

## Securing Your SWBTS Account

This tutorial will guide you in setting up Multi-Factor Authentication (MFA) for your SWBTS account. MFA adds a second step when connecting a new device to your SWBTS email or when logging in from an unknown device or location.

### Installing an Authenticator App

If you would like a notification to pop up on your phone when you need to use MFA, you will need to use the Microsoft Authenticator application on your phone. If you prefer to use an existing authenticator app, you can use most of the popular applications including Duo, Google Auth and Authy.

To install the Microsoft Authenticator app, go to your App store or use the **QR codes** below.



Google Play

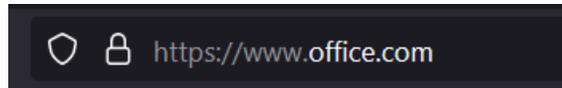


App Store

## Adding MFA

If you are setting up MFA remotely, please contact the Help Desk at 817.921.8555 prior to taking any of the steps below and we will work with you to setup MFA.

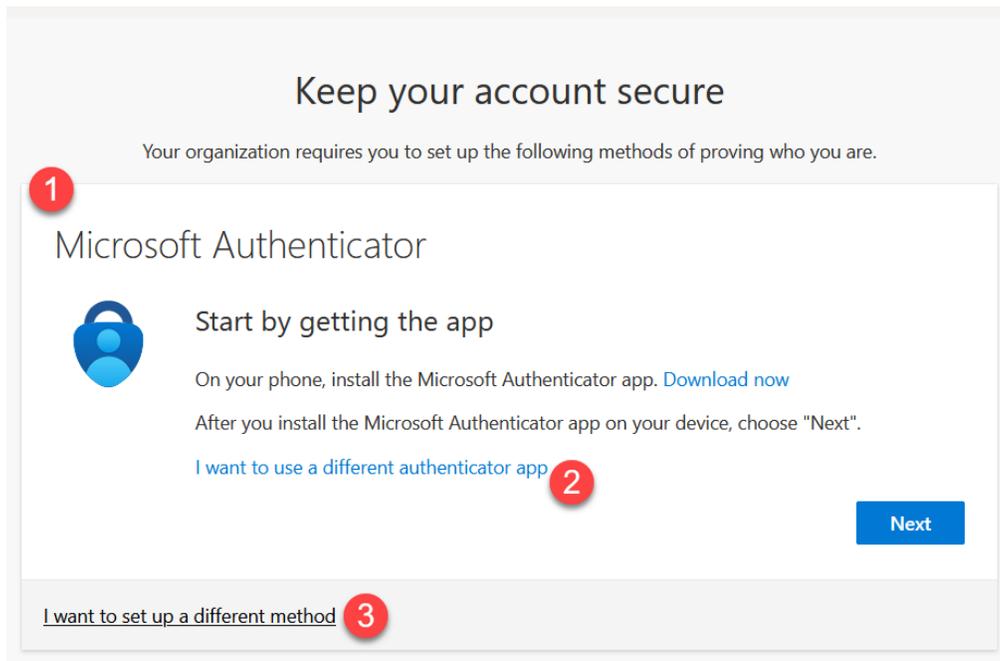
Go to <https://office.com>.



Sign in using your account. (FirstinitialLastname@swbts.edu)



You will be prompted with the following message:



## Three Options

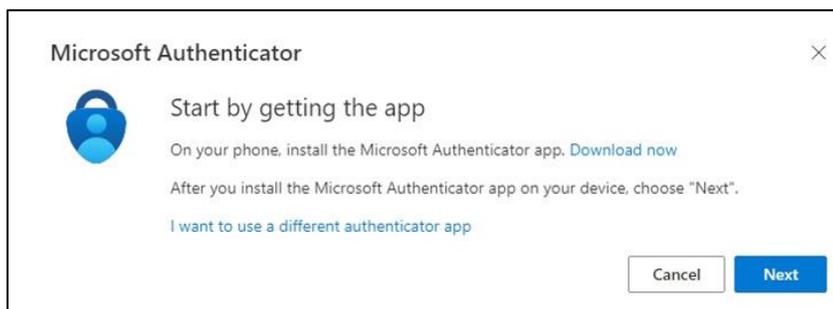
You have three options for MFA:

1. Use the Microsoft Authenticator App.
2. Use another authenticator app of your choosing.
3. Use your phone to receive a text message.

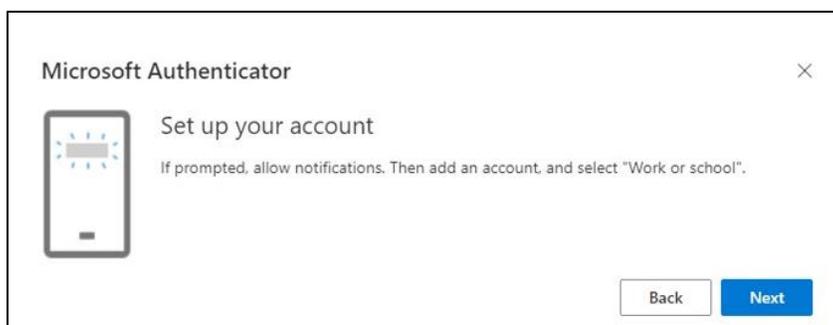
The three options are detailed below.

## Using Microsoft Authenticator for MFA

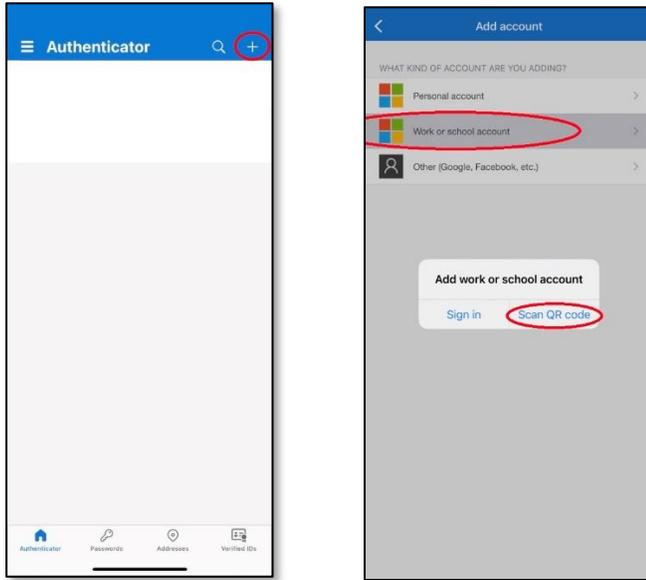
Select **Next**.



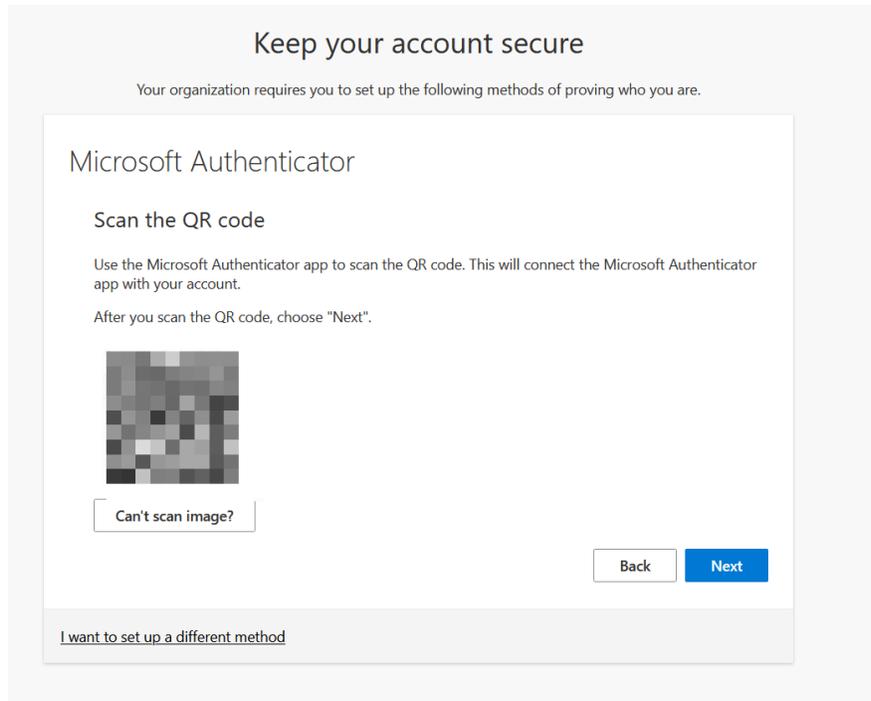
Select **Next**.



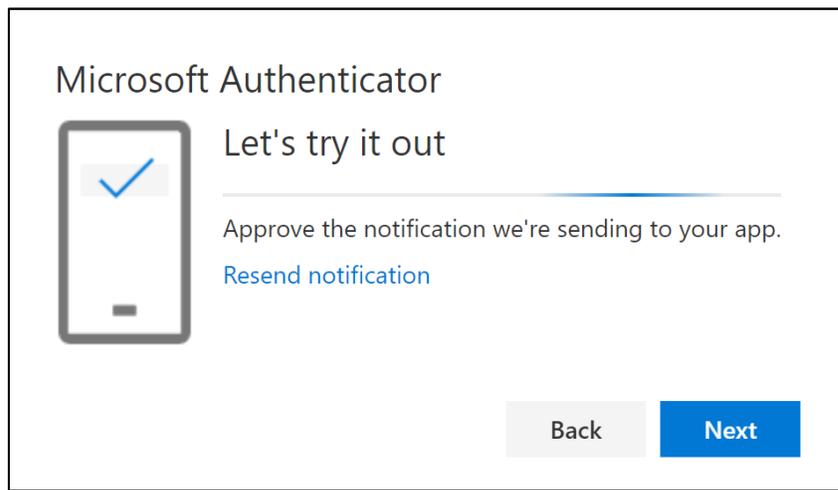
In the Microsoft Authenticator app on your phone, click on the **+** on the top Right, select **Work or School Account**, and then select **Scan QR code**.



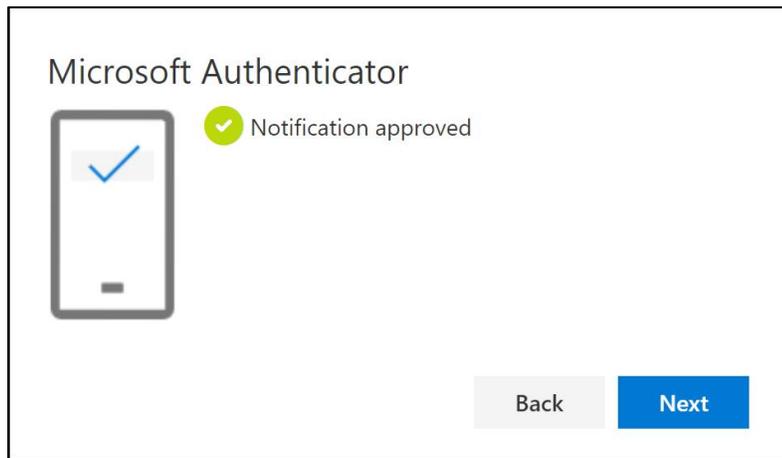
Using your phone, scan the QR code on your computer screen and then select **Next**.



A notification will be sent to the Microsoft Authenticator app on your phone, to test your account.



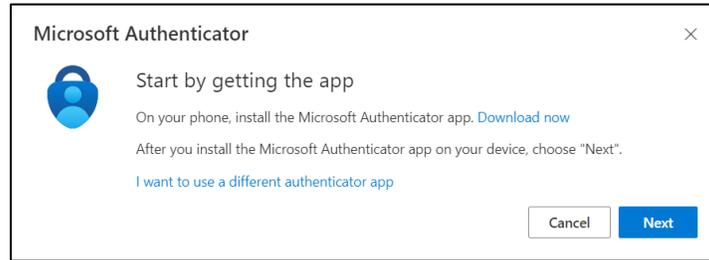
Approve the notification in the Microsoft Authenticator app on your phone, and then select **Next**.



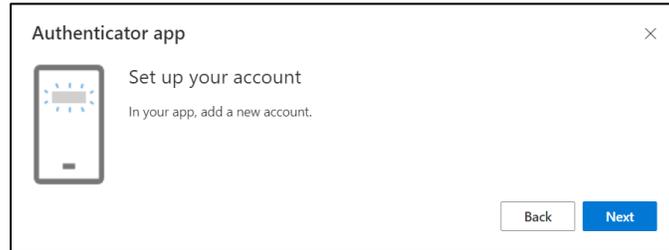
Your SWBTS account is now set up for MFA using the Microsoft Authenticator app. Thank you for helping keep our institution safe.

## Non-Microsoft Authenticator for MFA

Select “I want to use a different authenticator app” at the bottom of the pop-up screen.

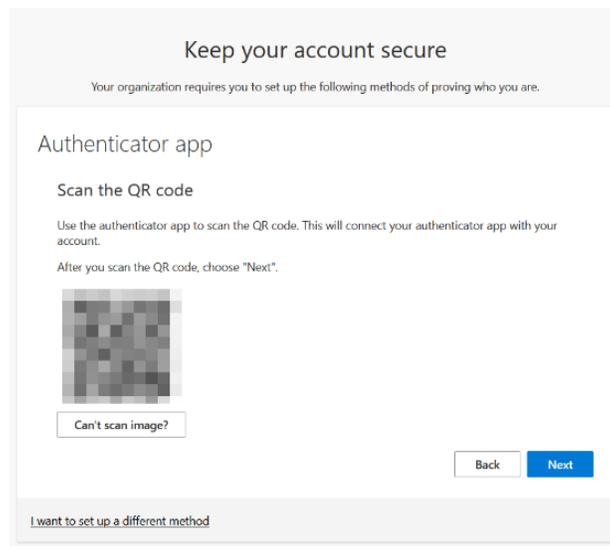


Select **Next**.

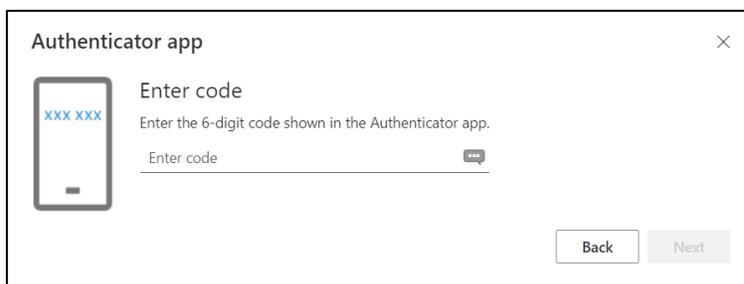


When this screen appears on your computer, open your desired authenticator app, add a new entry, and use your phone camera to scan the QR code on your computer screen. Complete the setup on your phone. This process will vary based on the app you are using. Please see your chosen Authenticator apps instructions on how to set up a new entry.

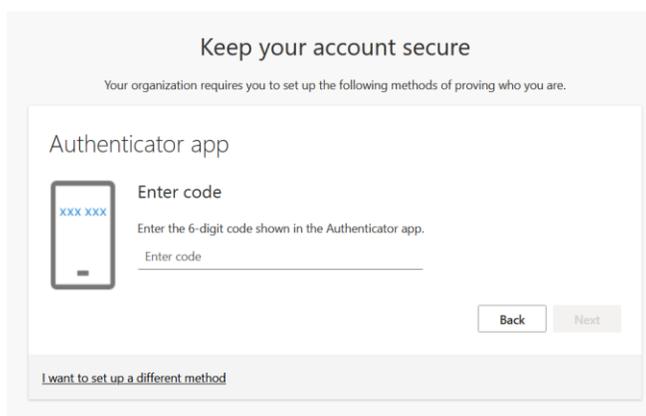
Select **Next** when finished.



On your phone, find the newly created entry from the previous step. Enter the 6-digit code on your computer screen to confirm the Authenticator app is linked to your SWBTS account.

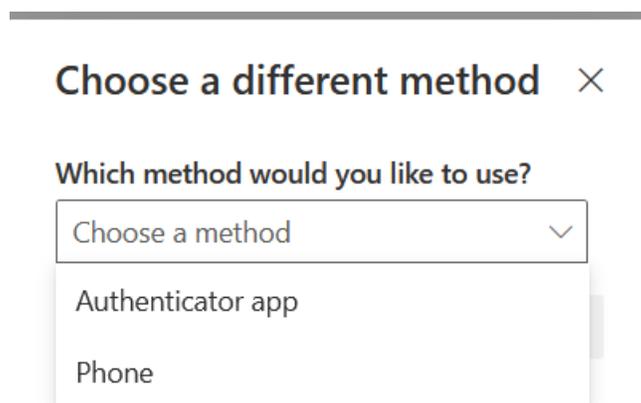


Click **Next** when you have entered the code from your Authenticator app.

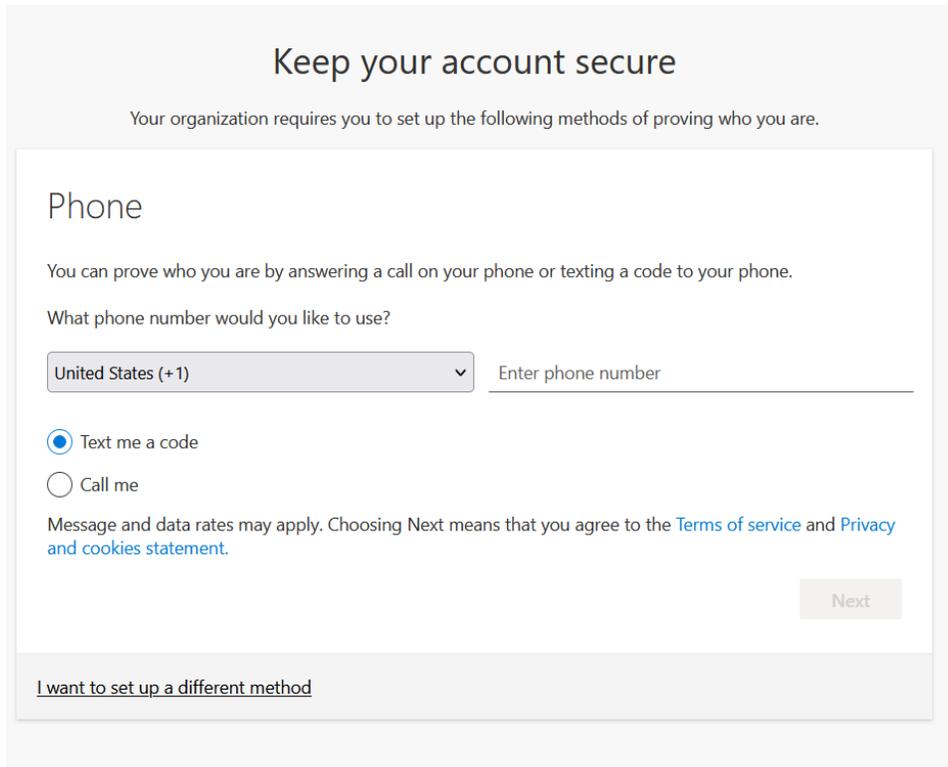


## Phone Authentication for MFA

If you would like to receive a text message for MFA select the “Choose a different method” pull down and click phone.



Fill in your phone number and click on **Next**.



The screenshot shows a web form titled "Keep your account secure". Below the title is a sub-header: "Your organization requires you to set up the following methods of proving who you are." The main section is titled "Phone" and contains the following elements: a paragraph stating "You can prove who you are by answering a call on your phone or texting a code to your phone.", a question "What phone number would you like to use?", a dropdown menu currently showing "United States (+1)", a text input field labeled "Enter phone number", two radio button options: "Text me a code" (which is selected) and "Call me", a paragraph of terms: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).", a "Next" button, and a link at the bottom: "[I want to set up a different method](#)".

You will receive a text notification that you can then input to complete the setup process.

You have successfully enabled MFA for your SWBTS account.

Thank you for helping keep our institution safe.

Need further assistance?  
Contact Campus Technology at (817) 921-8555 or  
[campustechnology@swbts.edu](mailto:campustechnology@swbts.edu)