

Multi-Factor Authentication (MFA) Setup

Getting Started

Once Multi-Factor Authentication (MFA) has been applied to your account, you will be prompted to set up MFA to access Microsoft 365 (M365) and/or related systems (MS Teams, SharePoint, OneDrive etc.).

You can secure your SAIT account with MFA yourself. We've provided the guide below to walk you through the process. You will be prompted to set up MFA when you attempt to access the services below:

- Mail and Calendar applications including Microsoft Outlook
- Outlook Web Access
- Microsoft 365 applications: Word, Excel, PowerPoint Microsoft OneDrive for Business
- Microsoft Teams, SharePoint
- Other SAIT authorized Apps from the Microsoft portal

Before Beginning

IMPORTANT: When you first get prompted to set up MFA, ensure that you log out of all M365 applications on your phones, tablets, work computers, home computers, etc. If you have not logged out of all M365 applications when setting up the MFA, you will be asked to verify who you are each time, and you will receive a code that will need to be entered into the verification field.

To avoid this, log out of M365 on all devices before setting up MFA.

Complete the Following Tasks

1. Activate Multi-Factor Authentication (MFA)
2. Enroll in Multi-Factor Authentication
3. Receive digital code and input into pop-up screen

You can then proceed to access your M365 applications

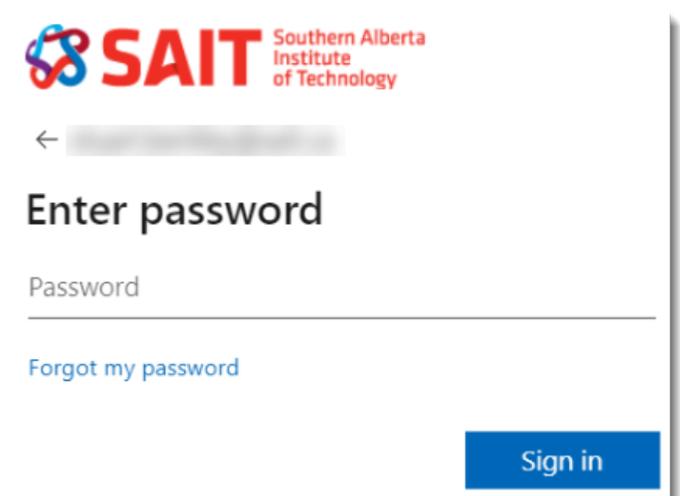
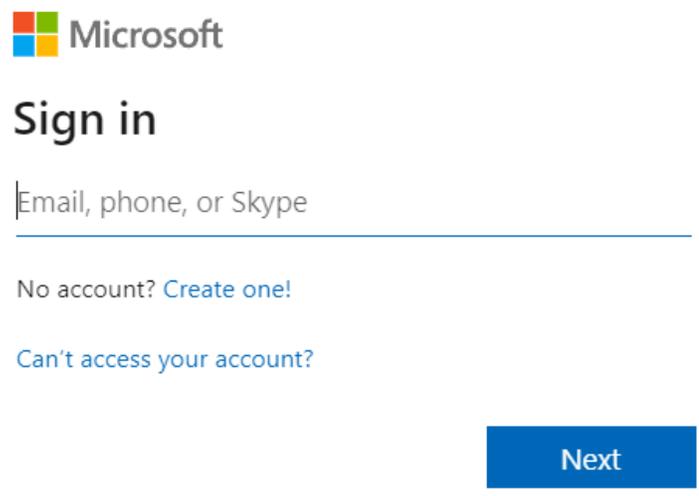
Help Videos

- What is: [Multi-Factor Authentication \(microsoft.com\)](#)
- What is the Additional verification page? - [Azure AD | Microsoft Docs](#)
- [Set up Multi-Factor Authentication with a mobile device in Microsoft 365 Business - YouTube](#)

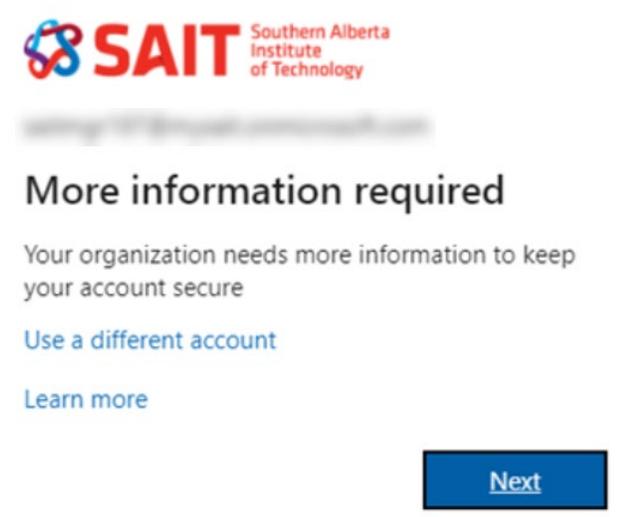
Activate Multi-Factor Authentication (MFA)

1. From your computer, sign into any Microsoft 365 product. The MS Online login page will appear. Enter your SAIT email address, click **Next** and then enter your password and click on **Sign in**.

Note: you will only see this message if you are signed out of all M365 applications. If you are not signed out, go to step 2 below.

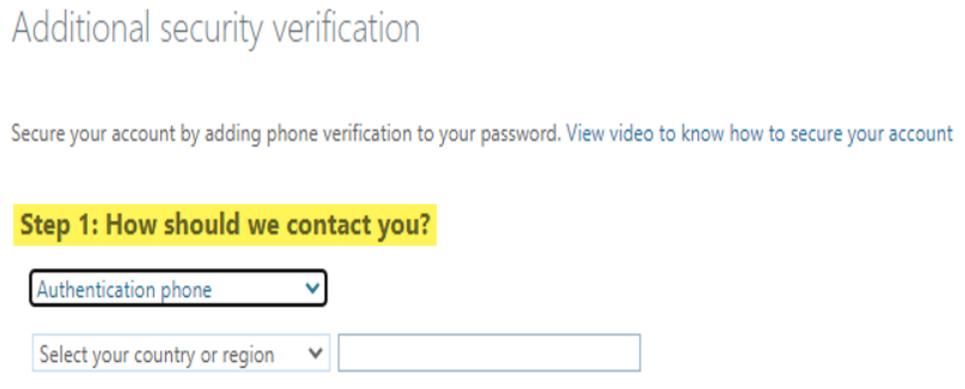


2. The system will prompt you to setup MFA. Click **Next**.



Task 2: Enroll in Multi-Factor Authentication

The **Additional security verification** page will appear. You will need to enroll your office phone or mobile device, by selecting your preferred contact method by clicking the drop-down list under Step 1 How should we contact you?



Enrollment can be one or more of the following options:

- **Option 1:** Using the Microsoft Authenticator app on your smart phone or tablet. With the app, you can approve login attempts (when your phone is connected to the internet), or retrieve authentication codes when your phone is offline. **This is the most convenient and preferred method.**
- **Option 2:** Using a cell phone or smart phone to receive authentication codes by text messages (SMS)

Option 1: Mobile App

1. If you choose to use the Microsoft Authenticator app, the following screen will appear, providing instructions on how to Download and configure Microsoft Authenticator App from AppStore or Google Play

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.



Note: Scan the QR Code from your screen, not this code

2. Once the App is downloaded to your phone, configure it by following the steps below.
3. Scan QR Code



4. Add your phone number as a secondary recovery option



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: Let's make sure that we can reach you on your Mobile App device

Please respond to the notification on your device.



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 3: In case you lose access to the mobile app

Canada (+1)

Option 2: SMS

If the SMS option is chosen, you will be asked to enter your mobile number.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

Canada (+1)

Invalid phone number. Please provide a phone number in following format: 999 999 9999

Method
 Send me a code by text message
 Call me

Choose your preferred method
- receive a code via text message
- have the bot call you with a code by voice

Task 3: Receive digital code and input into pop-up screen

You will receive a 6 Digit code via SMS text, or a call to your designated phone. Enter the code you received on your phone or PC into the field, and click verify.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +1 2899682562

When you receive the verification code, enter it here

Congratulations! MFA is now protecting your SAIT M365 account

For Additional Assistance

If you need technical support with this process, contact the ITS Service Desk
At the Service Portal: sait.ca/ITS (preferred)
By sending an email: <mailto:ITS.Support@sait.ca> (be sure to include your full name and a phone number)
By phone: 403.774.5200.

Thank you for helping SAIT secure our data and protect our users