

Multi-Factor Authentication

At Trinity Washington University, multi-factor authentication (MFA) is enforced for:

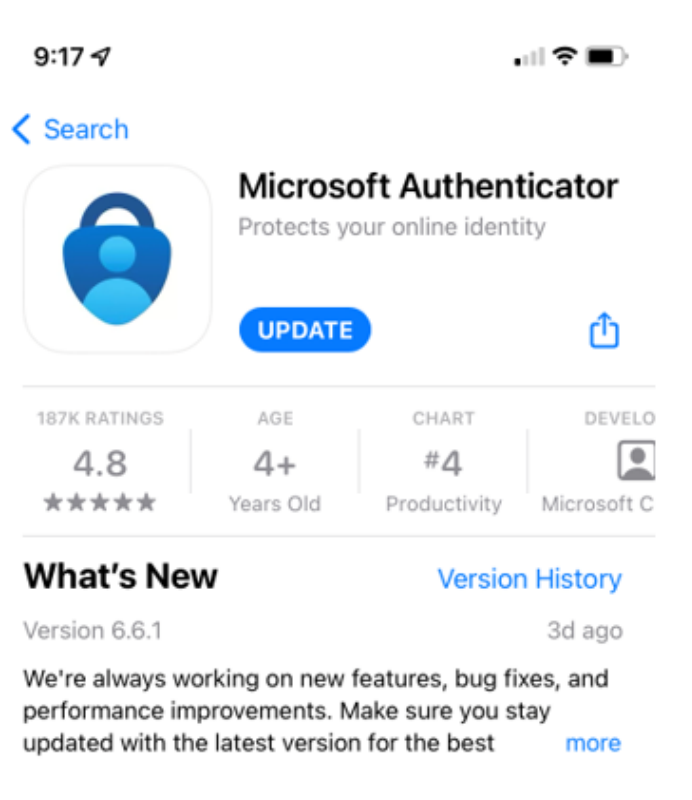
- Staff
- Faculty
- Adjuncts

MFA prevents attackers from gaining access to your Trinity email accounts and to sensitive academic, financial, and human resources information in case your password credentials are compromised.

Initial MFA Setup Using MS Authenticator App

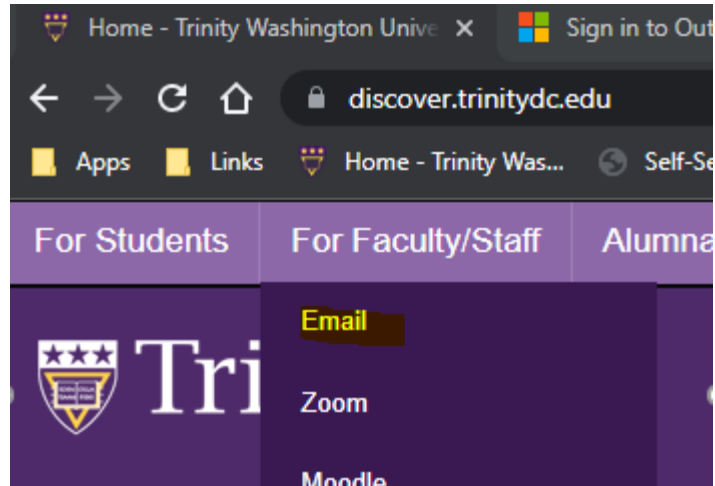
On your mobile device, install the Microsoft Authenticator App.

Microsoft setup video:
<https://youtu.be/Q8OzabuNwHI>

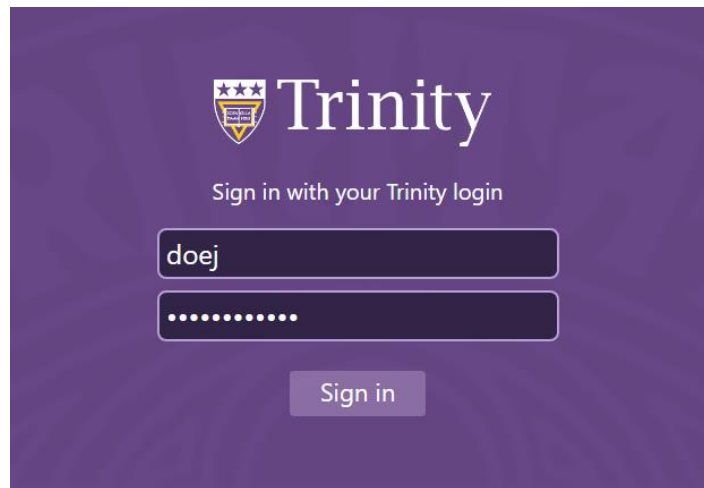


The screenshot shows the App Store page for the Microsoft Authenticator app. At the top, the time is 9:17 and there are icons for signal strength, Wi-Fi, and battery. Below the search bar, the app's icon is a blue shield with a white padlock. The app title is "Microsoft Authenticator" with the subtitle "Protects your online identity". A blue "UPDATE" button is visible next to the icon. Below the app information, there are four columns: "187K RATINGS" with a 4.8 star rating, "AGE" with "4+ Years Old", "CHART" with "#4 Productivity", and "DEVELOPER" with "Microsoft C". Underneath, the "What's New" section shows "Version 6.6.1" released "3d ago" with a description: "We're always working on new features, bug fixes, and performance improvements. Make sure you stay updated with the latest version for the best" followed by a "more" link.

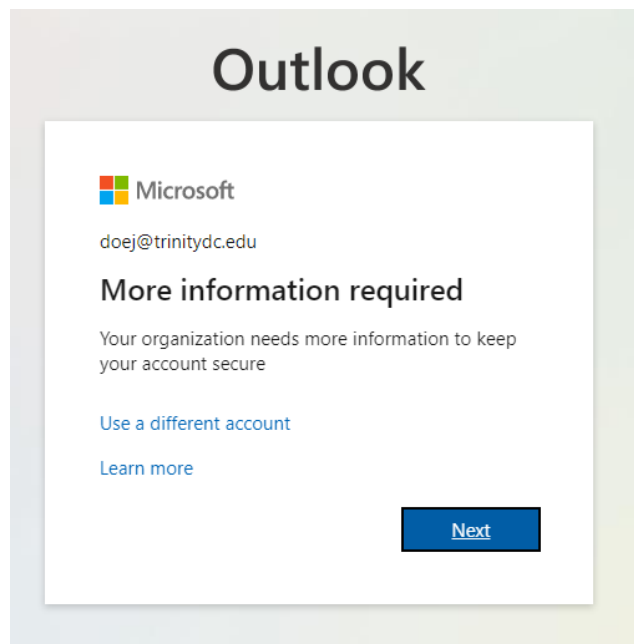
Log into your Trinity email account by going to the *Trinity* website – selecting **For Faculty/Staff** – selecting **Email**.



You will be prompted to enter your Trinity credentials.



Select the **Next** button when presented with a pop-up box from Microsoft stating more information is required.



Select **Mobile app** and click the **Set up** button to configure the mobile app.



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Please configure the mobile app.

A pop-up screen will appear prompting you to configure your mobile app. Leave this screen open and open the **Microsoft Authenticator app** you installed in the first step.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.

Code: 593 051 459

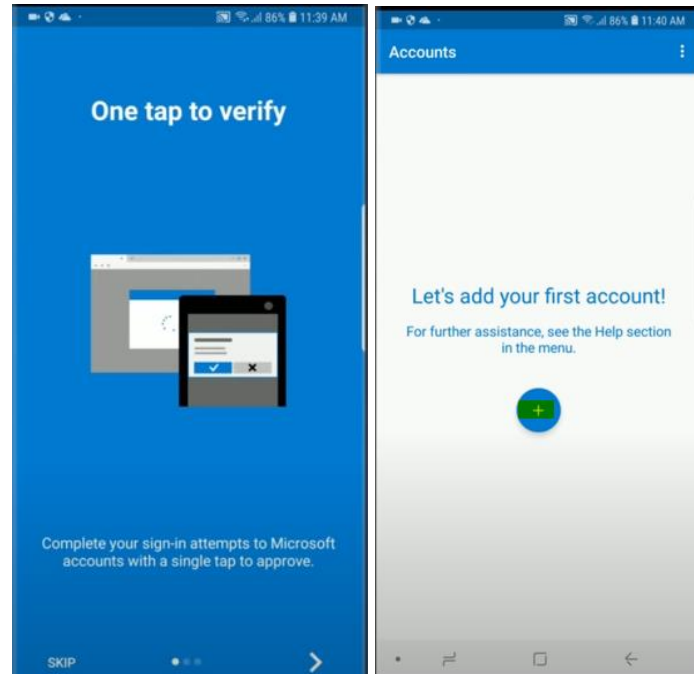
Url: <https://mobileappcommunicator.auth.microsoft.com/activate/314472534/WUS>

If the app displays a six-digit code, choose "Next".

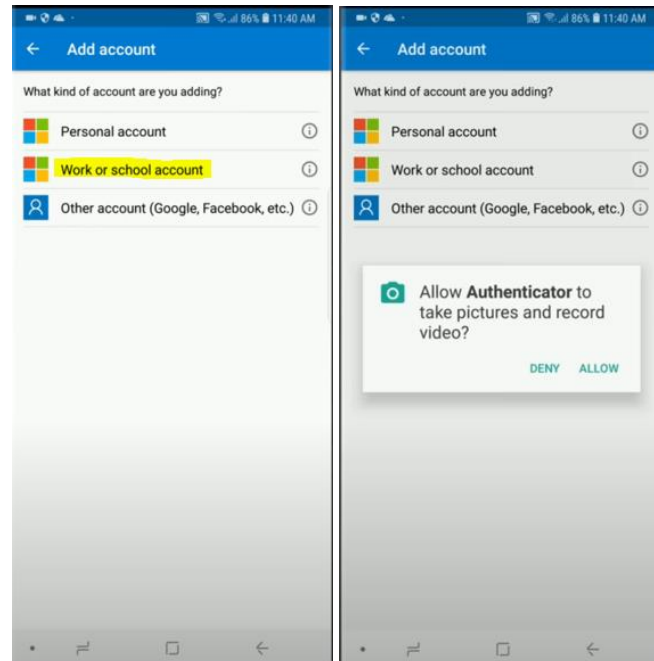
Next

cancel

If this is your first app with the Microsoft Authenticator, complete the wizard and select the **plus (+)** sign to add your first account.

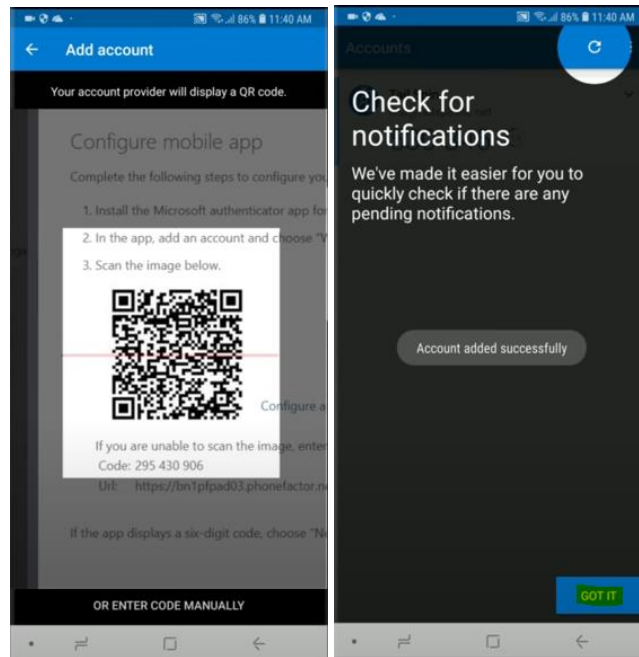


Choose **Work or school account**.
Accept the required app permissions.

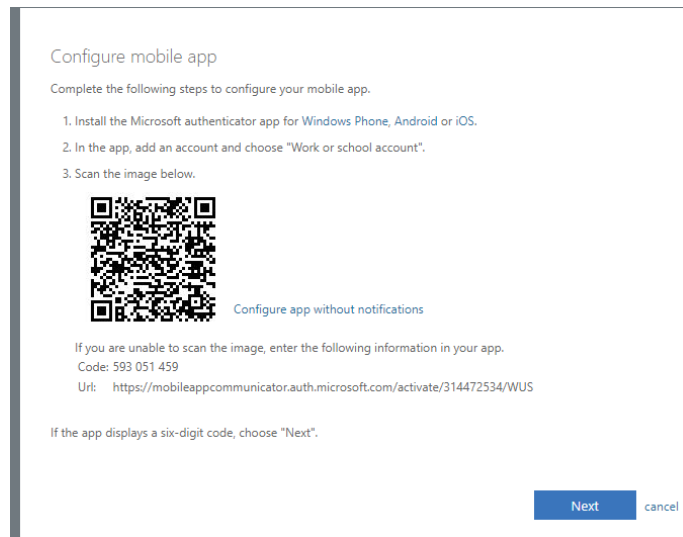


Next, scan the QR code on your computer.

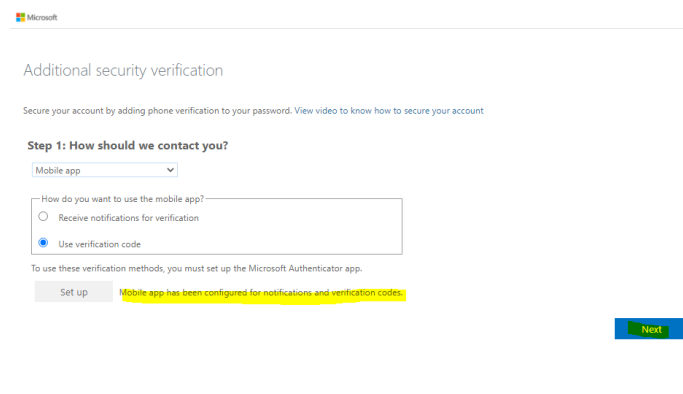
Once the account has been added, select **GOT IT**.



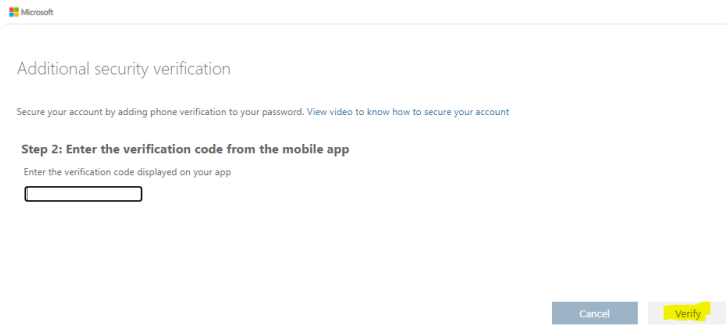
On your computer and select **Next**.



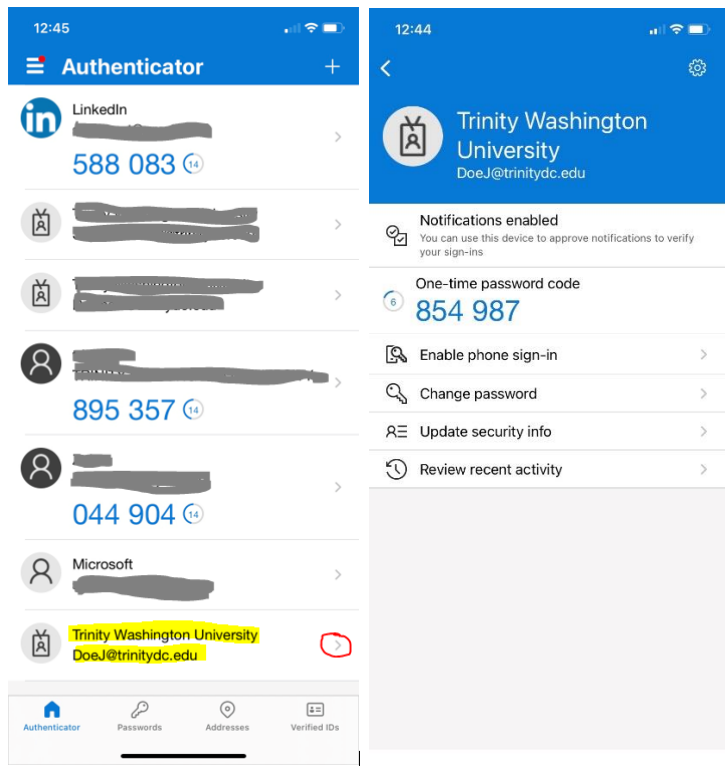
Click **Next** again to continue.



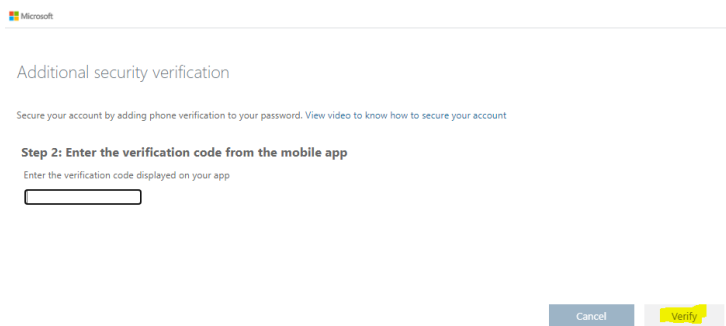
Next will require verification from the mobile app. Open the mobile app on your phone.



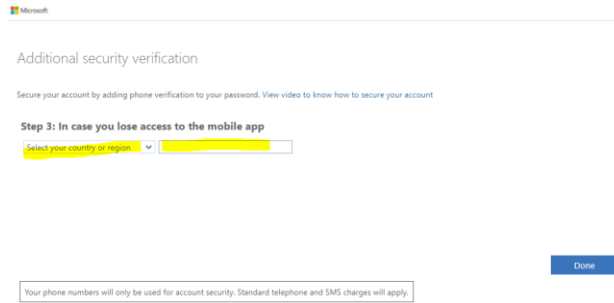
From the mobile app, select **Trinity Washington University** to open to get the password code. Return back to your computer to enter the code.



After entering the code, click **Verify**.



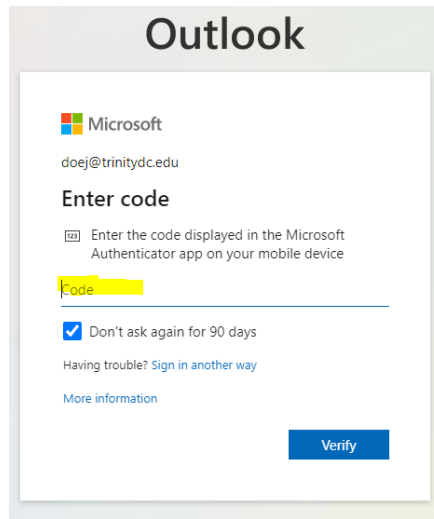
Once your account is verified, the following screen asks for additional information in case you lose access to the mobile app. Enter a phone number that you can be reached for phone verification. Click **Done**.



The screenshot shows the Microsoft account security verification process. At the top, it says "Additional security verification" and "Secure your account by adding phone verification to your password. View video to know how to secure your account". Below this, it says "Step 3: In case you lose access to the mobile app". There is a dropdown menu for "Select your country or region" and a text input field for a phone number. A "Done" button is visible at the bottom right. A small disclaimer at the bottom states: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply."

The final step after selecting done is the login to your email. An Outlook window will appear, prompting for your security code. Open the mobile app on your phone to retrieve the code. Once you enter the code and click **Verify**, your email will open.

Please note that you will be prompted to verify your identity if you log into your Email from a different device.



The screenshot shows the Outlook login screen. At the top, it says "Outlook". Below this, it shows the Microsoft logo and the email address "doej@trinitydc.edu". The main heading is "Enter code". Below this, it says "Enter the code displayed in the Microsoft Authenticator app on your mobile device". There is a text input field for the code. Below the input field, there is a checkbox labeled "Don't ask again for 90 days" which is checked. There are links for "Having trouble? Sign in another way" and "More information". A "Verify" button is at the bottom right.