

## Rivier University: Multi-Factor Authentication (MFA) Setup

1. Visit <https://aka.ms/MFASetup> from a computer (desktop, laptop, or VDI). Do not visit from phone or tablet.
2. Sign in by entering your Rivier email address and password. You will be asked to provide more information.
3. When you see **Start by getting the app**, click Next. When you see **Set up your account**, click Next.
4. When you see the **Scan the QR code** screen, pause and continue setting up MFA on your phone.
5. On your phone, download the **Microsoft Authenticator app** from the App Store (iPhone) or Google Play Store (Android/Samsung). Open the **Authenticator app**.
6. **Important:** You might receive a prompt asking to allow the app to access your camera or take pictures. You must select **Allow** so that your phone can take a picture of the QR code. If prompted to allow giving notifications, you must select **Allow** or the app won't work.
7. **Skip** through any welcome screens in the Authenticator app. From the Customize and Control icon (+), select **Add an account**. Choose **Work or school account**.
8. Aim your phone's camera at the QR code. The phone will scan the QR code and add your account to the app. You are ready to proceed to the next step when you see your email address and a rolling (changing) code.
9. **On your PC** (page with the QR Code), click **Next**. The next screen says "Let's try it out. Approve the notification we're sending to your app."
10. **On your phone**, you should receive a pop-up notification. Tap **Approve**. On your PC, click **Next**. You should be taken to a screen that says "Notification approved." Click **Next**, then click **Done**.
11. You're done setting up MFA! When you see a summary page, you can simply close your browser.
12. Test MFA by closing all browser windows and logging into your Rivier email. <https://outlook.office.com>.