


# Lasell University Information Technology

## Multifactor Authentication Setup Guide

Before logging into your Lasell University E-mail account you will need to setup multifactor authentication following the below instructions. Please ensure to setup your preferred authentication method (app or phone call) on a device you will reliably have access to. If you have questions or need assistance please reach out to the IT helpdesk at 617-243-2200 or [helpdesk@lasell.edu](mailto:helpdesk@lasell.edu)

**Part 1:** Sign up for our multifactor authentication. To sign up for this service, please follow these steps:

1. From an internet browser (Google Chrome, FireFox, Internet Explorer), visit <https://aka.ms/mfasetup> and sign in with your Lasell username and password.
2. The next screen will present pull-down menu with four options for a verification method. Please check off either **"Phone Call"** or **"Authenticator App or Token"**:

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### Additional security verification App Passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.  
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/> Authentication phone	United States (+1)	Enter Number Here
<input type="checkbox"/> Office phone	Select your country or region	Extension
<input type="checkbox"/> Alternate authentication phone	Select your country or region	
<input checked="" type="checkbox"/> Authenticator app or Token	Set up Authenticator app	

Authenticator app - Erin's iPhone Delete

restore multi-factor authentication on previously trusted devices


Restore

Save cancel

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

A.) To setup a **Phone Call** (This method will call the entered phone number whenever an authentication is attempted. To verify the authentication, press “#” when prompted.):

- 1.) Under **What's your preferred option?** select **Call my authentication phone**
- 2.) Check Off **Authentication Phone**
- 2.) Enter in your number (RingCentral or Personal)
- 3.) Select **Save**

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what's your preferred option?

We'll use this verification option by default.

Call my authentication phone

how would you like to respond?

Set up one or more of these options. [Learn more](#)

☒ Authentication phone

United States (+1)

Select your country or region

6172432288

Extension

☐ Office phone

☐ Alternate authentication phone

Select your country or region

☒ Authenticator app or Token

Set up Authenticator app

Authenticator app - Erin's iPhone

Delete

restore multi-factor authentication on previously trusted devices

Restore

Save

cancel

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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Legal

Privacy

B.) To setup the **Mobile App** (This method integrates with a smart phone application, and will prompt to verify or deny requests by responding to a prompt in this app with either a Yes or No.):

- 1.) Under **What's your preferred option?** select the drop-down option **Notify me through app**
- 2.) Check off **Authenticator App or Token**
- 3.) Select **Set up Authenticator App**

## Additional security verification App Passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.  
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/> Authentication phone	United States (+1)	
<input type="checkbox"/> Office phone	Select your country or region	
<input type="checkbox"/> Alternate authentication phone	Select your country or region	Extension

☒ Authenticator app or Token

Set up Authenticator app

Authenticator app - Erin's iPhone

Delete

restore multi-factor authentication on previously trusted devices

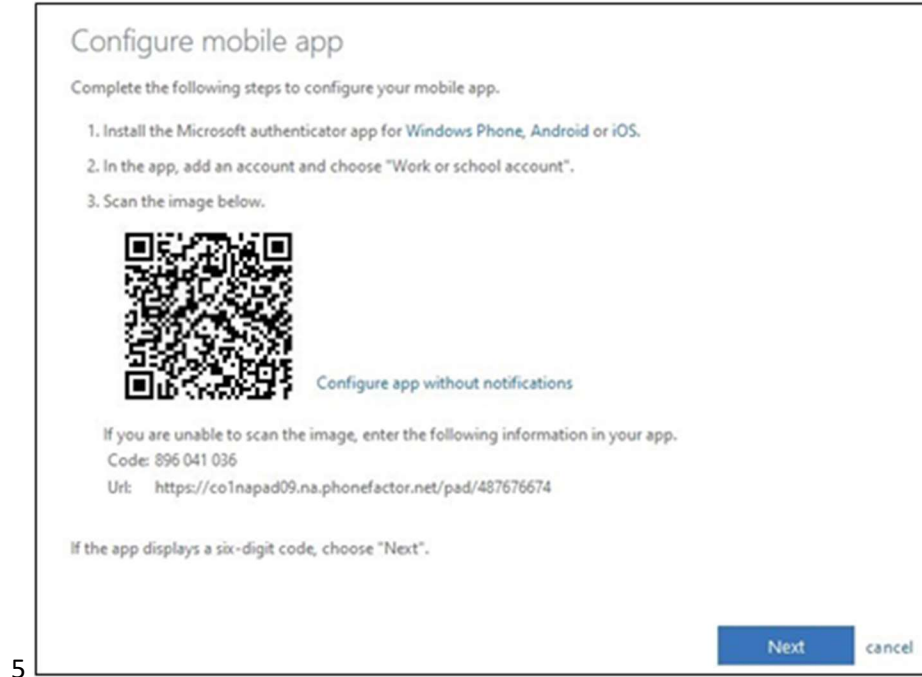
Restore

Save

cancel

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

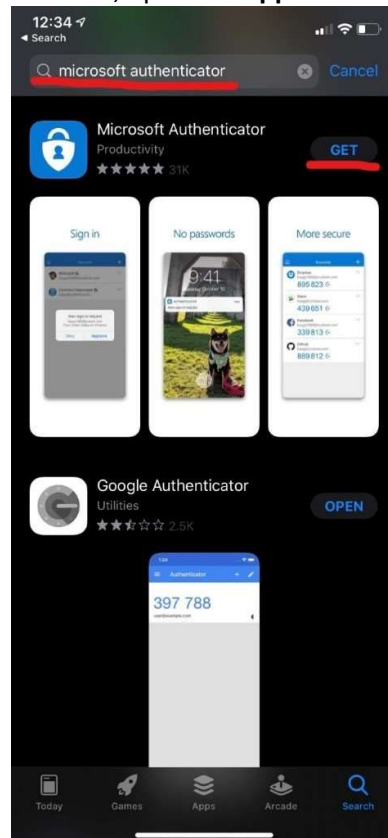
4.) A **QR Code** will appear, leave it on your screen and continue to step



5.) **To download The Microsoft Authenticator App:**

A.) On Android phones, open the **Google Play Store**

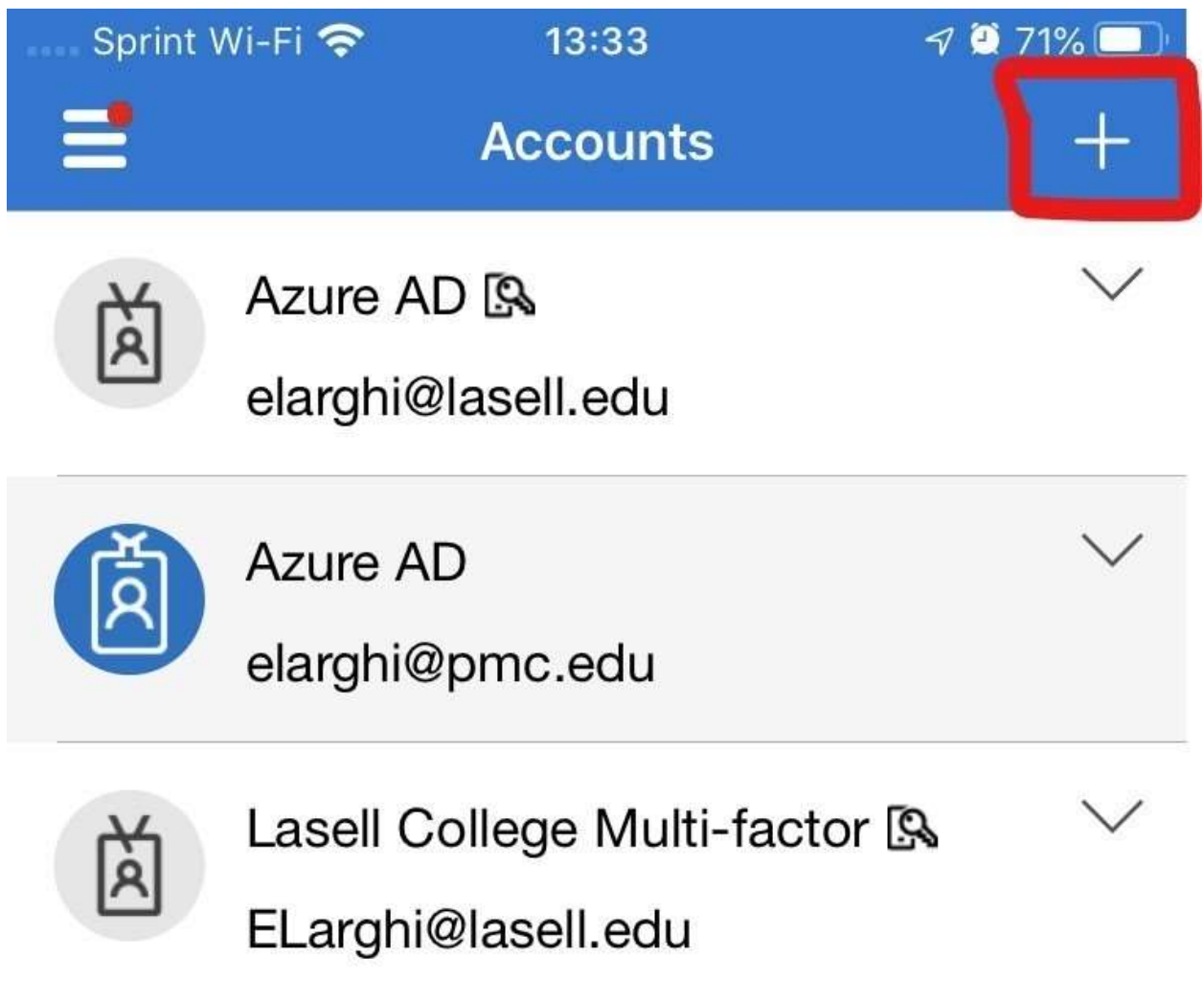
B.) On iPhones, open the **App Store**



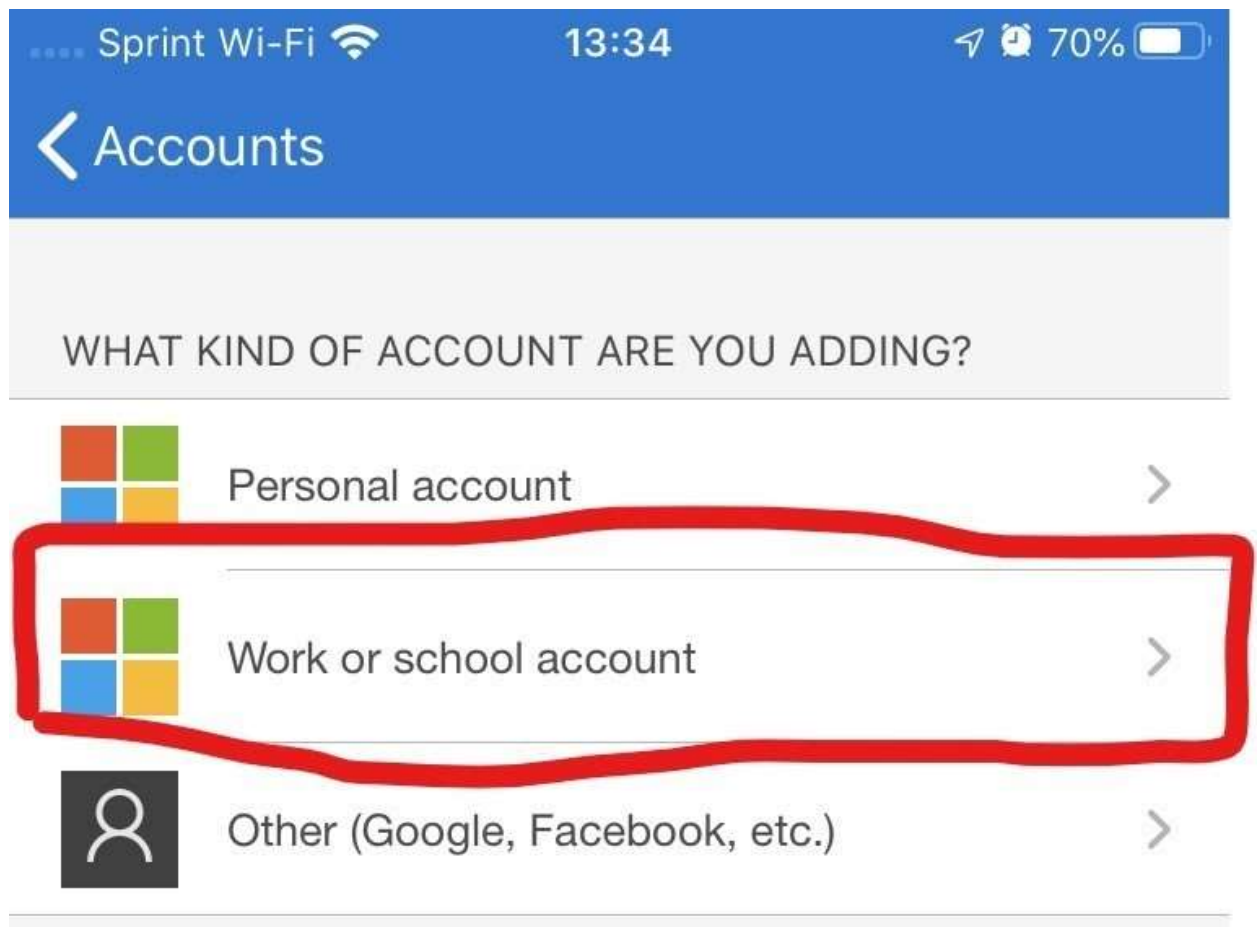
6.) Open the **Authenticator App** on your mobile device



7.) Select **Add**

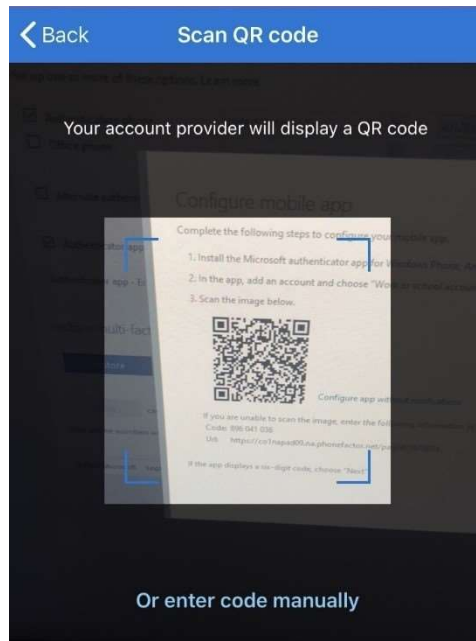


8.) Select **Work or School Account**



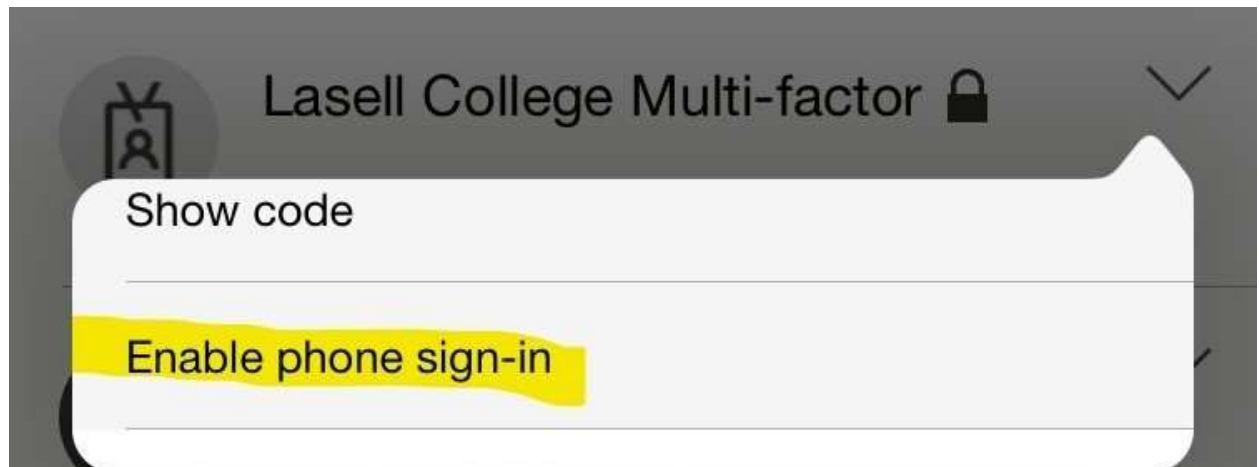
9.) Your phone will prompt you to scan the QR code from Step 4.

\*Hover your phones camera to your computer screen with the QR code.



10.) After you scan the QR code on your mobile device:

- A.) You should see your Lasell account
- B.) Tap on it and select **Enable Phone Sign-in**
- C.) You're all set!



11.) After you scan the QR code, on your computer:

- A.) Select Next
- B.) **Checking Activation Status** should appear then successfully connected should appear
- C.) Done
- D.) Save - it will test your verification method. On your mobile device, it will prompt you to accept or deny the request.
- E.) You're all set!



AUTHENTICATOR



You have received a sign in verification request.

Approve

Deny