# How to Set up Multi Factor Authentication (MFA) at ENC

For security, Eastern Nazarene College requires the use of an Authenticator app to set up Multi Factor Authenticator (MFA). The Authenticator App can be downloaded to your mobile device once and used for any sign-ins. You will need your computer and mobile device to finish the setup. After initial setup, you may choose to set up an alternate method (text message, phone call, challenge questions, etc.). Please refer to this video for assistance in setting up your Authenticator App. Also see below:

How to set up your Authenticator App:

Computer: Sign into your account at Outlook.Office365.com

Mobile Device: Download the Microsoft Authenticator app from the App Store (iPhone) or the Google Play Store (Android).
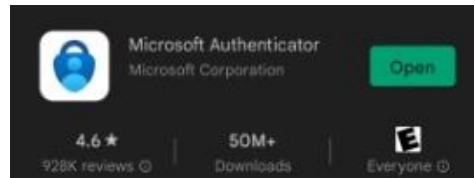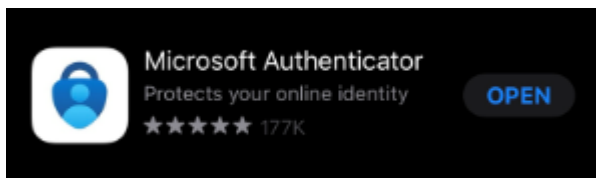
1. If you are opening the app from an iPhone, click on the top right + sign to add an account. From an Android phone, click on the three dots on the top right, then click + add account. Click **Add Work or School Account**
2. On your computer, click Next to launch a QR code
3. On your mobile device, click **Scan QR code** (inside the Authenticator app). Point your mobile device at the screen and line up the QR code in your camera view. Note: your mobile device may need permission to your camera.
4. The connection has been made between Office 365 and your mobile device. Please follow the steps below in **To Add an Alternate Sign-In Method** (text message, phone call, etc.).

If you are within the 14-day window between initial sign-in and setting up MFA but you do not have the ability to set up your Authenticator app:
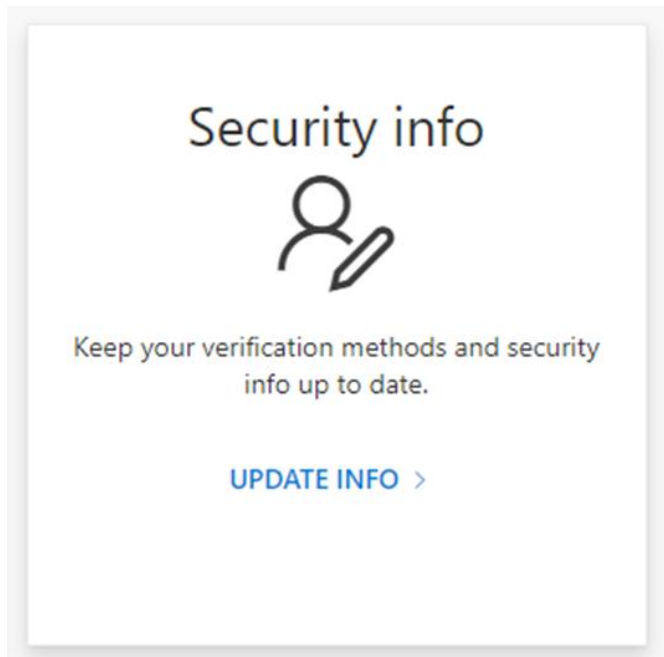
Select Skip for Now until you are able to log into your ENC Office 365 Account. Continue to follow the steps below under To Add an Alternate Sign-In Method

To Add an Alternate Sign-In Method

Select your Initials or Profile Picture from the top right of your screen.

Click **View Account**

A new tab should open.

Select **Update Info** under Security info

From the next page, you will be given the option to set up alternate sign-in methods.

Click **Add Sign-In Method**

From the drop down, select desired sign-in method. Microsoft will lead you through a verification process. Once that is complete, the sign-in method will appear on your list. You can manage these at any time using the steps listed above.

If you are out of the 14 day window and you do not have the ability to set up your account with the Authenticator App, please contact the ENC Help Desk.

Frequently Asked Questions:

Q: Do I need to install the Authenticator App on every device in which I check my ENC account?

A: No, you only need the Authenticator App on one device

Q: Do I need my mobile device with me every time I log into my ENC account?

A: No, you can choose an alternate authentication method. Please see above on how to set up alternate methods.

Q: Why is the Authenticator App the default option?

A: The Authenticator App is more secure than a text message or emailed verification code.