
Secure your account with Microsoft Authentication

Install Microsoft Authenticator

The Microsoft Authenticator app will be the default multi-factor authentication (MFA) app used to log into St. Mary's College of Maryland (SMCM) web services. For the best possible experience, the Microsoft Authenticator app should be installed on your mobile phone to aid in logging into your SMCM account.

Download Microsoft Authenticator

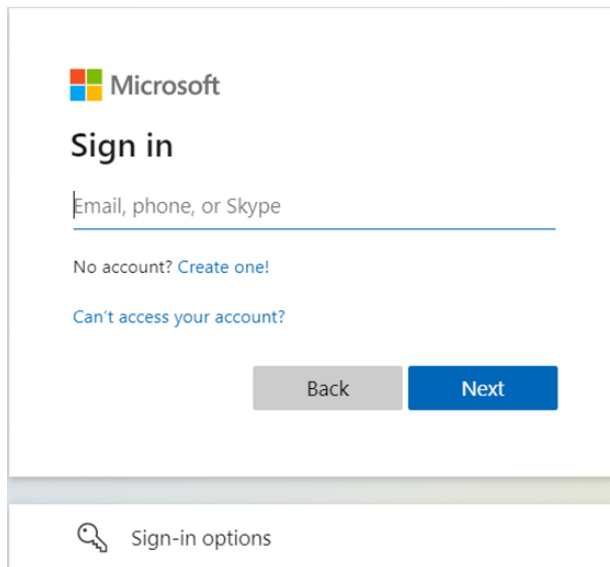
The Microsoft Authenticator app is available on both the Apple App Store and the Google Play Store. Once you have installed the Microsoft Authenticator app on your phone, you are ready to register with Microsoft Authenticator for MFA.

- **Apple App Store:** [Microsoft Authenticator on the App Store]
(<https://apps.apple.com/us/app/microsoft-authenticator/id983156458>)
- **Google Play Store:** [Microsoft Authenticator on Google Play]
(<https://play.google.com/store/apps/details?id=com.azure.authenticator&hl=en-US>)

Register for Microsoft Authenticator

To manually register your Microsoft Authenticator account, you need to log into a SMCM web service that uses Microsoft Multi-Factor Authentication (MFA). The default service all SMCM users can try is Microsoft 365 Portal. This can be completed on any PC or smartphone, on any commonly used browser such as Google Chrome, Microsoft Edge, or Safari.

1. Go to <https://myaccount.microsoft.com/>
2. Enter your SMCM email address at the Microsoft login prompt.



Microsoft


Sign in

Email, phone, or Skype

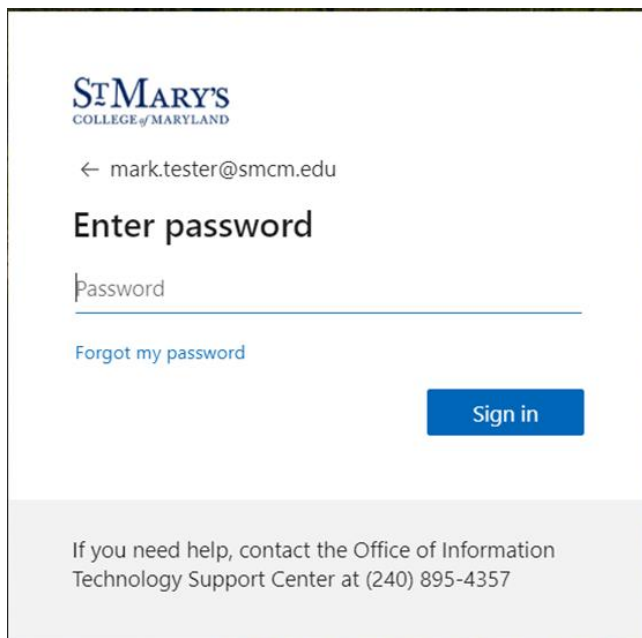
No account? [Create one!](#)

[Can't access your account?](#)

[Back](#) [Next](#)

 Sign-in options

3. Type in your SMCM account password at the password prompt.



ST MARY'S
COLLEGE of MARYLAND

← mark.tester@smcm.edu

Enter password

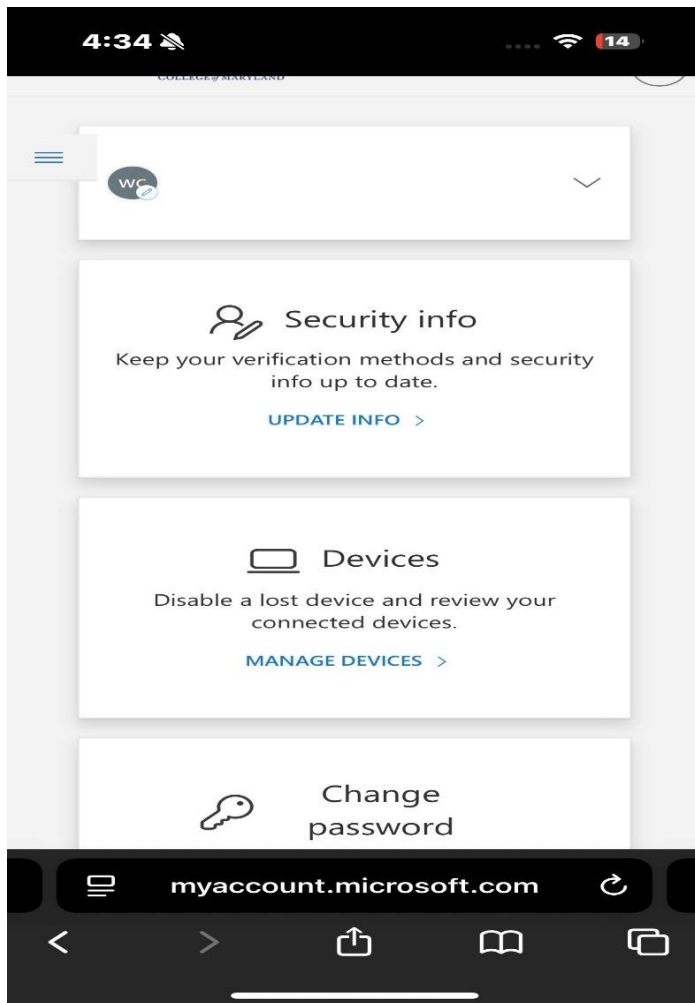
Password

[Forgot my password](#)

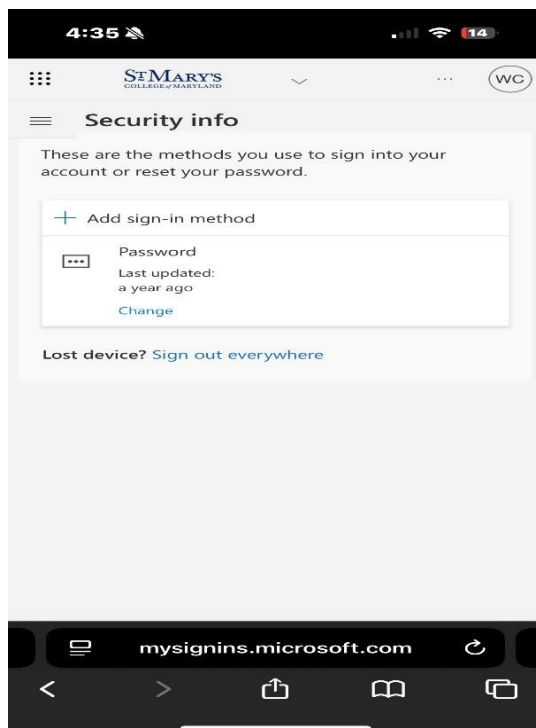
[Sign in](#)

If you need help, contact the Office of Information Technology Support Center at (240) 895-4357

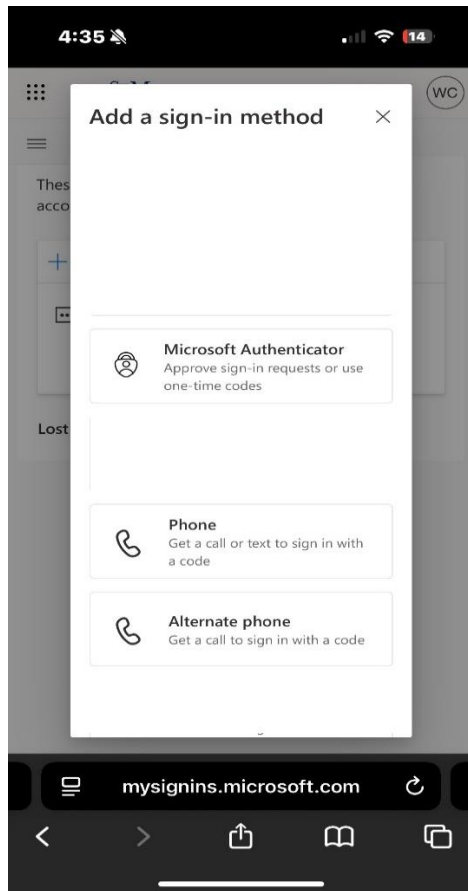
4. After logging in, you will see your Microsoft Accounts information displayed here.
Select the box labeled "Security info."



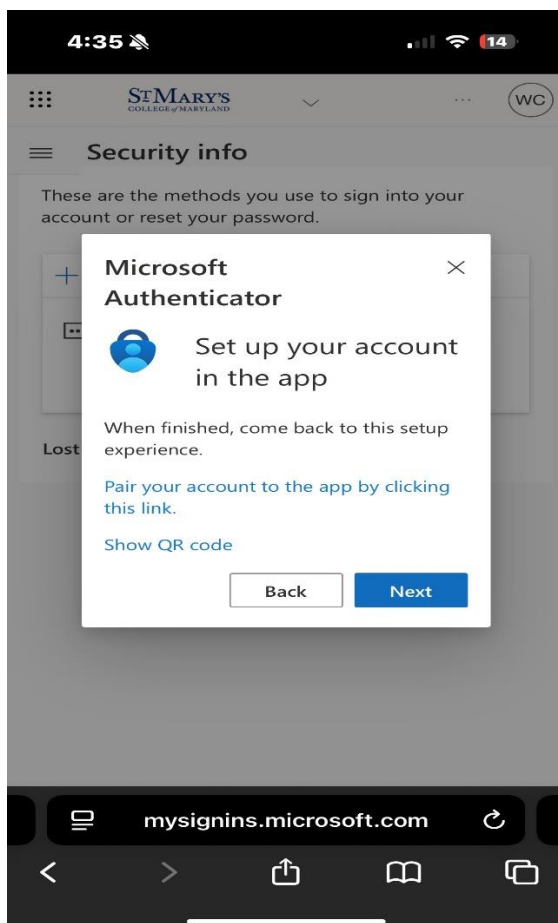
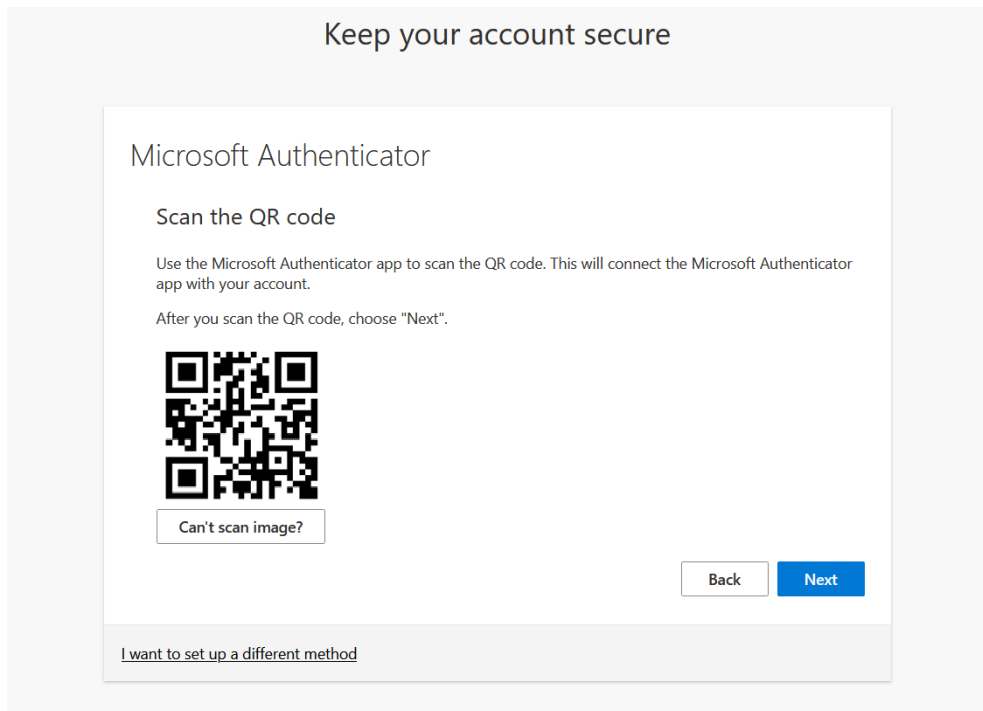
5. In the Security info box, select the “Add sign-in method” option located at the top.



6. Select the “Microsoft Authenticator” option for the fastest and most secure way to get into your account.



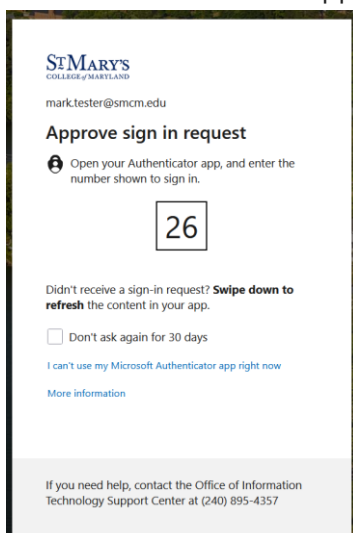
7. Use the Microsoft Authenticator app to scan the QR code displayed in the web browser window. If you are using a mobile device with Microsoft Authenticator installed, select “pair your account to the app by clicking this link.” Both options are shown below.



8. After capturing the QR code with your phone's camera or tapping pair your account to the app by clicking this link", your SMCM account will appear in your authenticator app.

Logging In for The First Time

1. **Go to the Microsoft website:** Navigate to the Microsoft website you want to log into (i.e. <https://myaccount.microsoft.com/>)
2. **Enter your username:** At the sign-in prompt, enter your Microsoft username and select "Next."
3. **Enter your password:** Type in your password at the password prompt and select "Sign in."
4. **Send notification:** Select "Send notification" to receive a sign-in request on your Microsoft Authenticator app.



5. **Check your Authenticator app:** Open the Microsoft Authenticator app on your mobile device. You may need to unlock the app if you are using a work or school account.

Log In Using Passcode

When trying to log into your SMCM account that uses MFA, you may not always have a cellular or Wi-Fi connection. In these situations, you may need to use the passcode method to log in.

1. On your phone, open Microsoft Authenticator
2. Choose the Microsoft Authenticator account you want to log into.
3. You will see the temporary passcode for that account. Type this number into the passcode field to complete your MFA login session.