

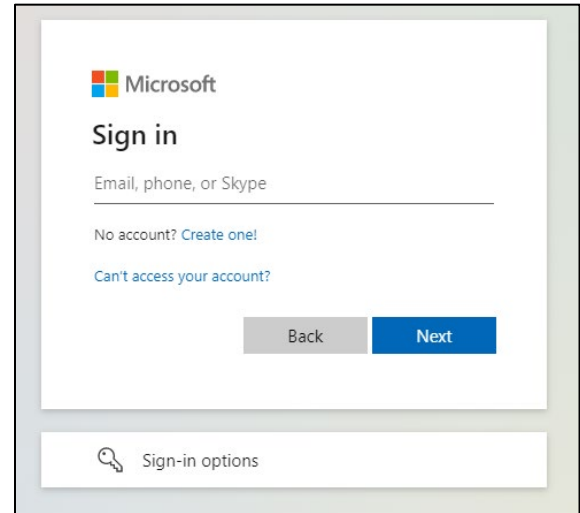
Set Up Multifactor Authentication

Multifactor authentication (MFA) is a security feature that adds an extra layer of identity protection and is required for many ASRC Federal applications.

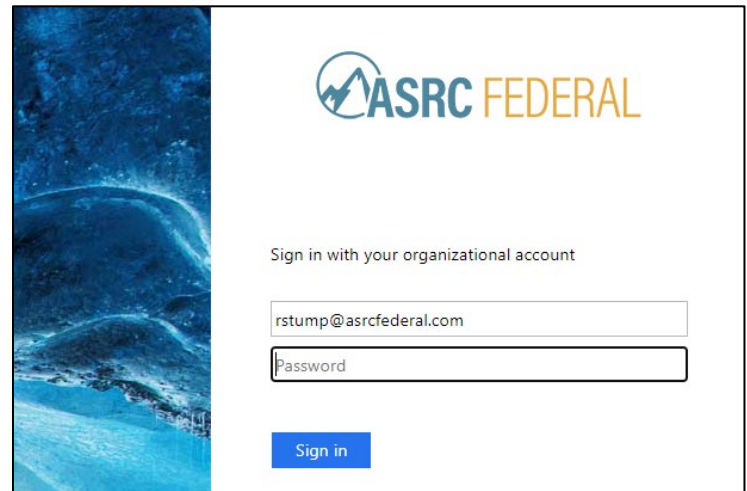
1. Go to <https://myapps.asrcfederal.com>. The **Microsoft Sign in** page is displayed.

Note: If you already have a Microsoft account, you may be prompted to pick an account. Click **Use another account**.

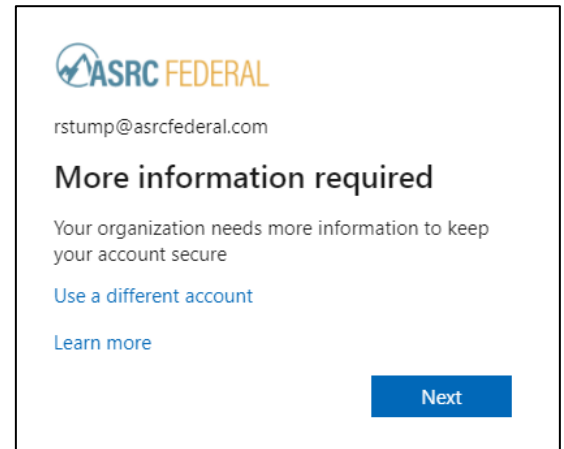
2. In the **Sign in** field, type your user ID (example: `jdoe@asrcfederal.com`) or the invited email.
3. Click **Next**.



4. On the ASRC Federal sign in page, type your password.
5. Click **Sign in**.

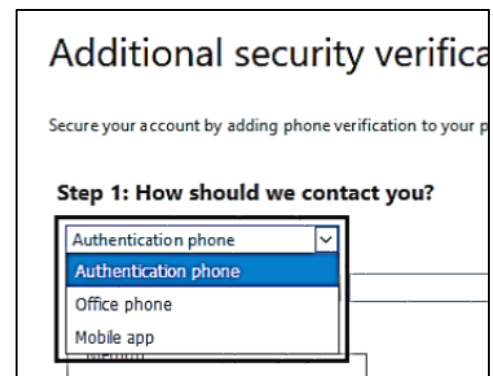


6. In the **More information required** window, click **Next**.



7. In the **Additional security verification** window, in the **How should we contact you?** drop-down menu, select your preferred method:

1. **Authentication phone** – sends a text message with a code or phone call to verify your identity.
2. **Office phone** – DO NOT USE. This option is not available.
3. **Mobile app** – Uses the Microsoft Authenticator app that you install on your smartphone to send you either an approval prompt or access code.



8. Dependent on your selection in **Step 7** above, proceed to the appropriate instructions to complete MFA setup:

1. [Authentication phone method](#)
2. [Mobile app method](#)

Authentication Phone method

STEP 1: Select a phone method

1. In the **Select your country or region** drop-down, select a country.
2. In the field to the right of the country drop-down, type your mobile phone number.
3. In the **Method** box, select your preferred method to either receive a text message or a phone call.
4. Click **Next**.

STEP 2: Verify your device

If you selected **text message**, you will receive a verification code on your phone.

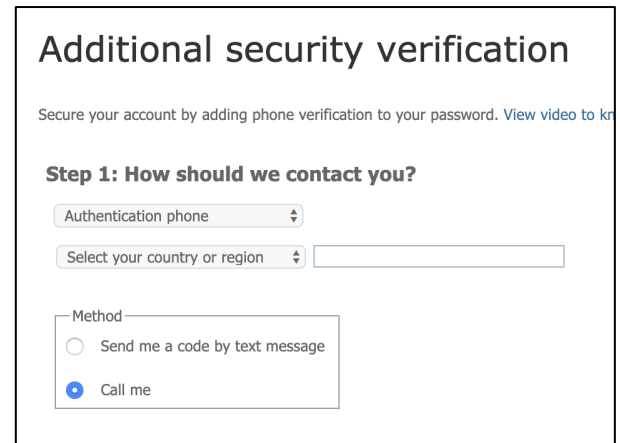
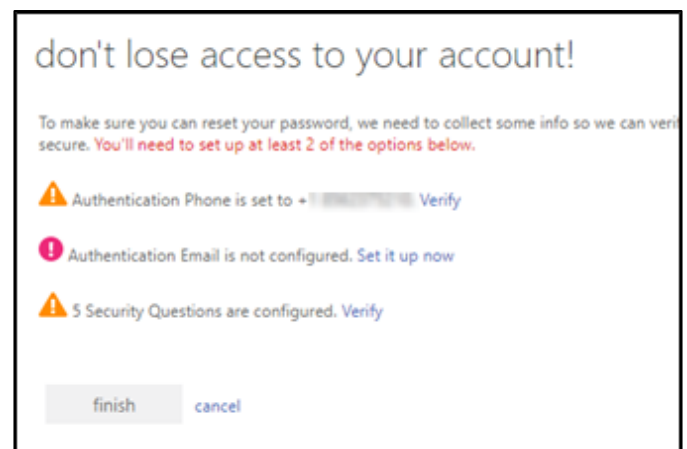
1. Type the code in the verification code box.
2. Click **Verify**.
3. Click **Done**.

If you selected **Call me**, you will receive a phone call.

1. Answer the phone, you be provided with a number code.
2. Type the code on your phone's keypad.
3. Press **#**.
4. Click **Done**.

STEP 3: Set up alternate verification method

On the **don't lose access to your account!** screen, complete the prompts to set up an additional authentication method. This will make it possible for you to reset your password or unlock your account if you encounter issues in the future.

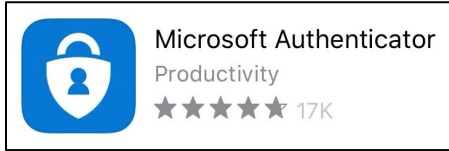



Your registration for MFA is now complete. When you sign in to ASRC Federal applications that require MFA, you will be prompted to authenticate using the method you set up.

Mobile App method

STEP 1: Install the app

Go to your phone's app store and install the **Microsoft Authenticator** app.



STEP 2: Select a verification method

1. In **How do you want to use the mobile app?**, choose the desired option:
 - a. **Receive notifications for verification** – you will get a pop-up notification on your phone where you can click approve.
 - b. **Use verification code** – you will be provided a code to type in to verify your identity
2. Click **Set Up**.
3. On the **Configure mobile app** screen, follow the instructions to configure the mobile app.
4. Click **Next**.

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

- ☒ Receive notifications for verification
- ☐ Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

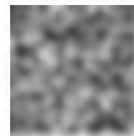
Set up

Mobile app has been configured.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for **Windows Phone, Android or iOS**.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

Code: 831 332 823

Url: [https://aka.ms/MSA-MSP](#)

If the app displays a six-digit code, choose "Next".

Next

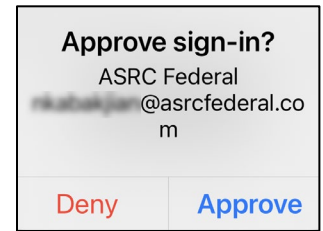
cancel

STEP 3: Verify your device

If you selected **Receive notifications for verification**, you will receive a prompt on your phone. Click **Approve**.

If you selected **Use verification code**, you will receive a verification code on your phone through the app.

1. Type the verification code that appears in the app.
2. Click **Verify**.

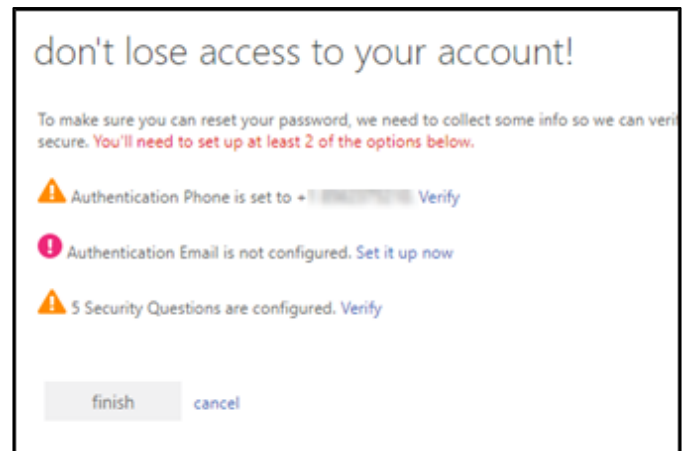


STEP 4: Set additional security verification

1. In the **Additional security verification** window, select a country or region from the drop-down menu.
2. Type your mobile phone number into open text field.
3. Click **Done**.

STEP 5: Set up alternate verification method

On the **don't lose access to your account!** screen, complete the prompts to set up an additional authentication method. This will make it possible for you to reset your password or unlock your account if you encounter issues in the future.



Your registration for MFA is now complete. When you sign in to ASRC Federal applications that require MFA, you will be prompted to authenticate using the method you set up.