MS Authenticator Reset: User Facing

Tuesday, August 29, 2023 4:13 PM

- Go to office.com (This has to be done on a PC)
- Select "Sign in" on the right hand side:



• Login using your @sonoran.edu email and password

Signin		
m.ochoa@sonora	n.edu	
No account? Create	one!	
Can't access your acc	count?	
	Back	Next

• Select next



Follow based on how you will like to set up your authenticator: (NOTE: text message codes have less issues)

1.) Label 1 will go through the setup with the Microsoft Authenticator App 2.)Label 2 will go through the setup for text message authentication

	Арр	2 App password
Vicros	oft Authenticator	
6	Start by getting the ap	р
	On your phone, install the Micros	oft Authenticator app. Download now
	After you install the Microsoft Au	thenticator app on your device, choose "Next".
	I want to use a different authentic	ator app
		Next
	•	

For Microsoft Authenticator App:

- Download the Microsoft Authenticator app on the Android Playstore or the Apple App Store

-Select the next button

	Method	I 1 of 2: App	
	Арр	2 App pas	ssword
Microsc	oft Authenticator		
) (((((((((((((((((((Set up your account If prompted, allow notifications. The	en add an account, and select	"Work or school".
			Back Next
<u>l want to set up</u>	a different method		

A QR code will be displayed we will then have the user follow instructions on their phone.



On your phone:

Add Account



Select Work or School Account



Select Scan QR Code:



A camera will appear and you will be able to scan the QR code displayed on their PC



After the code is scanned this screen will not show an indication that it has completed, you will just have to select next

Method 1 c	of 2: App
	2 App password
Microsoft Authenticator	
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR app with your account.	code. This will connect the Microsoft Authenticator
After you scan the QR code, choose "Next".	
Can't scan image?	
cant scan mage:	
	Back

Please enter the number that appears in the screen on your application



∃ Auther	nticator	Q +
scnm.ed m.ochoa	u @sonoran.edu	>
Are Enter No, it's	e you trying to sign scnm.edu m.ochoa@sonoran.edu the number shown to s [Enter number s not me Ye	ign in.
1	2 АВС	3 Def
4 6н1	5	6 MNO
7 Pars	8 TUV	9 ****z
	0	$\langle \times \rangle$

Next you will see "App Password" this is a recovery password name enter "Sonoran EDU" (Note: This password does not have to be saved this they will not use it in the future)

Select next then Done

Method 2 of 2: App	password
Phone	App password
App password	
Start by creating a name for your app password. This will he What name would you like to use? Minimum length is 8 characters.	lp differentiate it from others.
Enter app password name	
	Next
Keep your account secure Your organization requires you to set up the following methods of proving who you are. Method 2 of 2: App password	
Phone App password	
App password App password was successfully created. Copy the password to clipboard and paste into your app. Then return here and choose 'Done' Name: Sonoan Edu Password: xilvzhiwwaokwaod	
Note: Keep this password in a safe place. It will not be shown again.	_
Back Dor	

For text message authentication:

-Select phone in the	e drop down menu
	Method 1 of 2: App
App —	2 App password
Microsoft Auther	nticator
Start by On your ph After you in I want to us	Choose a different method × Which method would you like to use? Phone Authenticator app Phone
<u>l want to set up a different metho</u>	<u>od</u>

You will input your cell phone number and select next

Method 1	of 2: Phone
2 Phone	2 App password
Phone	
You can prove who you are by answering a call on you	Ir phone or texting a code to your phone.
What phone number would you like to use?	_
United States (+1)	
• Text me a code	
Call me	
Message and data rates may apply. Choosing Next me and cookies statement.	eans that you agree to the Terms of service and Privacy
	Next
I want to set up a different method	

A code will be sent to your cell phone input the code in space below:

Method 1 of 2: F	Phone
Phone	2 App password
Phone	
We just sent a 6 digit code to +1 Enter the code Enter code	le below.
Resend code	Back Next
l want to set up a different method	

Important next user will see "App Password" this is a recovery password name "Sonoran EDU"

Method 2	of 2: App password
Phone	App password
App password	
Start by creating a name for your app password. The What name would you like to use? Minimum lengther characters.	his will help differentiate it from others. gth is 8
Enter app password name	
	Next

Keep your acc	ount secure
Your organization requires you to set up the fo	llowing methods of proving who you are.
Mathad 2 - 6 2 A	
	op password
Phone	App password
App password App password was successfully created. Copy the passwor return here and choose 'Done' Name: Sonoan Edu	rd to clipboard and paste into your app. Then
Password: xjlvzhkwwggkvggd	
Note: Keep this password in a safe place. It will not be sho	own again. Back Done