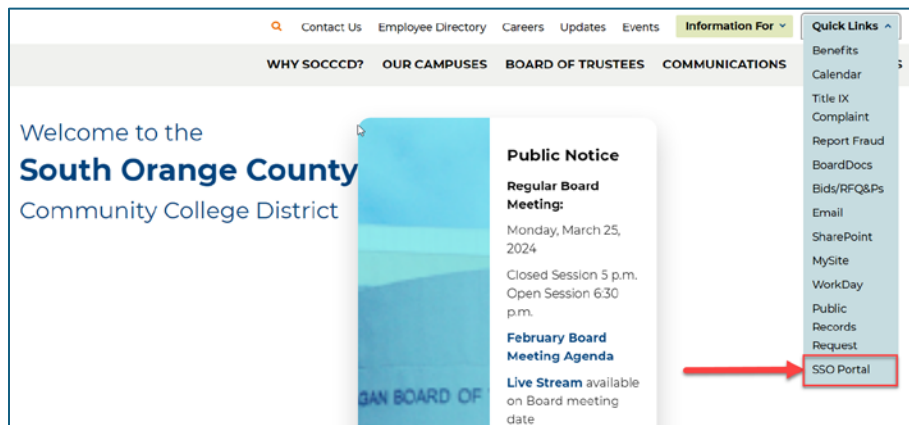




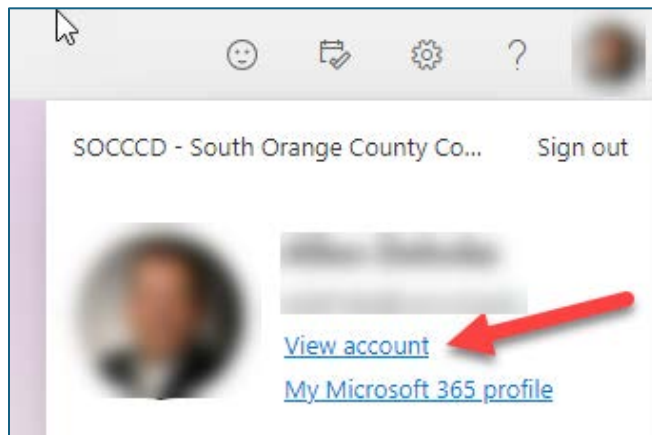
## Job Aid - MS Authenticator – Two Factor Authentication

The Microsoft Authenticator app helps you sign in to your accounts when you are using two-step verification, also known as Two-Factor Authentication. Two-step verification helps you to use your accounts more securely because passwords can be forgotten, stolen, or compromised. Two-step verification uses a second step like your phone to make it harder for other people to break into your account.

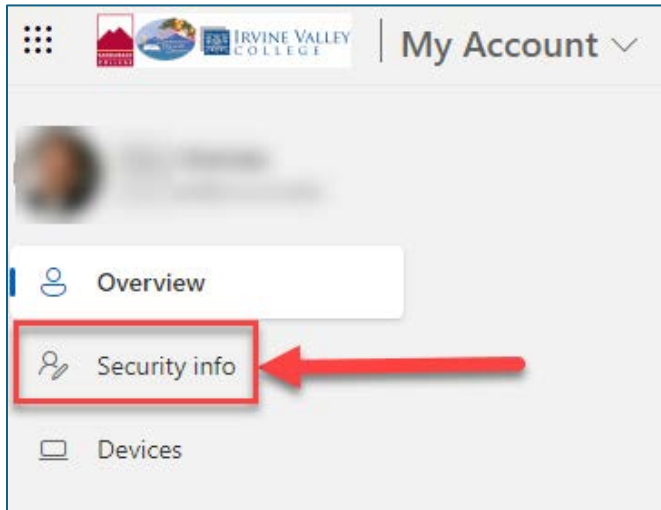
1. While On Campus, login to the SSO Portal at <https://www.socccd.edu/> or <https://apps.socccd.edu/>



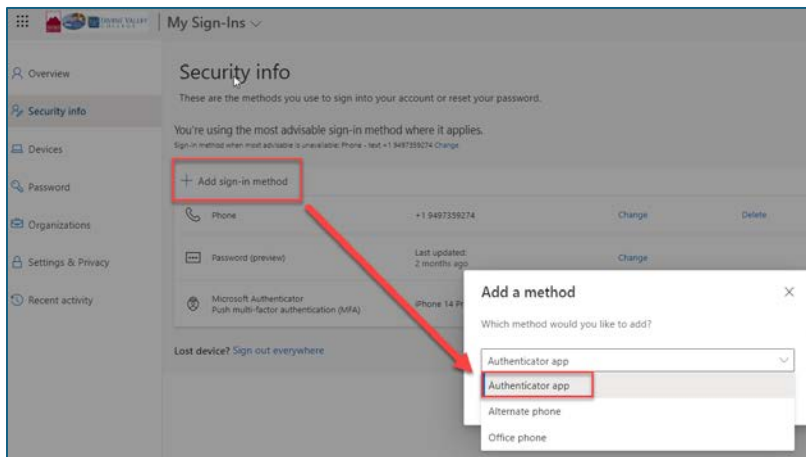
2. Launch the Office 365 Application. In the upper right corner of the page, click your photo and then click "View account".



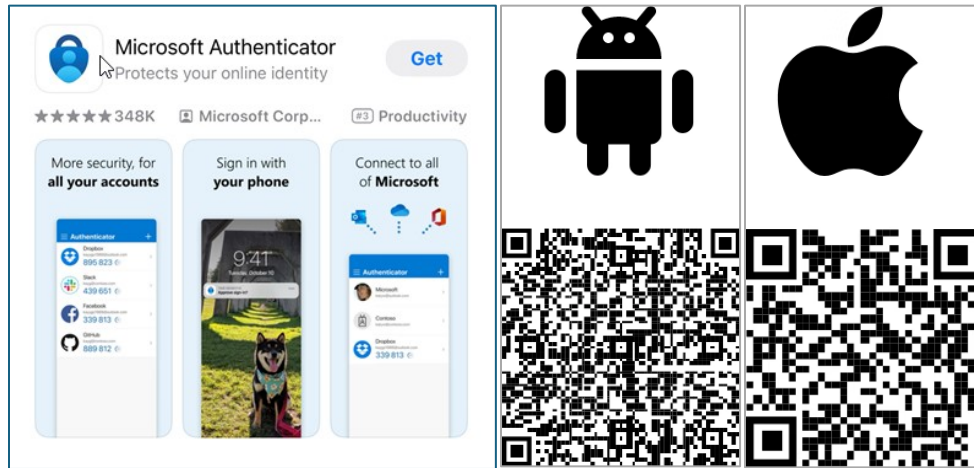
3. Click Security info on the left side of the page.



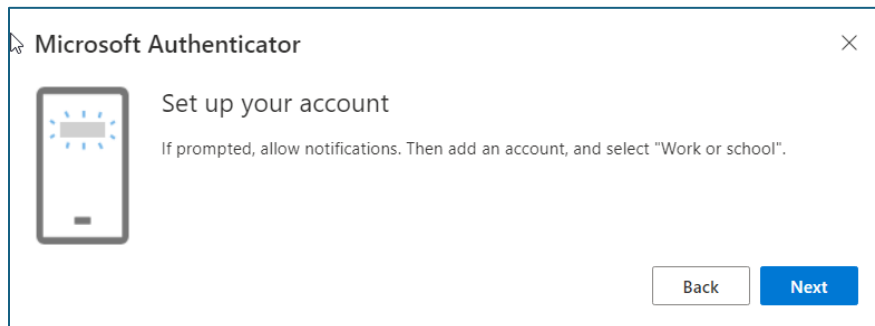
4. Select "Add sign-in method" and select "Authenticator app" from the drop-down. You also may choose to receive a Text or Phone call.



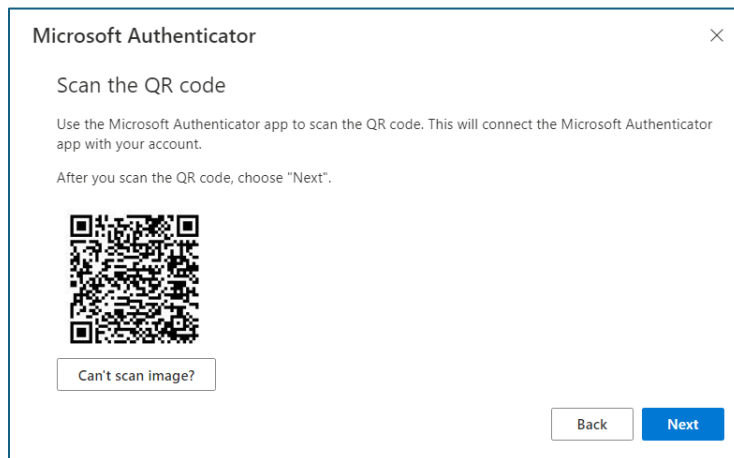
5. On your phone, install the Microsoft Authenticator app. For Android devices, download from Google Play, and for Apple iOS devices, download from the App Store. Scan the QR code with your phone to get the application.



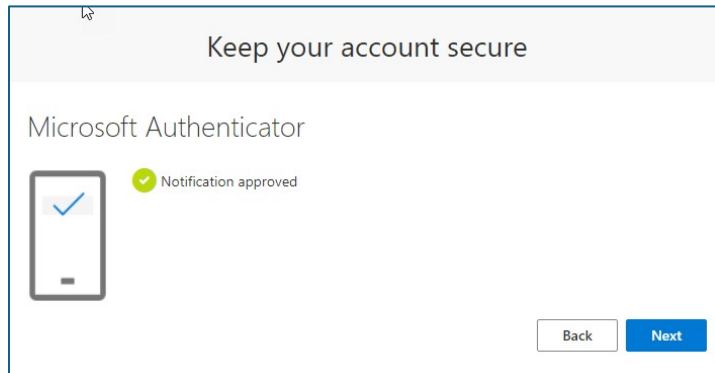
6. On your phone, set up your account. If prompted, allow notifications. Then add an account and select "Work or school". Then select Next.



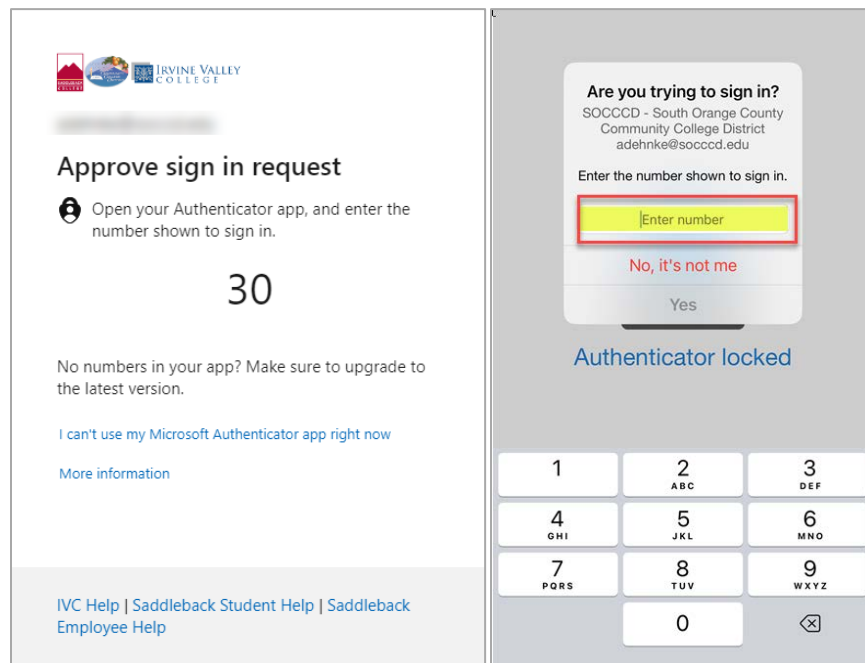
7. Use the Microsoft Authenticator app to scan the QR code. This will connect the app with your account.



8. Enter the code provided and you now have Microsoft Authenticator set up.



9. The next time you login on your web browser (below left), enter the number that is generated on your phone's Authenticator Application (below right). You also may choose to receive a Text or Phone call.



10. Still need help? Please navigate to the college Help links for additional assistance.

IVC: [Student Technology Resources | Irvine Valley College \(ivc.edu\)](https://www.ivc.edu)

Saddleback: [Technical Help | Saddleback College](https://www.saddlebackcollege.edu)