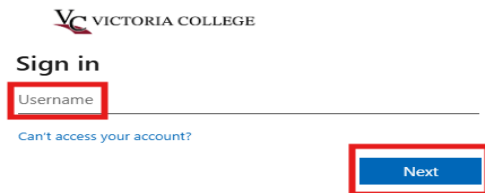


Setting up the Microsoft Authenticator – Students

This document will guide you through the steps to set up Multifactor authentication (MFA) using the Microsoft authenticator app.

Computer

1. On your computer, open a web browser and navigate to <https://myvc.victoriacollege.edu>
2. Sign in with your Pirate Portal username (ex: username@student.victoriacollege.edu), then click “Next”.



VICTORIA COLLEGE

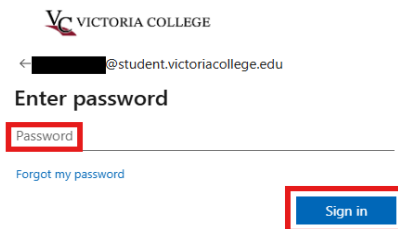
Sign in

Username

[Can't access your account?](#)

Next

3. Enter your Pirate Portal password, then click “Sign in”.



VICTORIA COLLEGE

< [redacted]@student.victoriacollege.edu

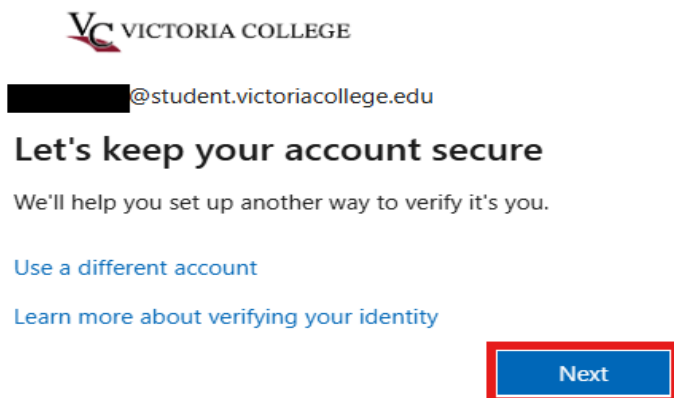
Enter password

Password

[Forgot my password](#)

Sign in

4. When the “Let’s keep your account secure” screen is displayed, click “Next”.



VICTORIA COLLEGE

[redacted]@student.victoriacollege.edu

Let's keep your account secure

We'll help you set up another way to verify it's you.

[Use a different account](#)

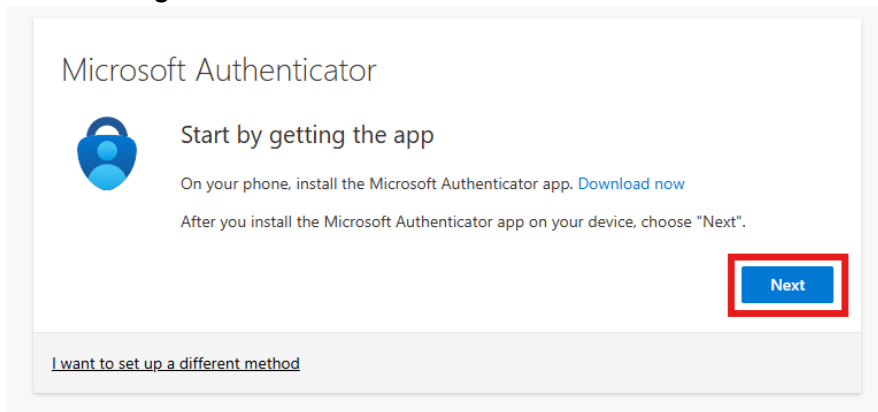
[Learn more about verifying your identity](#)

Next

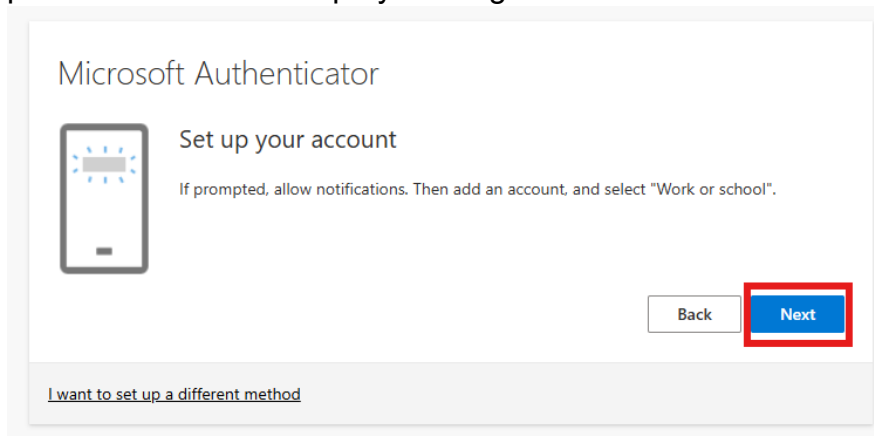
Microsoft Authenticator (Phone)

1. Install the Microsoft Authenticator app from the iOS App store or the Google Play Store to complete the setup. Once the app is installed, click “Next”.

Note: When you go to download the app, make sure you download the one that has the blue padlock and blue person icon as indicated in the image below

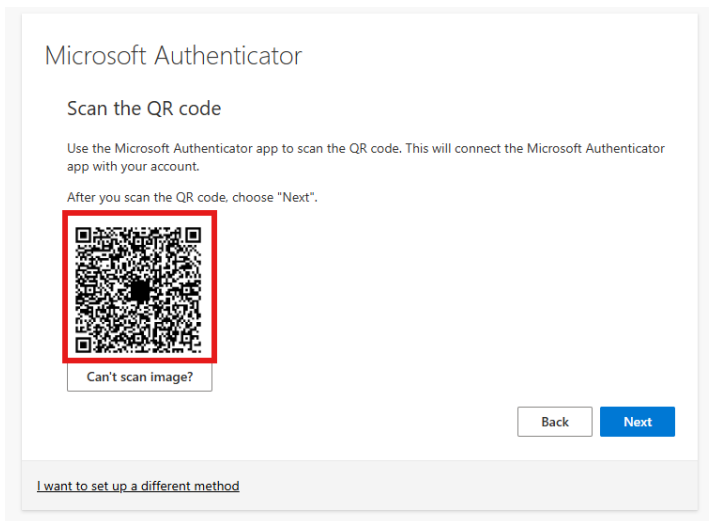


2. After the Authenticator app is installed, open the app and allow notifications if prompted, then select “Work or School” as the account you wish to add, then proceed to the next step by clicking “Next”.

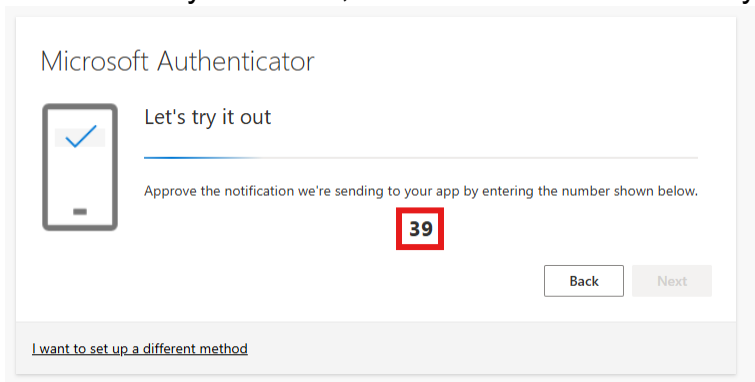


3. On your phone, select “Scan QR Code” using the authenticator app on your phone, then scan the QR code that is displayed on your screen. Then click “Next”.
 - a. If you do not see the “Scan QR Code” option, tap on “Verified ID’s” then tap on “Scan QR Code” to scan.

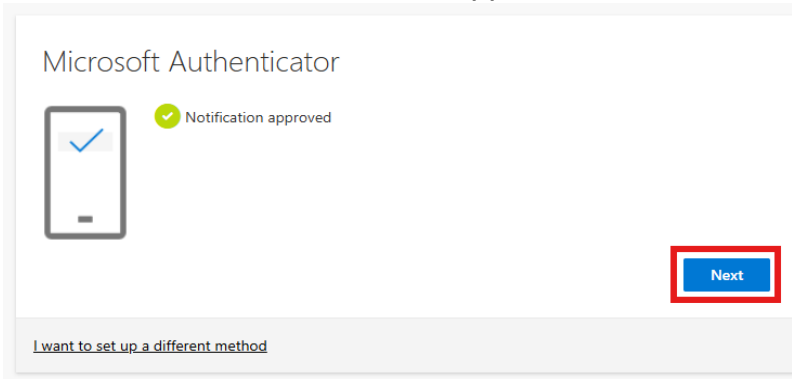
Note: If you are on a mobile device and have the option to Pair your account to the app by clicking this link,” click the link to Pair your account. It will then open the authenticator app and activate your account. When you see your account listed, go back to your browser. Go back to your browser and click “Next”



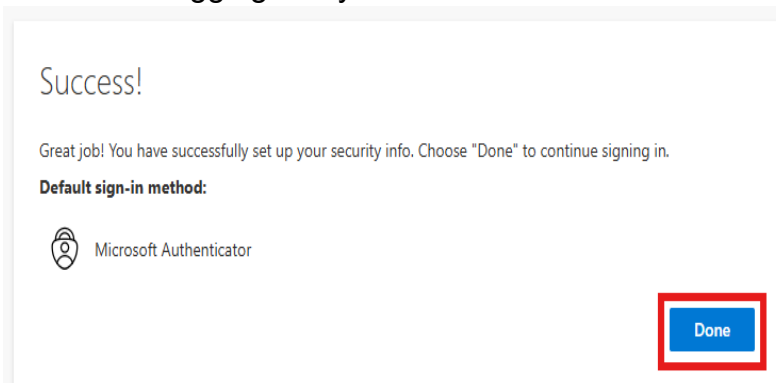
4. A 2-digit number is displayed on the screen. Enter the number into the authenticator app to approve the notification.
 - a. If your phone has a password, PIN number, or face ID, you will be prompted to use it to finalize the process.
 - b. Once you do this, the screen will automatically go to the next page.



5. Click “Next” on the “Notification approved” screen.



6. The computer screen will display the message “Success!” indicating that the Microsoft Authenticator was successfully setup and will now be the default sign-in method for logging into your account. Click “Done”.



7. You can now access your account using the Microsoft Authenticator app.