



## Setup Multi-Factor Authentication UA-PTC E-mail / Blackboard Access

MFA is required to provide a second form of identification. MFA can be set up through your phone as a text message or through the free MFA App.

If you prefer to set MFA up through your phone as a text message, please skip to page 7.

### MFA through the APP

1. If you are a student at another institution, **logout of any open account**.
2. Log in at <https://myapps.microsoft.com> with **your full UA-PTC e-mail address** (example: jdoe9298@students.uaptc.edu) and **UA-PTC password** like usual.
3. If Multi Factor Authentication (MFA) has not been setup, you will be prompted with a “More information required” box as pictured in diagram (A) when attempting to login. MFA will need to be setup before you are able to login to your account. Select the Next button to begin setting up MFA.



jdoe9298@students.uaptc.edu

#### More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)



(A)

4. As pictured in diagram (B), select “Mobile app” from the drop-down menu if you prefer the free MFA app. For phone/text, go to page 6.

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 1: How should we contact you?

Authentication phone

United States (+1)

Method

Send me a code by text message

Call me

Next

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

(B)

5. After “Mobile app” is selected as pictured in diagram (C), select “Use verification code” and select the Set up button.

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Mobile app has been configured.

(C)

6. You will need the free Microsoft Authenticator app to continue. Leave this screen open (diagram D) on your computer and download the free app from the app store: <http://www.microsoft.com/en-us/account/authenticator>

### Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

Code: 295 430 906

Url: <https://bn1pfpad03.phonefactor.net/pad/409682238>

If the app displays a six-digit code, choose "Next".

Next

cancel

(D)

After the free Microsoft Authenticator app has been downloaded on your mobile device, open the app and follow these steps:

1. Choose the add icon (+).
2. When asked what kind of account you are adding, select the "add work or school account" option.
3. Scan the QR code as pictured in diagram (D) with your mobile device to link the app with your UA-PTC account.
4. After scanning is complete and the account has been received, select the Got it button and return to your computer.

7. Select Next as pictured above in diagram D.

8. The “Additional security verification” window will appear again as pictured in diagram (E) below. Select the next button.

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Checking activation status.

Next



(E)

9. Return to your phone and make note of the code. On your computer, enter the code as pictured in diagram (F) and select the Verify button.

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

(F)

10. Enter a backup phone number as pictured in diagram (G) and select the next button.

### Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

#### Step 3: In case you lose access to the mobile app

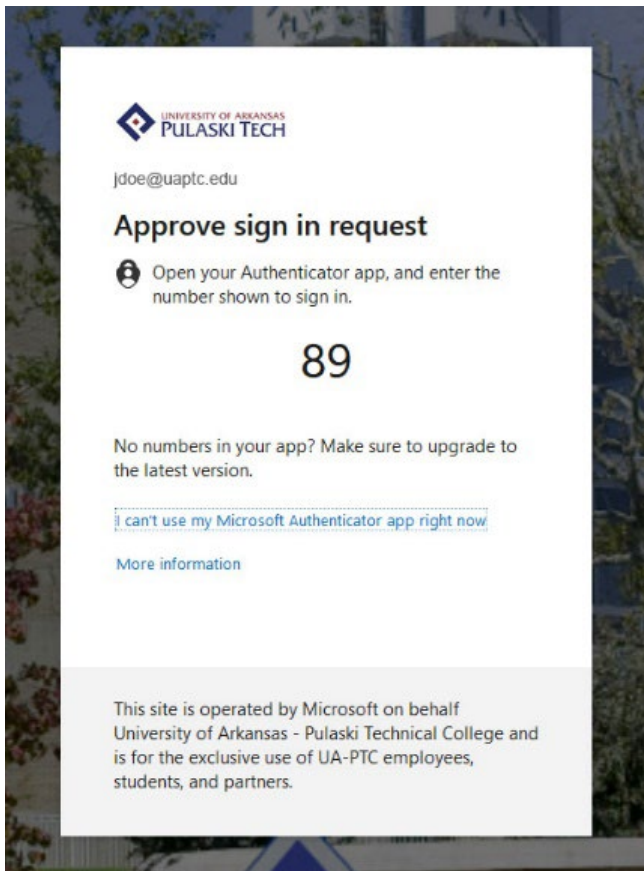
United States (+1)

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



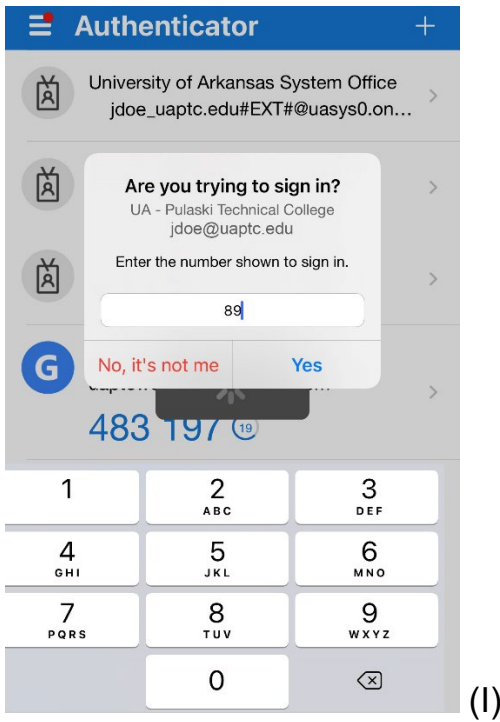
(G)

All complete! The next time you sign in at <https://www.uaptc.edu/apps>, you will be prompted by Authenticator with a number to sign in using your device as pictured below in diagram (H).



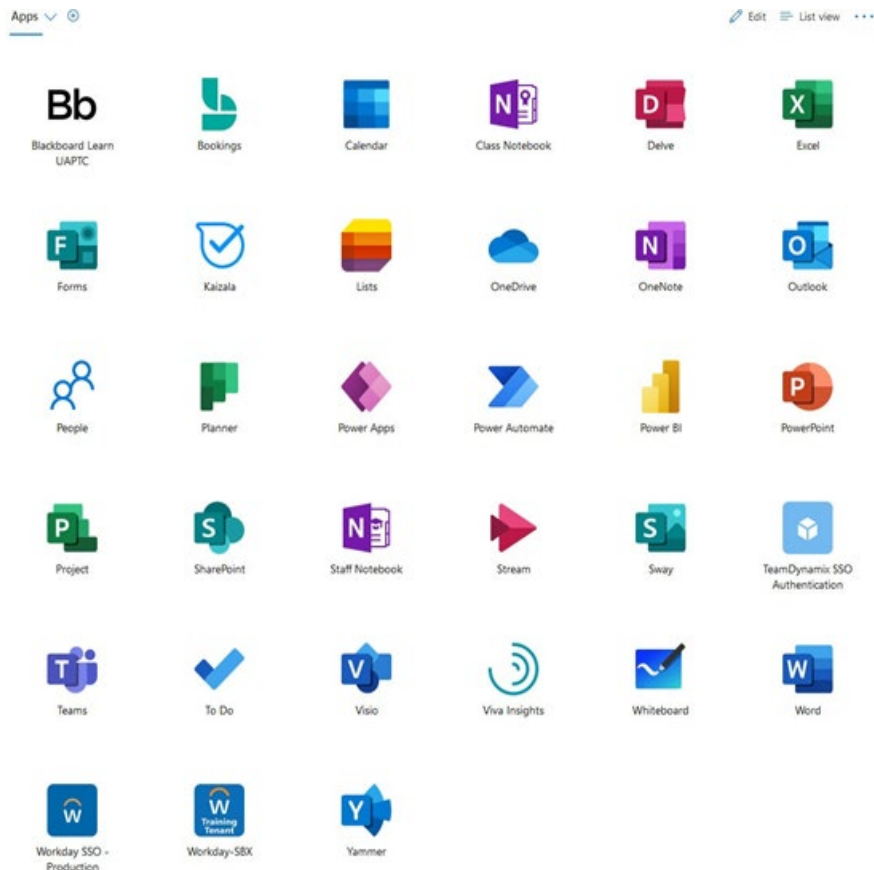
(H)

Enter your number into the Authenticator app as shown below in diagram (I).



(I)

After authentication is complete, the following screen as shown below in diagram (J) will appear. Select the platform icon of choice.



(J)

# MFA by Phone/Text

1. If you are a student at another institution, **logout of any open account**.
2. Log in at <https://www.uaptc.edu/apps> with **your full UA-PTC e-mail address** (example: `jdoe9298@students.uaptc.edu`) and **UA-PTC password** like usual.
3. If Multi Factor Authentication (MFA) has not been setup, you will be prompted with a “More information required” box as pictured in diagram (A) when attempting to login. MFA will need to be setup before you are able to login to your account. Select the Next button to begin setting up MFA.



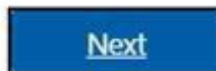
`jdoe9298@students.uaptc.edu`

## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)



(A)

4. As pictured in diagram (B), select “Send me a code by text message” from the drop-down menu and select the next button.

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 1: How should we contact you?

Authentication phone

United States (+1)

Method

Send me a code by text message

Call me

Next

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

(B)

5. Type the code sent to you through text message to your mobile device as pictured in diagram (C), and then select the Verify button. Select the finished button when the page changes to show your success.

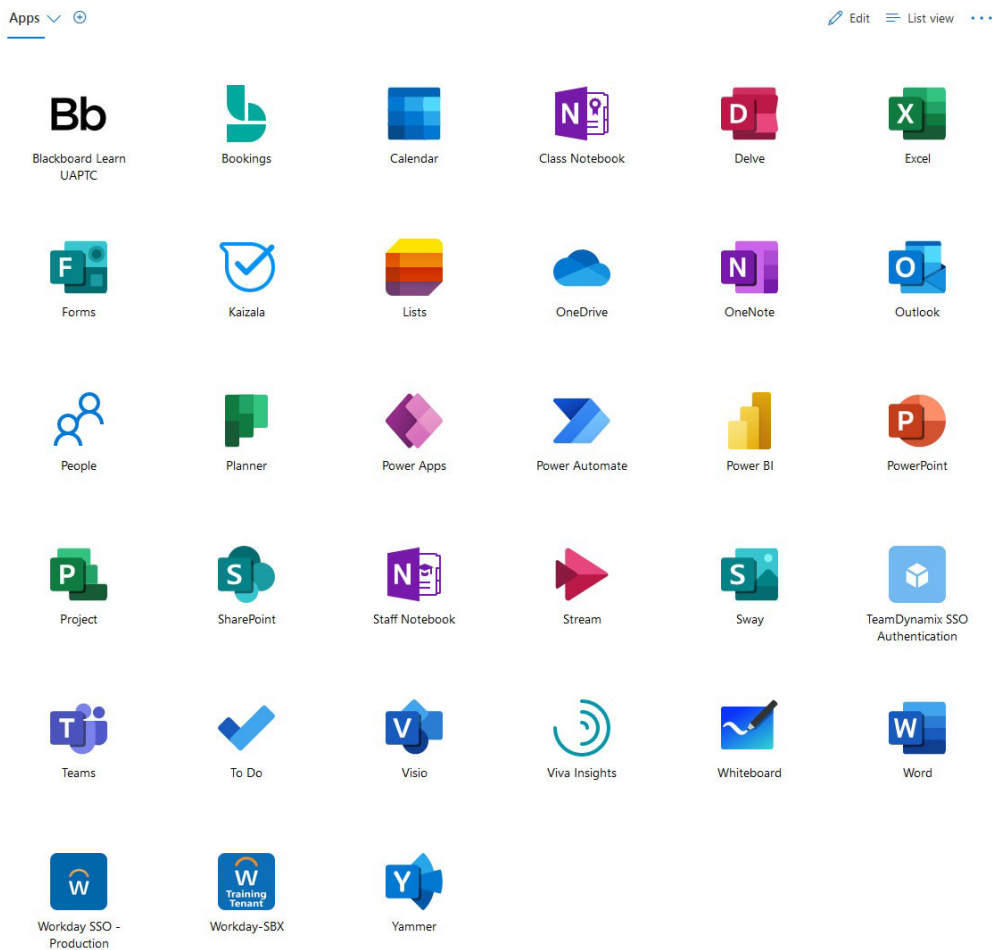
## Step 2: We've sent a text message to your phone

When you receive the verification code, enter it here

820584

(C)

Your security info is updated and you can use text messaging to verify your identity when using two-step verification or password reset. After signing in with MFA to <https://www.uaptc.edu/apps>, the screen below in diagram E will appear. Select the Blackboard icon for accessing Blackboard or select the Outlook button for accessing e-mail.



(D)



# Updating MFA: Changing Default Device

If you would like to change the default methods you use when signing into your account for notifications, visit <https://mysignins.microsoft.com> and follow these steps:

1. If prompted, login using your UA-PTC credentials.
2. After logging in, select the Security info option on the far left.



Overview

Security info

Organizations

Devices

Privacy

When the Security info screen appears, you can add/change the default device to your preferred device. Before closing this screen, make sure "Microsoft Authenticator - notification" is set as your default sign-in method.

UNIVERSITY OF ARKANSAS PULASKI TECH My Sign-Ins

Overview

Security info

Organizations

Devices

Privacy

### Security info

These are the methods you use to sign into your account or reset your password.

**Default sign-in method:** Microsoft Authenticator - notification [Change](#)

[+ Add method](#)

Phone	+ 1 5018675309	<a href="#">Change</a>	<a href="#">Delete</a>
Office phone	+ 1 5018122200	<a href="#">Change</a>	<a href="#">Delete</a>
Microsoft Authenticator	mycellphone		<a href="#">Delete</a>

Lost device? [Sign out everywhere](#)

# Helpful Resources

## What is Multi-Factor Authentication?

University of Arkansas - Pulaski Technical College is taking extra steps to make sure you are who you say you are when you sign in. This extra security verification is also known as multi-factor authentication. This adds a critical second layer of security when users sign-in to a UA - Pulaski Tech service that uses Microsoft 365 authentication. It does this by requiring more than one method of verifying that it is really you logging into the account.

## How MFA works

MFA works by requiring both of the following verification methods to access your account:

- Something you know (your UA-PTC username and password)
- Something you have (a trusted device - your mobile phone)

## MFA Tutorial Video

Microsoft has developed a tutorial video for MFA setup at <https://youtu.be/Q8OzabuNwHI>

## Having Trouble?

Contact the IT help desk Monday through Friday from 8:30 a.m. until 4:30 p.m. at (501) 812-2780 or visit in person at the Main Campus, A building room 111.

