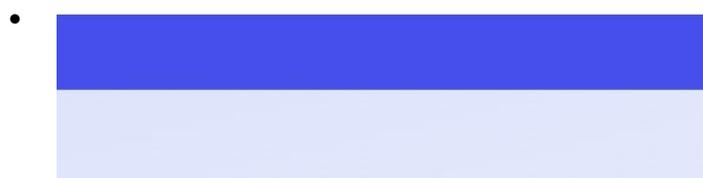
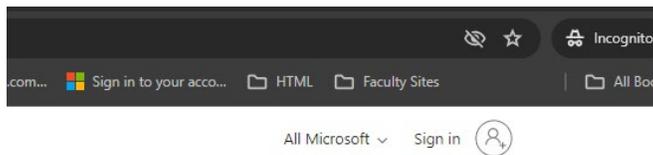


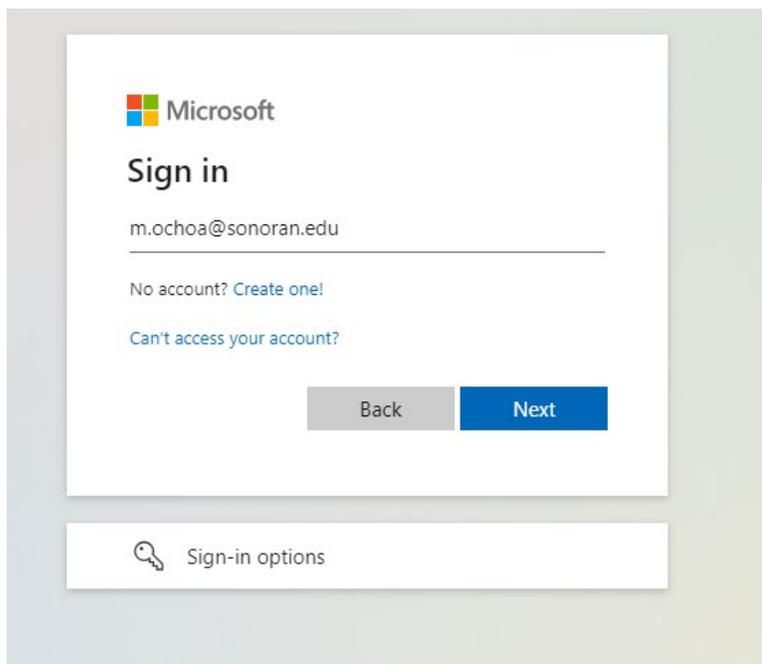
MS Authenticator Reset: User Facing

Tuesday, August 29, 2023
4:13 PM

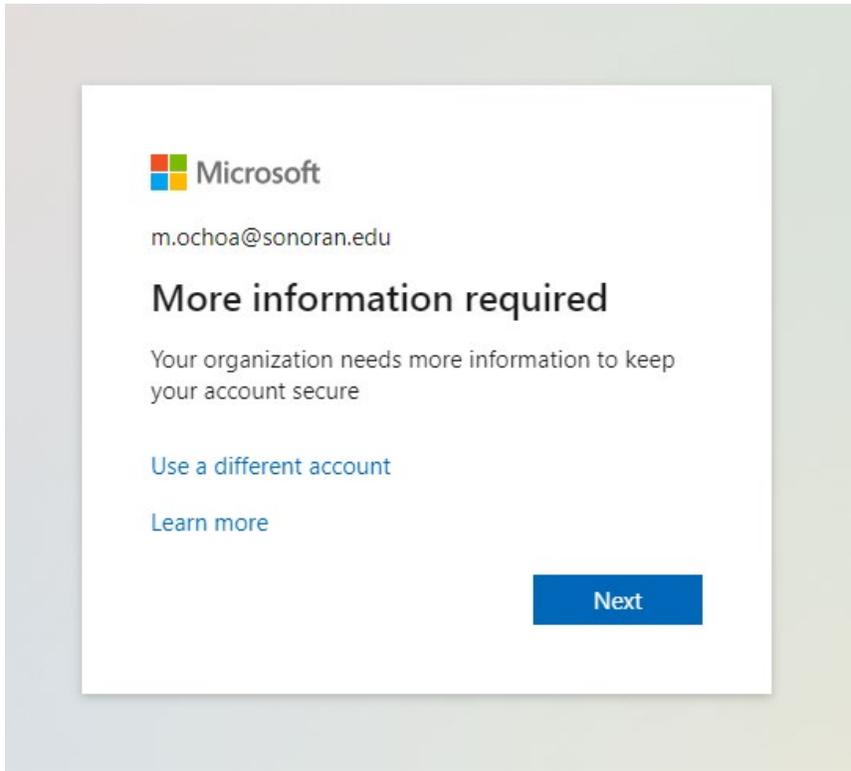
- Go to office.com (This has to be done on a PC)
- Select "Sign in" on the right hand side:



- Login using your @sonoran.edu email and password

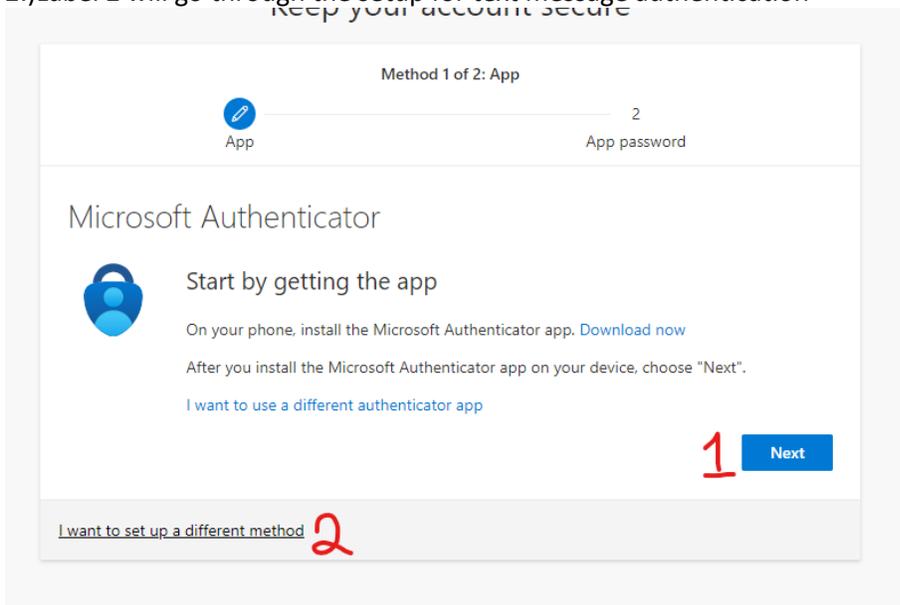


- Select next



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

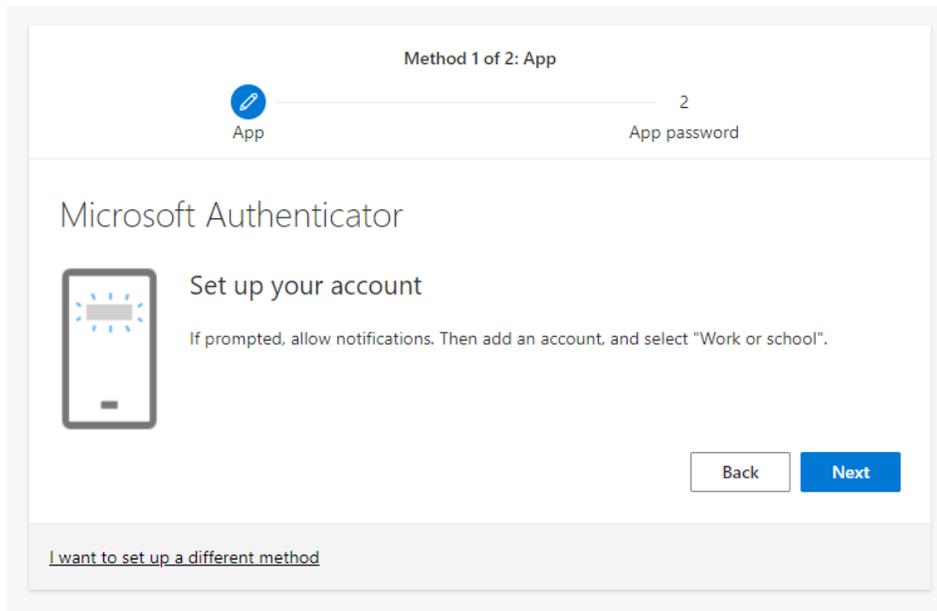
- 1.) Label 1 will go through the setup with the Microsoft Authenticator App
- 2.) Label 2 will go through the setup for text message authentication



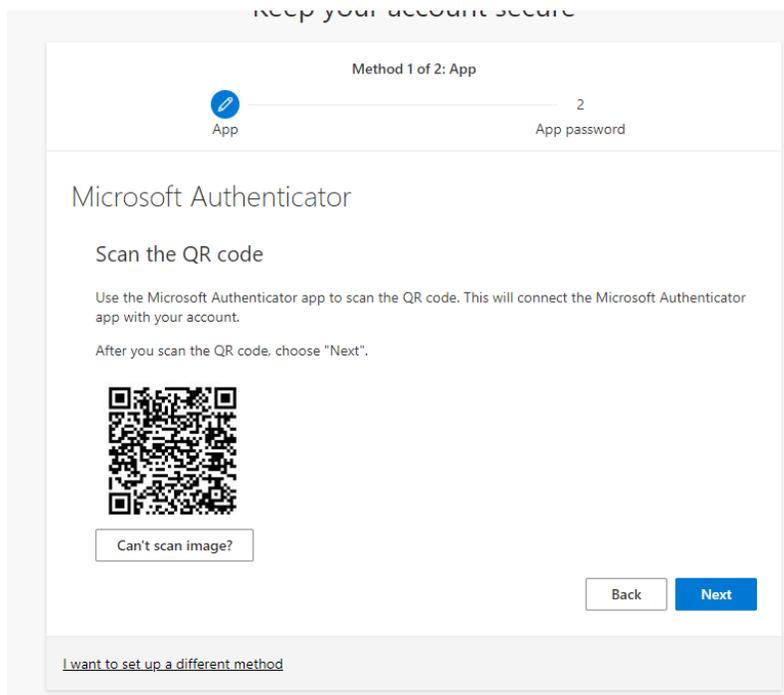
For Microsoft Authenticator App:

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

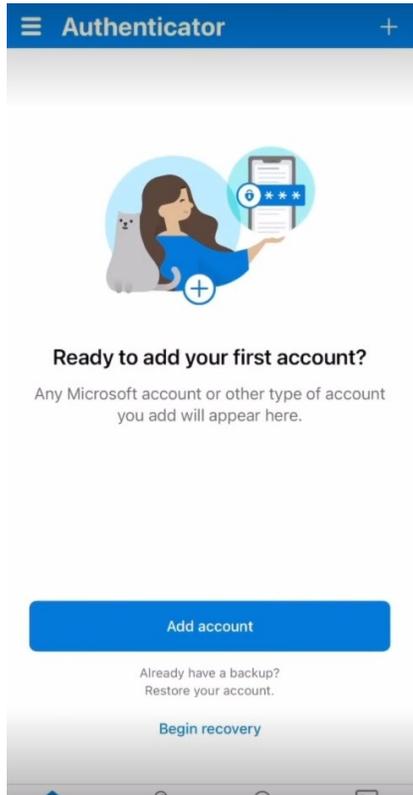
-Select the next button



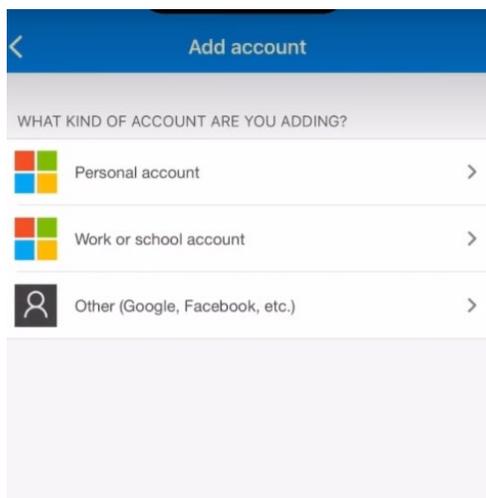
A QR code will be displayed we will then have the user follow instructions on their phone.



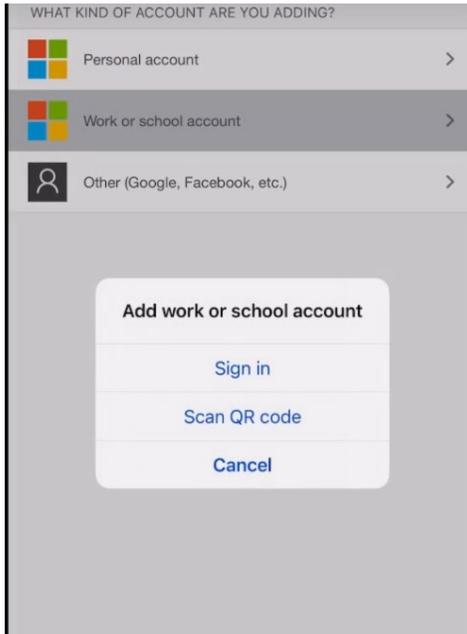
On your phone:
Add Account



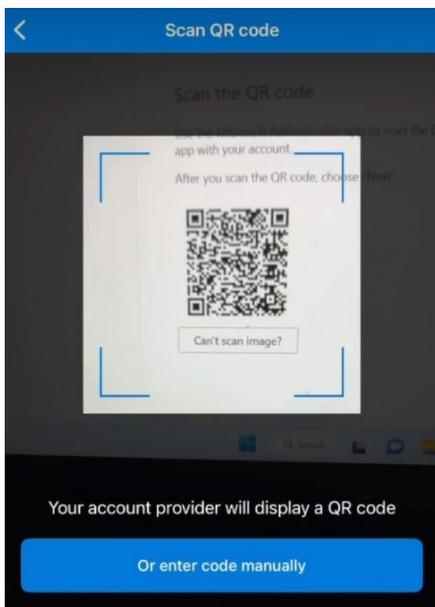
Select Work or School Account



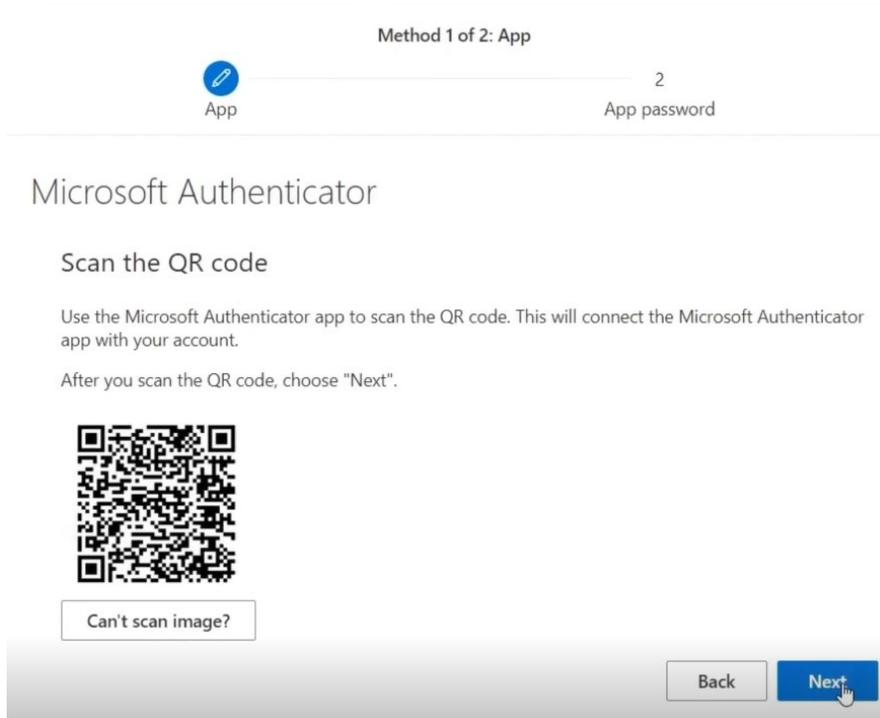
Select Scan QR Code:



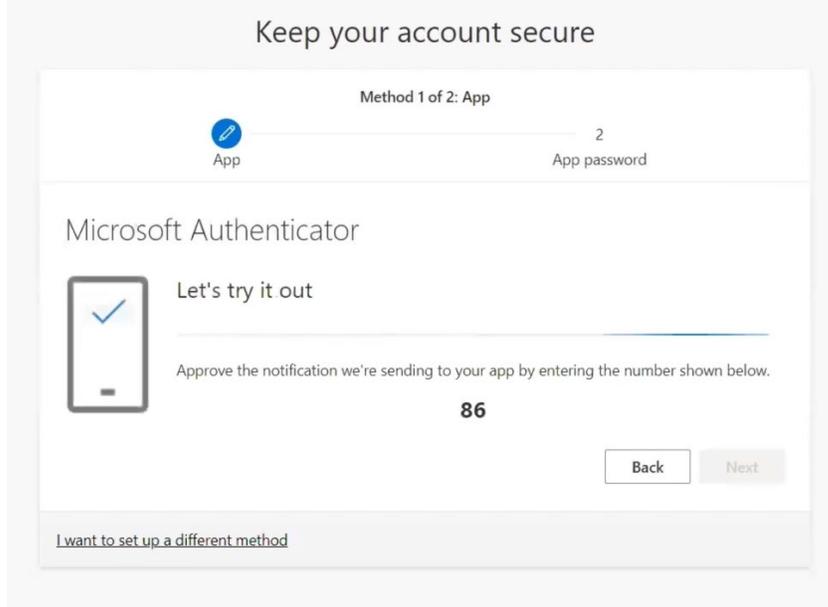
A camera will appear and you will be able to scan the QR code displayed on their PC

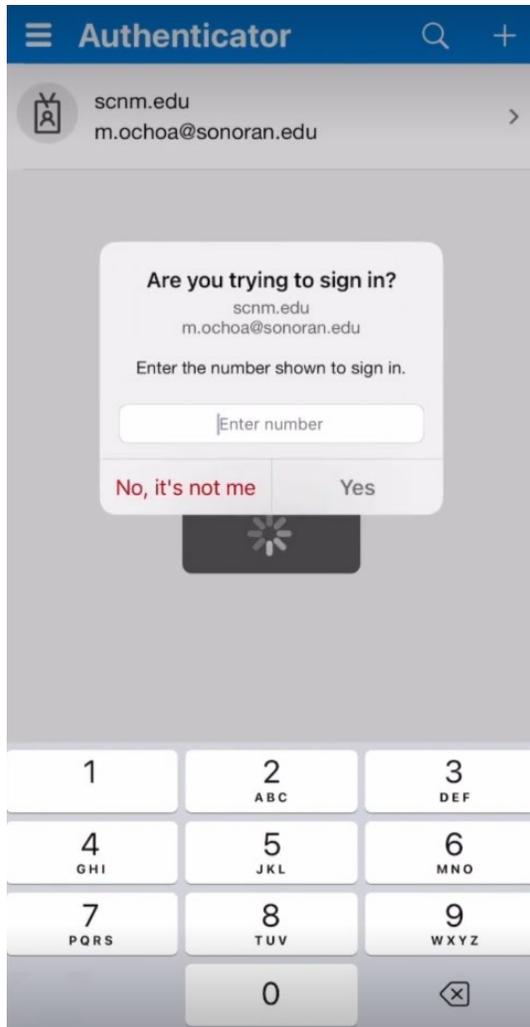


After the code is scanned this screen will not show an indication that it has completed, you will just have to select next



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





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 help differentiate it from others.

What name would you like to use? Minimum length is 8 characters.

[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

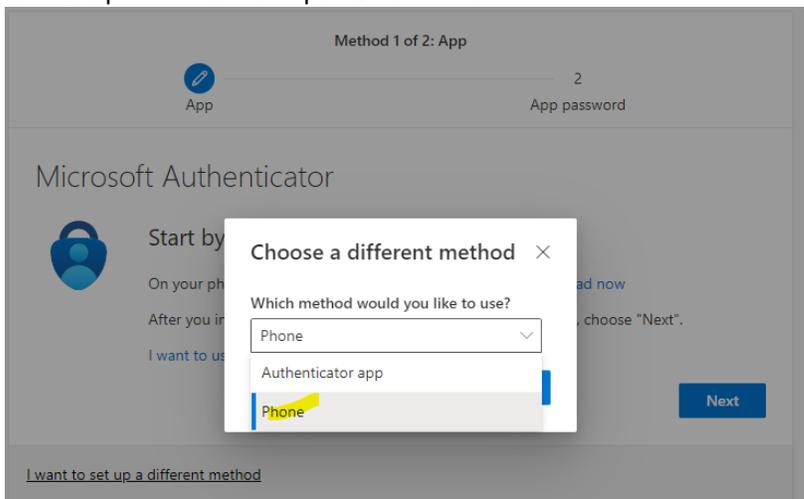
Password:
xjlvzhkwggkvggd

Note: Keep this password in a safe place. It will not be shown again.

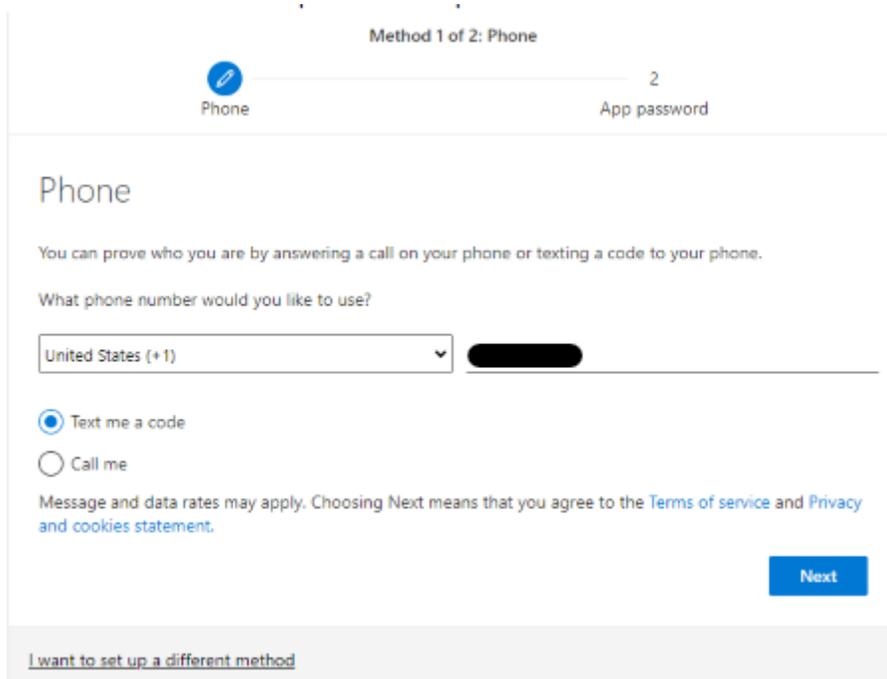
[Back](#) [Done](#)

For text message authentication:

-Select phone in the drop down menu



You will input your cell phone number and select next



The screenshot shows the 'Phone' setup screen. At the top, a progress bar indicates 'Method 1 of 2: Phone' and '2 App password'. The main heading is 'Phone'. Below the heading, there is a description: 'You can prove who you are by answering a call on your phone or texting a code to your phone.' The question is 'What phone number would you like to use?'. There is a dropdown menu for the country, currently set to 'United States (+1)', and a text input field for the phone number. Below the input field, there are two radio buttons: 'Text me a code' (selected) and 'Call me'. At the bottom, there is a 'Next' button and a link: '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: Phone

Phone 2
App password

Phone

We just sent a 6 digit code to +1 [REDACTED]. Enter the code below.

Enter code

[Resend code](#)

[I 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. This will help differentiate it from others.

What name would you like to use? Minimum length is 8 characters.

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:

xjlvzhkwggkvvggd



Note: Keep this password in a safe place. It will not be shown again.

Back

Done