Enabling 2-factor Authentication (2FA) for Android Devices

2-factor authentication is an industry standard process that you likely already use for many of the web sites you visit. Cypress is using the Microsoft Authenticator app. to make your authentication experience as consistent, and reliable as possible. To enable 2-factor authentication with the Microsoft Authenticator, you will need to make some changes in your online O365 configuration, and add an authenticator app. to your mobile device. This instruction set is specific to devices running an Android OS. Please read through the instructions completely, so that you are familiar with the sequence of steps and can complete the setup as smoothly as possible. The first series of steps needs to be completed using your computer and a full function web browser.

The Microsoft Authenticator App

Mobile devices all can have slightly different methods for installing apps., but most any device works great with the Microsoft Authenticator app. In your mobile device's app. store, search for the Microsoft Authenticator app. with a blue logo like the one shown to the right. You can choose to install the app. before you configure your account, but be sure to read through the instructions so you understand how the app will be configured.



Configuring Your Account

The following steps should be completed on your computer.

First, we will configure your web based O365 account so it is ready to turn on 2FA.

- 1. Open a web browser and log into mail.cypresscollege.edu,
 - a. Enter your full email address please. (If you allow your web browser save logins or password, this step may not happen)



2. Enter your current password <u>(If you allow your web browser save logins or password, this step may</u> <u>not happen)</u>



3. Select Yes when prompted to "Stay Signed in?" *note:* this feature only works in Microsoft Edge <u>(If you</u> <u>allow your web browser save logins or password, this step may not happen)</u>

Cypress College		
jojo-cypress@cypresscollege.edu		
Stay signed in?		
Do this to reduce the number of times you are asked to sign in.		
Don't show this again		
No Yes		
This system is for the use of Cypress		

- 4. In the upper right-hand corner, you will see a circle with your initials in it.
 - a. Click on that icon, and your account options will open.



5. Select the link to "View Account".



- 6. You should now see the My Account page.
 - a. Select the tile that says "Security info" & UPDATE INFO.

Cverview				
Security info		Security info	Password	Settings & Privacy
Devices	JoJo Cypress	0.	\odot	553
Password		\sim	~	205
Organizations	Jojo-Cypress@cypressconege.eau	Keep your verification methods and security info up to date.	Make your password stronger, or change it if someone else knows it.	Personalize your account settings and se how your data is used.
3 Settings & Privacy	Why can't l edit? ①	UPDATE INFO >	CHANGE PASSWORD >	VIEW SETTINGS AND PRIVACY >
My sign-ins				

- 7. On the Security info page, you will be adding a couple of methods to secure your login.
 - a. Click the blue plus sign to Add method.



8. A pop-up will appear

a. Select the Phone option, and then select Add.

Add a method	×
Which method would you like to add?	
Choose a method	~
Authenticator app	
Phone	
Alternate phone	
Office phone	

- 9. At the following screen...
 - a. Add your 10-digit phone number
 - b. Click the radio button for "Text me a code" Click the Next button

Phone	×	
You can prove who you are by answering a call on your phone or texting a code to your phone.		
What phone number would you like to use?		
United States (+1)		
• Text me a code		
Call me		
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.		
Cancel		

- 10. A code will be sent to your phone
 - a. Enter the code at the next prompt, and click Next when it is active.

We just sent a 6 digit code to +1 714 Enter the code below. Enter code Resend code Back Next	Phone		×
Resend code Back Next	We just sent a 6 digit code to +1 714	Enter the	code below.
Back Next	Resend code		
		Back	Next

- 11. You are now confirmed on the system as being you, in the next step we will secure your accout form people trying to login as you.
 - a. Select done and proceed to "configuring 2FA with Microsoft Authenticator.



- 12. At this point, you need to **have your mobile device** ready, with the Authenticator app. installed, so that we can enable 2FA.
 - a. From the same screen you are on (Security Info)
 - b. Select Add Method for a second time.
 - c. Select the "Authenticator App" from the drop down.

Add a method	×
Which method would you like to add?	
Choose a method	\sim
Authenticator app	
Alternate phone	
Office phone	

- 13. If you didn't already install it, you will now be prompted to install the Microsoft Authenticator app.
 - a. Keep this browser window open. You will continue working from here after installing the authenticator app.

Microsof	t Authenticator ×
	Start by getting the app
	On your phone, install the Microsoft Authenticator app. Download how
	After you install the Microsoft Authenticator app on your device, choose "Next".
	I want to use a different authenticator app
	Cancel Next

Configuring 2FA with Microsoft Authenticator for Android

The following steps will be performed on your phone and computer.



14. On your mobile device, if you haven't already done so, download the Microsoft Authenticator app.

- 15. After the app installs, it will prompt you about an App Lock
 - a. Click "OK", and the "Got it" button.



- 16. If it hasn't already launched, open the MS Authenticator app.
 - a. At the privacy notice, click "I agree"

b. At the following screen, click the "Scan a QR Code" option



- 17. Your phone might ask for permission to do the QR scanning. Allow it to do so. The QR scanning screen will open.
- 18. Once your phone is ready to scan the QR code, go back to the browser window you left open on your computer.
 - a. Clik the Next button



19. Select the option to configure the Microsoft Authenticator, and click Next.



- 20. You will now see a window with a barcode
 - a. Scan the barcode with your phone/mobile device.

Microsoft Authenticator	×
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Au app with your account.	ıthenticator
After you scan the QR code, choose "Next".	
Can't scan image?	
Back	Next

21. Your mobile device should now show your account has been added



- 22. The QR code window will still be open in your web browser.
 - a. Click the Next button



Microsoft Authenticator			
	Let's try it out		
_	Approve the notification we're sending to your app.		
		Back Next	

24. Your phone will show a prompt where you can approve the login.



25. You should see a message on your computer that you were successful.



26. You have completed the Cypress College 2FA setup.

Thank You for your patience, and support.