Using Multi-Factor Authentication

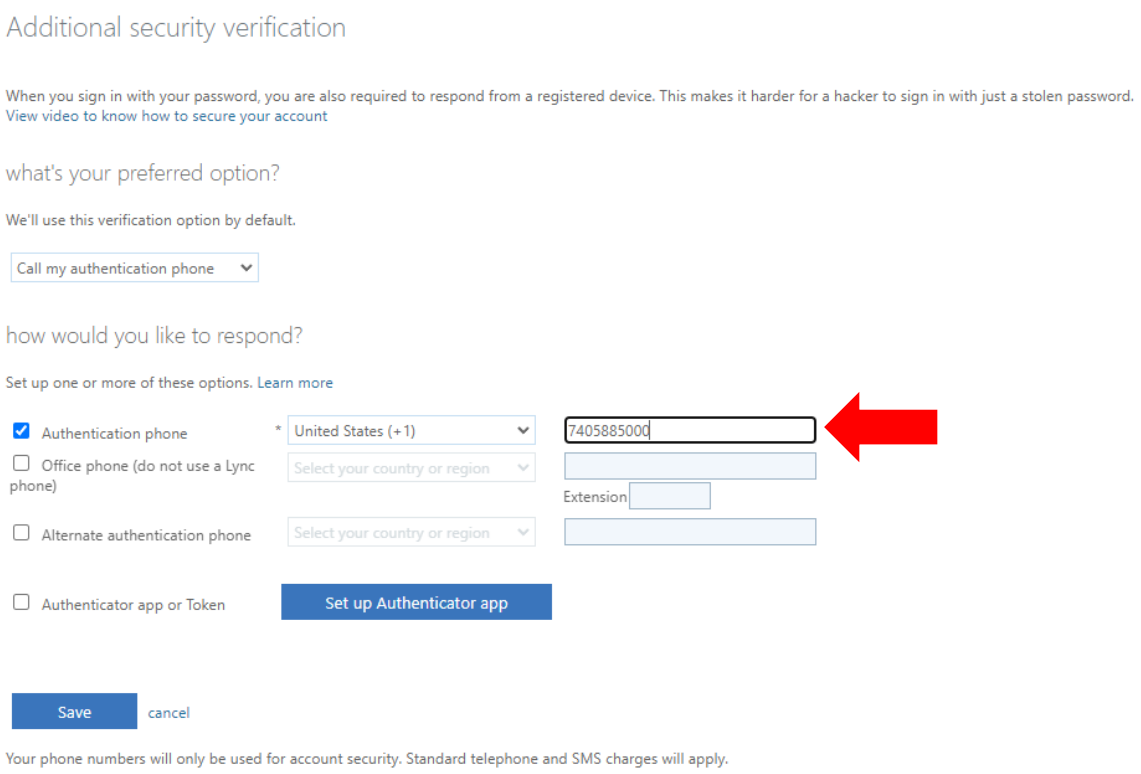
Modified Date: October 6, 2022

Zane State College has enabled Multi-Factor Authentication (MFA) for student and employee user accounts. MFA provides increased user security by requiring a second-factor authenticator to login (in addition to a password). The second-factor authenticator may include a phone call, text message, email, or the Authenticator app.

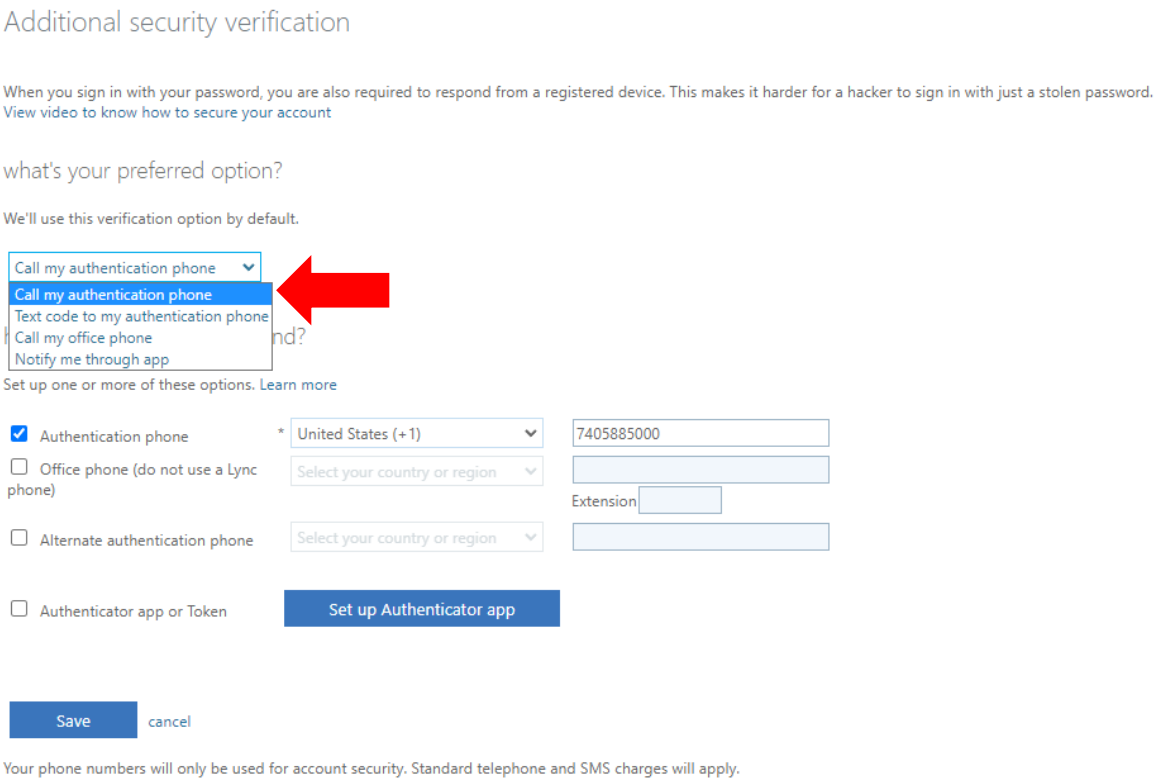
The College will utilize Microsoft's MFA solution to provide seamless integration with our single-sign-on environment. For ease of use, contact information will be pre-populated for use as second-factor authenticators (phone call or text). The Microsoft Authenticator app is also available for Apple and Android smart devices as an authentication option.

MFA is enabled on My ZSC, Blackboard, Microsoft Office 365 and Zoom. MFA is initially setup by the College; however, you may review and change your information by navigating an Internet browser to https://aka.ms/mfasetup. Please see below for additional instructions.

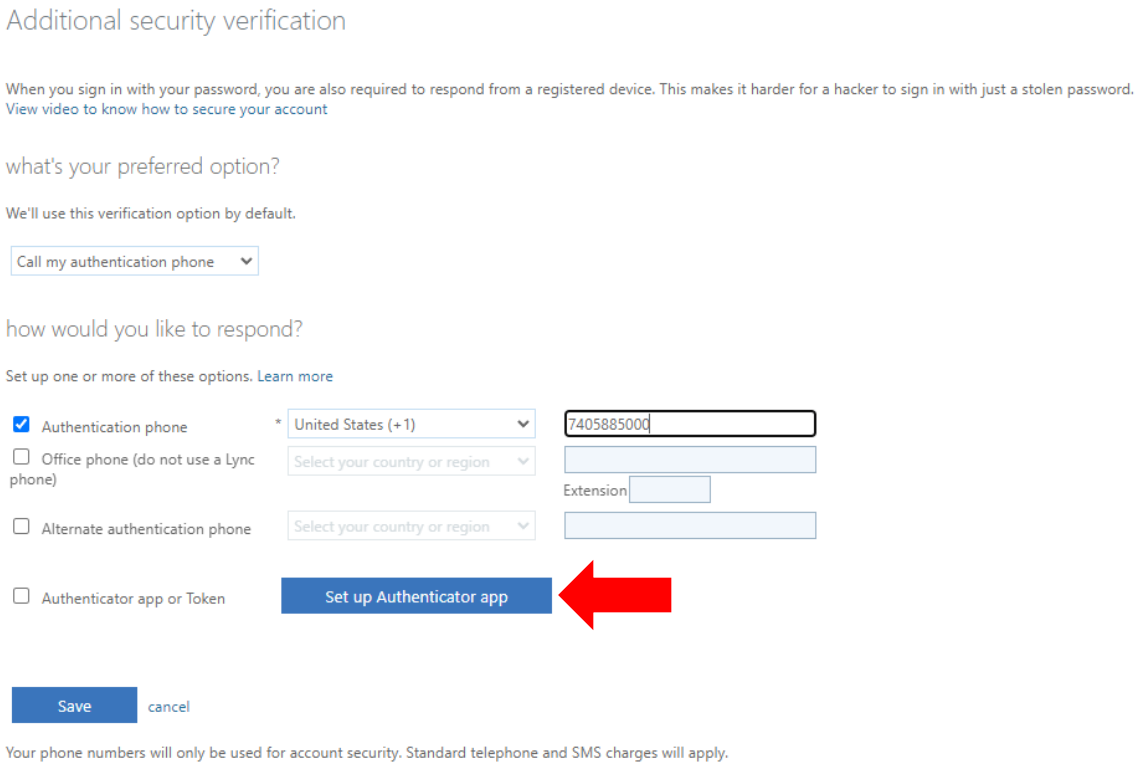
1. Using a desktop or laptop computer open an Internet browser to https://aka.ms/mfasetup.
2. Review your current phone number and determine if changes need to be made?



3. Review your preferred verification options. This is done by clicking on the drop-down box and selecting one of the three options.
    a. Call my authentication phone
    b. Text code to my authentication phone
    c. Notify me through app (Only used with Microsoft's Authenticator app)

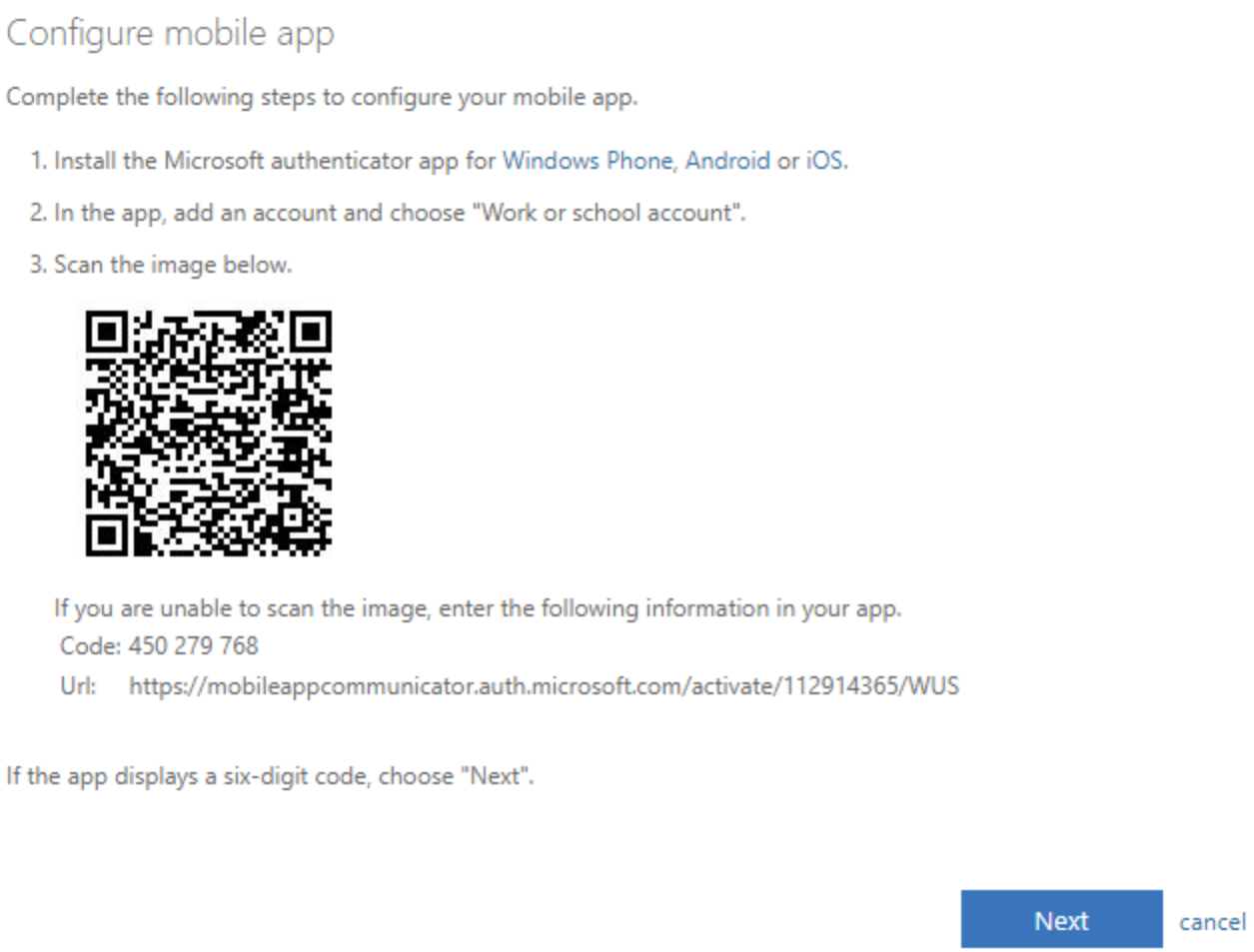


4. If you would like to use the Microsoft Authenticator app, click the Set up Authenticator app button.



5. Using your mobile smart phone or tablet, download the Microsoft Authenticator app from the Apple App Store or Google Play Store.
6. Open the app and add an account, choosing "Work or school account".

7. Scan the QR code that is showing on your computer screen with your authenticator app.



8. Click the Next button on your desktop or laptop computer. Microsoft will verify the connection works with your smart device and you are finished.

If you have questions or would like additional help, please contact the Technology Solutions Center at techelp@zanestate.edu or call us at 740.588.1327.