



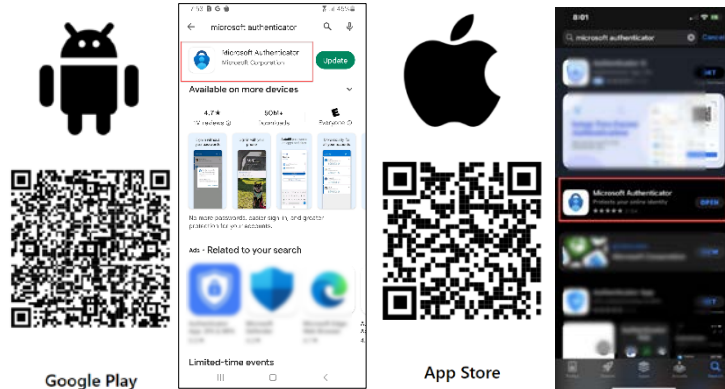
## Microsoft MFA Instructions



The MFA app is a versatile, lightweight app that links to your Manatee County Microsoft 365 account. It adds a layer of protection when you log in asking you to click *approve* before you proceed. ***This is the preferred method of authentication and it does not monitor or record anything on your device.*** You are able to control what system access the app has on your personal device in settings.

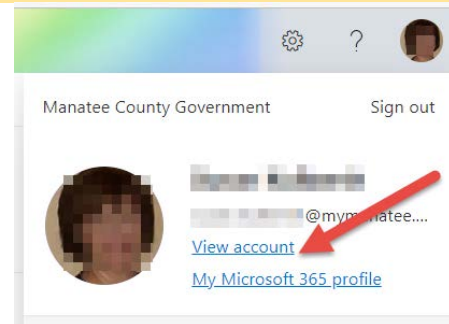
### To set up the Microsoft Authenticator app

1. From your mobile device, open your camera, then **scan the QR Code** for your device, or search your app store for “**Microsoft Authenticator**” and refer to the pictures for the correct app.
2. **Install the Microsoft Authenticator app** on your mobile device, and then select **Next**.

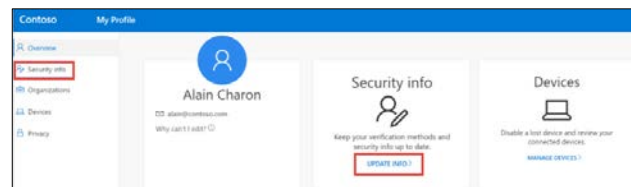


**NOTE: using your personal mobile device for Authentication does NOT subject it to Florida Sunshine Law.**

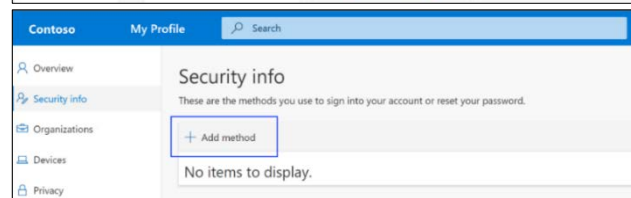
3. From your computer, **sign in to your Work or school account** and then go to <https://myaccount.microsoft.com/>
  - Go to MCG Employee Intranet and click on your picture or initials in the right top corner.
  - Click on **View Account**.



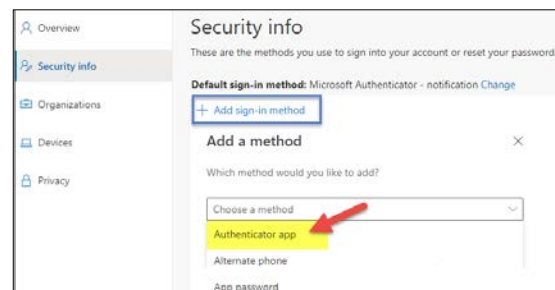
4. Select **Security info** in the left menu, or by using the **Update info** link in the **Security info** pane. If you have already registered, you'll be prompted for two-factor verification.



5. Then, select **Add method** in the **Security info** pane.



6. On the **Add a method** page, select **Authenticator app** from the list, and then select **Add**.

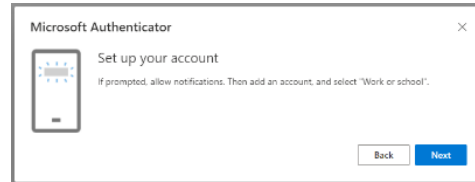




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7. Click **Next**.



8. **DO NOT** click **Next**, yet.



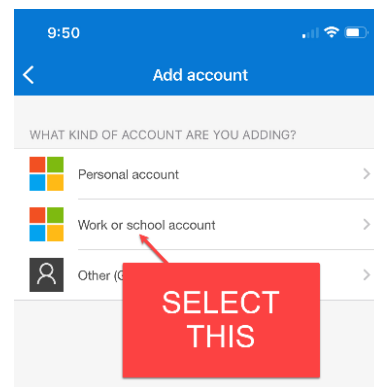
9.  Open the **Microsoft Authenticator** app on your mobile device.



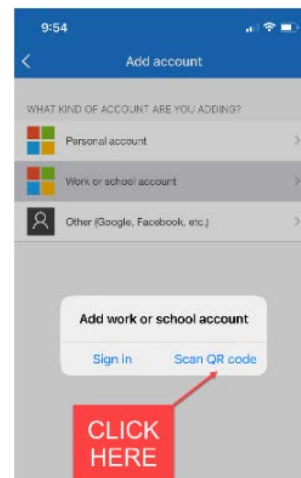
10. Select the **+** at the top right.

CLICK ON  
THE "+"  
SIGN

11. Select **Work or school account**.



12. Select **Scan QR code**.

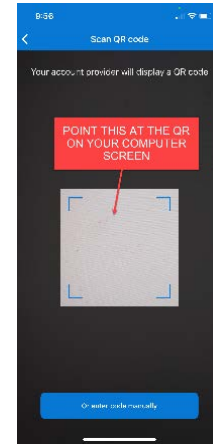




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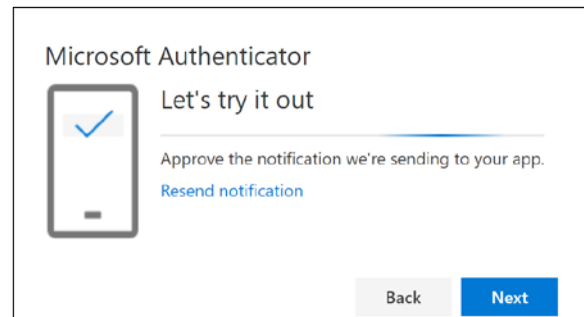
13. Using your mobile device, **Scan the QR code** on your computer screen appearing on your browser.



14. On your computer, select **Next** on the **Scan the QR code** page.

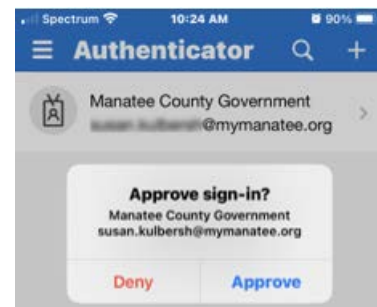


15. Click **Next** to send a test to your mobile device.

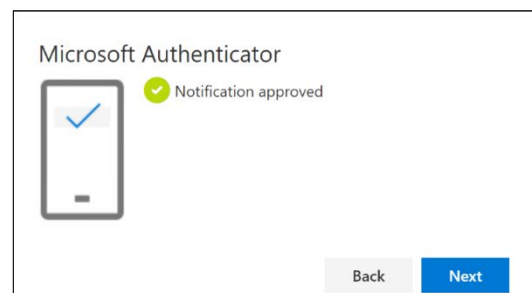


16. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.

17. Choose **Approve** on your mobile device.



18. Select **Next**. Your security info is updated to use the Microsoft Authenticator app by default to verify your identity when using two-step verification or password reset.



19. You will begin to see the MFA prompts when opening Microsoft applications.



# Microsoft MFA Security

## What is MFA?

Multi-Factor Authentication (MFA) recognizes that asking users to verify themselves with just a username and password offers little resistance against hackers. Plenty of passwords have been exposed in data breaches, stolen via phishing scams or simply cracked by malicious actors using powerful computing tools.

Organizations adopting MFA require individuals to use multiple methods to demonstrate they are who they claim to be. At Manatee County Government, ITS is implementing the following MFA requirement:

**Asking users for their password AND confirming through the Microsoft Authentication application their identity.**

The idea is that an attacker who compromises one method of authentication remains locked out if they cannot also compromise the additional method(s). A hacker who steals an employee's password still cannot get into the system if they fail to also provide the required confirmation through the Microsoft Authenticator application.

## Events Requiring MFA Confirmation

You need to have your mobile phone with you as you use your PC to access the MS Authenticator app if needed. The confirmation in the application may be required when you:

- Completely Logout of O365 (Outlook Email, Sharepoint, etc.)
- Completely Logout and power off your PC (Shutdown)
- Change your password
- Get a new Mobile Device or PC

Q. Does everyone have to have MFA installed?

A. Yes, everyone with an account on the BCC network will have MFA enforced.

Q. Who do I call for help?

A. The CSC at X5807 or go to the CSC Online Support for more information.



**NOTE: Using your phone for MFA Authentication does not subject your personal device to Florida Sunshine law.**