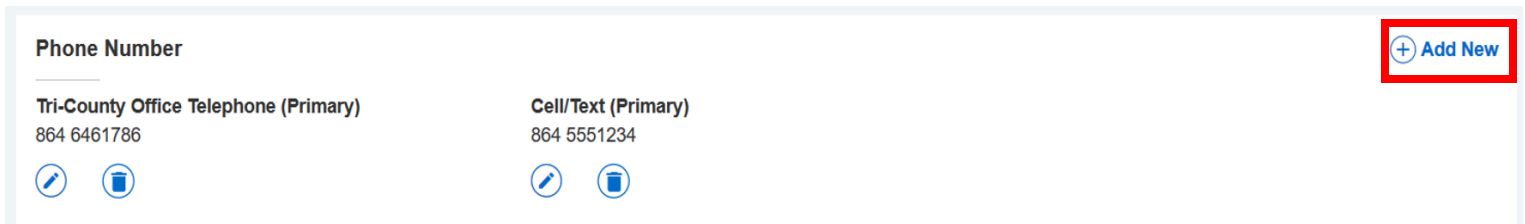


Microsoft Azure MFA Enrollment Instructions

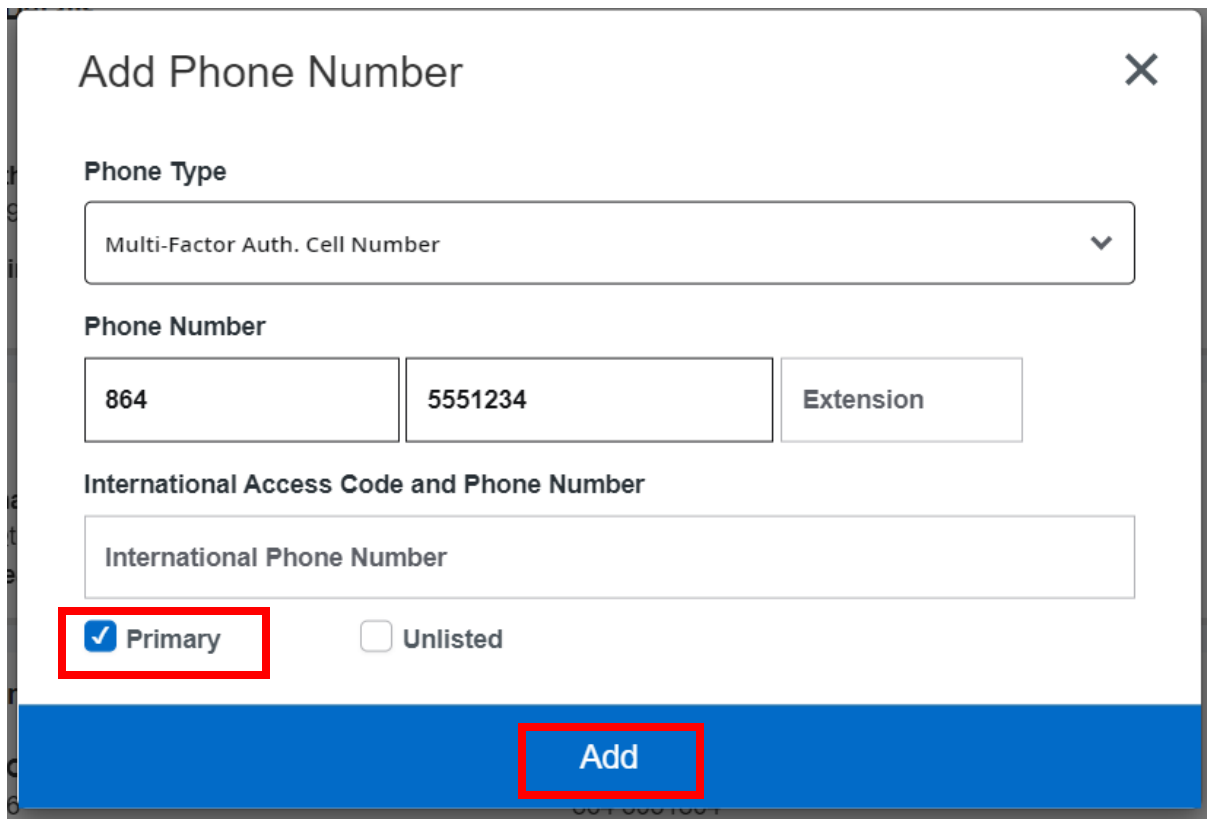
Go to:
<https://prodban.tctc.edu/BannerGeneralSsb/ssb/personalInformation#/personalInformationMain>

Navigate to the “Phone Number” section in Banner, and add a **Multi-Factor Authentication Cell (Primary) Number**.

To add the MFA cell number, select “Add New” in the upper right corner.



Once the phone number review screen appears, make sure that “Primary” is checked and click “Add”



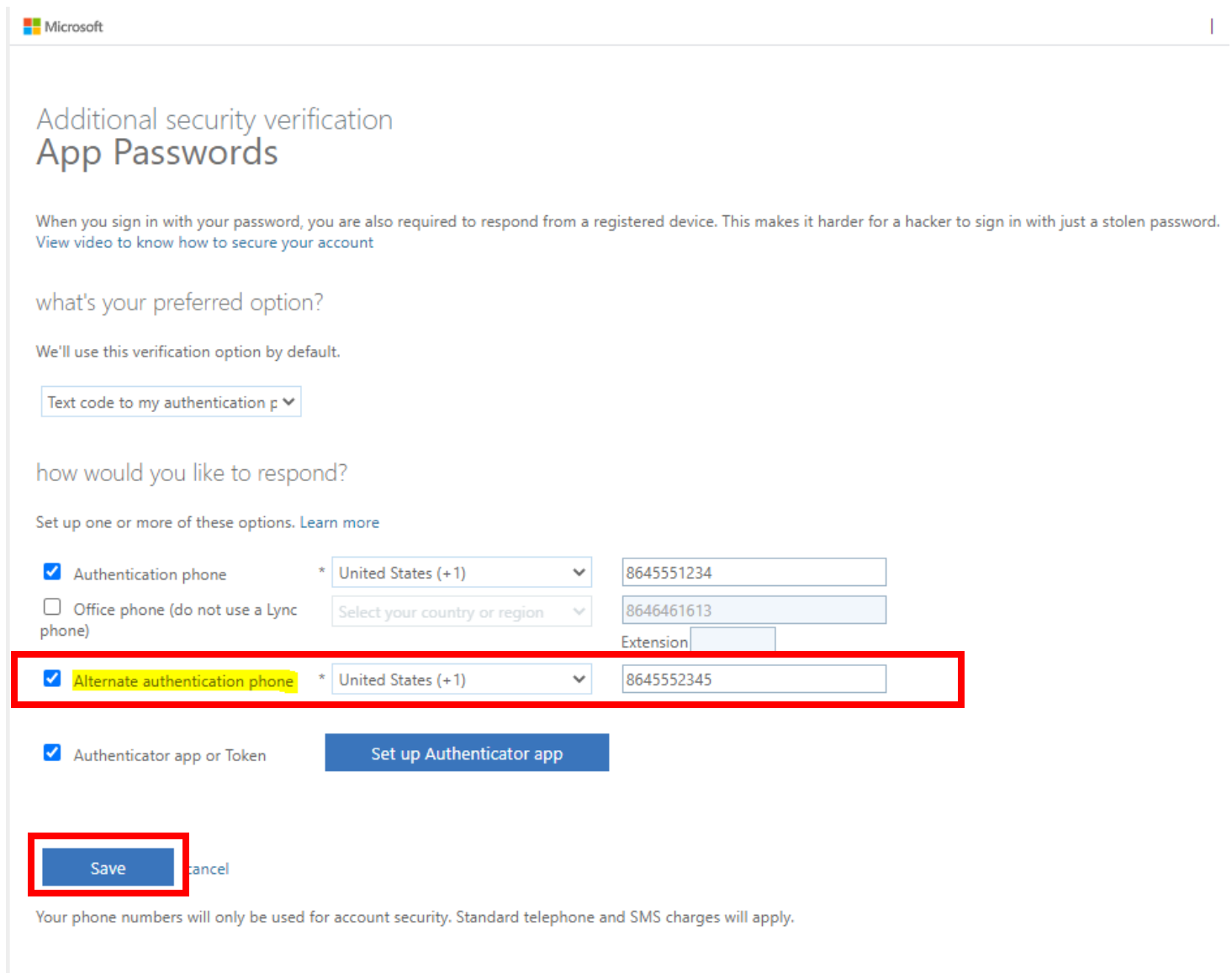
Technology Tip Sheet

Once you have updated or added your primary phone number, go to the Microsoft Azure “Proof Up” site to add an alternate phone number.

Adding an alternate phone number ensures that you will be able to verify your account in the event you are away from or unable to use your primary phone.

The below screen will display when you visit the Proof Up site. Check the box next to “Alternate authentication phone” and enter the number, then select “Save”

Access the Proof Up site via this link: <https://aka.ms/proofup>



Microsoft

Additional security verification

App Passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p ▼

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/> Authentication phone	* United States (+1) ▼	8645551234
<input type="checkbox"/> Office phone (do not use a Lync phone)	Select your country or region ▼	8646461613
	Extension	
<input checked="" type="checkbox"/> Alternate authentication phone	* United States (+1) ▼	8645552345

Authenticator app or Token [Set up Authenticator app](#)

[Save](#) [Cancel](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Technology Tip Sheet

TCTC IT recommends usage of telephone number authentication. However, the Microsoft Authenticator app is available for download, though it is important to note there are known reports of service interruptions. If you elect to use the app as an alternate verification method, you are able to do by clicking


[Set up Authenticator app](#)

You will be prompted to download the Microsoft Authenticator app and scan a QR code with your mobile phone as shown below.

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:

Uri:

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

[Next](#) [cancel](#)

As always, if you have questions or need technical assistance, please contact the IT Service Desk via telephone at 864-646-1779, or email ServiceDesk@tctc.edu