Azure Multifactor Authentication (MFA) User Enrollment

On your computer (VDI or personal)

1. Go to https://aka.ms/mfasetup.

2. Sign-in to your State of Wisconsin Office 365 email account or select your State of Wisconsin account and click Next…
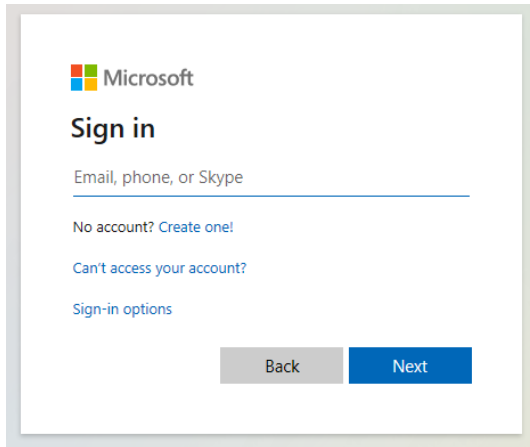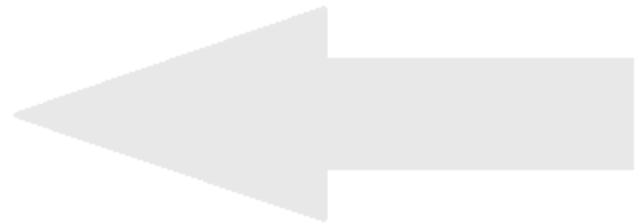

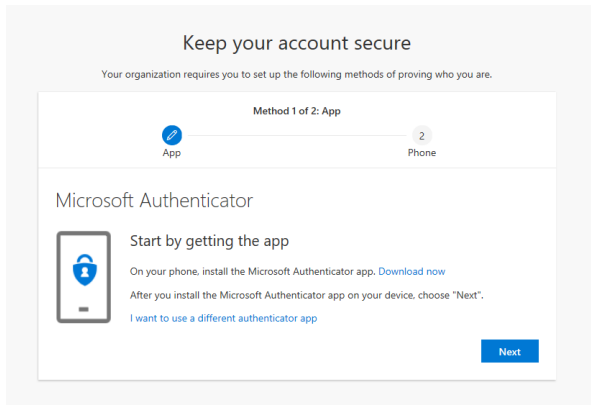3. Click Next to Enroll in Azure MFA
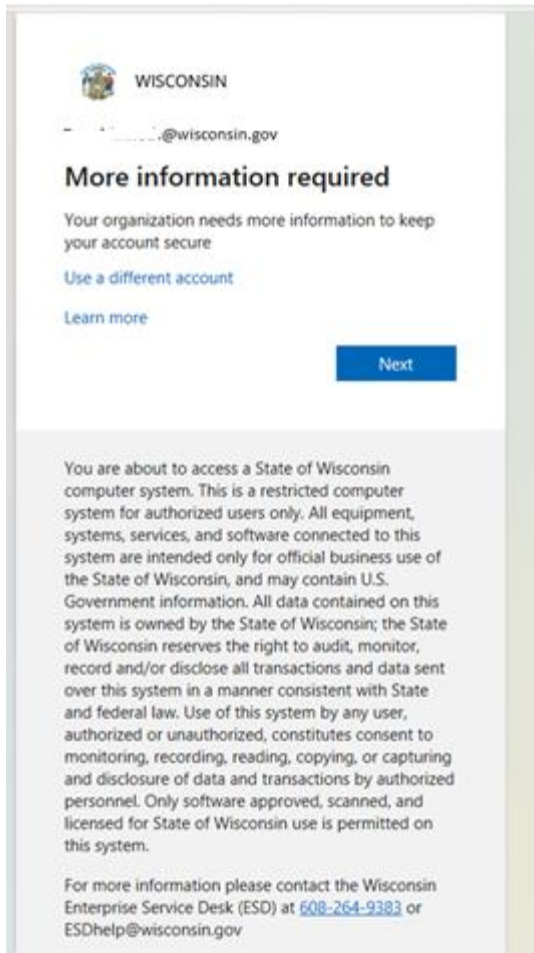
On your smartphone

Follow the directions on the left until step 6

Follow the directions on the left until step 6

4. You will see this screen on your computer:

Keep your account secure

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

Method 1 of 2: App

App ——— Phone

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app
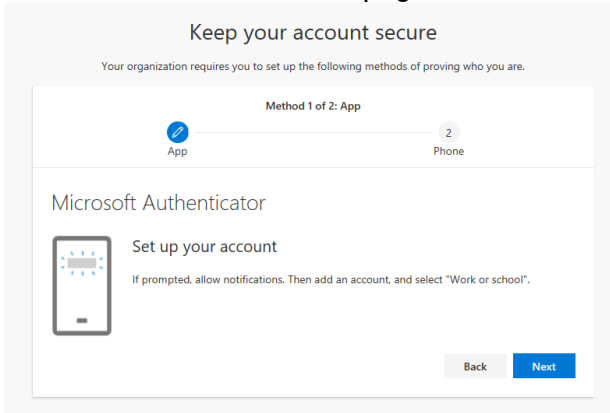
Next

5. Now move to your smartphone

Follow the directions on the right until step 7

6. On your smartphone
   a) Download the Microsoft Authenticator App on your smartphone from the appropriate app store (Google Play or the Apple Store).
   b) Make sure to allow the Authenticator app to be able to access your camera in your smartphone permissions to allow scanning of the QR code that will be required.
   c) When you open the Microsoft Authenticator application on your phone you will see three options to choose from:
      - Sign in with Microsoft
      - Add work or school account
      - Scan a QR code
   d) Select "**Scan a QR code**" and proceed to step 7.
   e) You may see something slightly different depending on your specific smartphone.
      - If you see "**Let's add your first account**" then click on that and select "**Work or school accoun**t" at the next screen, followed by "**Scan a QR code**."
      - If you see "**Add work or school account**" then select that, followed by "**Scan a QR code**."
   f) Regardless of which prompts are displayed for you and the order they are displayed in, you will need to get to a screen that has you scan a QR code
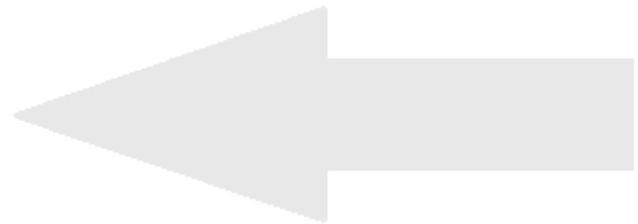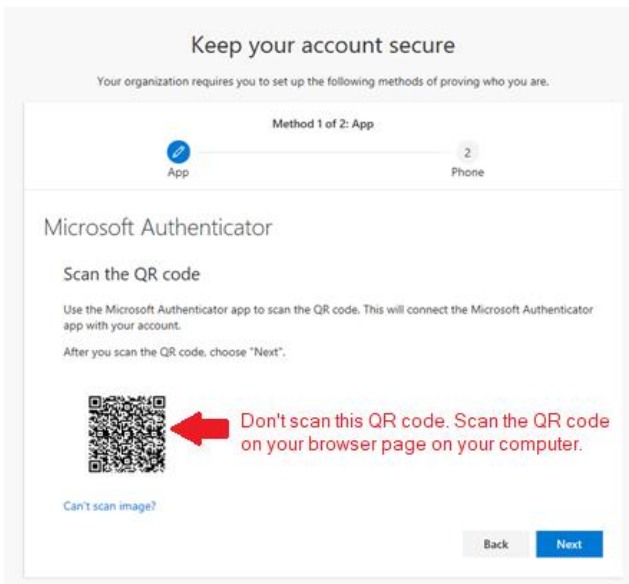
   Note: If your phone displays a prompt saying: "you need to confirm your sign-in w/ biometrics or passcode", enter the same passcode that you would normally use to unlock your phone.
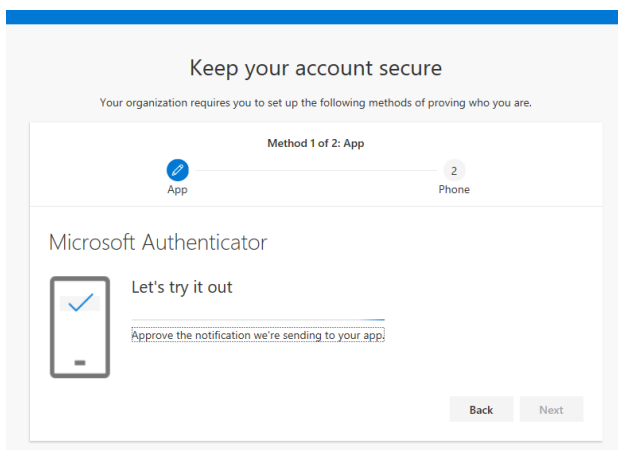
7. Click Next on the browser page.

Keep your account secure

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

Method 1 of 2: App

App —————————— 2 Phone

Microsoft Authenticator

Set up your account

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

Back   Next

8. Hold your phone's camera up to the screen to scan the QR code. On the Microsoft Authenticator Application, it should quickly register the account. Then click Next.

Keep your account secure

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

Method 1 of 2: App

App —————————— 2 Phone

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".

Don't scan this QR code. Scan the QR code on your browser page on your computer.

Can't scan image?

Back   Next

9. You should see this in your browser:

Keep your account secure

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

Method 1 of 2: App

App —————————— 2 Phone

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app.
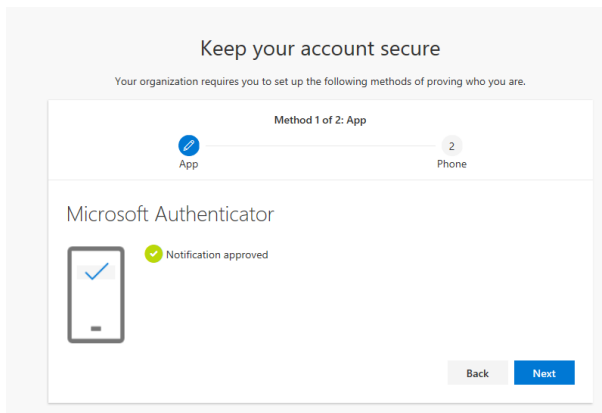
Back   Next

10. Now move to your Smartphone

11. You will get a prompt on your smartphone via the Microsoft Authenticator app to approve the login.
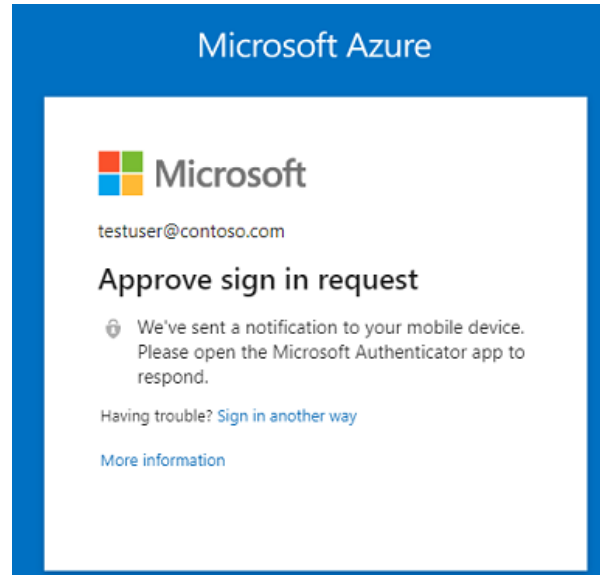
12. Go back to your browser

13. After approving the login, you will see the following screen in your browser

14. Click next. This should complete your setup.

Once you have successfully enrolled in MFA for Microsoft 365, send an email to the DCF Service Desk stating that you have enrolled and need to have your "block" removed. DO NOT EMAIL THE SERVICE DESK UNTIL AFTER YOU HAVE ENROLLED.

It is critical to complete all the steps in the enrollment process and verify setup. If you do not complete all the steps you will need to contact the DCF Service Desk to reset your MFA enrollment and repeat the entire enrollment process.

You are now enrolled for Azure MFA for connecting to Office 365 resources outside of your VDI. Once you are notified that your account is enforced for access, you will be prompted for MFA when accessing Office 365 resources outside of your VDI.