Enable MFA
Multi Factor Authentication

What is Multi-Factor Authentication (MFA)?
Multi-factor Authentication (MFA) is an authentication method that requires the user to provide two or more verification factors to gain access to a resource such as an application, online account, or a VPN.

1. On any computer, use your favorite browser to navigate to:

   https://account.activedirectory.windowsazure.com/Proofup.aspx

2. Log in using StarID@go.minnstate.edu (students) or StarID@minnstate.edu (employees) for the username and your StarID password.

   Microsoft

   Sign in

   ab1234cd@go.minnstate.edu

   No account? Create one!

   Can't access your account?

   Sign-in options

   Next

3. Select **Next** on the **More information required** dialog box.

   Microsoft

   ██████@go.minnstate.edu ← Your username will be displayed here

   More information required

   Your organization needs more information to keep your account secure

   Use a different account

   Learn more

   → Next

4. In the first dropdown field, select the device you would like to use to verify your credentials You will use this device to verify your selection, so pick one to which you have immediate access.

   The next steps presented depend on the device you select. **Find the option that you chose on the next pages and follow the steps, then continue to the last step.**

   Additional security verification

   Secure your account by adding phone verification to your password. View video

   Step 1: How should we cc Authentication phone / Office phone / ✓ Mobile app

   Authentication phone ① ②

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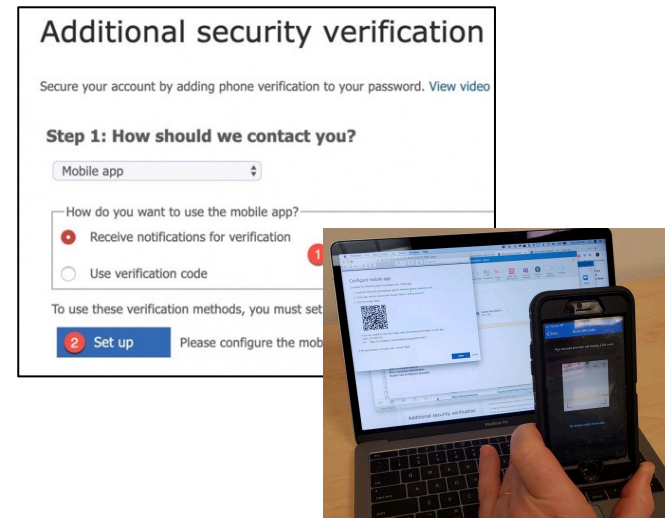## Students and Staff Members

IF YOU CHOSE AUTHENTIFICATION PHONE:

Select this option if you prefer to be sent a robocall or text message with a one-time password (e.g., a random sequence of digits) to a mobile phone number you provide.

- ✓ Select your country or region.

- ✓ Enter your mobile phone number.

- ✓ Decide whether to receive a robocall or a text message and select **Next.**

- ✓ You will receive either a text message or call immediately with a one-time password.

- ✓ Enter it in the space provided and select **Verify** to complete the process.

IF YOU CHOSE MOBILE APP:

Select this option if you prefer to use the Microsoft Authenticator app on your mobile phone to approve access. You can decide whether to receive a notification in the app that you can tap to "Approve" or use one of the rolling, one-time passwords generated by the app.

- ✓ Before you proceed, install the Microsoft Authenticator app on your mobile phone.

- ✓ Return to your computer and select your mobile app verification method. Then select Set up. A QR code will be displayed.

- ✓ Go back to the Microsoft Authenticator app, tap Add Accounts, then Work or School account.

- ✓ The app will ask for permission to use your camera, tap Allow. Then, use your phone to scan the QR code on your computer screen.

- ✓ Your account will be added to the app.

- ✓ Return to your computer and select Next and then Next again to complete this step.
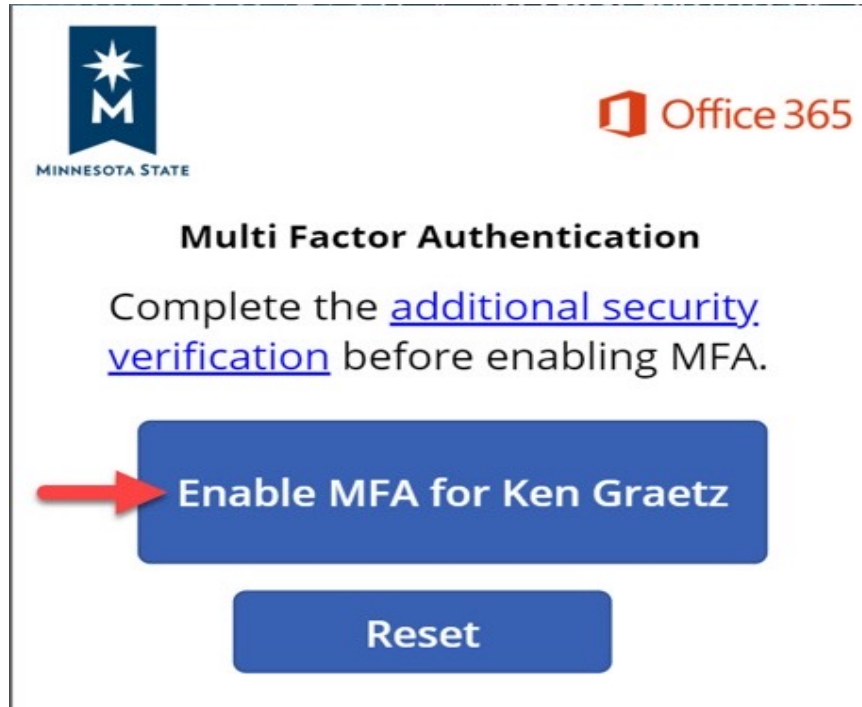
⭐ **Last Step:**

✓ Once you have completed setting up your chosen verification method, browse to
http://www.minnstate.edu/mfa and select the Enable MFA button.

✓ Within 10 minutes, you will be prompted to sign-in to Office 365 on any computer that is running any Winona State University Office 365 service (e.g., Outlook, Word, OneDrive).

✓ If you are not connected to Office 365 at the time, you will get the sign-in prompt the next time you try to connect.

✓ Enter your StarID username and password and then use your previously selected multi-factor verification method to finish logging in.

Setup is now complete!