DOMINICAN UNIVERSITY
Information Technology

Installation Process for Multifactor Authentication (MFA)

Why we're using MFA:

MFA helps protect you by adding an additional layer of security, making it harder for attackers to log in as if they were you. Your information is safer with MFA because thieves would need to steal both your password and your phone. MFA has been shown to block 99.9 percent of compromised-credential attacks, which in turn will help to safeguard the university's data, finances, and reputation.

Multifactor Authentication (MFA)

With MFA, your Dominican University account is kept secure with a two-step verification of your online credentials.

**Step 1.** Signing in with your DU username and password.

Step 2. Verifying your identity through one of the following methods:

- Using the Microsoft Authenticator app on your smart device.

Note: The verification methods listed in Step 2 are only used when signing into certain DU services and resources **when off-campus**. These include email, Canvas, myDU, OneDrive, VPN, etc.

To proceed with MFA registration, begin by downloading the Microsoft Authenticator app from the iTunes or Google Play store. Then, open a web browser and visit https://aka.ms/mfasetup to login with your Dominican email address. After seeing the message shown below, click Next to proceed.

Example:
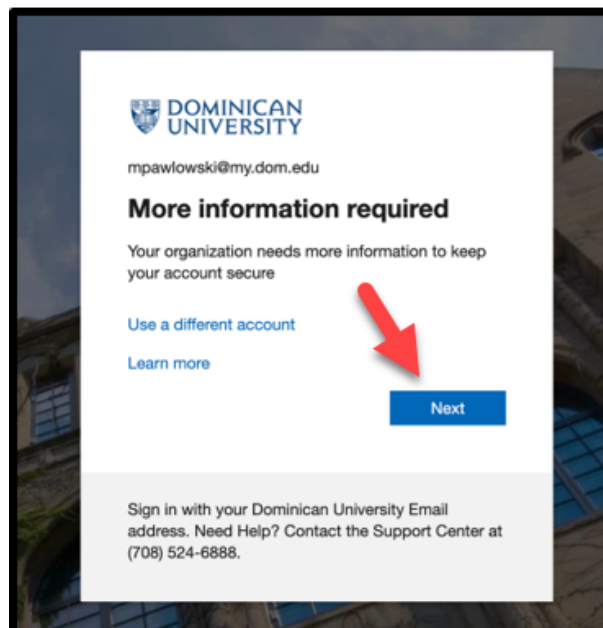
After clicking next, enter your password and click sign in:

After signing in, you will be redirected to this site. Click next:

After clicking next, you will be redirected to the page below. Click next:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back   Next

I want to set up a different method

After clicking next, you will be shown the following screen. Open the Microsoft Authenticator app on your phone and scan the QR code:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?

Back   Next

I want to set up a different method

You will then be prompted to enter a number into the Microsoft Authenticator app:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

67

Back | Next

I want to set up a different method

After you correctly enter the number, this message will appear on your computer screen:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.
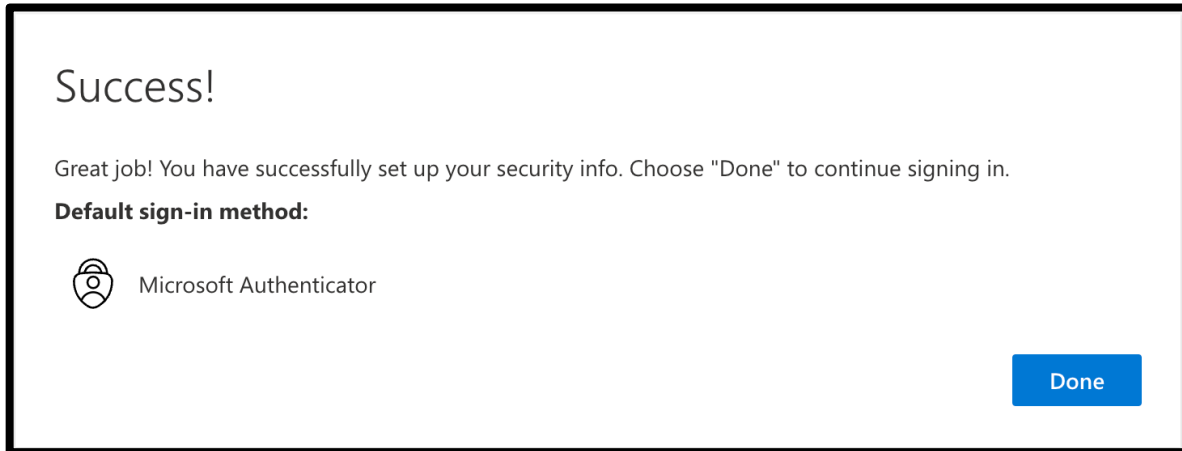
Microsoft Authenticator

✓ Notification approved

Back | Next

I want to set up a different method

If your MFA setup was a success, you will see this message on your screen:

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Microsoft Authenticator

Done

If you encounter issues at any phase of the installation, contact the Dominican University Information Technology Support Center at supportcenter@dom.edu or via phone at (708) 524-6888.