

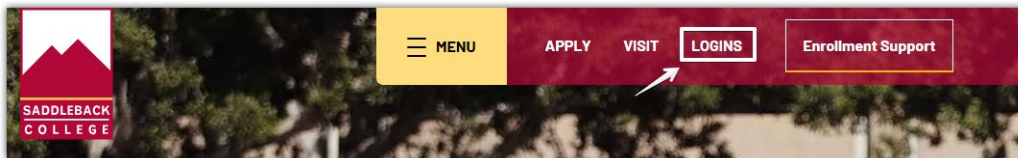


Setting up Microsoft Multi-Factor Authentication

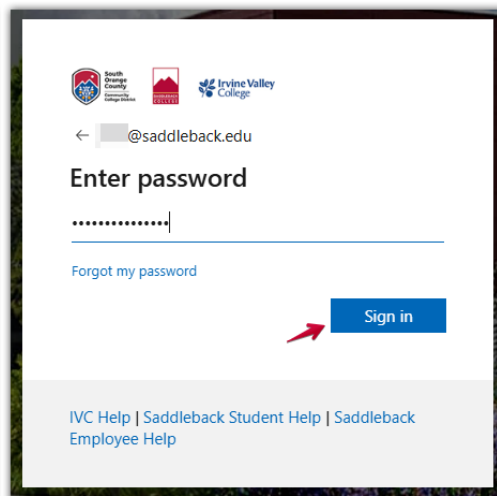
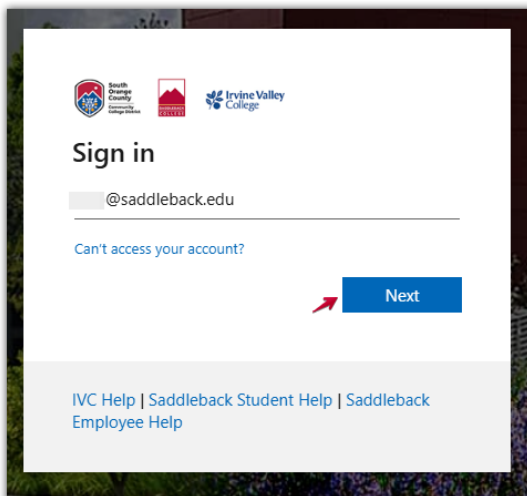
SADDLEBACK COLLEGE TECHNOLOGY SERVICES

Setting up Microsoft MFA with the Microsoft Authenticator App

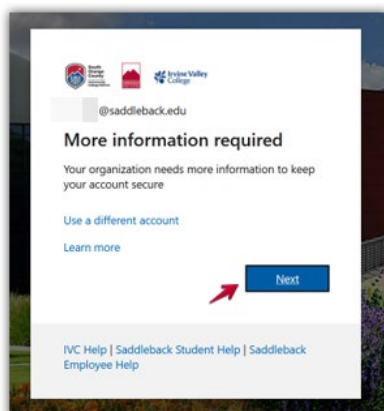
1. If you are off campus and have not set up Microsoft MFA yet go to <https://www.saddleback.edu> then click **logins**.



2. Sign in to the SSO portal with your **college email** and **password**.



3. Click **Next**



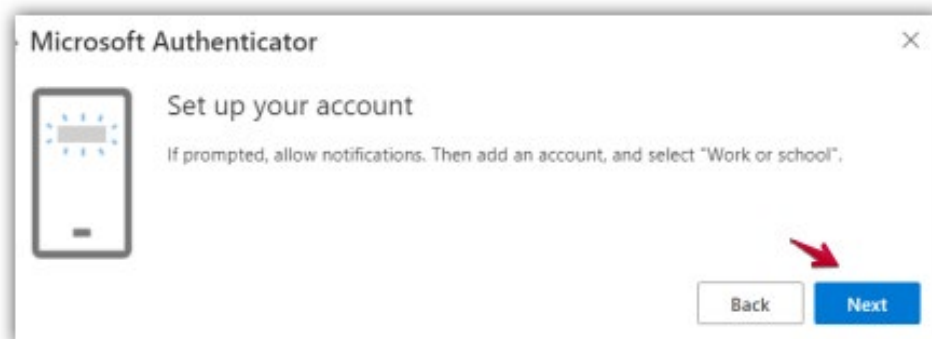
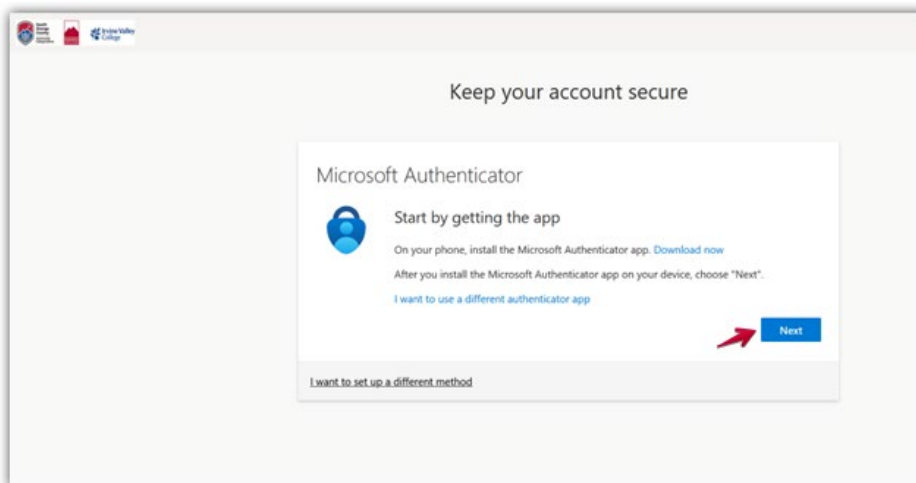
Setting up Microsoft Multi-Factor Authentication

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4. Download the **Microsoft Authenticator app** on your mobile device.



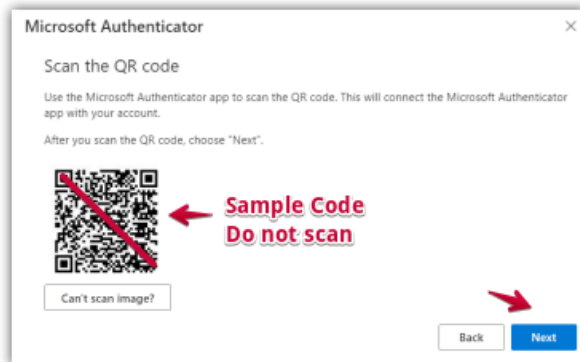
5. When you have finished downloading the app on your device, click **Next** on the following screens.



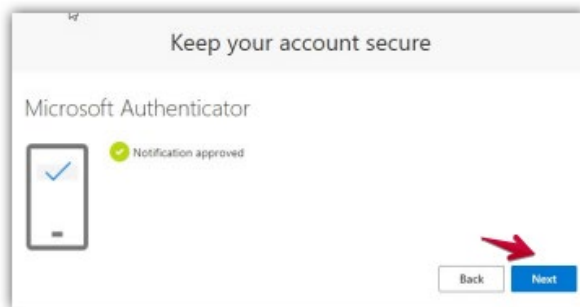
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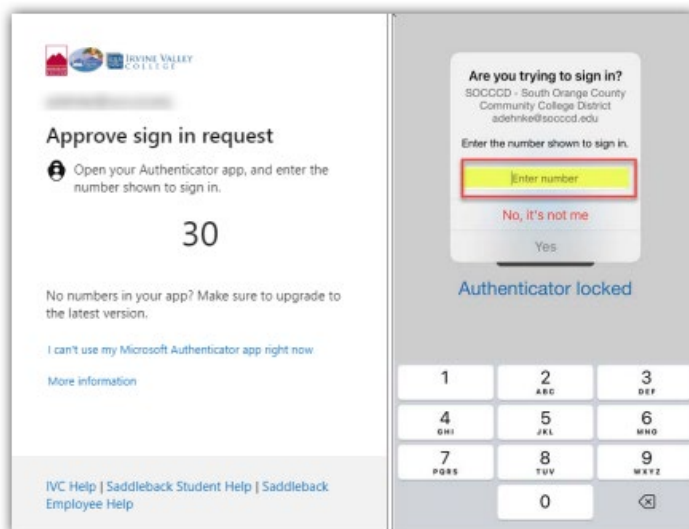
6. **Open** the Microsoft Authenticator app on your device and tap on the **Scan QR Code icon** to scan the QR code displayed on the next screen.



7. Enter the code provided on your Authenticator app to finish the setup, then click **Next**.



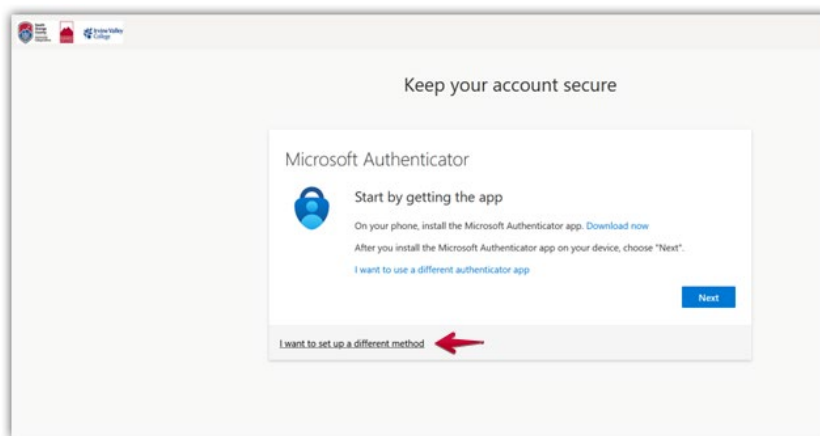
8. The next time you login to the Saddleback College apps portal or other college services off-site, you will enter the code that gets provided to you in your Microsoft Authenticator app.



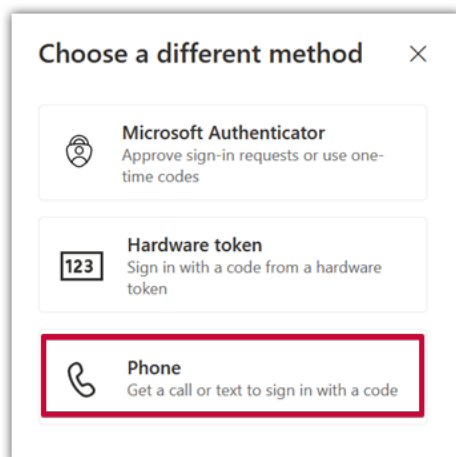
Setting up Microsoft MFA with a phone call or text option

If you do not wish to install the app you can select a phone call or text to your mobile device or phone call to your landline.

1. Follow steps 1-4 above, but do **NOT** install the app on your phone. Click, **I want to set up a different method**.



2. Select the **Phone** option.





Setting up Microsoft Multi-Factor Authentication

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3. **Enter your phone number** when prompted. Then select your preferred option: **Receive a code** or **Call me**, then click **Next**.

Keep your account secure

Phone

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

What phone number would you like to use?

United States (+1) Enter phone number

☒ Receive 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](#).

Next

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

4. Selecting the **Receive a code** option requires text messaging. You will be texted a code to verify authentication that needs to be entered when prompted.

Keep your account secure

Phone

We just sent a 6 digit code to +1 949 . Enter the code below.
983230

[Resend code](#)

Back

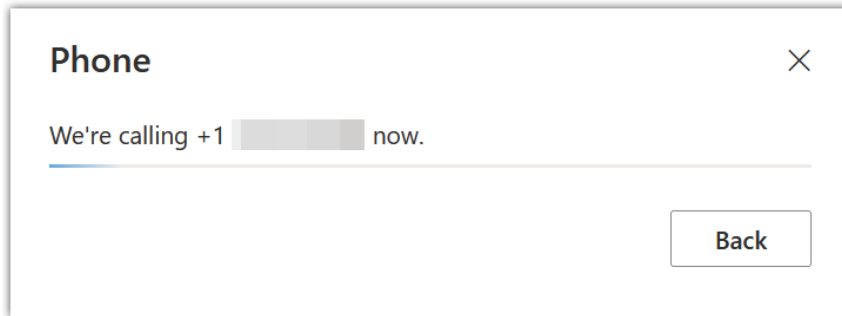
[I want to set up a different method](#)



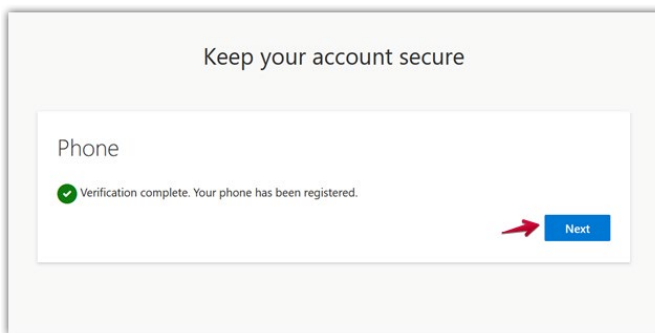
Setting up Microsoft Multi-Factor Authentication

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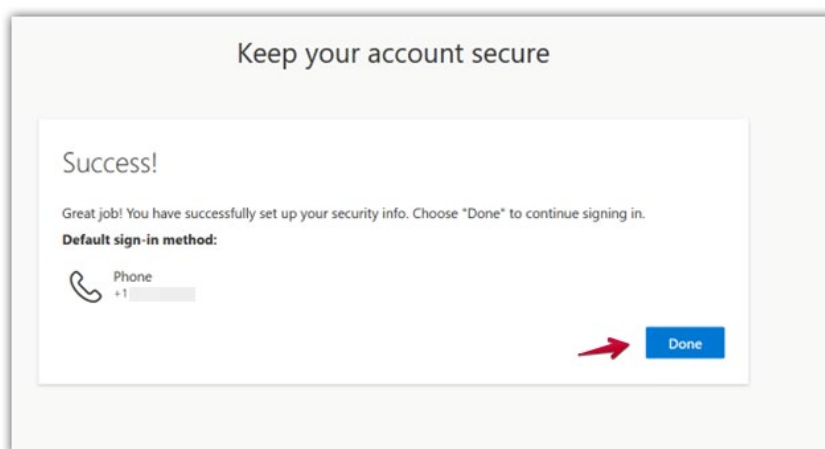
5. Selecting the **Call me** option will call your phone. Answer the verification phone call, sent to the phone number you entered, and follow the instructions.



6. After you have verified with either a code or phone call, click **Next**.

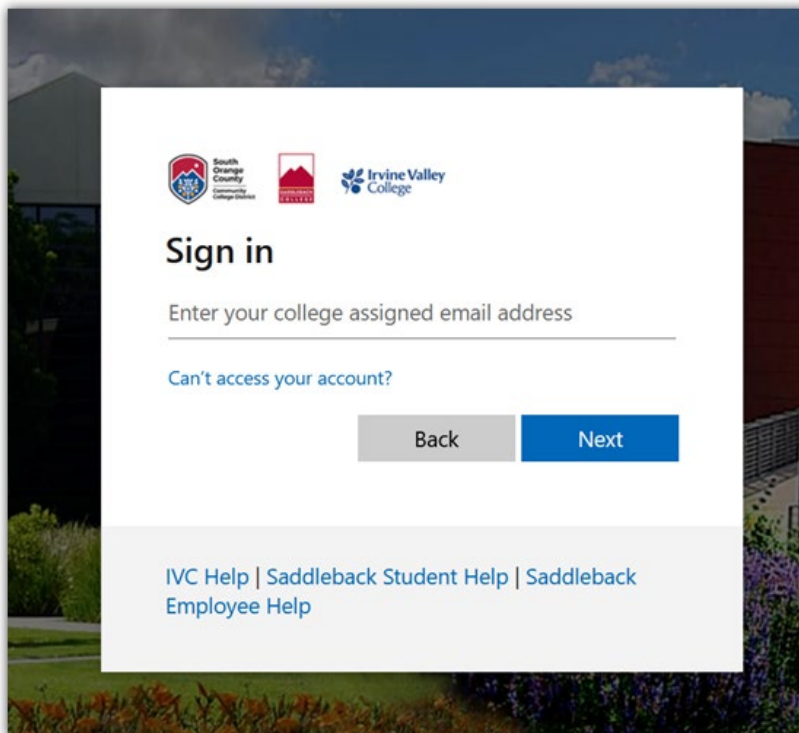


7. Click Done

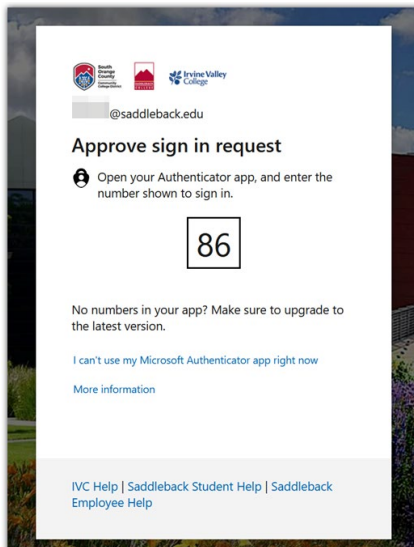


Authenticating Microsoft MFA with the App or Phone Call

1. When a user logs into a system that requires MFA they will be redirected to the Microsoft Single-sign on page and required to login with their username and password.



2. If you set up authentication with the **Microsoft Authenticator App**, you will enter the code that appears in your Microsoft Authenticator App.





Setting up Microsoft Multi-Factor Authentication

SADDLEBACK COLLEGE TECHNOLOGY SERVICES

3. If you set up authentication with a **text code OR phone call**, enter the code that was sent to you via text, or answer the phone call.

Text Code Option:

South Orange County Community College District Irvine Valley College

← @saddleback.edu

Enter code

📄 We texted your phone +X XXXXXXXX11. Please enter the code to sign in.

Code

[More information](#)

[Verify](#)

[IVC Help](#) | [Saddleback Student Help](#) | [Saddleback Employee Help](#)

Phone Call Option:

South Orange County Community College District Irvine Valley College

← @saddleback.edu

Approve sign in request

📞 We're calling your phone. Please answer it to continue.

[More information](#)

[IVC Help](#) | [Saddleback Student Help](#) | [Saddleback Employee Help](#)