



Multifactor Authentication (MFA) Setup Guide

Before starting make sure you will need to have the following items:

- Smartphone
- Computer (can be a laptop, desktop, tablet, etc. Essentially device other than your phone)
- The Microsoft Authenticator App installed on your phone – be sure to install the **Microsoft Authenticator** app as other apps are sponsored meaning they come up 1st in the results.
 - [iPhone link](#)
 - [Android link](#)

Once the above is completed

1. Go to your computer/secondary device
2. Open a browser (Chrome, Firefox, Edge, Safari)
3. Go to aka.ms/MFASetup and login using your **full Lasell email** (ex: jsmith@lasell.edu) then enter your Lasell password.



Sign in

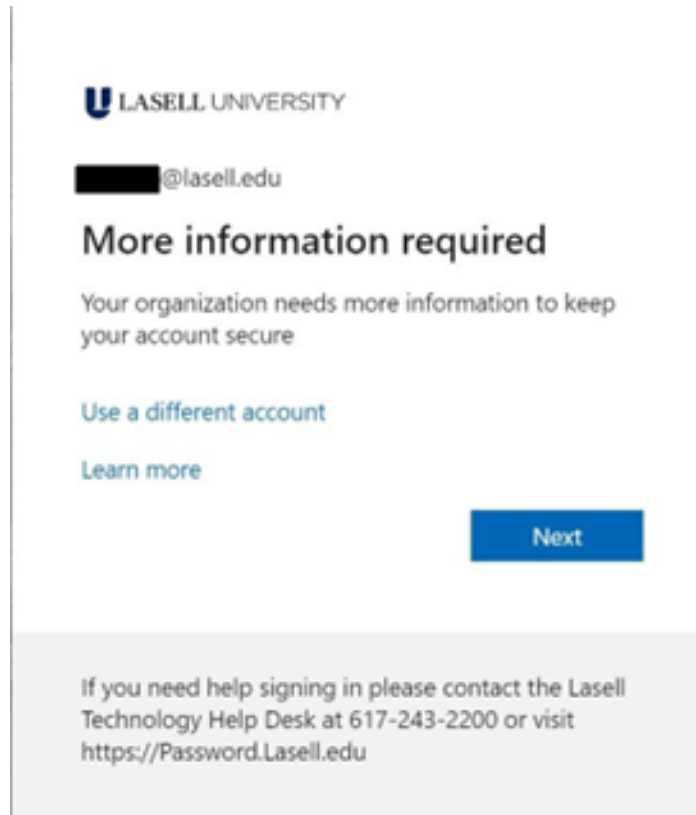
Email, phone, or Skype

[Can't access your account?](#)

Next

If you need help signing in please contact the Lasell Technology Help Desk at 617-243-2200 or visit <https://Password.Lasell.edu>

4. After entering your password you should see the following, please click “Next”.



The screenshot shows a web page for Lasell University. At the top left is the Lasell University logo. Below it is a redacted email address followed by '@lasell.edu'. The main heading is 'More information required'. Below this heading is the text 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. A blue 'Next' button is located on the right side. At the bottom, there is a grey box containing contact information for the Technology Help Desk.

U LASELL UNIVERSITY

██████████@lasell.edu

More information required

Your organization needs more information to keep your account secure

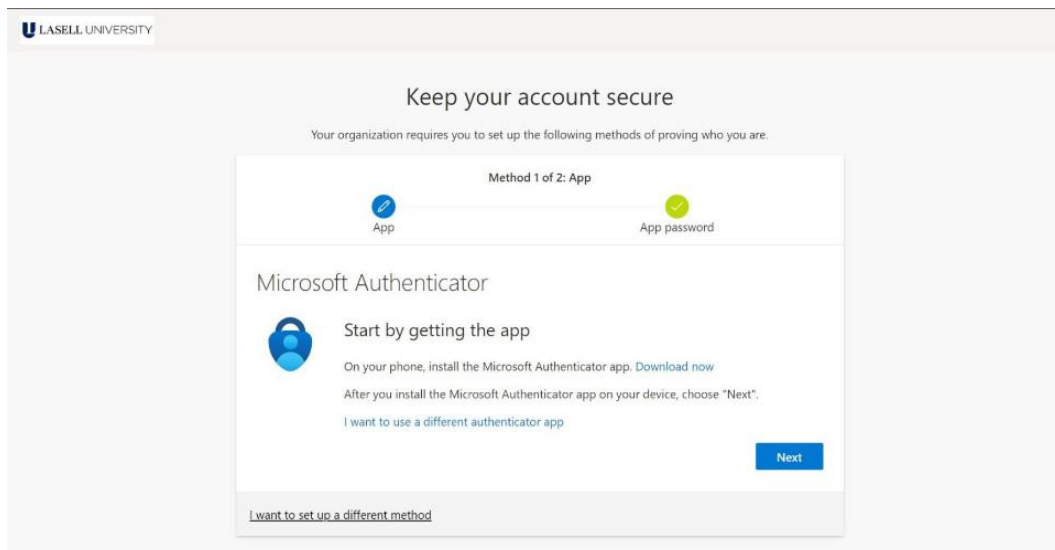
[Use a different account](#)

[Learn more](#)

Next

If you need help signing in please contact the Lasell Technology Help Desk at 617-243-2200 or visit <https://Password.Lasell.edu>

5. Click next on this page (as you should have already installed the **Microsoft Authenticator** app)



The screenshot shows a web page for Lasell University with the heading 'Keep your account secure'. Below this is a sub-heading 'Your organization requires you to set up the following methods of proving who you are.' There are two options: 'App' (selected with a blue circle) and 'App password' (with a green checkmark). Below these options is a section for 'Microsoft Authenticator' with a blue shield icon. The text says 'Start by getting the app' and provides instructions on how to install the app. There is a 'Download now' link and a 'Next' button. At the bottom, there is a link 'I want to set up a different method'.

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Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App App password

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

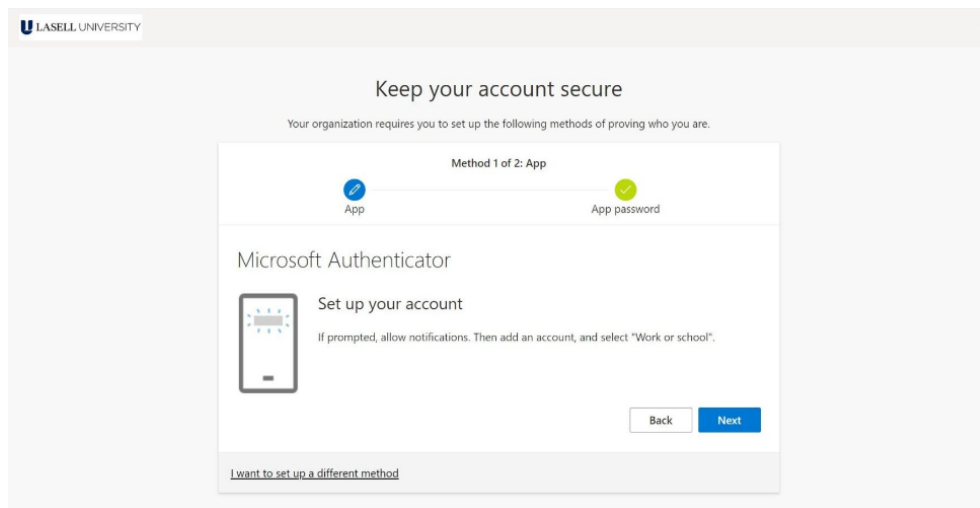
After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

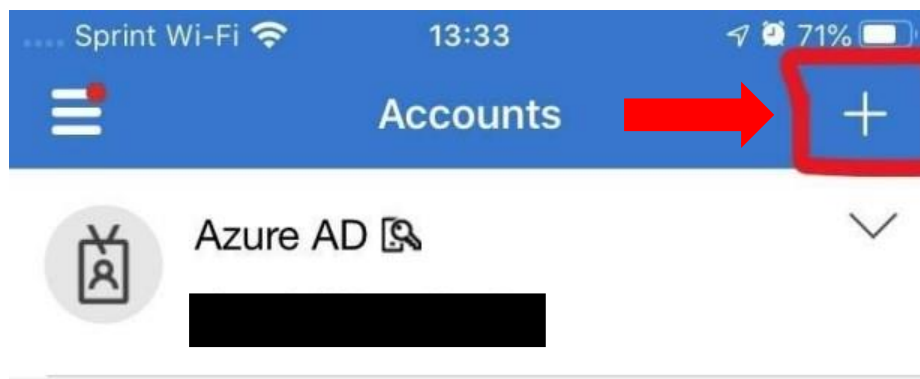
Next

[I want to set up a different method](#)

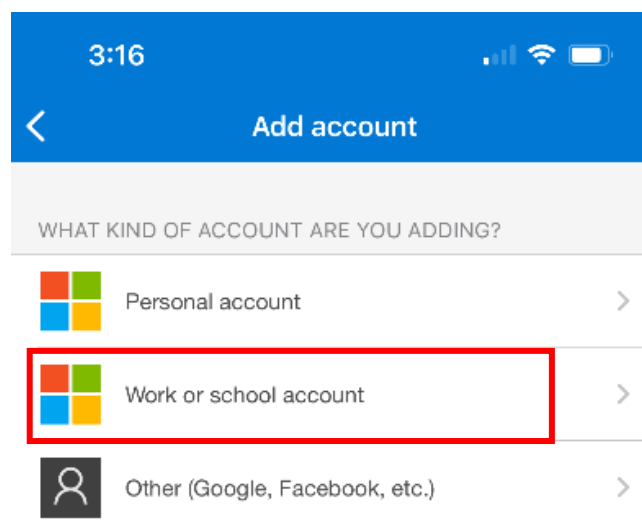
6. On this page you will **STOP** and open the **Microsoft Authenticator app** on your Smart phone.



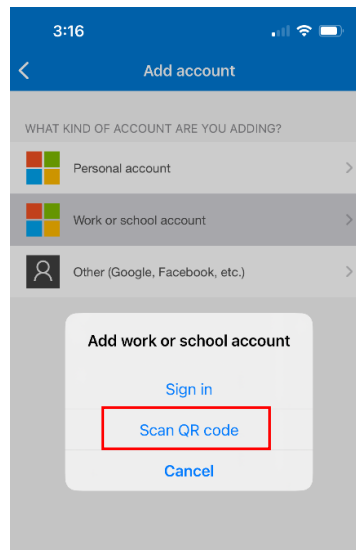
7. Once the app is open click the Plus icon in the top right corner.



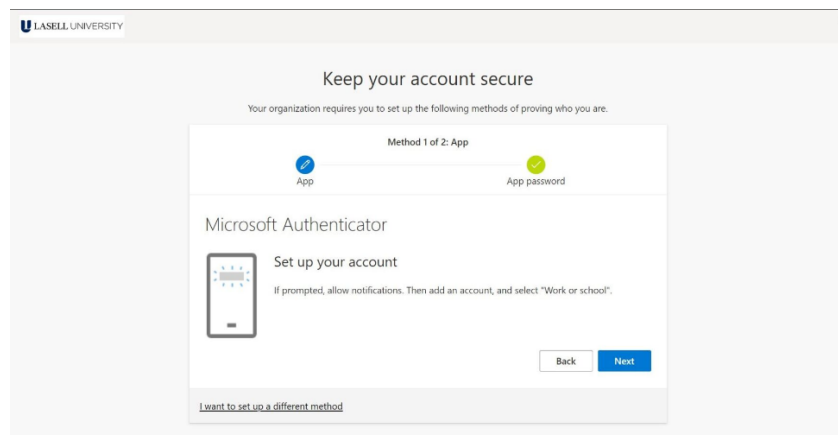
8. Next click "Work or school account"



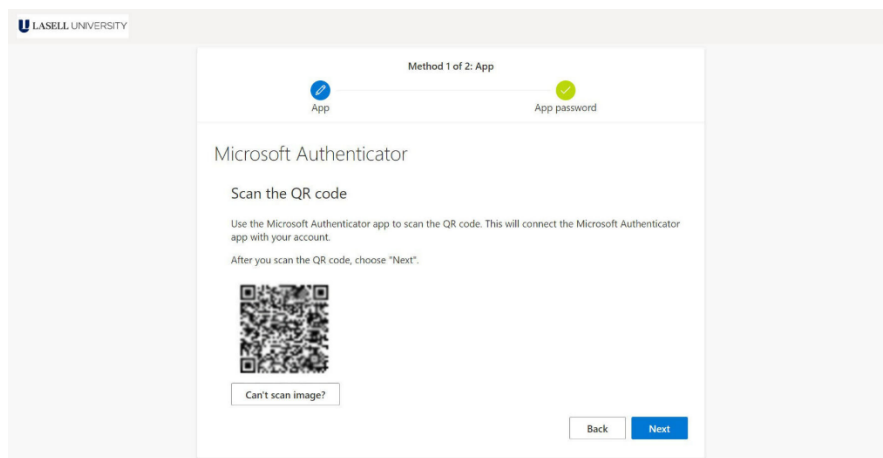
9. Select “Scan QR code” (you may need to allow permission for the app to use your camera)



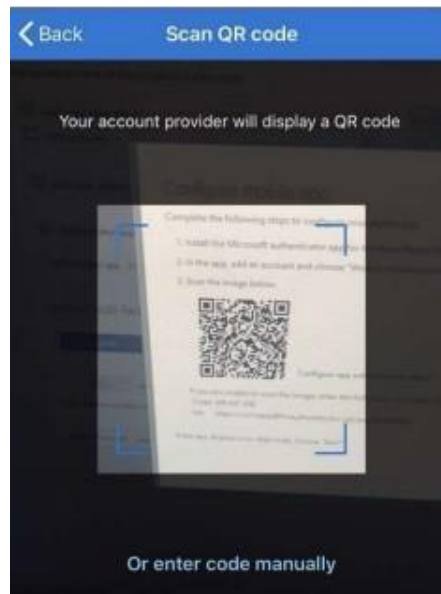
10. Go back to your computer and you should still be on the following screen. Click “Next”



11. This will bring up the QR code to scan.



12. Use your phone to scan the QR code.



Once successful your app will show a new entry saying: Lasell University [your Lasell email] (if you do not see the connection or if there was an error refresh the QR code page and go back to step 8.)

13. After the connection is successful click “Next” in the bottom right of the QR page.

14. You will see a **2-digit number** on your computer screen. Your Microsoft Authenticator app should open a geo located pop-up window. Enter the number you see on your computer into your phone and verify that it is you signing in.

You may need to allow notifications for the Microsoft Authenticator app. If you do not see the window/receive a notification.

15. Once this has been approved your Multifactor Authentication (MFA) is all set.

Things To Note:

Please be aware geo-located means you will see an approximate area where the sign-in attempt is being made. For example, Newton MA would be Lasell University. If you notice the location is a different state or country, you should **not approve it** and contact the IT Help Desk so we can investigate what may have happened.

If you ever want/need to reset your password, or if you purchase a new phone and need to reconfigure your Authentication you can do this by logging into your account: <https://myaccount.microsoft.com/>
Note this only works if you're still able to login to your account. If you are unable to login you will need to contact the IT Help Desk.

If you have any questions or need help, please contact the IT Help Desk
Phone: 617-243-2200 | Email: helpdesk@lasell.edu | Located inside the Brennan Library
Monday – Thursday 8am – 9am and Friday 8am – 5pm.