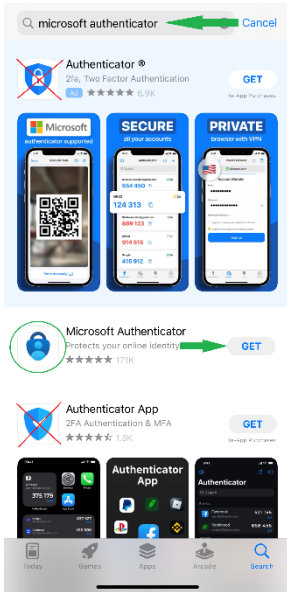


## Enabling 2-factor Authentication (2FA) for Apple Devices

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 Apple iOS. 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 Microsoft Authenticator App



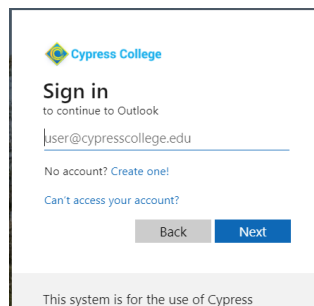
Mobile devices all can have slightly different methods for installing apps., but most any device works great with the Microsoft Authenticator app. In your mobile device's app. store, search for the Microsoft Authenticator app. with a blue logo like the one shown to the left. You can choose to install 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

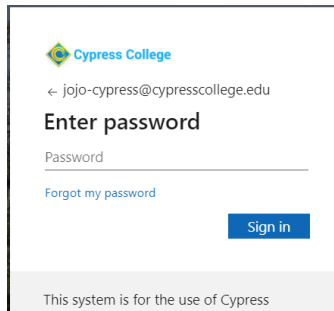
The following steps should be completed on your computer.

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

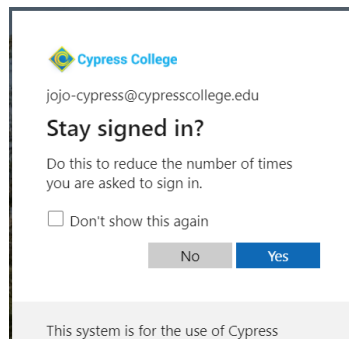
1. Open a web browser and log into mail.cypresscollege.edu,
  - a. Enter your full email address (8-digit Banner ID@cypresscollege.edu)please. **(If you allow your web browser save logins or passwords, this step may not happen)**



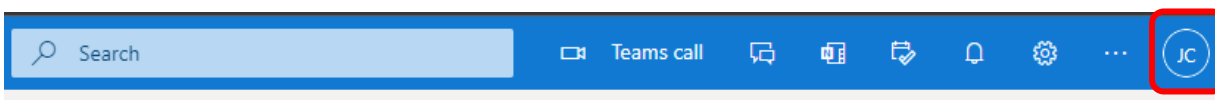
- 2. Enter your MyGateway password **(If you allow your web browser save logins or passwords, this step may not happen)**



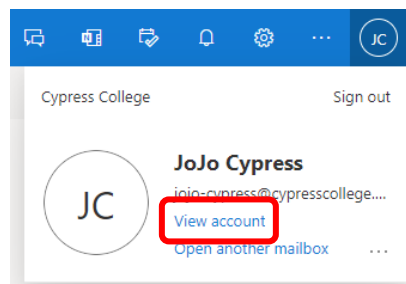
- 3. Select Yes when prompted to “Stay Signed in?” **note: this feature only works in Microsoft Edge (If you allow your web browser save logins or passwords, this step may not happen)**



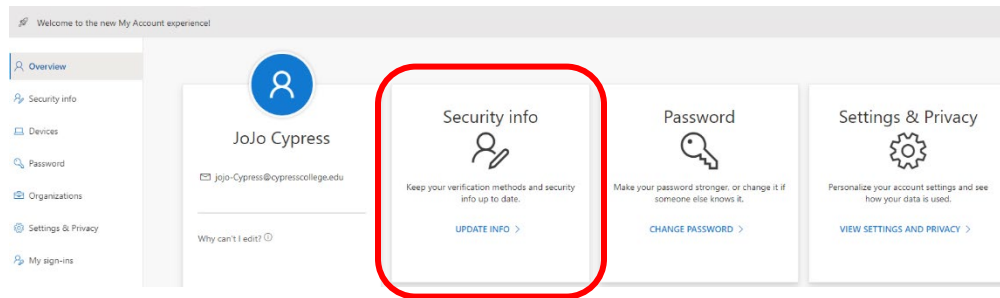
- 4. In the upper right-hand corner, you will see a circle with your initials in it.
  - a. Click on the letters, and another window will open.



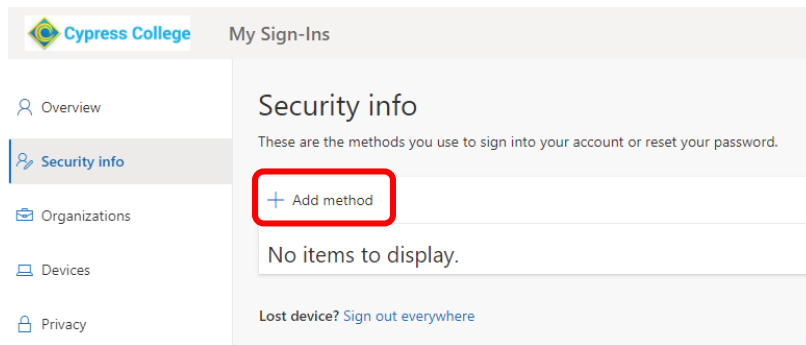
- 5. Click the link to “View Account”.



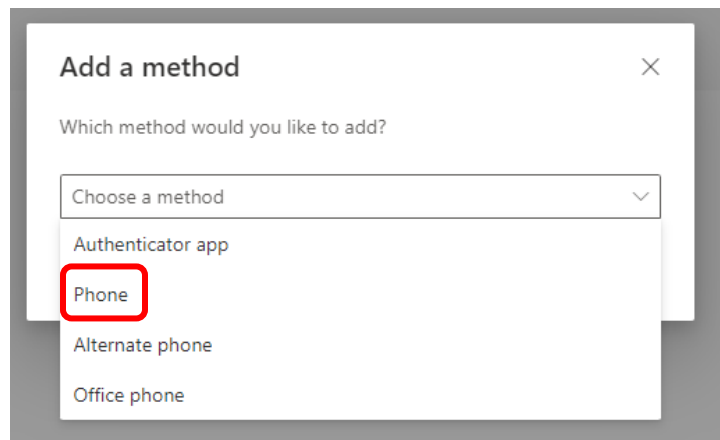
6. Select the tile that is titled “Security info” & UPDATE INFO.



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



8. A pop-up will appear where you can start the selection method. Start with Phone, and select add.

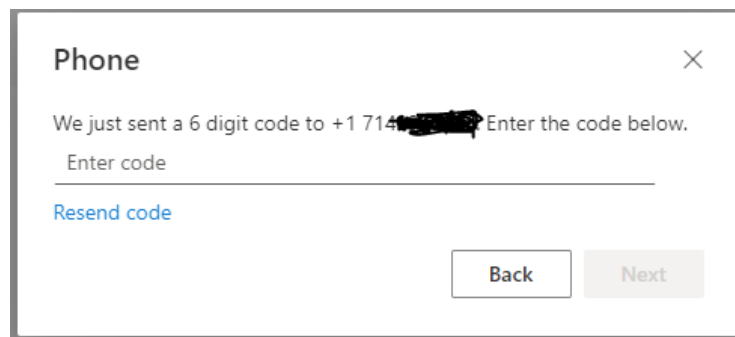


- a. Add your phone number and select the radio button for “Text me a code,” then next.



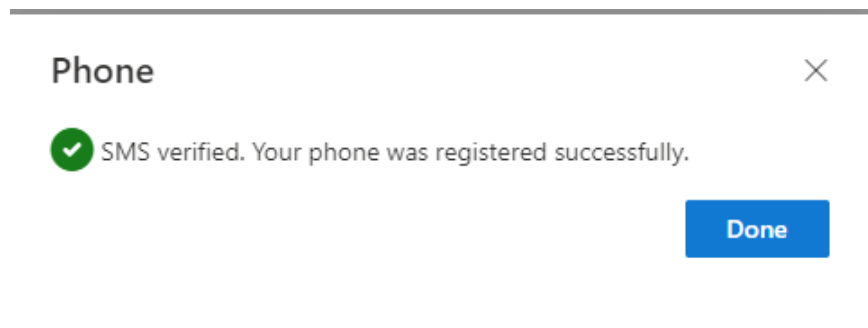
The image shows a 'Phone' dialog box with a close button (X) in the top right corner. The text inside reads: 'You can prove who you are by answering a call on your phone or texting a code to your phone.' Below this is the question 'What phone number would you like to use?'. There is a dropdown menu showing 'United States (+1)' and a text input field containing '7141234567'. Below the input field are two radio buttons: 'Text me a code' (which is selected) and 'Call me'. At the bottom, there is a disclaimer: 'Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).' and two buttons: 'Cancel' and 'Next'.

9. Your phone will receive a code by text.
  - a. Enter the code just sent to your phone, and select next.



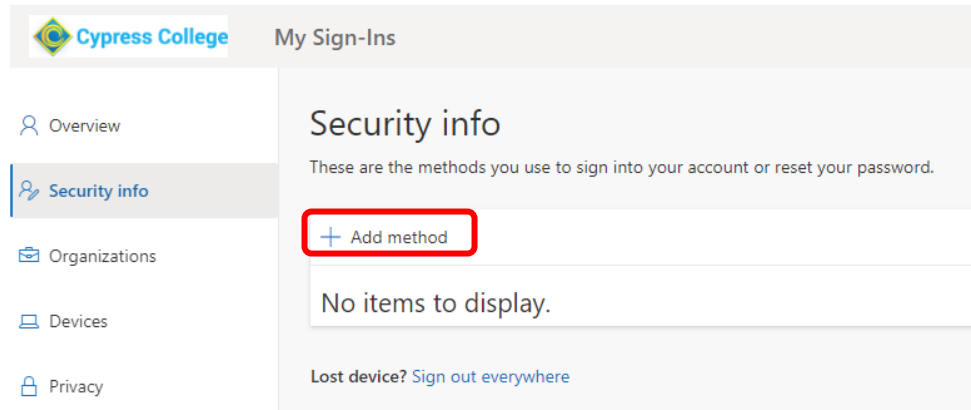
The image shows a 'Phone' dialog box with a close button (X) in the top right corner. The text inside reads: 'We just sent a 6 digit code to +1 714 [REDACTED] Enter the code below.' Below this is a text input field with the placeholder text 'Enter code'. Below the input field is a link that says 'Resend code'. At the bottom, there are two buttons: 'Back' and 'Next'.

10. You are now confirmed on the system as being you.
  - a. Select “Done”. In the next step we will secure your account from people trying to login as you.

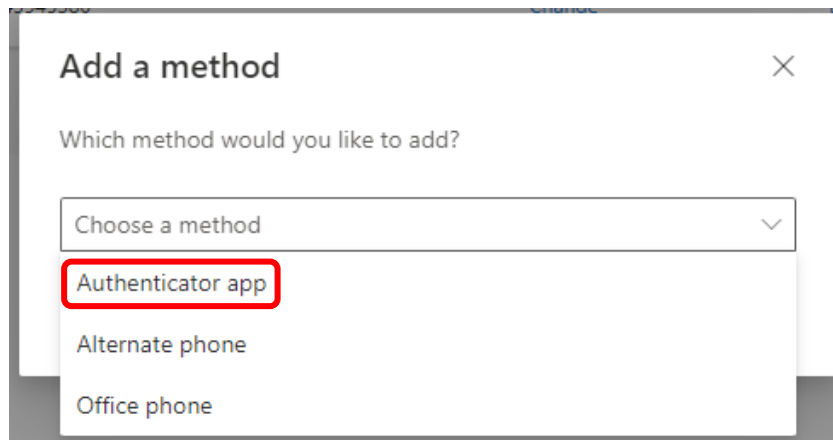


The image shows a 'Phone' dialog box with a close button (X) in the top right corner. The text inside reads: 'SMS verified. Your phone was registered successfully.' There is a green checkmark icon to the left of the text. At the bottom right, there is a blue button that says 'Done'.

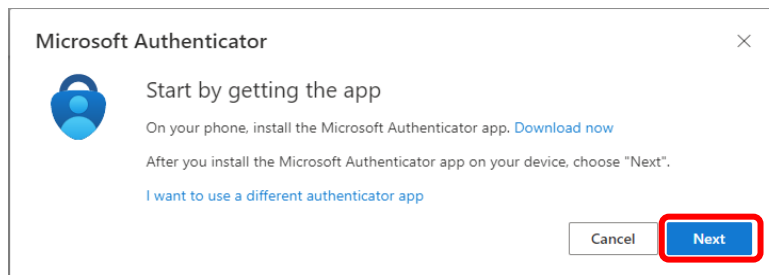
11. You will return to the “Security Info” screen.
  - a. Select Add method again.



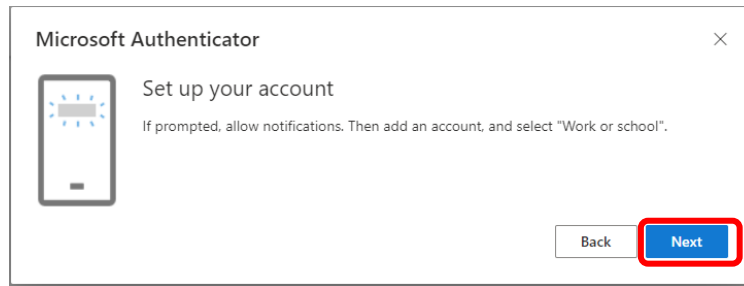
12. This time select the “Authenticator app” from the drop down.



13. If you do not already use it the Microsoft Authenticator App., the next screen will prompt you to download it from your phone software store.
  - a. Once you install the Microsoft Authenticator app on your cell phone select next.



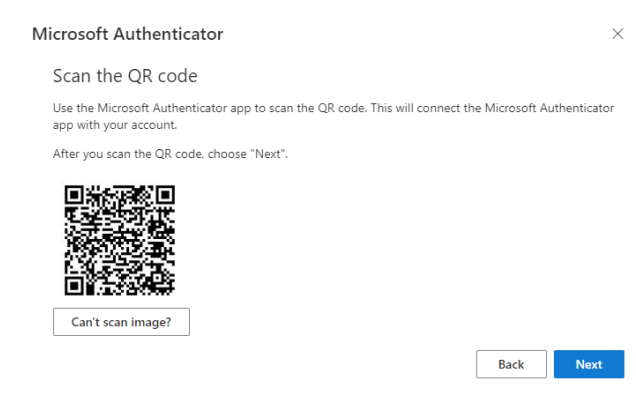
14. You will now configure the Microsoft Authenticator
- a. Click on Next.



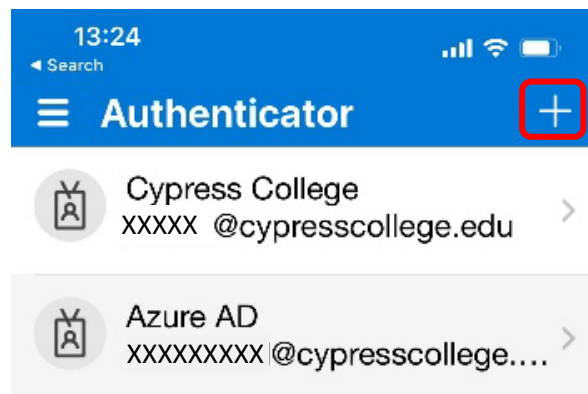
### IMPORTANT NOTE:

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

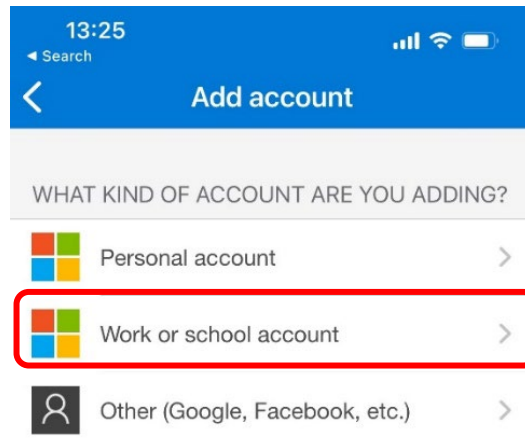
15. You should now see the following screen on your computer.
- a. **DO NOT** click next yet.



16. Open the Microsoft Authenticator app on your phone.
- a. In the upper, right corner hit the plus sign

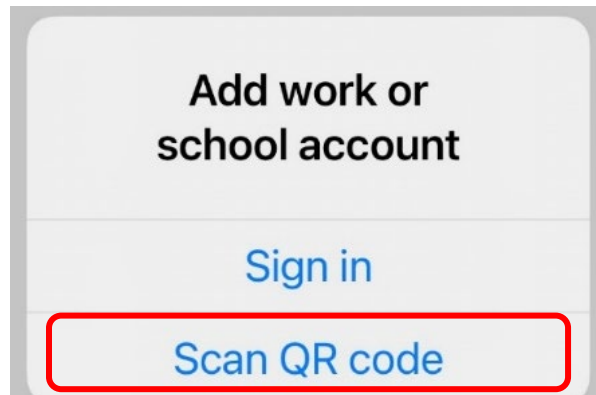


17. At the next screen, select the Work or school account option.



18. You will be asked if you want to Sign in or Scan QR code, please select scan QR code.

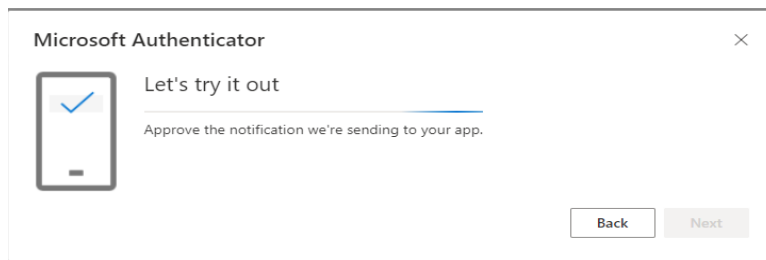
- a. You may also be prompted to allow Microsoft Authenticator to access your camera. Please allow to proceed.



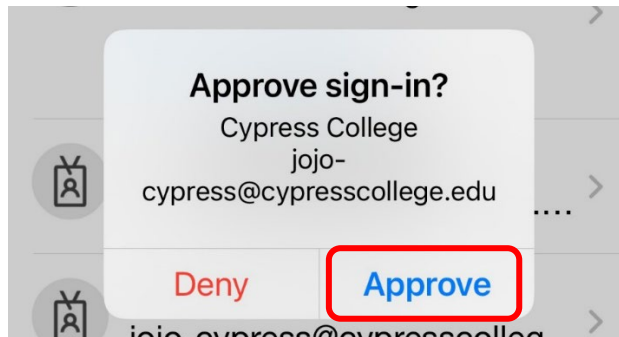
19. Using your Cell Phone Camera, please scan the QR code on your computer screen from step 14 above. DO NOT SCAN THE CODE IN THE DOCUMENT. USE THE ONE YOU RECEIVED DURING THE SETUP PROCESS.



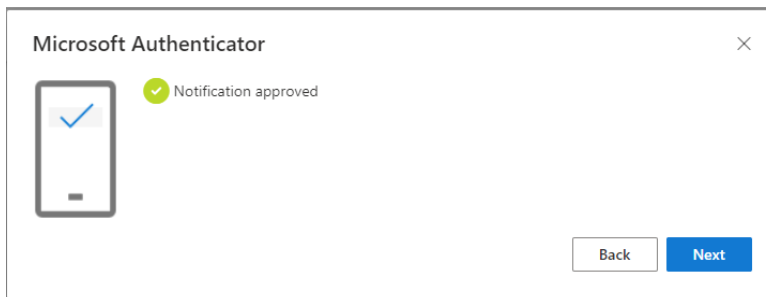
20. Your computer will now prompt you to try it out.



21. Go to your phone and approve the login.



22. Your computer should now show a message that you were successful.



23. You have completed Cypress College 2FA setup, Thank You for your support.