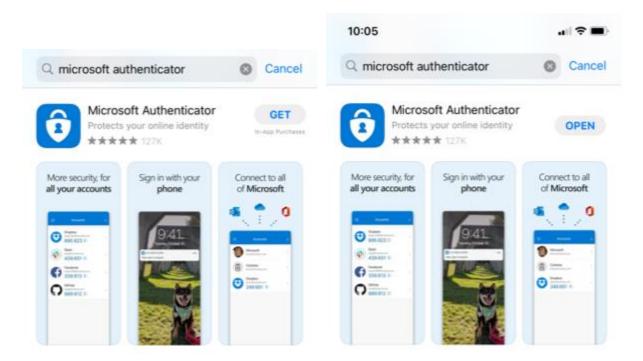


## **Install the Microsoft Authenticator App**

The Microsoft Authenticator app helps you sign in to your accounts when you're using multi-factor authentication. With MFA, after you sign in using your username and password, you can either approve a notification or enter a provided verification code. It also allows you to easily change your password and security info.

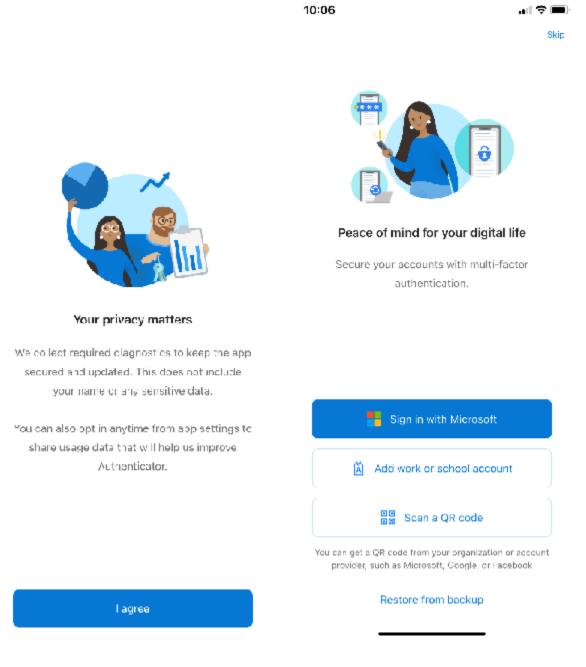
Install the latest version of the Microsoft Authenticator app, based on your operating system:

- 1) Google Android. On your Android device, go to Google Play to download and install the Microsoft Authenticator app.
- 2) Apple iOS. On your Apple iOS device, go to the App Store to download and install the Microsoft Authenticator app.



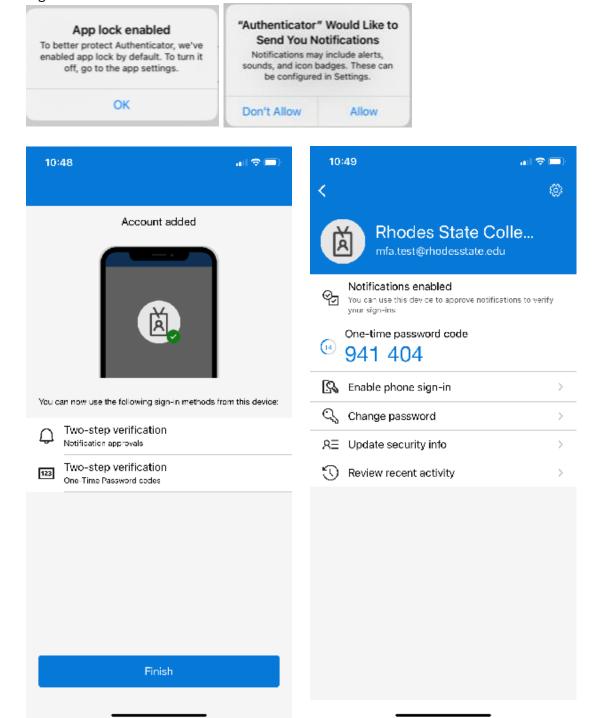
## Set up the Microsoft Authenticator app to send notifications

1) Open the Microsoft Authenticator app, agree to the terms (if prompted) and then click "Add work or school account" (Do not click on Scan a QR Code)



**Note:** If you receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android), select **Allow** so the authenticator app can access your camera to take a picture of the QR code in the next step.

- 2) Enter your Rhodes State email address and password.
- 3) If prompted, select OK to App lock enabled. Select **Allow** so the authenticator app can send you notifications. Click **Finish.** You should now be able to select your account and then you should see a 6 digit notification code.



4) Return to your computer or browser and click **Next**. It will verify the app and confirm activation. Click **Save**