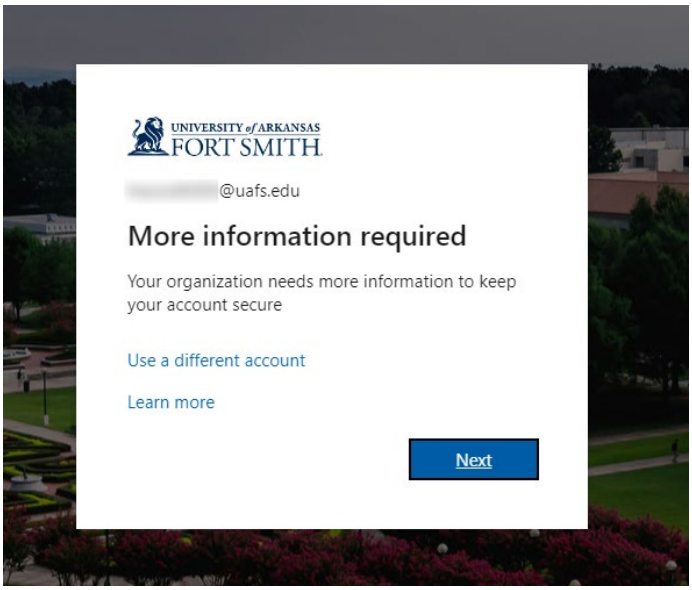
Multi-factor Authentication Setup

1. Visit https://aka.ms/MFASetup
2. Login using your university email address and password
    a. You will also be prompted to set up MFA if you attempt to sign in without having MFA configured on your account



3. Configure your method of choice to complete multi-factor authentication.

    There are several options available to use. A default method can be chosen if you set up multiple methods.
    a. Microsoft Authenticator mobile app
        i. Other apps like Authy and Google Authenticator work as well, but Microsoft's is preferred due to the additional "Number Matching" feature
    b. Receive a text message
    c. Receive a phone call
    d. (Staff & Faculty only) Receive a phone call to your **office** phone number in case you don't have your mobile phone

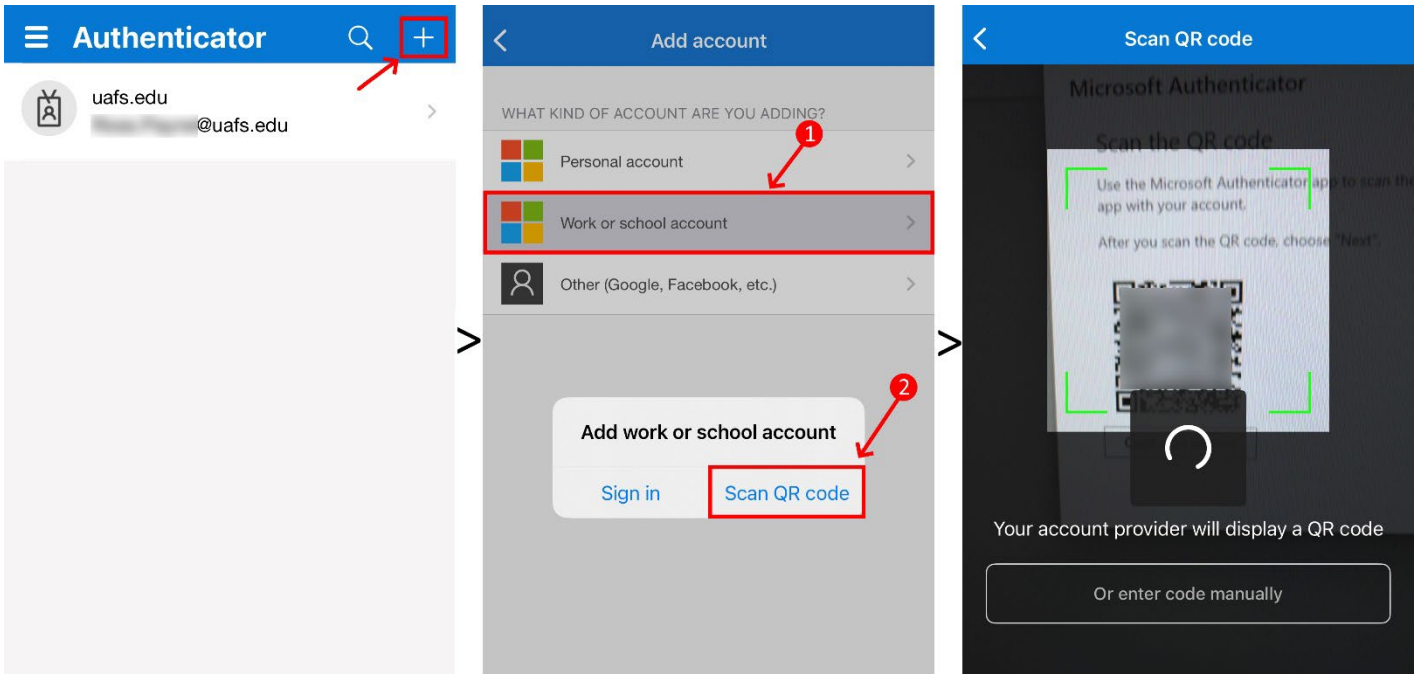
4. Repeat step 3 for additional methods in the event you lose access to one method (forgot your phone, got a new phone number, etc.)
5. Choose a default MFA method if you set up more than one

If you have any issues or need help setting up multi-factor authentication, please contact the UAFS Information Technology Service Desk at 479-788-7460.

Microsoft Authenticator Mobile App

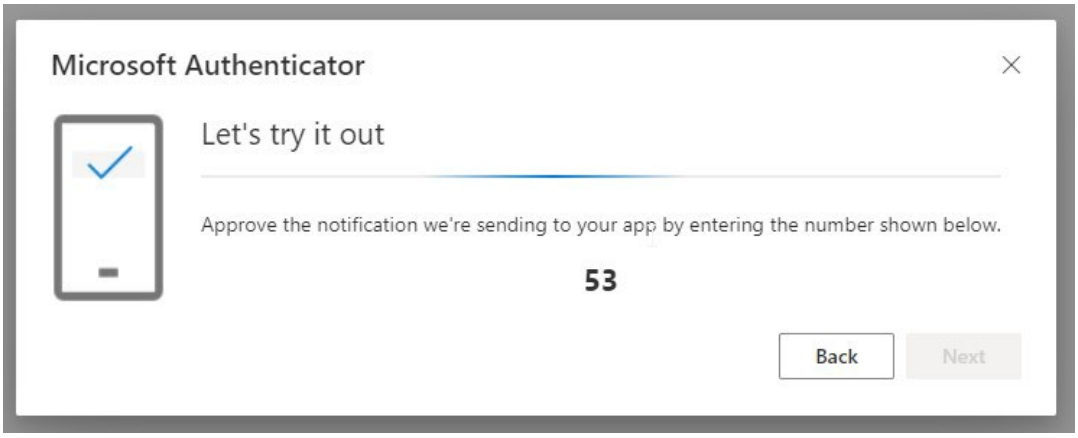
1. Download the Microsoft Authenticator mobile app using the QR code given during the setup process at https://aka.ms/MFASetup, or use one of the QR codes below:

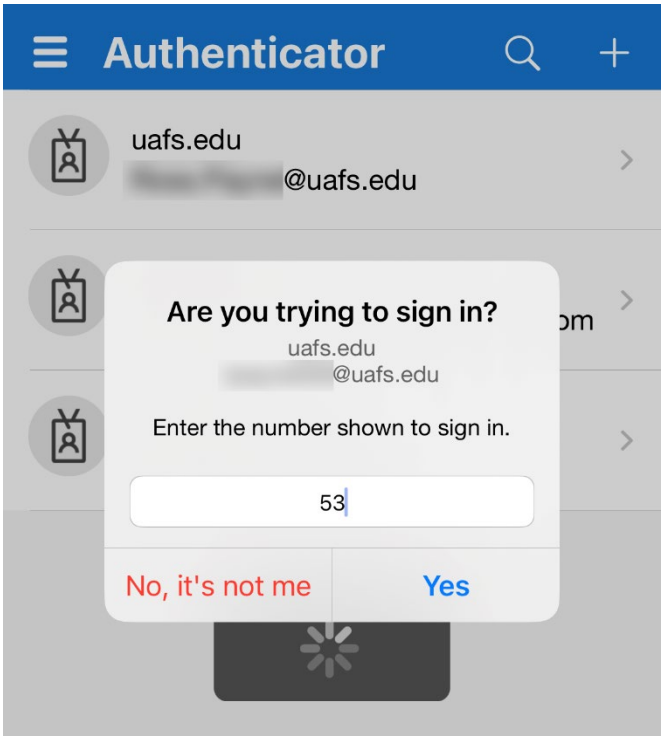
2. Open the Microsoft Authenticator app and scan the QR code given to you to add your account



3. Click “Next”

4. Enter the number on the screen into the Microsoft Authenticator app and tap “Yes”



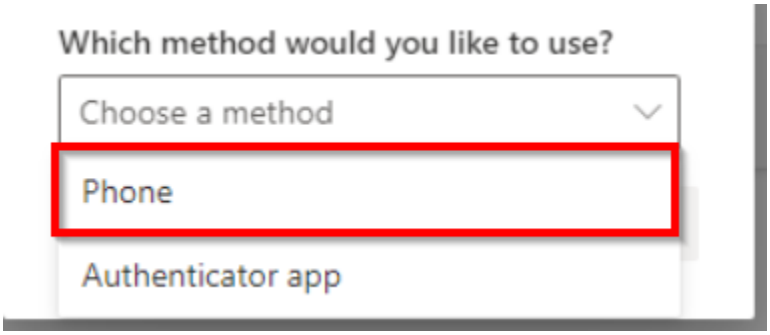


5. You should see a success message saying that the Microsoft Authenticator app was set up successfully and your account should now appear in the app

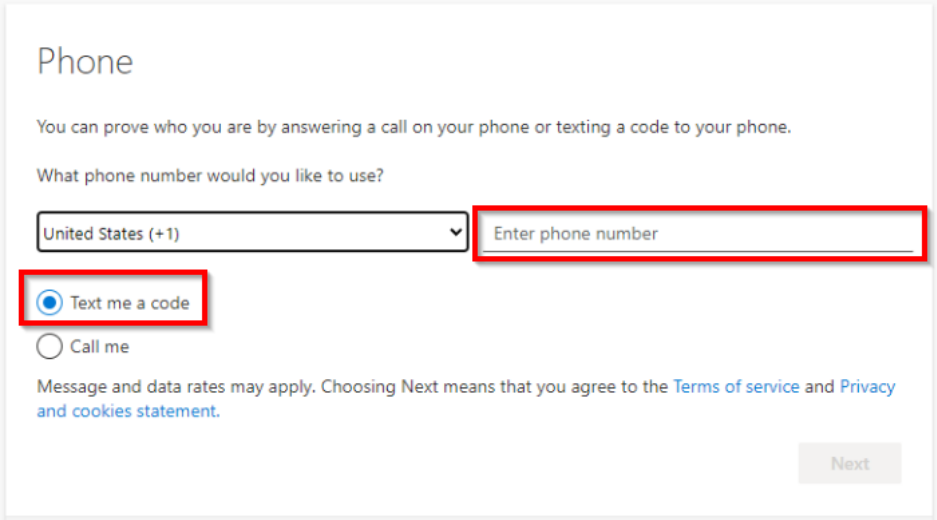
NOTE: Each time you sign in, you will be required to enter the number shown to you on the sign in page and confirm you are trying to sign into your account. If you ever receive a notification to approve a sign in and you didn’t initiate it, tap “No, it’s not me” and change your password as soon as possible at https://portalguard.uafs.edu.

Receive A Text Message

1. Select “Phone” from the drop-down list



2. Enter your phone number and select “Text me a code”, then click “Next”

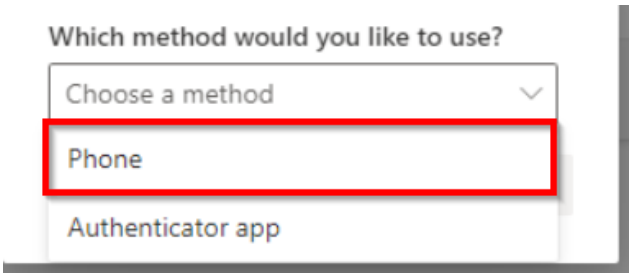


3. You will receive a text message containing a one-time code. Enter this code on the next screen and click “Next”.
4. You should see a message stating that your phone number was added successfully

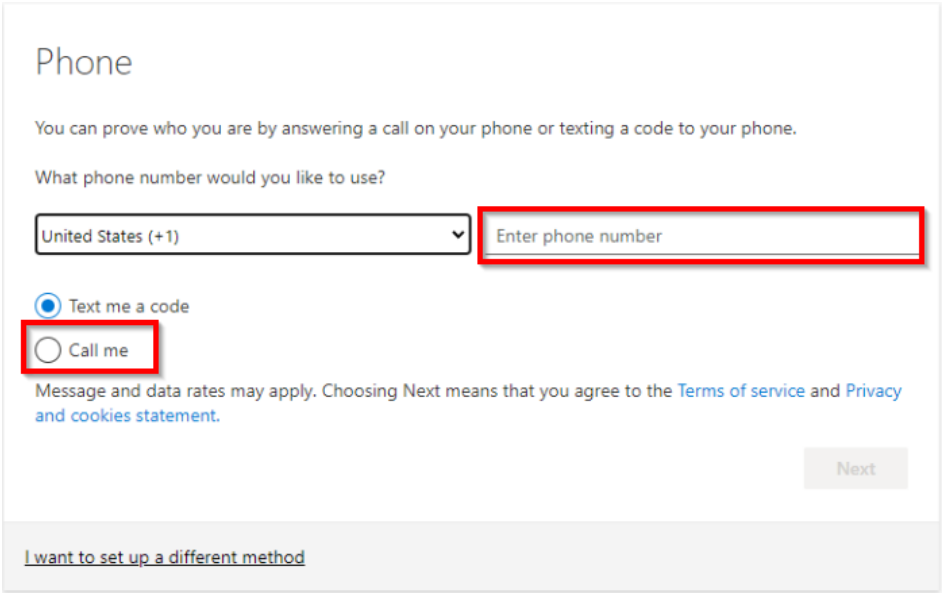
*NOTE: If you do not have service or cannot receive SMS messages at the given number for any other reason, **you WILL NOT be able to complete MFA and sign in** if this is the only option you have configured. This means you will not be able to access your email, sign into Workday, or access any other resources that require you to sign in first. It is strongly recommended to set up another method in addition to SMS such as the Microsoft Authenticator app or another phone number to receive a phone call with your code. You can choose which method to MFA with each time you sign in, as well as set a default method.*

Receive a Phone Call

1. Select “Phone” from the drop-down list



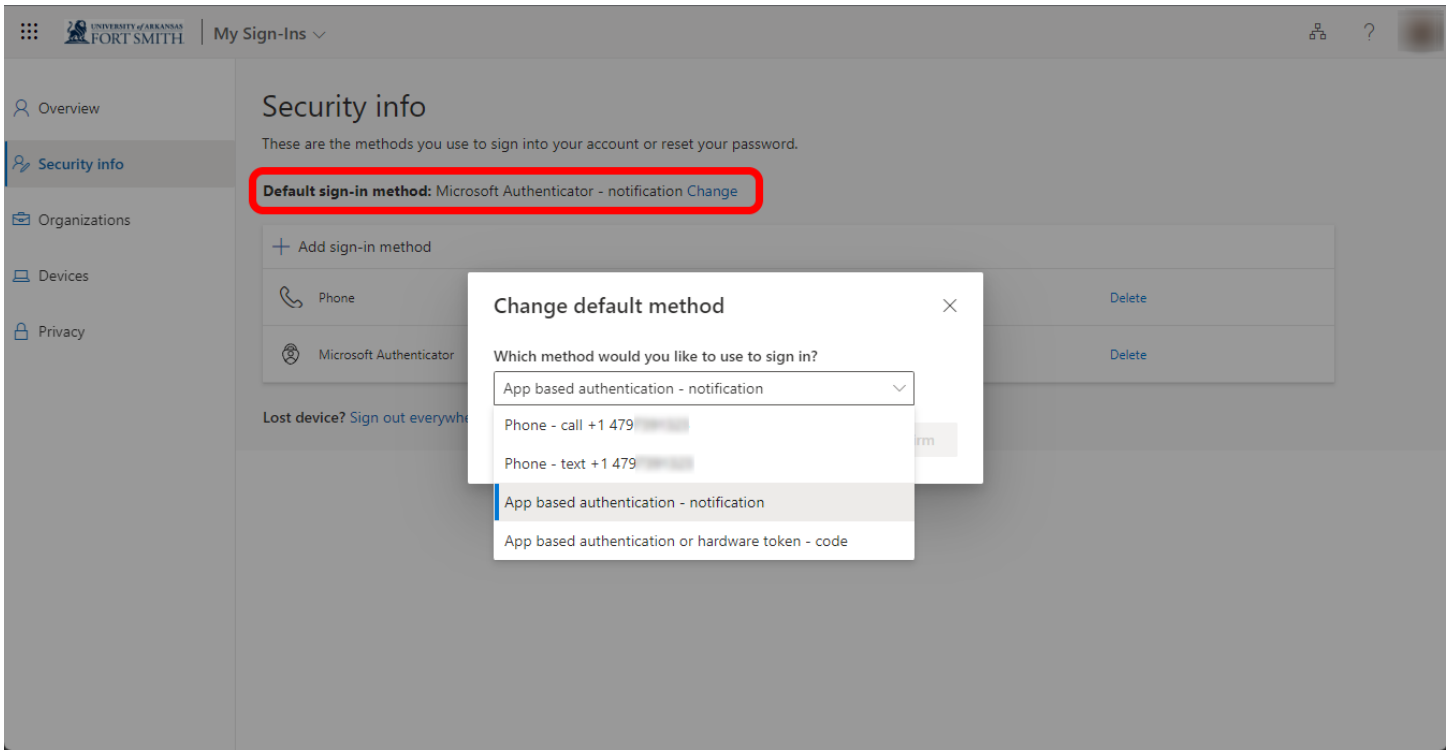
2. Enter your phone number and select “Call me”, then click “Next”



3. You will receive a phone call from a toll-free number (1-8XX-XXX-XXXX) at the number you entered, then you will be prompted to press the pound (#) key to accept the MFA prompt.
4. You should see a message stating that your phone number was added successfully

NOTE: If you do not have service or cannot receive phone calls at the given number for any other reason, ***you WILL NOT be able to complete MFA and sign in*** *if this is the only option you have configured. This means you will not be able to access your email, sign into Workday, or access any other resources that require you to sign in first. It is strongly recommended to set up another method in addition to phone calls such as the Microsoft Authenticator app or another phone number to receive an SMS message or phone call with your code. You can choose which method to MFA with each time you sign in, as well as set a default method.*

Choose a Default MFA Method

1. Visit https://aka.ms/MFASetup
2. Click the “Change” button next to the “Default sign-in method” description
3. Choose your preferred method to complete MFA prompts

NOTE: If you have multiple MFA methods configured, you will always be given the option to choose which MFA method to use each time you sign in, no matter what your default method is.