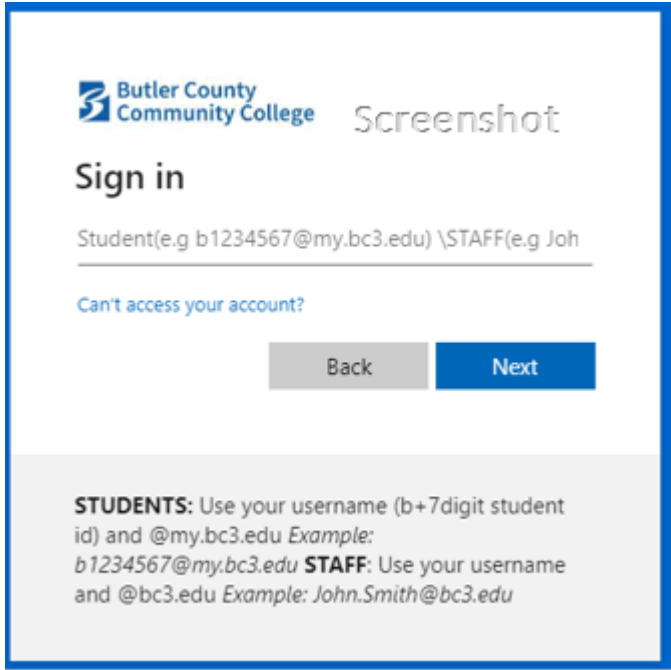


## INITIAL CONFIGURATION FOR MFA FOR STUDENTS

Below is a guide that will walk you through setting up Multifactor Authentication.

### Setting up MFA via Computer

Go to your Web Email. If you are prompted to sign in, use your b+studentid@my.bc3.edu and enter your password when prompted.



Butler County Community College Screenshot

### Sign in

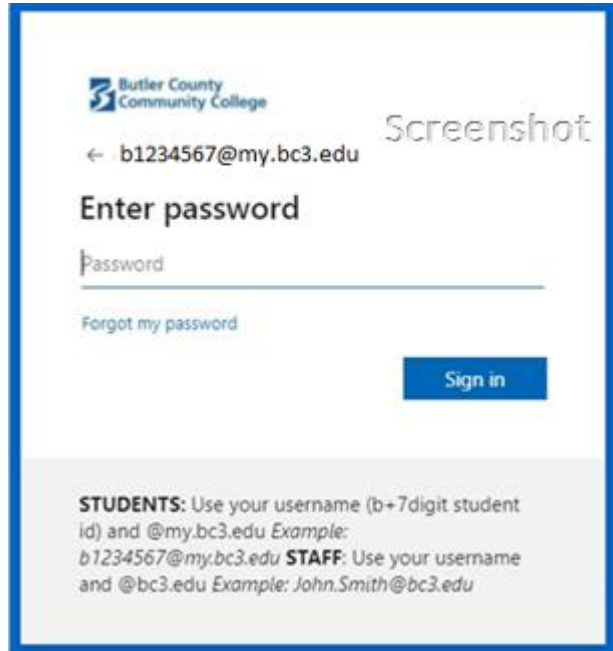
Student(e.g b1234567@my.bc3.edu) \STAFF(e.g Joh

---

Can't access your account?

Back Next

**STUDENTS:** Use your username (b+7digit student id) and @my.bc3.edu Example: b1234567@my.bc3.edu **STAFF:** Use your username and @bc3.edu Example: John.Smith@bc3.edu



Butler County Community College Screenshot

← b1234567@my.bc3.edu

### Enter password

Password

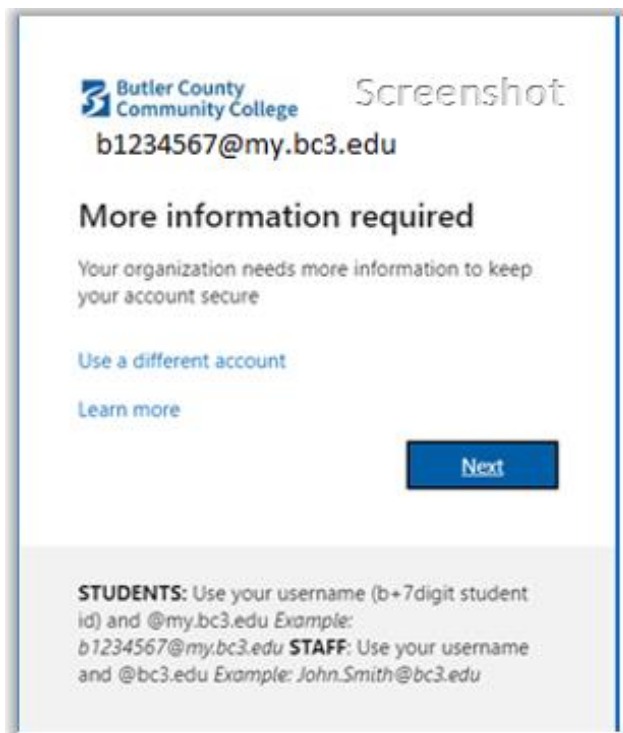
---

Forgot my password

Sign in

**STUDENTS:** Use your username (b+7digit student id) and @my.bc3.edu Example: b1234567@my.bc3.edu **STAFF:** Use your username and @bc3.edu Example: John.Smith@bc3.edu

You should be prompted for more information, click Next.



Butler County Community College Screenshot

b1234567@my.bc3.edu

### More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

**STUDENTS:** Use your username (b+7digit student id) and @my.bc3.edu Example: b1234567@my.bc3.edu **STAFF:** Use your username and @bc3.edu Example: John.Smith@bc3.edu

You will be asked for **Additional Security Verification**.

Butler County Community College

## Additional security verification Screenshot

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** Please configure the mobile app.

Next

Next, click “Setup” on the Additional Security Verification screen. A popup with a QR code will display similar to the screenshot below. **NOTE:** If you are setting this up on a mobile device and can’t use your camera, you can enter the code and URL instead of scanning the QR code.


### Install and Configure App on Mobile Device

Follow the directions on the screen to **install the Microsoft Authenticator App on your mobile device** (if you have not done so already). Once installed, **add a new account**.

### 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.



Screenshot

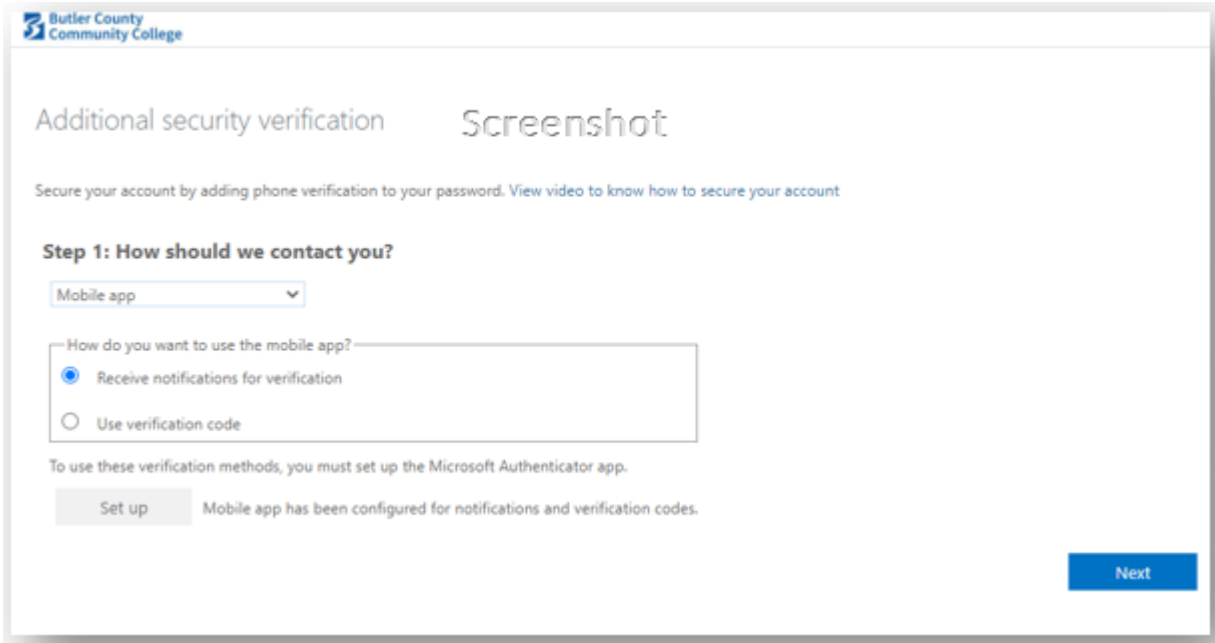
If you are unable to scan the image, enter the following information in your app.  
Code: 966 453 715  
Url: <https://mobileappcommunicator.auth.microsoft.com/activate/394761312/EUS>

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

**Next** cancel

If you need step by step directions on how to add an account to the Authenticator App, see the [How to add an account to Microsoft Authenticator](#) section.

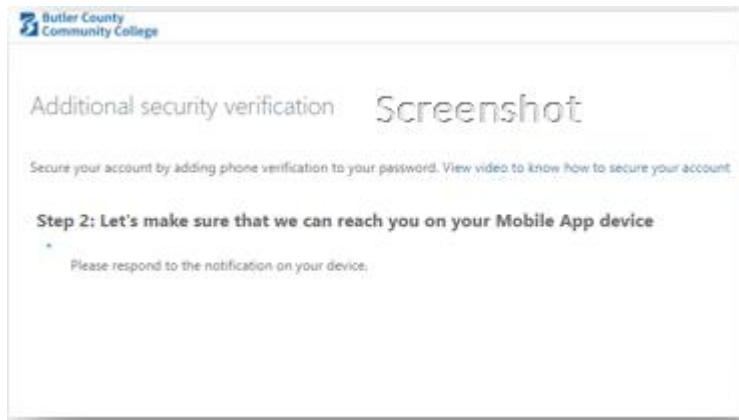
Once you have clicked **Next** on the screen with the QR code, you should be taken back to the **Additional Security Verification** screen. Click **Next**.



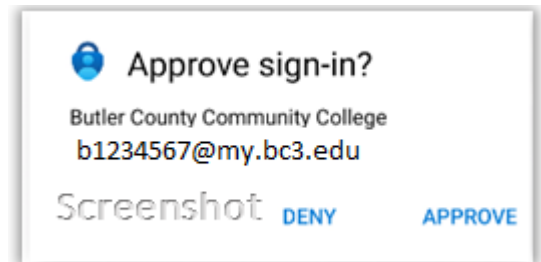
Your computer screen will change to one similar to the screenshot below.

You will then be prompted on your mobile device to approve sign in.

### Screenshot of Computer Screen

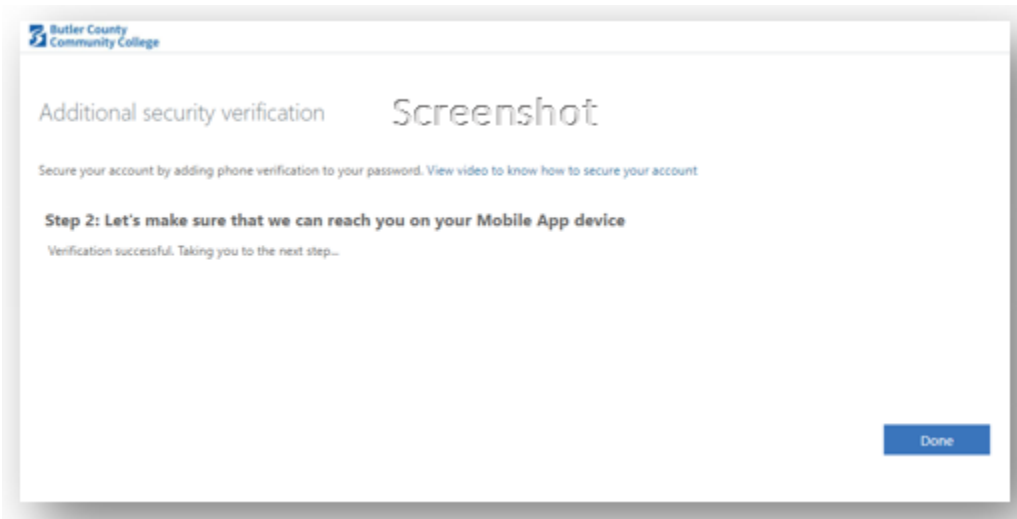


### Screenshot of Approval Request on Mobile Device

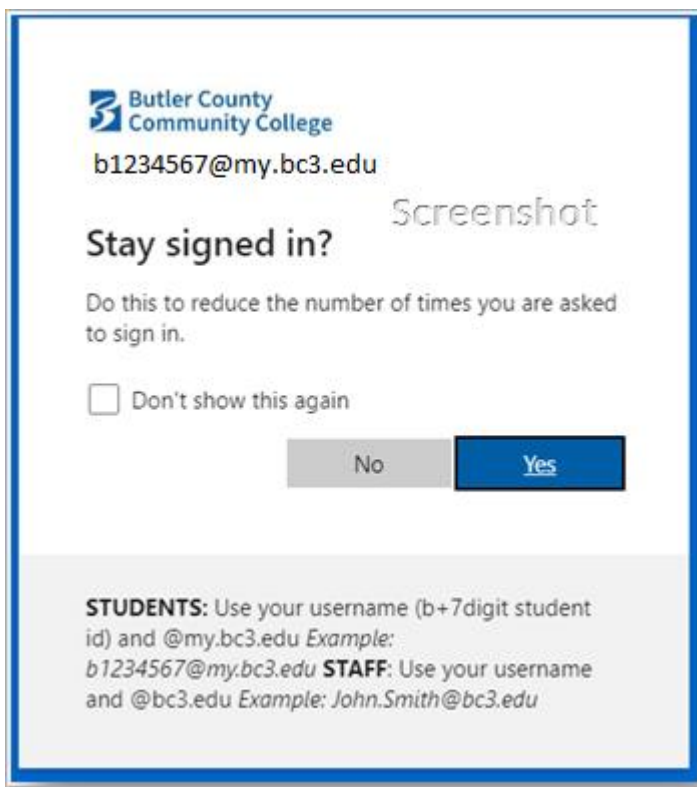


Not shown: fingerprint, faceid, or pin authentication prompt on your phone.

When you have approved the sign-in via the Authenticator app, Click **Done** on the screen.



You can now complete the sign-in process:



**Butler County  
Community College**

b1234567@my.bc3.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

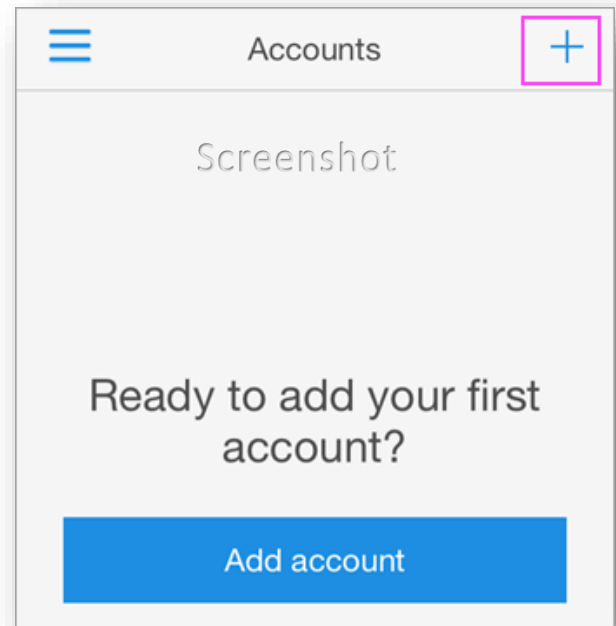
**STUDENTS:** Use your username (b+7digit student id) and @my.bc3.edu *Example: b1234567@my.bc3.edu* **STAFF:** Use your username and @bc3.edu *Example: John.Smith@bc3.edu*

## How to Add an Account to Microsoft Authenticator

1. Open the Microsoft Authenticator app on your phone.
2. Tap the + > Work or school account.
3. Use your phone to scan the QR square that is on your computer screen. Or enter the code and URL below the QR code.

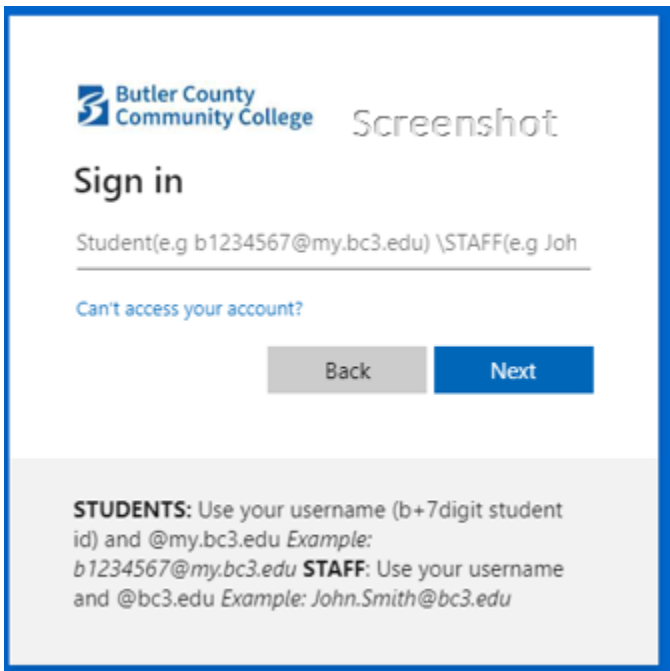
### Notes:

- iPhone users may have to enable the camera in Settings in order to scan.
  - If you can't use your phone camera, you'll have to manually enter the 9 digit code and the URL.
4. Your account will be added automatically to the app and will display a six-digit code.



## Using MFA

Go to your Web Email. If you are prompted to sign in, use your `firstname.lastname@bc3.edu` and enter your password when prompted.



Butler County Community College Screenshot

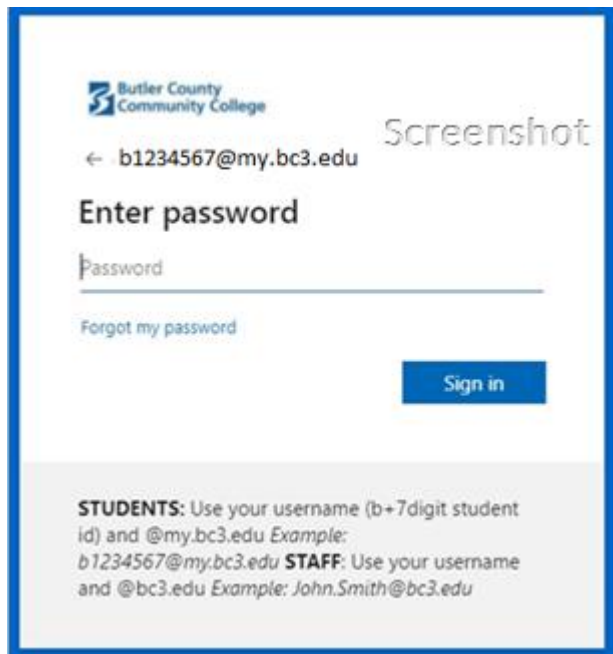
### Sign in

Student(e.g. b1234567@my.bc3.edu) \STAFF(e.g. Joh

Can't access your account?

Back Next

**STUDENTS:** Use your username (b+7digit student id) and @my.bc3.edu Example: b1234567@my.bc3.edu **STAFF:** Use your username and @bc3.edu Example: John.Smith@bc3.edu



Butler County Community College Screenshot

← b1234567@my.bc3.edu

### Enter password

Password

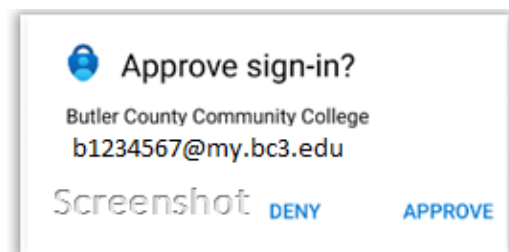
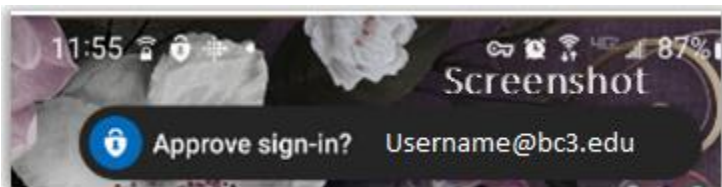
Forgot my password

Sign in

**STUDENTS:** Use your username (b+7digit student id) and @my.bc3.edu Example: b1234567@my.bc3.edu **STAFF:** Use your username and @bc3.edu Example: John.Smith@bc3.edu

Below are examples of what you will see on your phone to complete the MFA process and sign you into the system. **NOTE:** this may look different for everyone.

### Screenshot of Approval Request on Mobile Device



Approve sign-in?

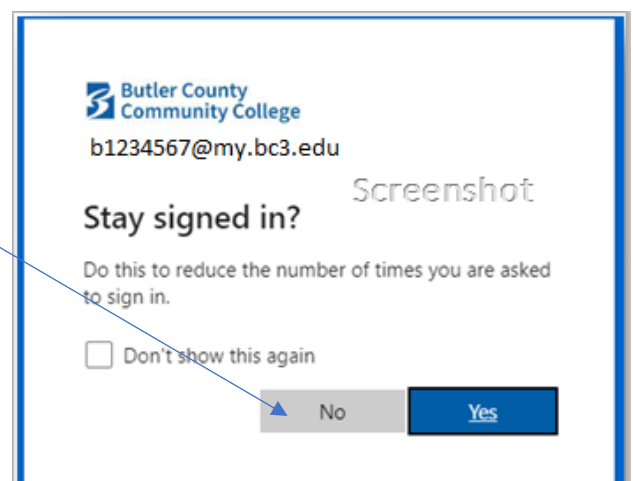
Butler County Community College  
b1234567@my.bc3.edu

Screenshot DENY APPROVE

Not shown: fingerprint, faceid, or pin authentication prompt on your phone.

On the sign-in page on your computer, we suggest that you click **No** here.

**You will now be signed into your account.**



Butler County Community College

b1234567@my.bc3.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