

Setting up Alabama.edu Multi-factor Authentication

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██████████@alabama.edu

Action Required

Security defaults are enabled to keep your organization secure. Follow the prompts to download and set up the Microsoft Authenticator app to use for multifactor authentication.

[Use a different account](#)

[Learn more about security defaults](#)

You have 14 days until this is required.

[Ask later](#) [Next](#)

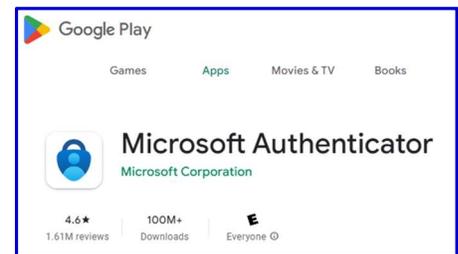
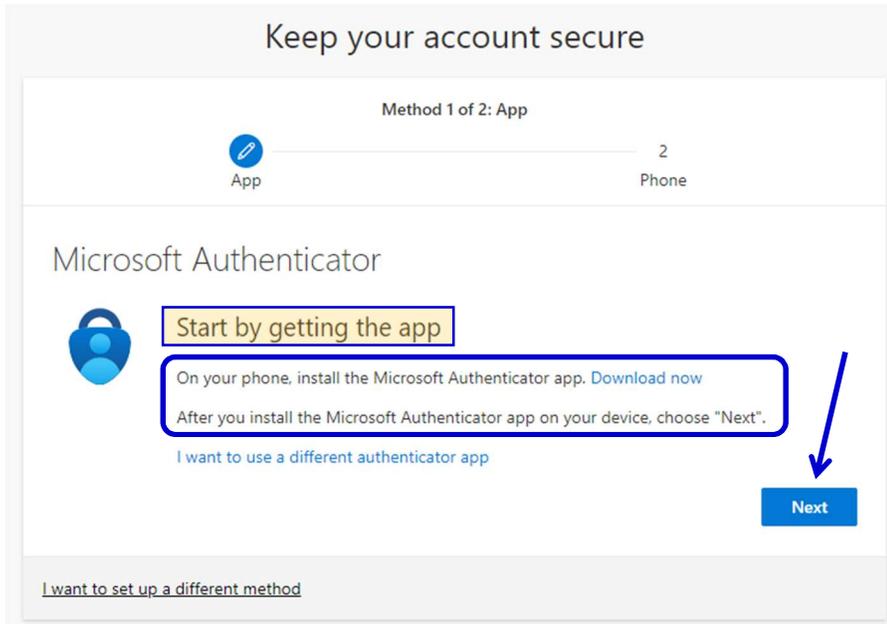
If you have not **claimed your Alabama.edu account**, then you will need to go to <https://password.alabama.edu> and click the **Claim My Account** button.

You will need your A# (employee/student ID) and the claim code that should have been emailed to your personal email address.

The Microsoft Authenticator App is the preferred authentication method. The Microsoft Authenticator App will ultimately replace the Cisco DUO App. SMS Text is the second preferred method and the wizard shown below will walk you through setting up both.

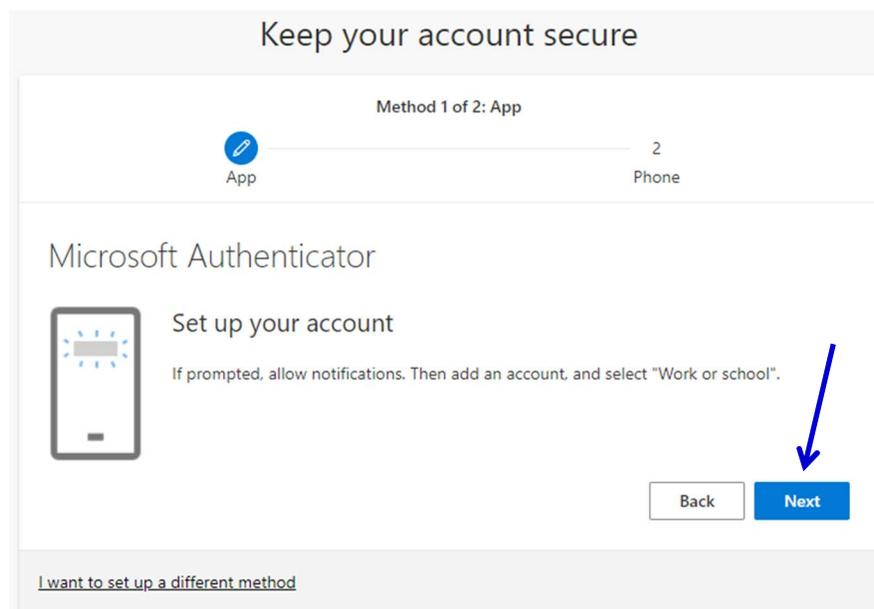
First attempts to access Alabama.edu Microsoft 365 will be met with the prompt above. When prompted “Action Required”, click **NEXT** to configure Multi-factor Authentication.

Setting up Alabama.edu Multi-factor Authentication



The illustrations here are from using a PC to configure Multi-factor Authentication and from an Android Phone to set up the Authenticator App on a mobile device. The Microsoft Authenticator App is available on the Apple App Store and on Google Play.

Go ahead and download the Microsoft Authenticator App to your mobile device now in preparations for the steps that follow.

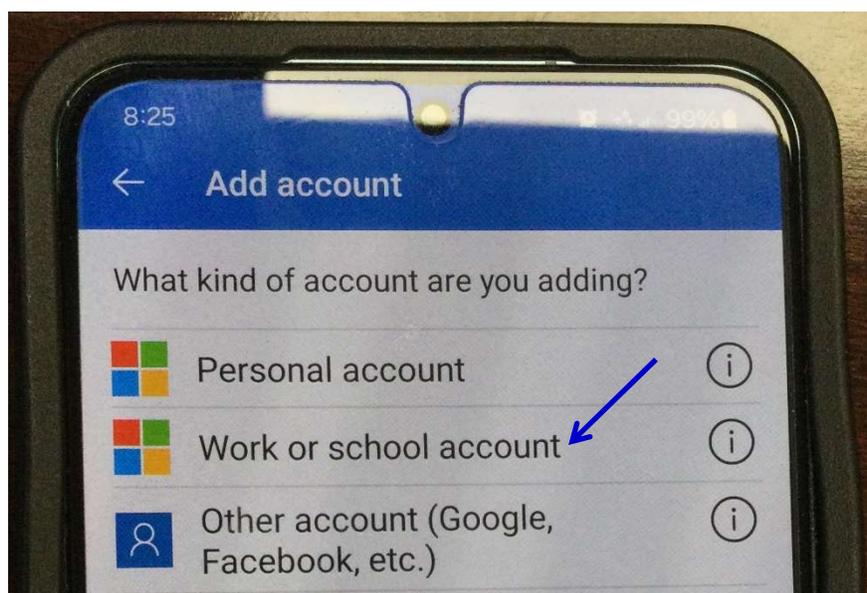


Select **NEXT** to have a QR Code appear to aid in the setup process.

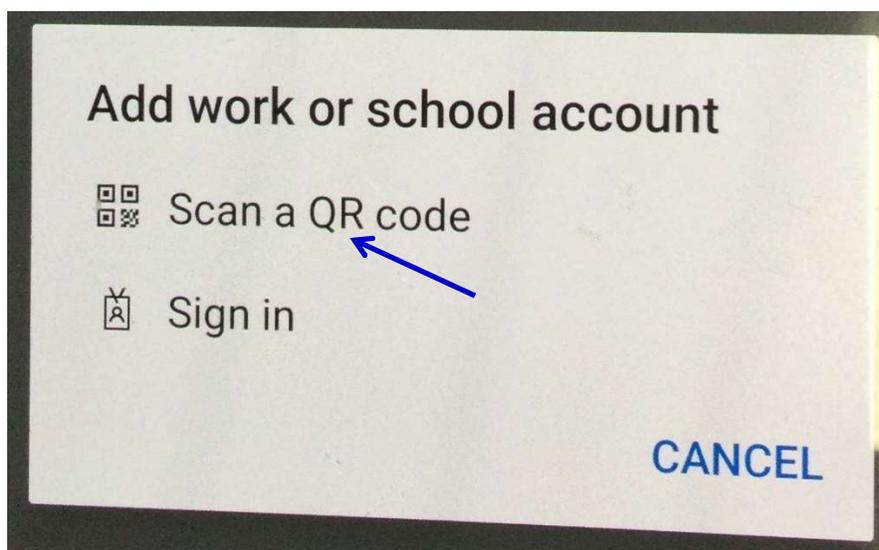
Setting up Alabama.edu Multi-factor Authentication



On the mobile device, click the + icon to add the Alabama.edu account.

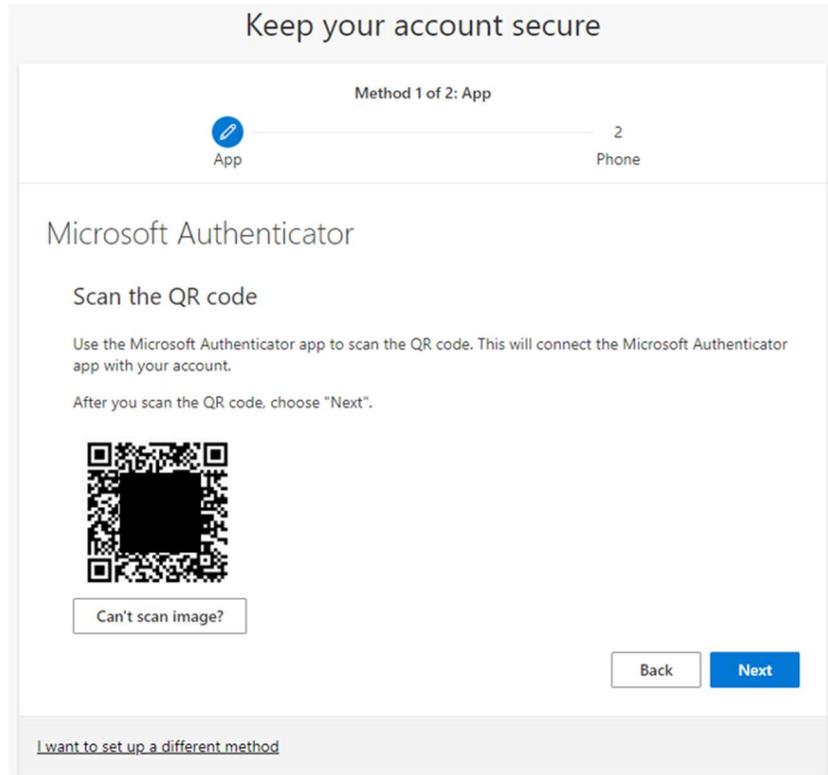


Click **WORK OR SCHOOL ACCOUNT** to continue.

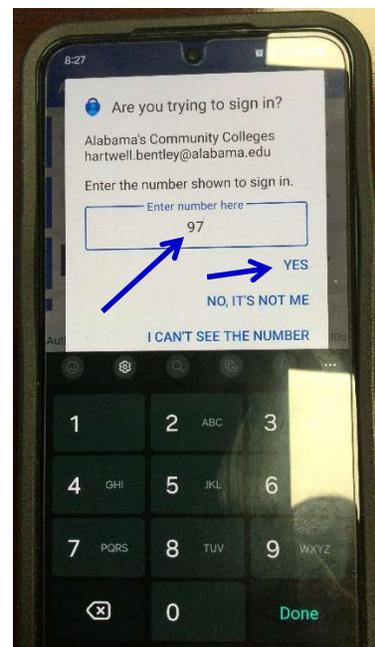
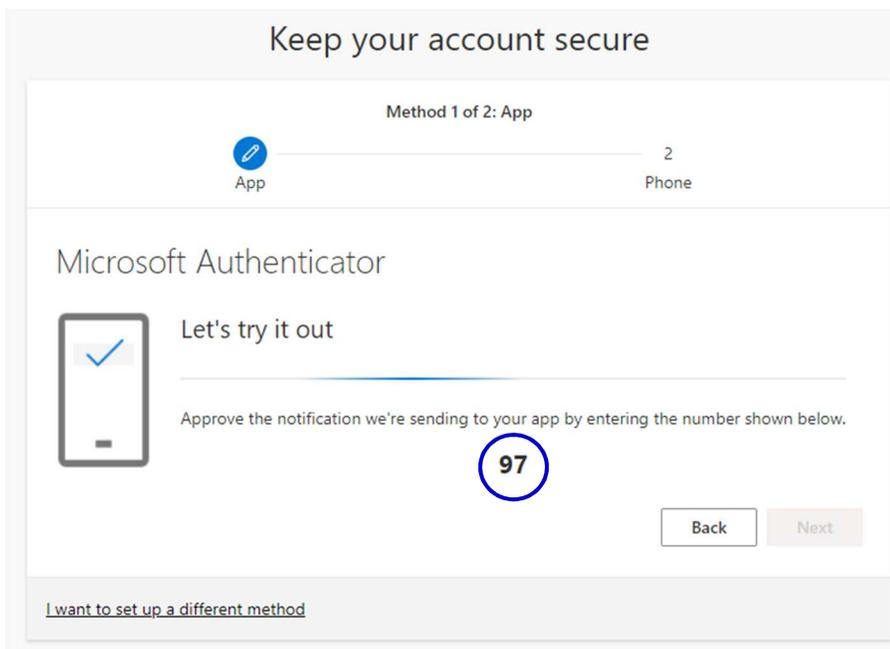


Click **SCAN A QR CODE** to continue.

Setting up Alabama.edu Multi-factor Authentication



Scan the **QR code** on your PC using the camera on your mobile device.



The wizard will test that all is working correctly. Notice the "97" in the example on the left. On your mobile device, enter "97" into the Microsoft Authenticator App and click **YES**.

Setting up Alabama.edu Multi-factor Authentication

Keep your account secure

Method 1 of 2: App

App Phone

Microsoft Authenticator

Notification approved

Back Next

[I want to set up a different method](#)

This is confirmation that the Authenticator App has been configured properly. Click **NEXT**.

Keep your account secure

Method 2 of 2: Phone

App Phone

Phone

You can prove who you are by receiving a code on your phone.

What phone number would you like to use?

United States (+1) 256 [REDACTED]

Receive a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

Enter your phone number to configure SMS Text as a backup authentication method.

Setting up Alabama.edu Multi-factor Authentication

Keep your account secure

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 256 [REDACTED]. Enter the code below.

Enter code

[Resend code](#)

Back Next

[I want to set up a different method](#)

Alabama.edu Microsoft 365 will send a code to your phone.

Keep your account secure

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 256 [REDACTED]. Enter the code below.

944710

[Resend code](#)

Back Next

[I want to set up a different method](#)

Enter the **code** from your phone here and this will complete multi-factor configuration.

Phone

Verification complete. Your phone has been registered.

Done