

MULTI-FACTOR AUTHENTICATION

Set up your MFA to access your TU Microsoft account.

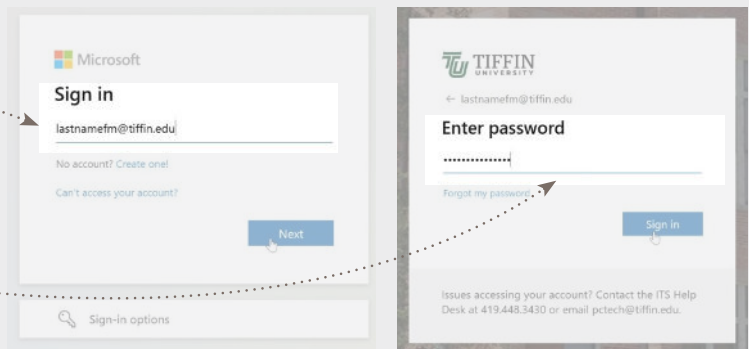
STEP 1

Navigate to myapps.microsoft.com on your mobile device.

STEP 2

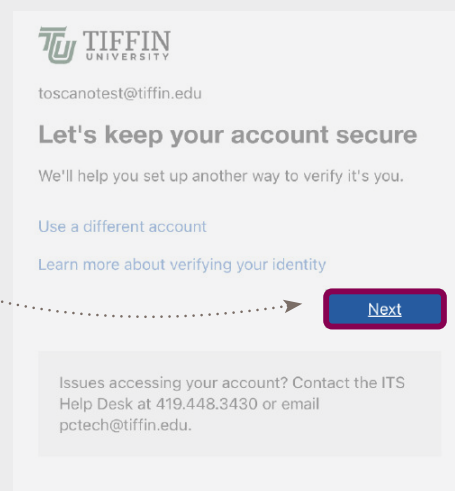
Sign in with your **@tiffin.edu** account with the username provided by your admissions counselor or advisor.

If this is your first time signing in, your password will follow the pattern of **Dragon\$MMDDYYYY** where the date is your Date of Birth.



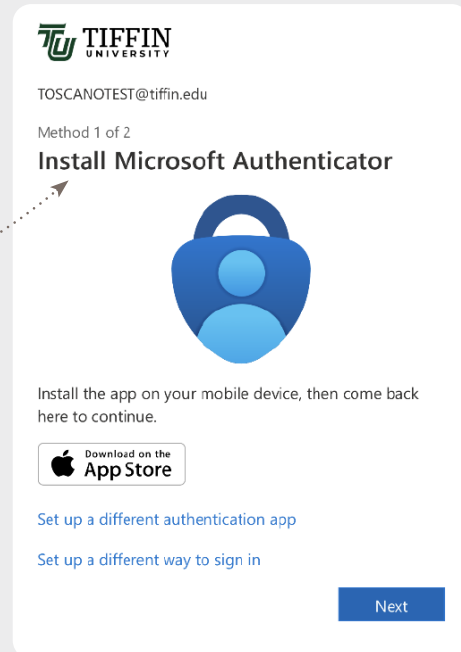
STEP 3

On the **Let's keep your account secure** page, select **Next**.



STEP 4

Next, you will need to download the **Microsoft Authenticator app** on your iOS/Android device.

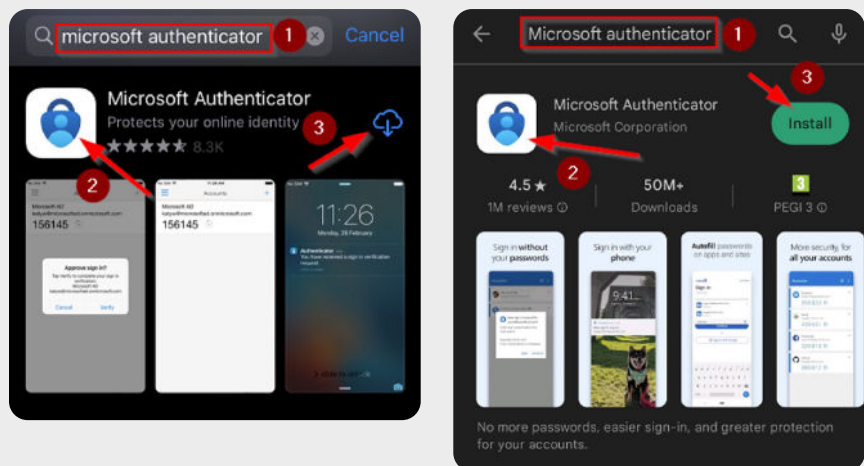


STEP 5

You will be taken to a page titled “Keep your account secure.”

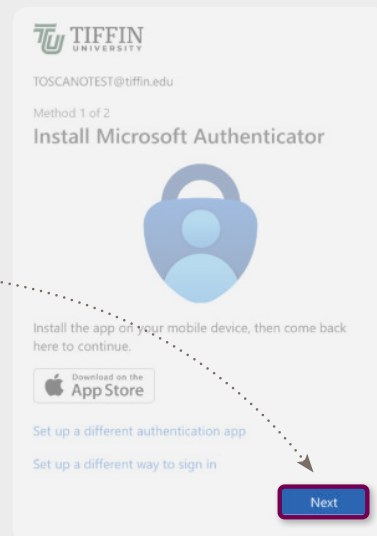
For this step, use your personal phone to download the Microsoft Authenticator app:

1. Open your app store and search for **Microsoft Authenticator**.
2. Confirm the app by checking the name and icon.
3. Tap **Get** or **Install**.



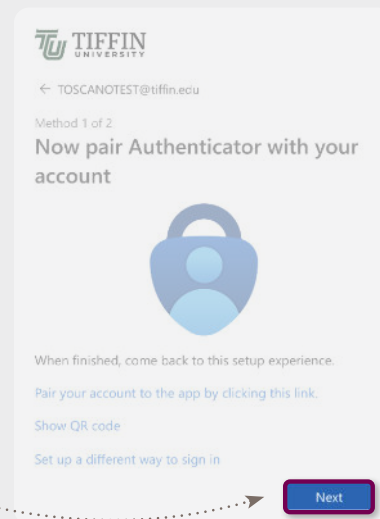
STEP 6

After downloading Microsoft Authenticator, return to your mobile browser and tap **Next** on the **Install Microsoft Authenticator** screen.



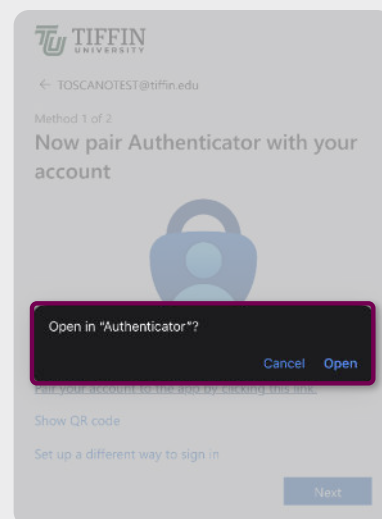
STEP 7

On the next screen, click the blue link **Pair your account to the app**.



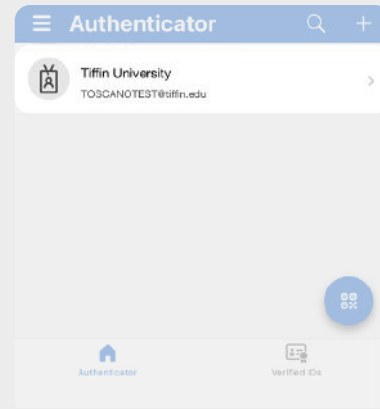
STEP 8

A pop-up will appear asking **Open in Authenticator?** Select **Open**.



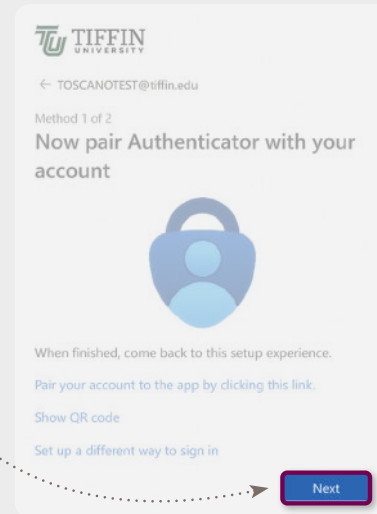
STEP 9

Once the **Microsoft Authenticator** app opens, you should now see your account listed as one of the accounts, as shown below.



STEP 10

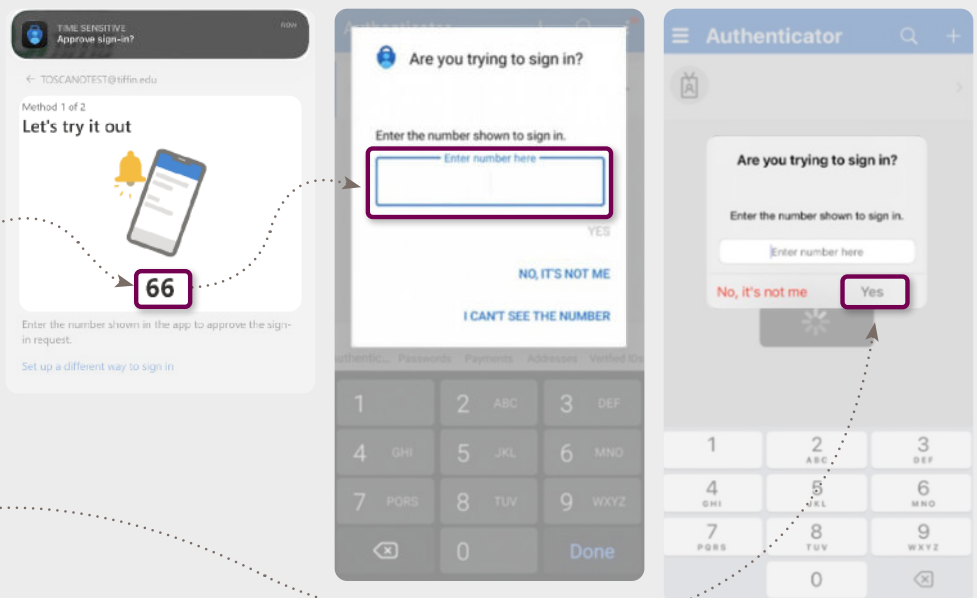
Return to your browser, and click **Next** on the screen you were on previously.



STEP 11

You'll see an **Approve sign-in?** notification and a **code** on your screen (the code changes each time you sign in).

Tap the notification to open Microsoft Authenticator. Enter the code, and select **Yes**.



STEP 12

You will then be required to register a phone number as a backup authentication method.

Enter an accessible phone number and select **Text a code** or **Call**.

The screenshot shows the Tiffin University account security interface. At the top left is the Tiffin University logo and the email address toscanotest@tiffin.edu. The main heading is "Let's keep your account secure" with a subtext "We'll help you set up another way to verify it's you." Below this are links for "Use a different account" and "Learn more about verifying your identity". A blue "Next" button is highlighted. A grey box contains contact information for the ITS Help Desk. On the right, the "Add your phone number" section includes a phone icon, a verification instruction, a "Country code" dropdown menu set to "United States (+1)", a "Phone number" input field, and "Choose how to verify" radio buttons for "Text a code" (selected) and "Call". A "Next" button is highlighted at the bottom right. A dotted arrow points from the "Text a code" option to the "Next" button.

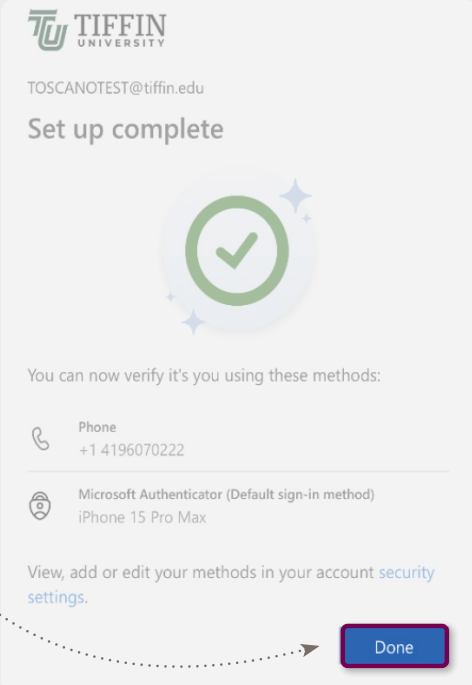
STEP 13

Verify the code that was sent to your phone number and select **Next**.

The screenshot shows the "Keep your account secure" page. At the top, it says "Method 2 of 2: Phone". Below this are two progress indicators: "App" with a green checkmark and "Phone" with a blue pencil icon. The "Phone" section has a heading "Phone" and a subtext "We just sent a 6 digit code to [redacted] | Enter the code below." Below this is an "Enter code" input field highlighted with a red box. At the bottom right are "Back" and "Next" buttons, with the "Next" button highlighted. A dotted arrow points from the "Next" button in the previous step to this "Next" button.

STEP 14

Verify that all the information is correct and select **Done**.



TU TIFFIN UNIVERSITY

TOSCANOTEST@tiffin.edu

Set up complete

You can now verify it's you using these methods:

- Phone
+1 4196070222
- Microsoft Authenticator (Default sign-in method)
iPhone 15 Pro Max

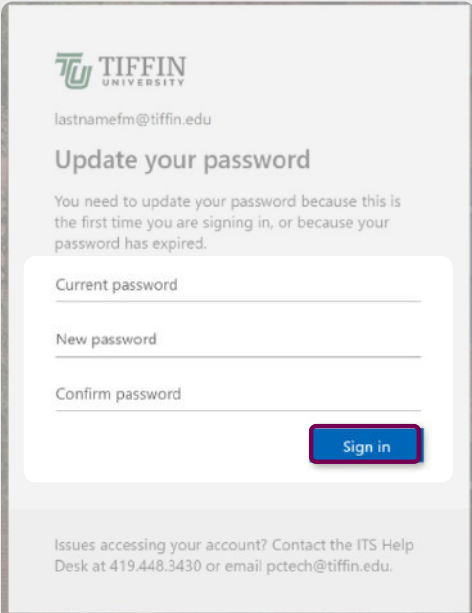
[View, add or edit your methods in your account security settings.](#)

Done

STEP 15

After signing in, you'll be prompted to **update your password**.

- **Must be** at least **12 characters**
- **Must include:** uppercase letter, lowercase letter, number, and special character
- **Cannot reuse** a previous password



TU TIFFIN UNIVERSITY

lastname@tiffin.edu

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Issues accessing your account? Contact the ITS Help Desk at 419.448.3430 or email pctech@tiffin.edu.

STEP 16

After signing in, you'll be redirected to myapps.microsoft.com, where you can click tiles to access Tiffin University applications.

