on your phone and click "Next" on the SSO.
- 17. A code will appear on your phone. Input the code you see on your phone on the SSO.

Call Security Questions	Email Recovery	Phone Recovery	7 YubiKey Recovery	O Authendicator
				Enter Confirmation Code
			Please ent	ter the confirmation code you see on your authenticator app
				Back Register Authenticator

Congratulations! You have configured Multi-Factor Authentication.

Questions? Contact the Rose State Information Technology Department at 405.733.7356.