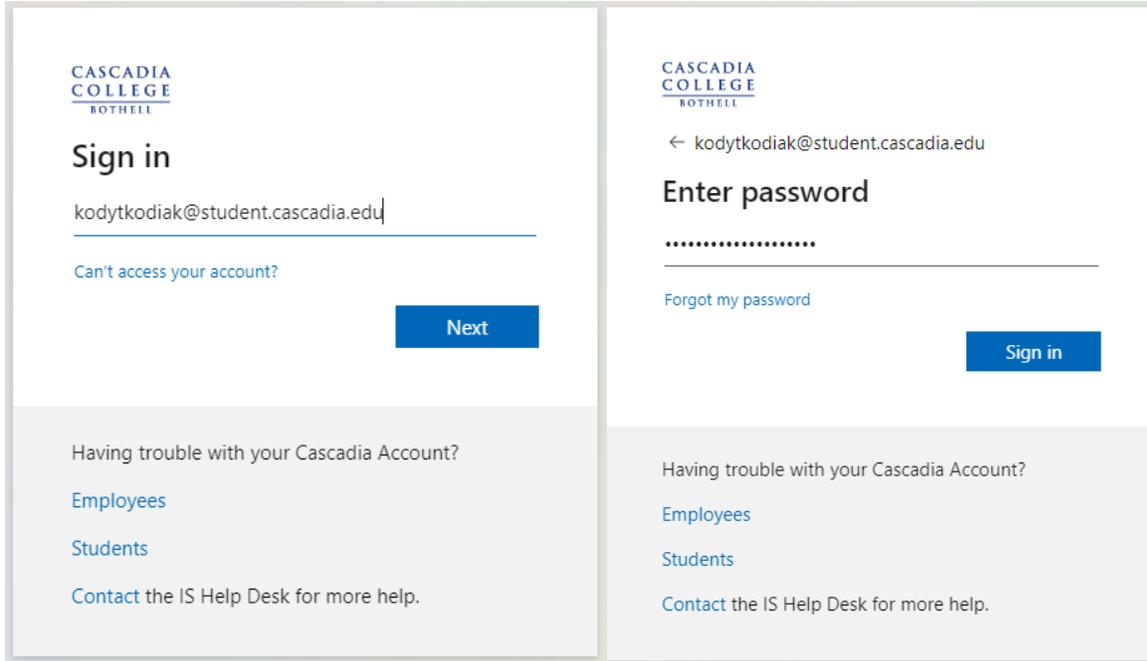
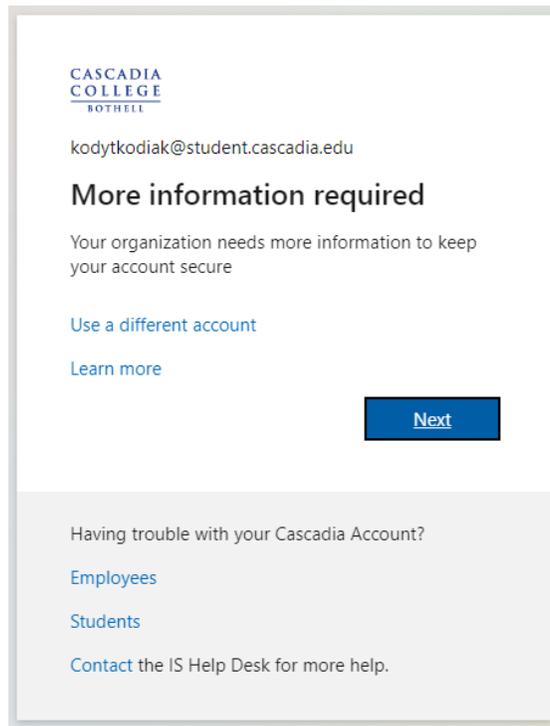


Set Your Cascadia Account up for MFA

1. Sign in to your account at <https://myapps.microsoft.com/cascadia.edu>.

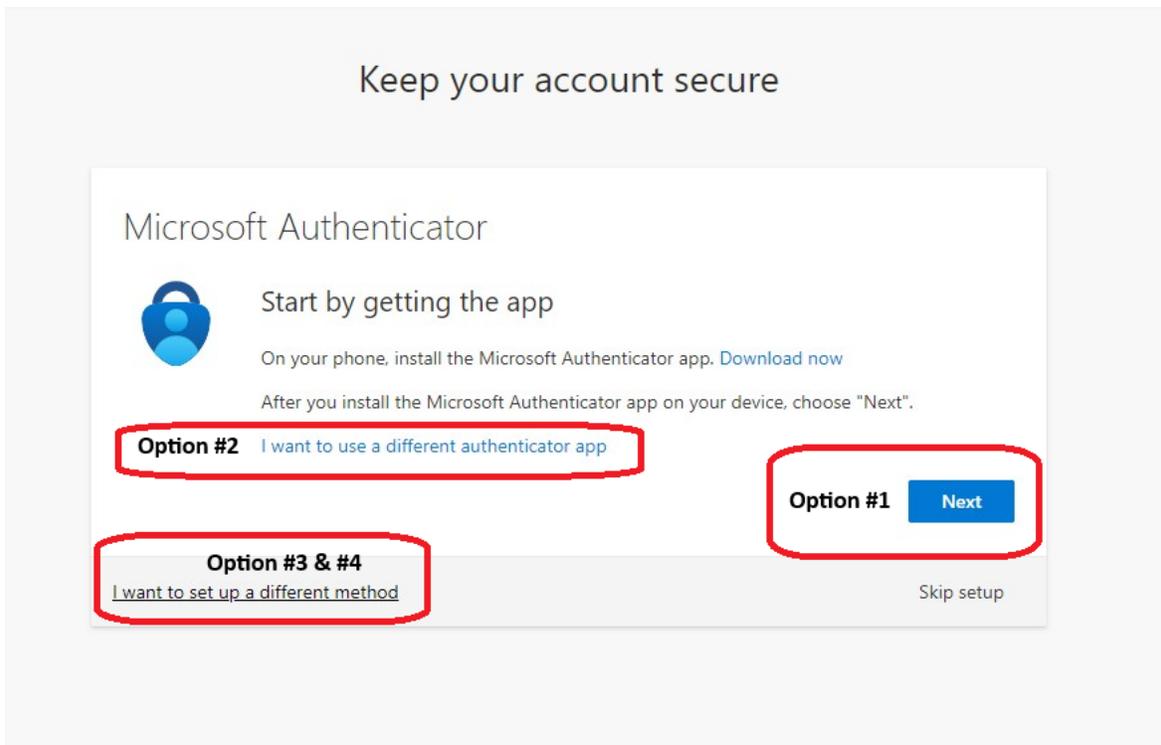


2. You will be prompted to provide more information. Select “Next” to continue the process.



Set Your Cascadia Account up for MFA

3. On the following screen, you will have options on how you would like to complete MFA. Acceptable options are:
1. [Microsoft Authenticator](#)
 2. [A different authenticator application you may already be using \(i.e. Google or Okta\)](#)
 3. [A phone for either text notifications or phone calls](#)
 4. [A hardware fob/token that must be requested from Cascadia IT \(you cannot provide your own\)](#)

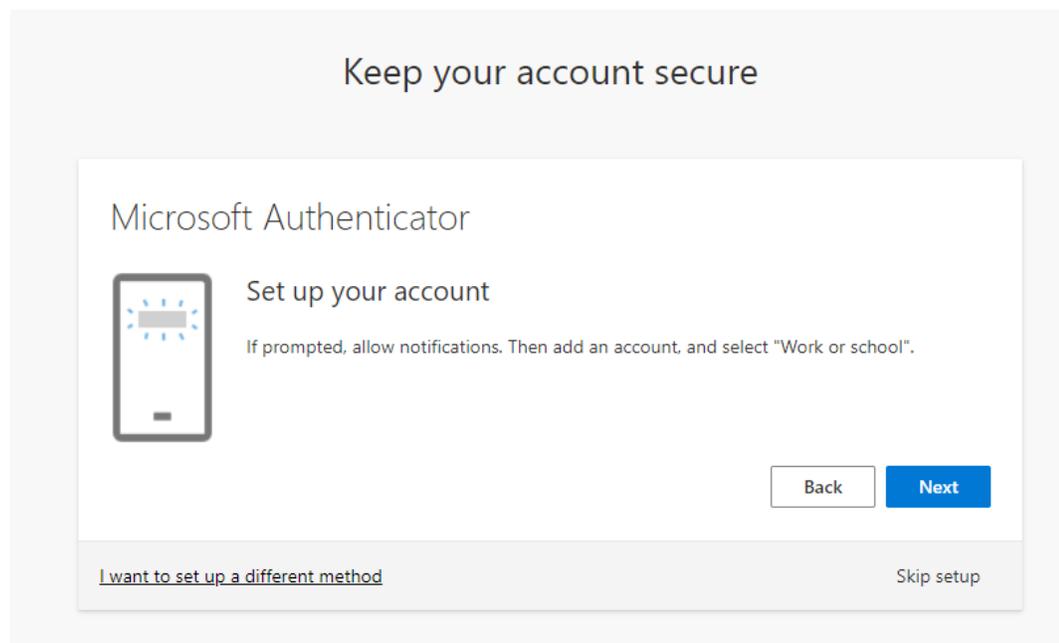


Set Your Cascadia Account up for MFA

Option # 1: Set up Microsoft Authenticator on your phone

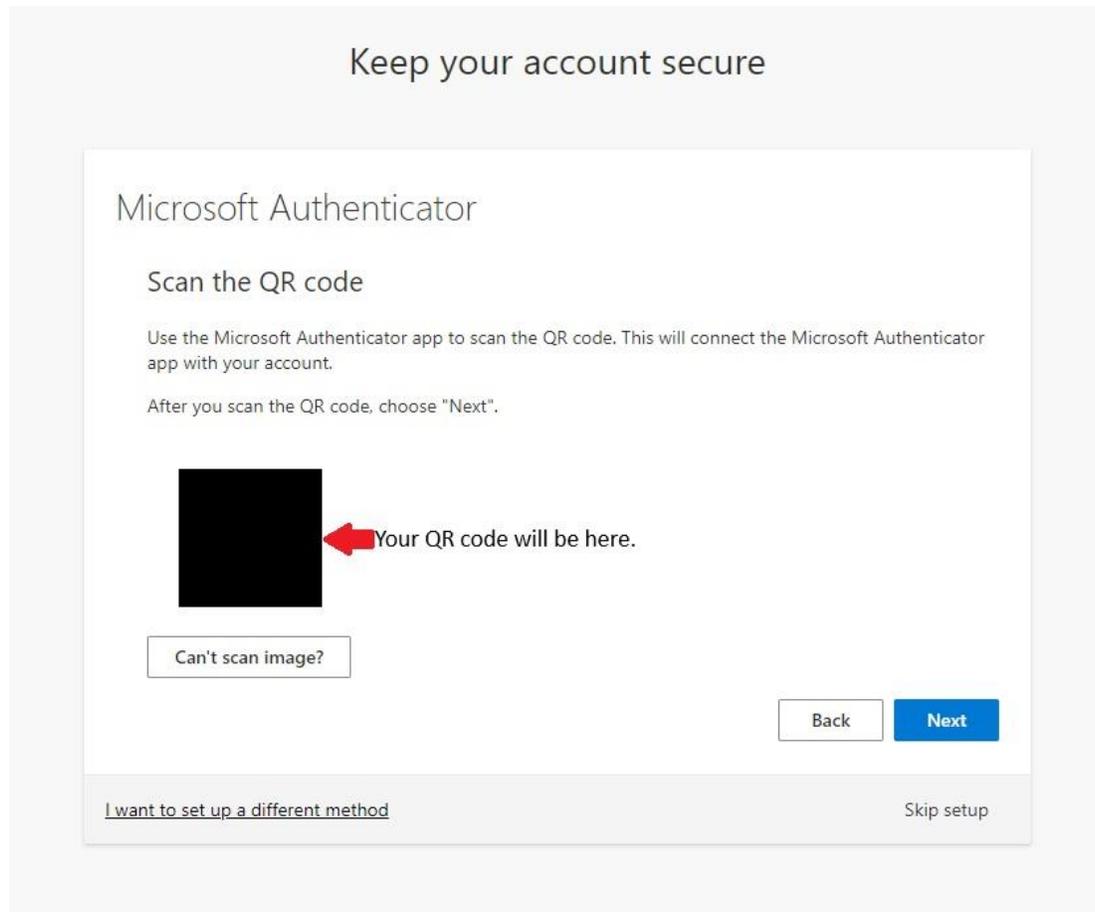
After completing this process, you will use the Microsoft Authenticator application as your second factor (proof of identity) when you access Cascadia resources.

1. Make sure that you have [Microsoft Authenticator](#) installed on your phone.
2. Select “Next” on the prompt to continue setup.
3. Open the Authenticator app on your phone and follow the instructions [in this article](#) to start setting up your account. You will want to indicate that this is a “Work or school account.”
4. Select Next (should look like screenshot below)



Set Your Cascadia Account up for MFA

5. Scan the QR code on the screen with your phone.



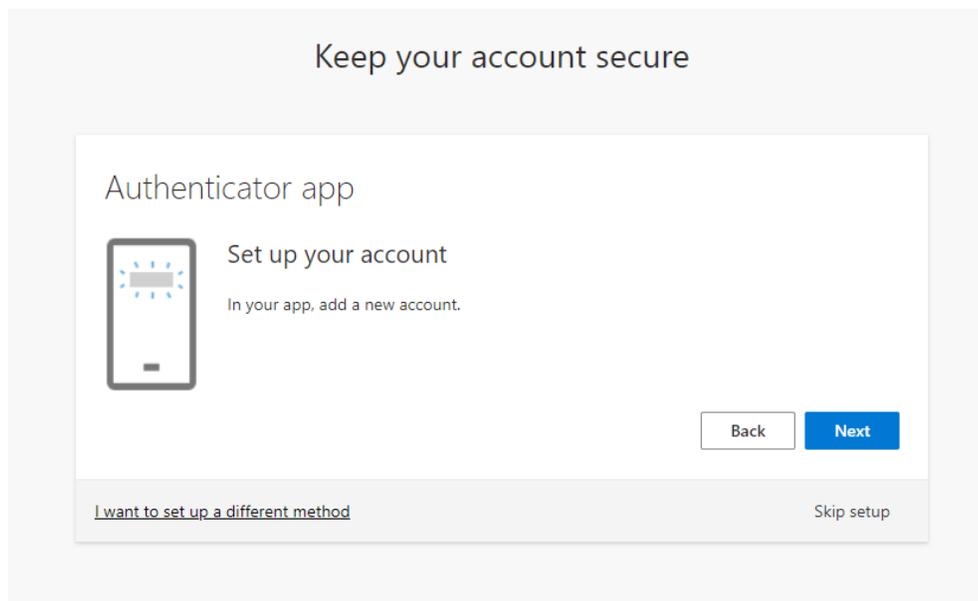
6. Follow on screen instructions to complete your setup.

Set Your Cascadia Account up for MFA

Option # 2: Set up a different authenticator app you are already using (i.e., Google or Okta)

After completing this process, you will use a self-selected authenticator application as your second factor (proof of identity) when you access Cascadia resources. While this can be done, it is not recommended by Microsoft and may have limitations in support from Cascadia College IT.

1. Select the link “I want to use a different authenticator app” on [the initial Microsoft Authenticator screen](#) and you will be presented with the window below. Select Next.



2. If you are utilizing this option, it is understood that you have knowledge of how to configure accounts to work within the application. When prompted, scan the QR code and complete setup of your account.

Set Your Cascadia Account up for MFA

Option # 3: Provide a phone number for SMS (text) notifications or phone calls

After completing this process, you will use your mobile phone (or home phone) as your second factor (proof of identity) when you access Cascadia resources. While this can be done, it is not recommended by Microsoft and may have limitations in support from Cascadia College IT.

1. Select the link “I want to set up a different method” on the initial Microsoft Authenticator screen and you will be presented with the menu below. Select Phone. *Email and Security questions cannot be used to complete MFA.*



2. Select Confirm

Set Your Cascadia Account up for MFA

Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

Receive a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[I want to set up a different method](#)

3. Provide phone number and select if you would prefer to get SMS (text) code or a phone call to complete your logins.
4. Select Next (will turn blue when valid phone number is entered).
5. Enter code (if SMS) or answer call to complete setup.

Set Your Cascadia Account up for MFA

Option #4: Request a hardware fob for checkout

After completing this process, you will use a hardware token/fob configured by Cascadia College IT as your second factor (proof of identity) when you access Cascadia resources. You must be a currently enrolled student to request a hardware fob from the IT Service Desk.

1. Complete [this form](#), agreeing to the terms of borrowing a hardware fob. A message will be sent to the IT Service Desk alerting them of your request. Please provide good contact information on the form so that the Service Desk can contact you when your fob is ready for pick up.
2. Cascadia IT will need 24-48 hours (about 2 days) to set up the fob to work with your account. When the fob is ready for use, you will be contacted via the contact information you provided. You will need to visit the Service Desk in person to get your fob. We are on the first floor of CC2 at the opposite end of the hallway from Kodiak Corner. Official location number is CC2-171. Hours of service and additional contact information can be found on our [webpage](#).

Getting help with this process:

If you are having difficulty completing this process, please contact the IT Service Desk via one of the following methods:

Email: helpdesk@cascadia.edu

Phone: 425-352-8228

Chat support: <https://support.cascadia.edu>

In person: CC2-171

Service Desk hours and additional information about support can be found on [our public webpage](#).