# UNOH UNIVERSITY OF NORTHWESTERN OHIO

# **MICROSOFT AUTHENTICATOR APP QUICK START GUIDE**

1.) On your mobile device, download and install the Microsoft Authenticator app from your app store.



2.) Open the Microsoft Authenticator app and tap I Agree if prompted. Tap Add Account.



3.) Add Work or **School Account** 

| ÷    | Add account                         |        |
|------|-------------------------------------|--------|
| What | kind of account are you adding?     |        |
|      | Personal account                    | (j)    |
|      | Work or school account              | (i)    |
| 8    | Other account (Google, Facebook, et | c.) (j |

4.) Tap the Sign In option if you are prompted. Otherwise, continue.

email address and

click Next



6.) Enter your password and click Sign In.

Note: If you receive a verification code, or phone call, you will need to complete the verification process before proceeding.

| UNOH                           |  |
|--------------------------------|--|
| Sign in with your UNOH account |  |
| jxnorth@unoh.edu               |  |
|                                |  |

7.) Tap the Finish button



## **OPTIONAL:**

To make the verification process easier, you can disable the App Lock feature in your mobile app.

Tap the menu icon in the Authenticator app, then tap Settings

### **ANDROID:**

#### **APPLE iOS:**



| App Lock feature. | ÷ | Settings   |   |
|-------------------|---|--|---|
|                   |   | Backup   |   |
|                   | ф | Cloud Backup   |   |
|                   | Θ | Learn more<br>Learn more about backup  |   |
|                   |   | Security   |   |
|                   | ⋳ | App Lock<br>Require screen lock when you open the<br>app, approve a notification or autofill on<br>sites and apps. | ð |

Need additional help? Submit a helpdesk ticket at https://support.unoh.edu/ticket/ and a technician will contact you during normal business hours.