

# 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**:

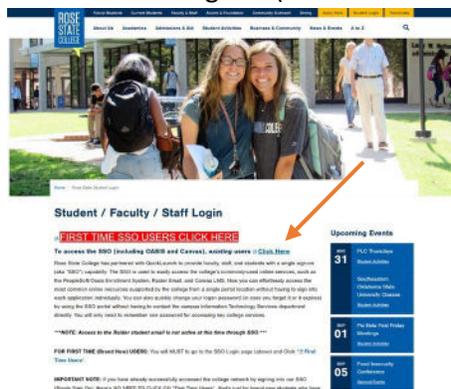


iPhone

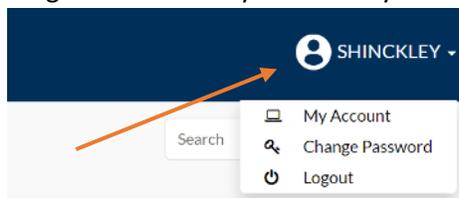


Android

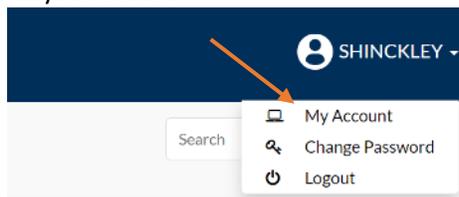
2. Download the application to your phone. You will use this app in Step #12
3. Open a web browser and navigate to the Rose State website: [sso.rose.edu](https://sso.rose.edu)
4. Click on the “click here” to sign on (screen shot below).



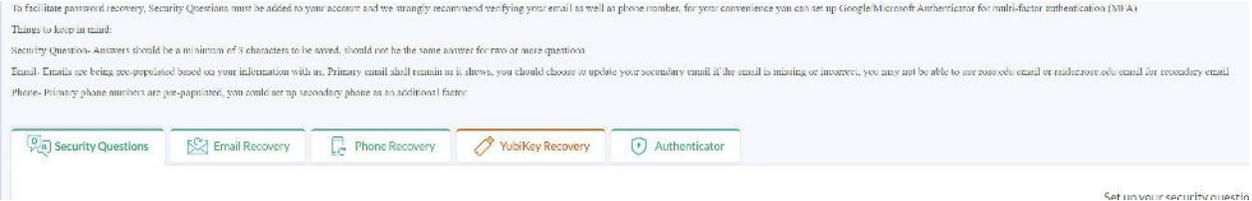
5. Sign in with your ID and password (as normal).
6. In the upper right hand corner you will see your username and a small circle, click it.



7. Next, click “My Account”.



8. You will see the screen below:



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



10. You will see this screen:



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.

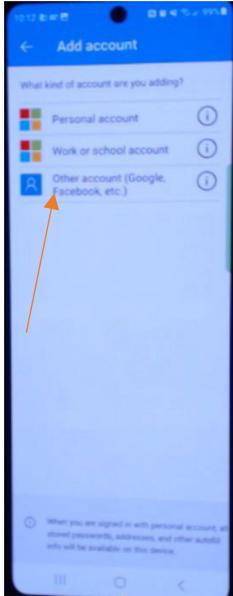
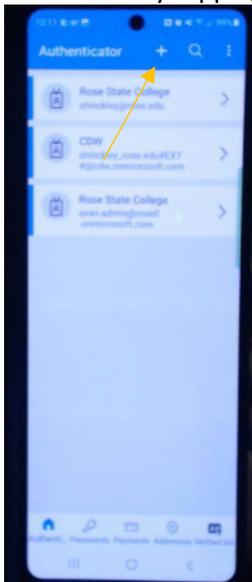


Figure 1 ANDROID PHONES

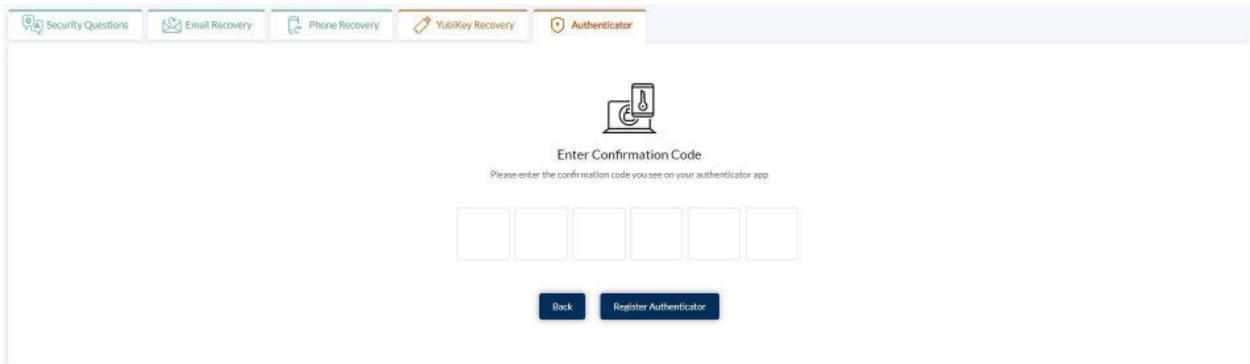
14. If no instructions are given or if you already have a sign on, you need to add another one by tapping the "plus" sign in the corner. (See screen shot.)



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.



The screenshot shows a web interface for Multi-Factor Authentication. At the top, there is a navigation bar with five tabs: 'Security Questions', 'Email Recovery', 'Phone Recovery', 'YubiKey Recovery', and 'Authenticator'. The 'Authenticator' tab is selected and highlighted in orange. Below the navigation bar, there is a central area with an icon of a smartphone and a laptop. The text reads 'Enter Confirmation Code' followed by 'Please enter the confirmation code you see on your authenticator app'. Below this text is a row of six empty input boxes for entering the code. At the bottom of the form, there are two buttons: 'Back' and 'Register Authenticator'.

Congratulations! You have configured Multi-Factor Authentication.

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