

Columbia Academy MFA Enrollment

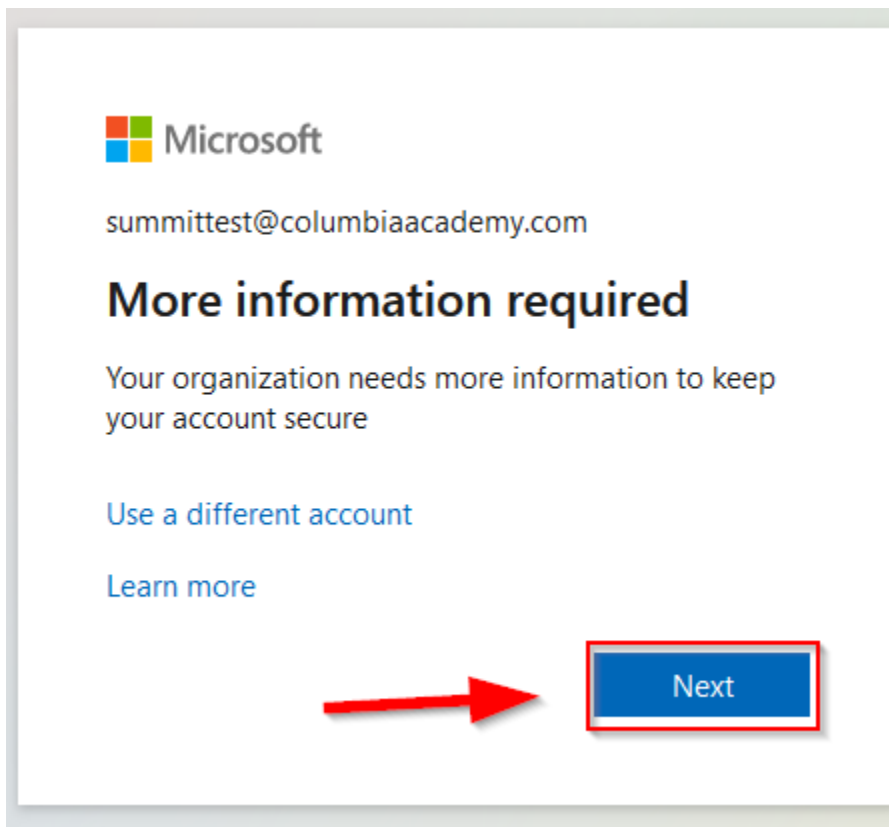
To secure your Office 365 account you will need to enroll in Multifactor Authentication (MFA) and periodically authenticate when signing into Office 365.

Prerequisite

Please download the Microsoft Authenticator from the [Apple App Store](#) or the [Google Play Store](#).
<https://aka.ms/getMicrosoftAuthenticator>

User Enrollment

Open a [private browser window](#) and navigate to [Portal.Office.com](https://portal.office.com) and sign-in with your Columbia Academy credentials. After you authenticate, please follow the prompts to configure Multifactor Authentication.



Keep your account secure

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

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

[I want to set up a different method](#)

Download the Microsoft Authenticator app @ <https://aka.ms/getMicrosoftAuthenticator>

Keep your account secure

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

Microsoft Authenticator



Set up your account

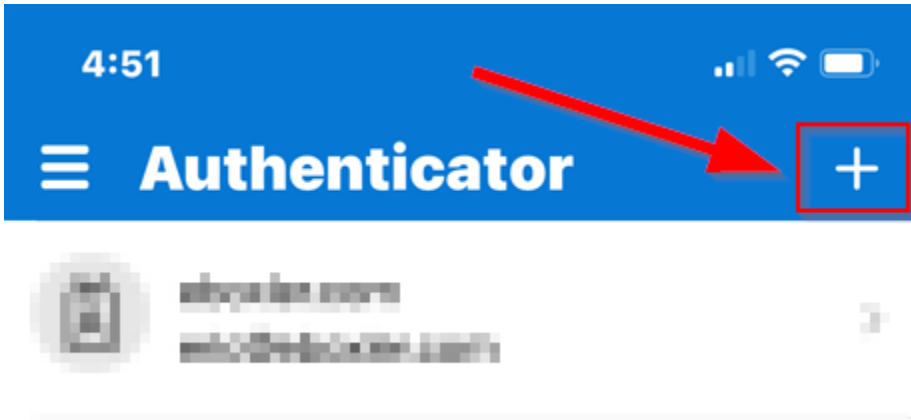
If prompted, allow notifications. Then add an account, and select "Work or school".

Back

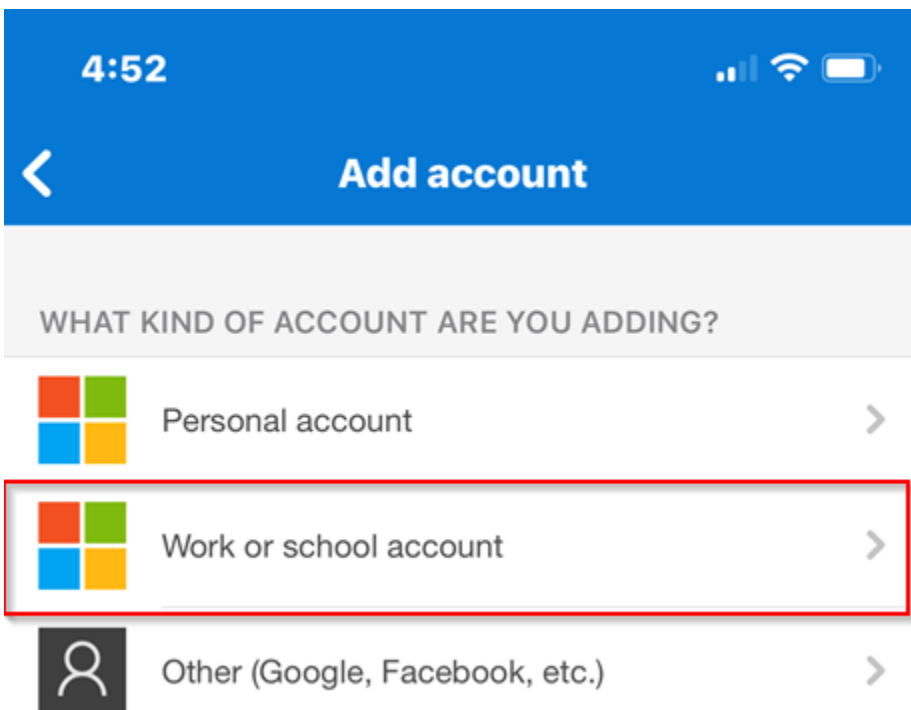
Next

[I want to set up a different method](#)

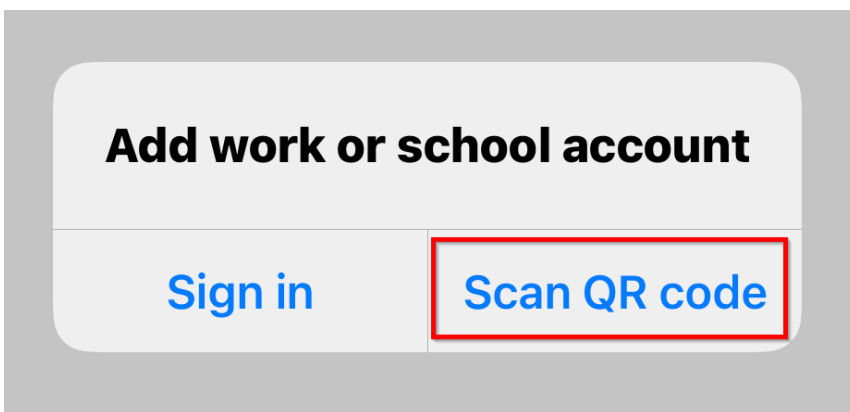
On your mobile device, please open the Microsoft Authenticator app, then click the “+” button on the top right.



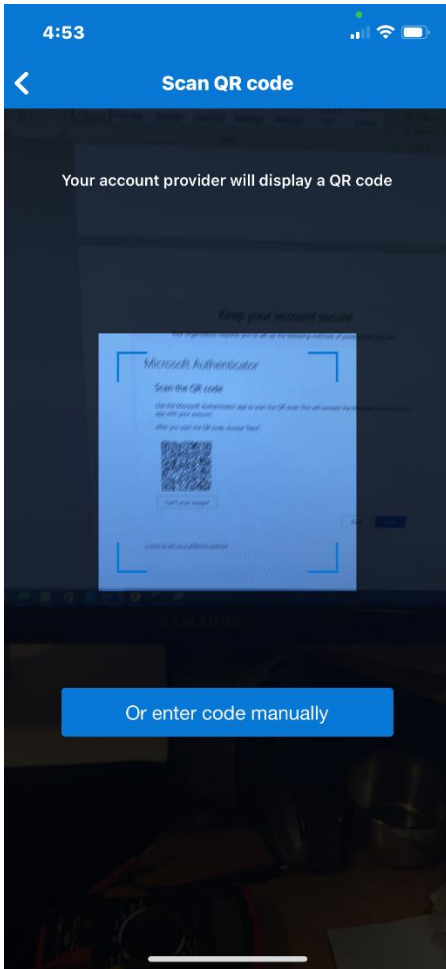
Select “Work or School account”



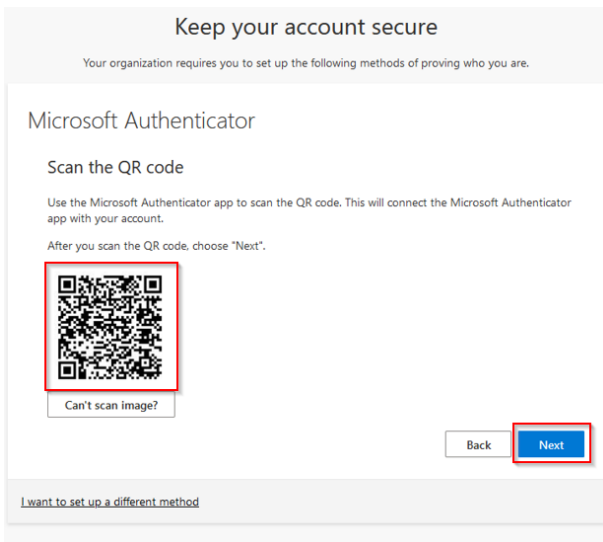
Select Scan QR Code



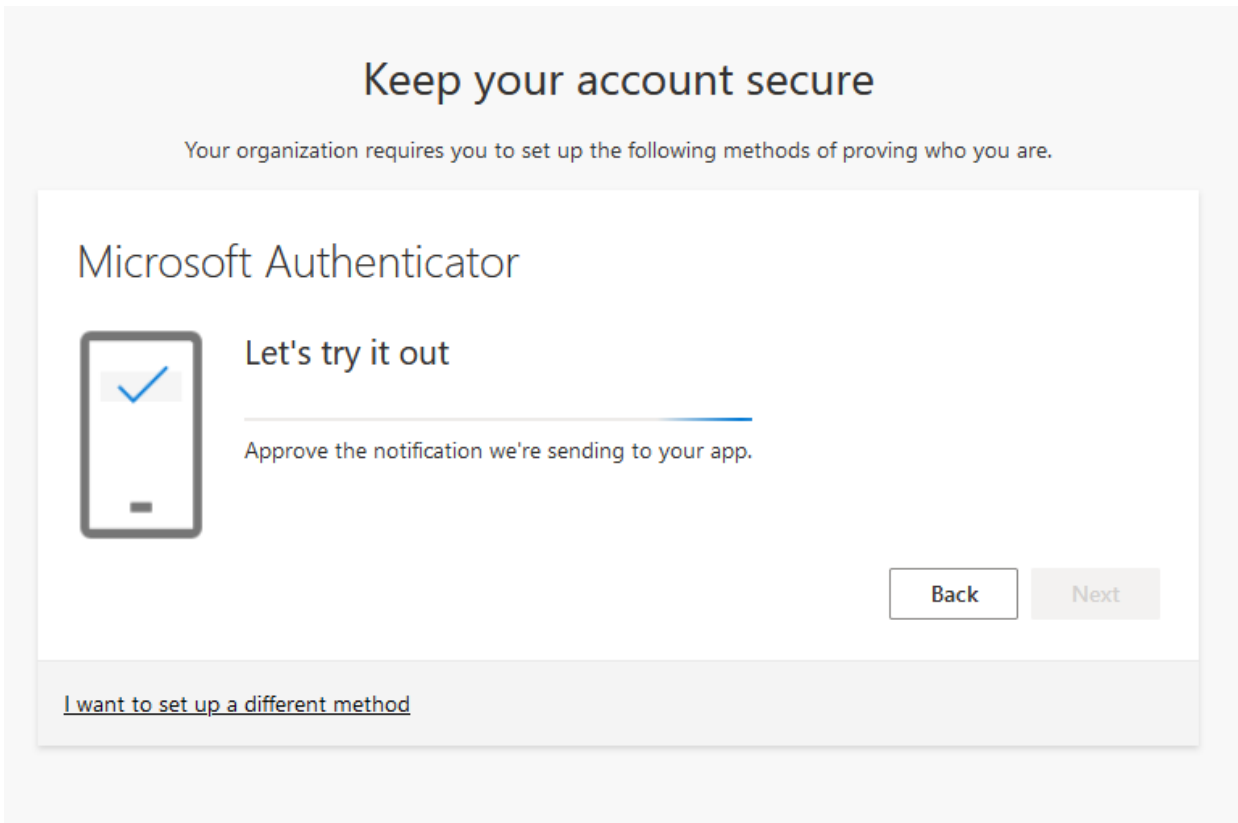
Point your phone at the screen to scan the QR code



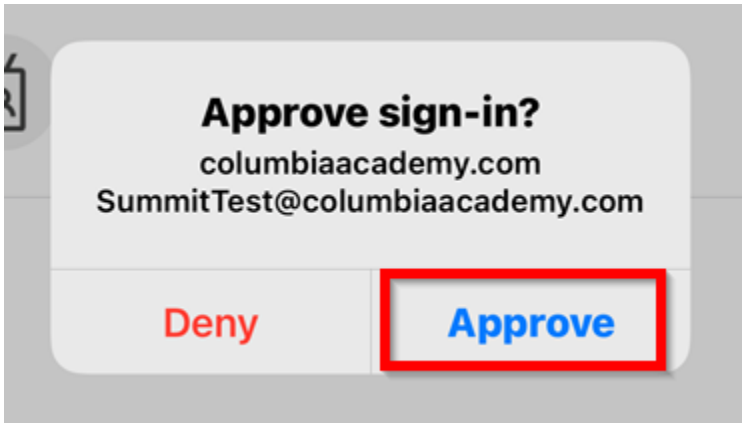
After you scanned the QR code, click the next button



Microsoft will then send MFA request to validate everything is working.



Click the Approve button on your phone.



Keep your account secure

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Microsoft Authenticator



 Notification approved

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[I want to set up a different method](#)

Keep your account secure

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

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

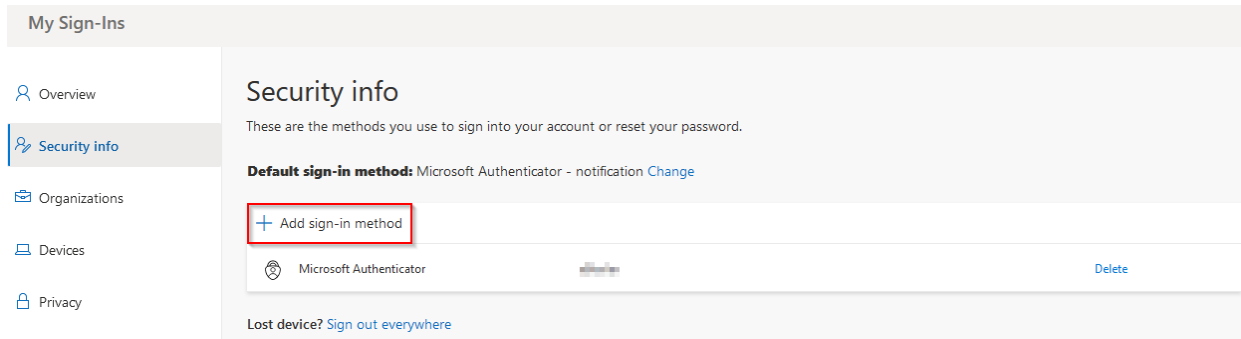


Microsoft Authenticator

Done

Add additional Sign-in methods

To add additional sign-in, such as SMS or a phone call to a land line, navigate to: <https://mysignins.microsoft.com/security-info>. Click the "+ Add sign-in method"



Select the type of method you would like to add (SMS demonstrated here)

Add a method



Which method would you like to add?

Phone

Cancel Add

Enter your phone number

Phone



You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) [Phone Number]

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel Next

Enter the SMS code that you received on your phone

Phone



We just sent a 6 digit code to +1 [REDACTED]. Enter the code below.

[Resend code](#)


Back

Next

You have correctly added an additional authentication method.

Phone



 SMS verified. Your phone was registered successfully.

Done

User Sign-on process



Sign in

SummitTest@columbiaacademy.com

No account? [Create one!](#)

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

Back

Next



← summittest@columbiaacademy.com

Enter password

.....|


[Forgot my password](#)

Sign in



summittest@columbiaacademy.com

Approve sign in request

 Open your Microsoft Authenticator app and approve the request to sign in.

Don't ask again for 30 days

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)



summittest@columbiaacademy.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes