

Set up the Authenticator app for two-step sign-in

These instructions explain how to set up your Internet-connected device (smartphone, laptop, desktop, or tablet) so you can use the Microsoft Authenticator app to remotely and securely access your Met Council account.

The instructions continue from the initial multi-factor authentication (MFA) directions you followed to select your two verification options from the four available: authenticator mobile app, phone, email, and security questions. Be sure you read through this before you begin the setup steps. You will need your desktop or laptop computer, as well as your smartphone, to complete the setup.

1. If you have already selected Authenticator App as your first method (shown in the image at right), then click the “Close” button and go to Step 2.

If you need to complete the Authenticator App setup or change your second method preference, go back to the main [MFA Registration Instructions](#).

When you’re done, continue with Step 2 of these instructions.

Choose security info

FIRST METHOD
Authenticator App

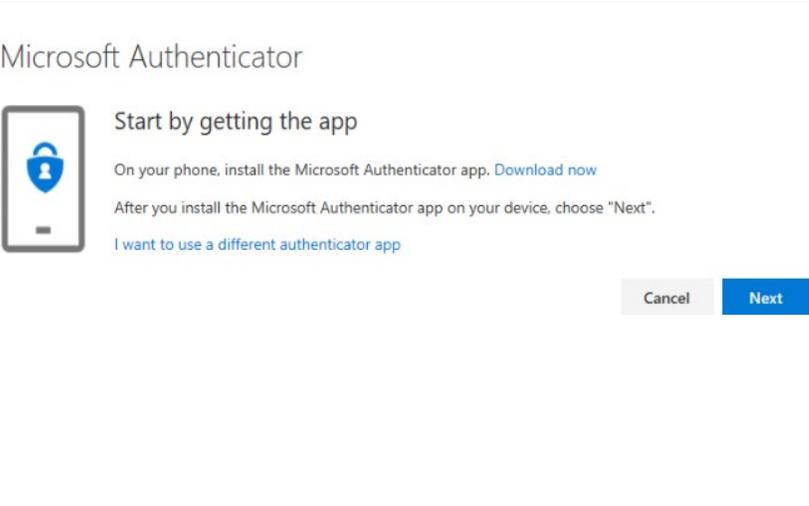
SECOND METHOD
Email or Phone or Security Questions

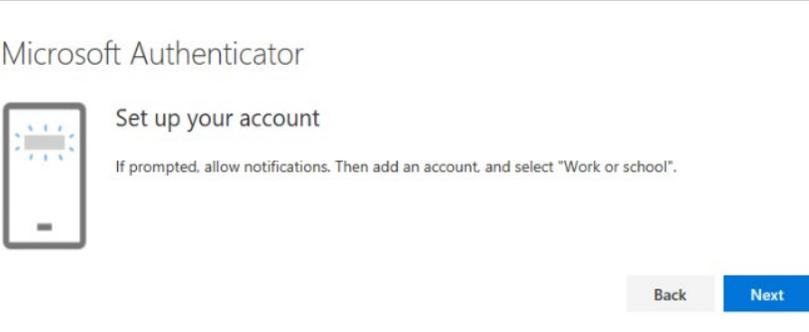
Close

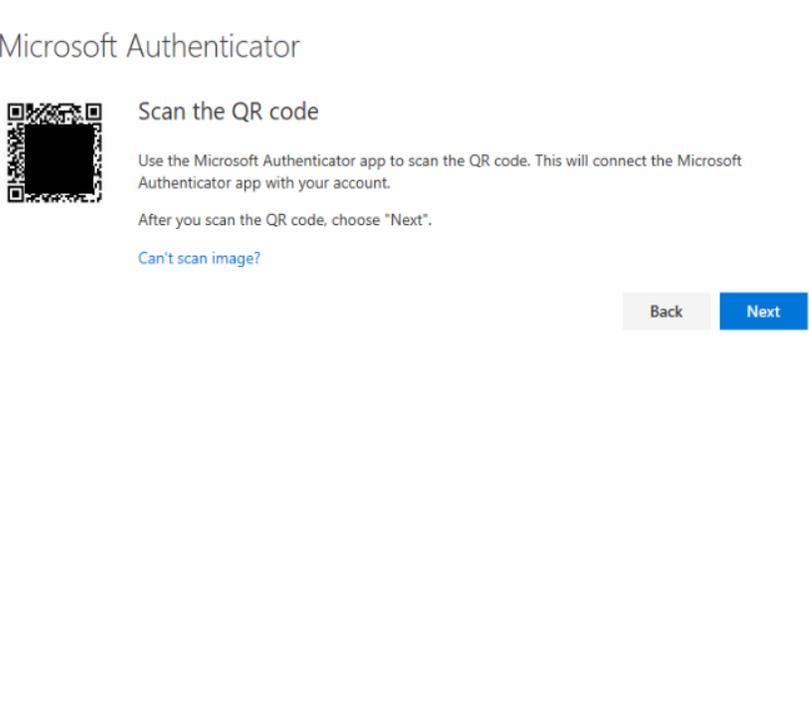
2. If you do not have the Microsoft Authenticator app on your smartphone, desktop, laptop, or tablet, download it now.

Click on one of the links on the right – Google Play or the Apple App Store. If you use a Met Council-owned phone, the app is already installed.



<p>3. You've downloaded the Microsoft Authenticator app to your Internet-connected device. Now you begin the process of installing it on your device. The example here is a smartphone.</p> <p>4. Click the blue "Next" button.</p>	 <p>The screenshot shows the Microsoft Authenticator app's initial setup screen. At the top, it says "Microsoft Authenticator". Below that is a smartphone icon with a blue shield and a keyhole. To the right of the icon, the text reads "Start by getting the app". Underneath, it says "On your phone, install the Microsoft Authenticator app. Download now". Below that, it says "After you install the Microsoft Authenticator app on your device, choose 'Next'." There is a link that says "I want to use a different authenticator app". At the bottom right, there are two buttons: a grey "Cancel" button and a blue "Next" button.</p>
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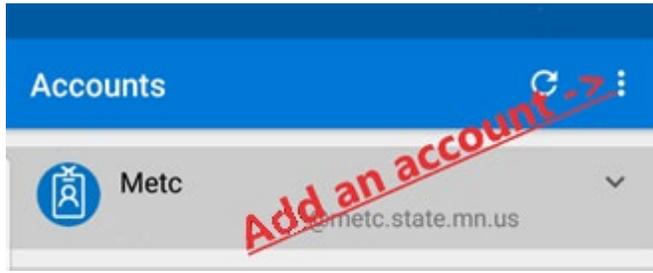
<p>5. At this instructions window, click "Next" again.</p>	 <p>The screenshot shows the Microsoft Authenticator app's account setup screen. At the top, it says "Microsoft Authenticator". Below that is a smartphone icon with a blue shield and a keyhole. To the right of the icon, the text reads "Set up your account". Underneath, it says "If prompted, allow notifications. Then add an account, and select 'Work or school'". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.</p>
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<p>6. On your device, you should see a window like the image here.</p> <p>It shows you that, in later steps, you will use the camera on your phone to scan the QR code shown on your desktop or laptop computer. You do not need to scan the QR code at this point.</p> <p>7. Click "Next."</p>	 <p>The screenshot shows the Microsoft Authenticator app's QR code scanning screen. At the top, it says "Microsoft Authenticator". Below that is a QR code. To the right of the QR code, the text reads "Scan the QR code". Underneath, it says "Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account." Below that, it says "After you scan the QR code, choose 'Next'." There is a link that says "Can't scan image?". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.</p>
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8. Now open the Microsoft Authenticator app on your phone.

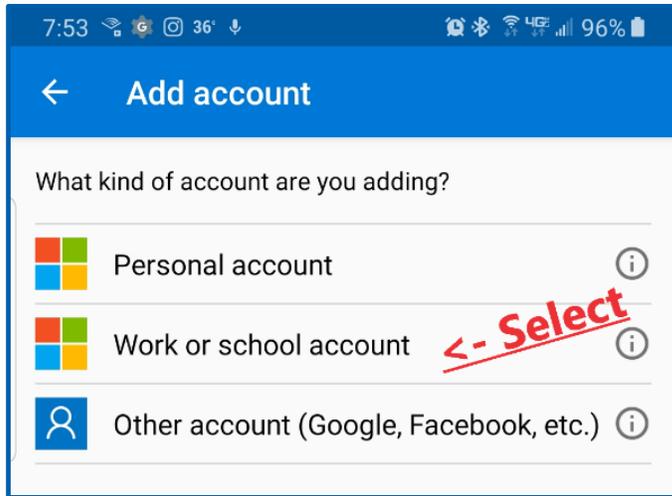
Tap “**Add an Account.**” If you have not added an account, “**Add an Account**” will show in the center of the application.

Otherwise, click on the dots icon (or plus sign) in the upper right corner to add your account.



9. Several account types are shown on this screen. Tap “**Work or school account.**”

At this point, you may need to give the app permission to access your device’s camera.



10. Position your camera to scan the QR code (example below).

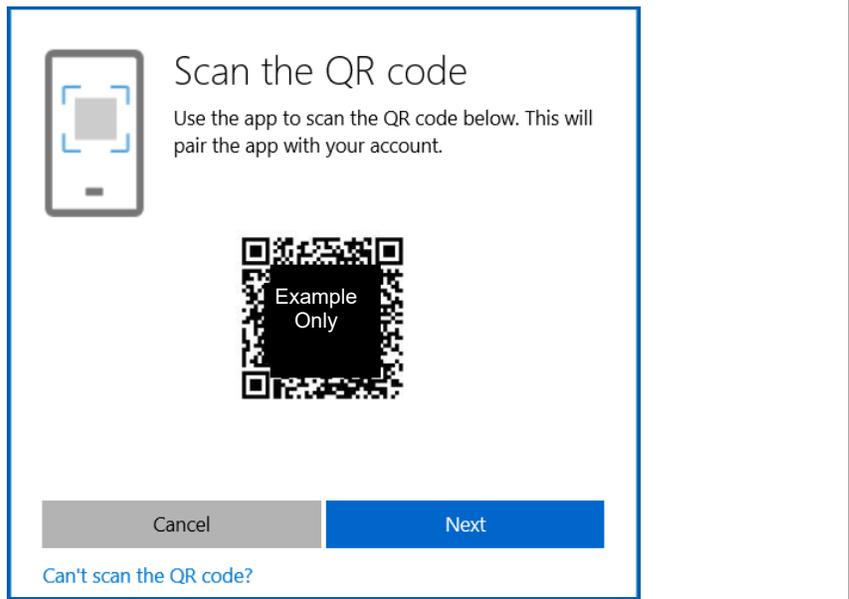


Aim the camera at the image of the QR code on your computer screen and click your camera.

Alternatively, you can manually enter the numerical code.

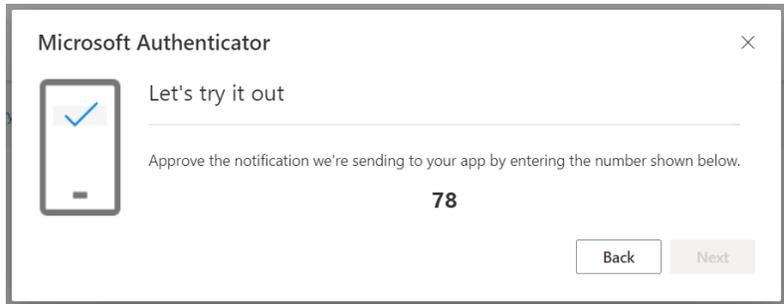


11. Once you see your account added on your phone, click **“Next”** on your computer.



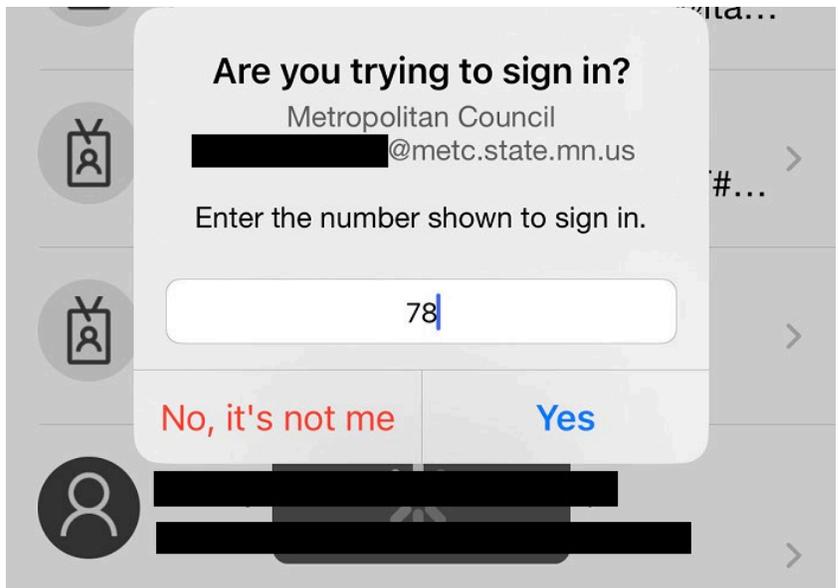
12. On your computer, you should see the window on the right.

In the next step, you will need to enter the number shown here into the Microsoft Authenticator app.



13. On your phone, you should see the **“Are you trying to sign-in?”** pop-up in the Microsoft Authenticator app.

Enter in the number shown on your computer and tap **“Yes.”**



14. Back on your computer, you should see the window on the right.

The green circle with the check mark indicates that you have successfully set up the Microsoft Authenticator app.

Click “Done.”

Congratulations! You have successfully set up the Microsoft Authenticator app for more secure access to your Met Council account.

Note: For improved security, in 2023 Microsoft changed the Microsoft Authenticator app sign-in process from approve/deny prompts to [number matching](#).

