

User Guide: Registering with Microsoft Authenticator

This guide will help you to register and set up Microsoft Authenticator for **(KFMC users)** to secure your account with multi-factor authentication (MFA).

Step 1: Download the Microsoft Authenticator App

1. Open your smartphone's app store:
 - **Google Play Store** ([Android](#))
 - **Apple App Store** ([iOS](#))
2. Search for **Microsoft Authenticator**.

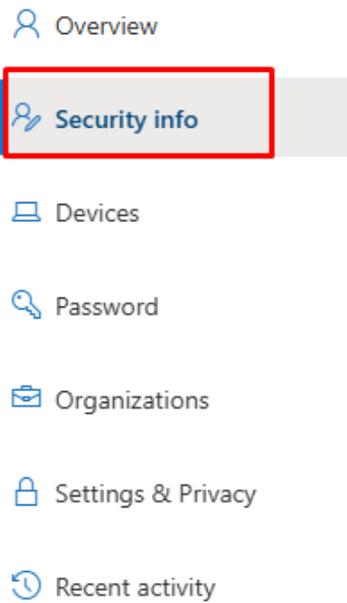


3. Download and install the app.

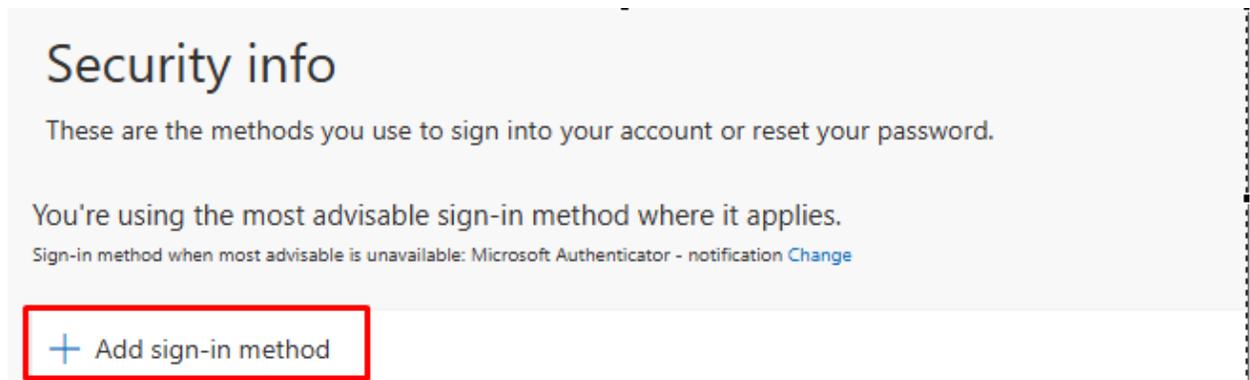
Step 2: Sign in to Your Microsoft Account

1. Go to the website where you need to enable MFA (click here on the link [Microsoft account security page](#)).
2. Sign in with your KFMC username and password. (In case you failed to login contact to **9393**)

3. Navigate to the **Security info** section.



4. Select **Add sign-in method**.



Step 3: Set Up Microsoft Authenticator

1. **Choose the Authenticator App option:**

- When prompted to choose a method for MFA, select **Authenticator App**.

Add a sign-in method



-  **Microsoft Authenticator**
Approve sign-in requests or use one-time codes
-  **Hardware token**
Sign in with a code from a hardware token
-  **Alternate phone**
Get a call or text to sign in with a code
-  **Office phone**
Get a call or text to sign in with a code
-  **App password**
Use this to sign in to a specific app that requires a password

- Press next

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](#)

Cancel

Next

- A QR code will appear on the screen.
2. **Open the Microsoft Authenticator app** on your phone:
 - Tap **Add account**.
 - Select **Work or school account**.
 3. **Scan the QR Code:**
 - Use your phone's camera to scan the QR code displayed on your computer or device.

Step 4: Verify and Complete Registration

1. After scanning the QR code, the app will add your account and generate a one-time passcode.
2. On the website, enter the passcode displayed in the app to verify the setup.
3. Confirm the registration.

Step 5: Enable Notifications (Optional but Recommended)

1. On your phone, allow the app to send notifications.
2. Notifications will enable you to approve sign-in requests with a single tap instead of entering passcodes manually.