FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt College of Medicine

How to Set-Up Microsoft Authenticator / Entra MFA

Christine Clevenger - 2026-07-30 - Accounts and Access

First, Download the Microsoft Authenticator Application

1. On your phone, head to the app store and find Microsoft Authenticator or scan the QR code below.

2. Linking your account to the app will happen in the steps below in the next section.



Second, Enroll in Microsoft Entra MFA

1. Open the Microsoft "Authenticator" application

2. When asked if you are Ready to add an account click "Add account" of hit the + in the top right to add a new account

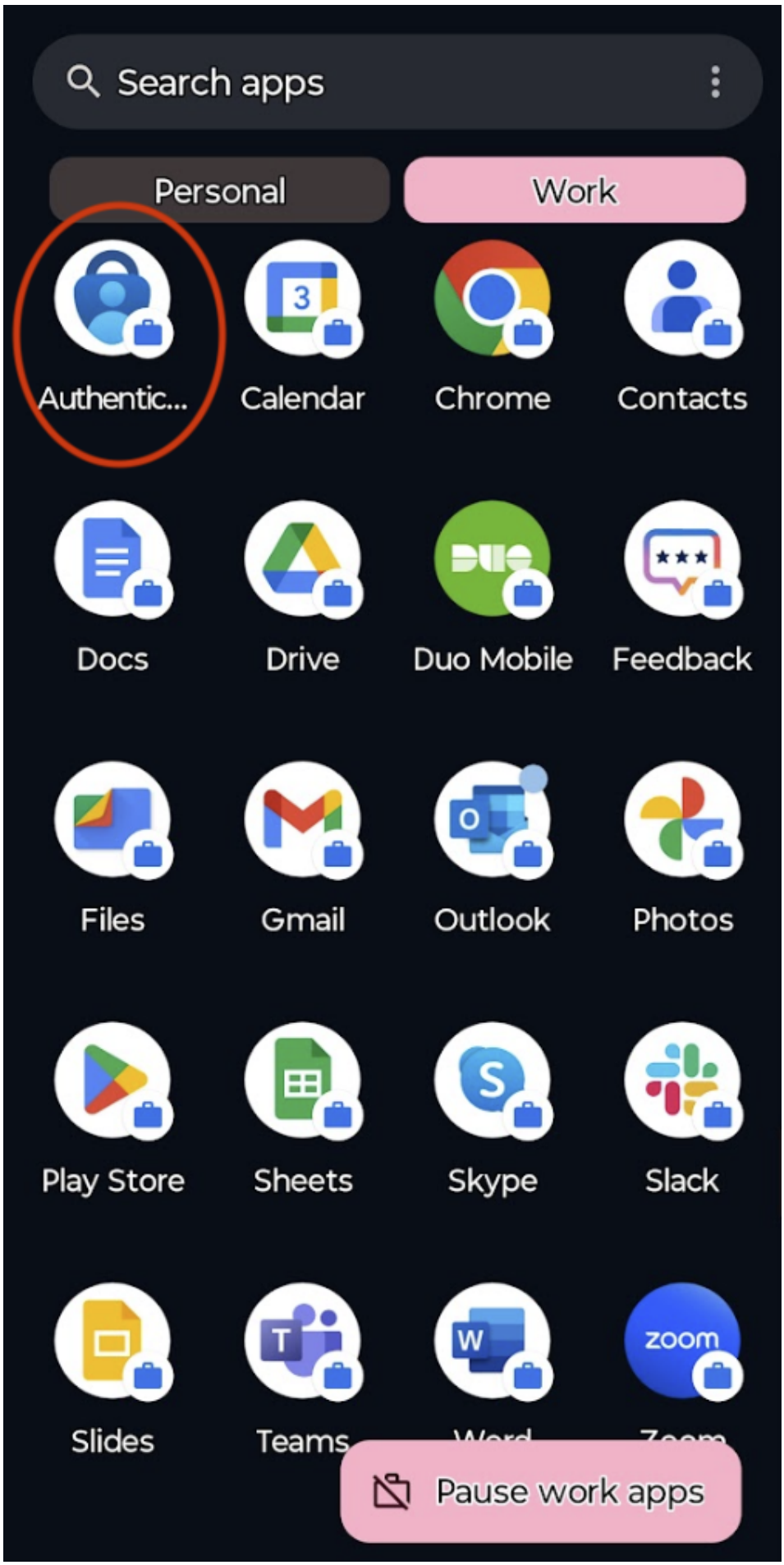
    1. If it prompts for what kind of account, select "Work or School Account"

3. Enter your NetID followed by **@fau.edu.** ***Example: testaccount22@fau.edu, testaccount23@health.fau.edu for users with HIPAA email accounts***

4. Follow the on-screen instructions to complete the Microsoft Authenticator enrollment process. See below for example screenshots.

Sample Enrollment Process, this may differ from phone to phone:

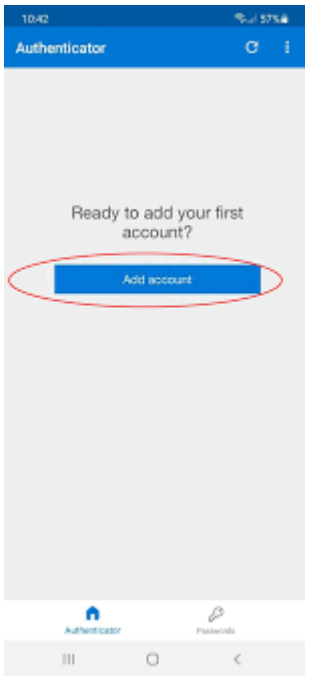
1. Open the Authenticator Application


Search apps
Personal
Work
Authentic...
Calendar
Chrome
Contacts
Docs
Drive
Duo Mobile
Feedback
Files
Gmail
Outlook
Photos
Play Store
Sheets
Skype
Slack
Slides
Teams
Word
Zoom
Pause work apps

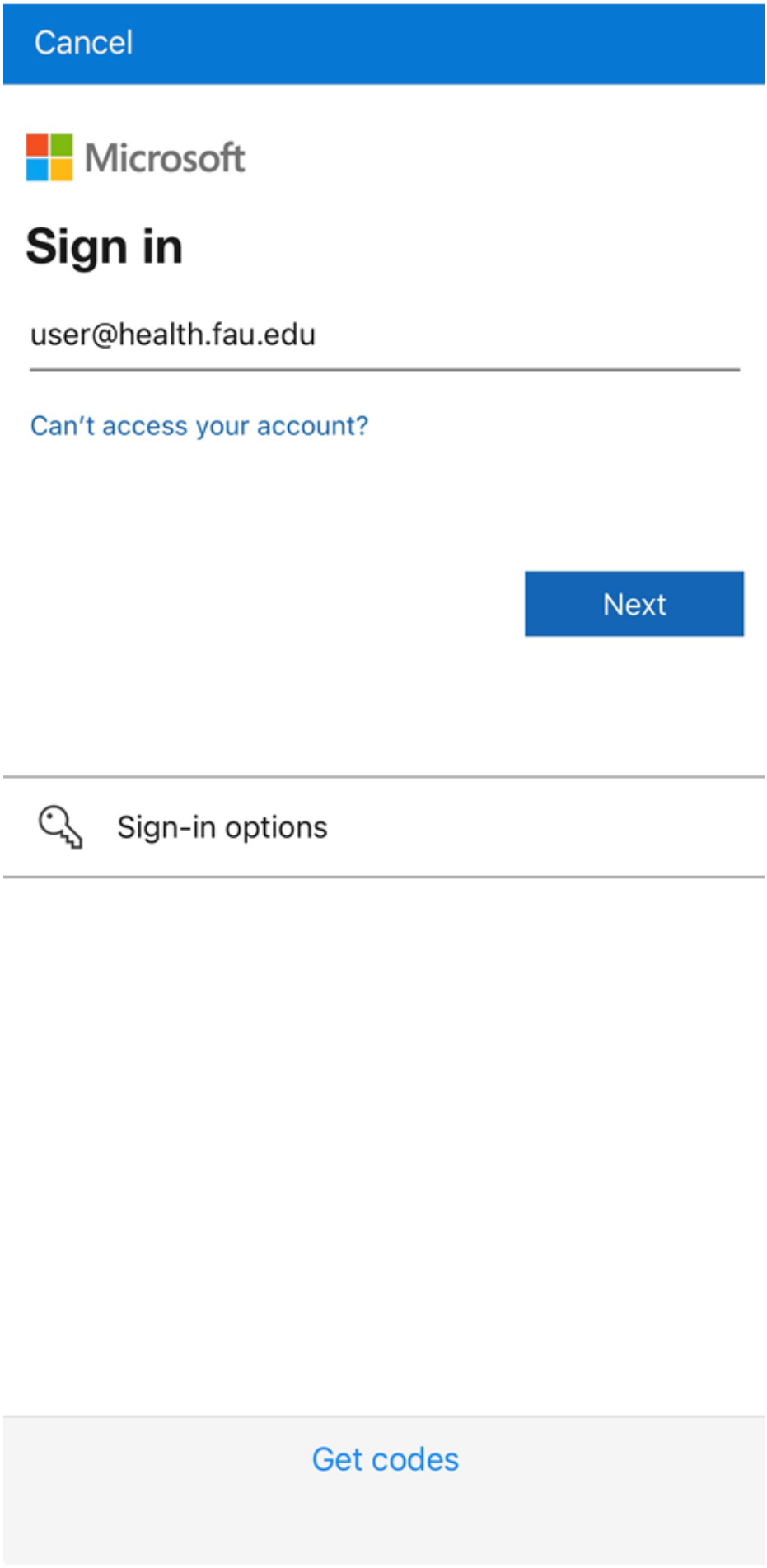
1. Accept the Microsoft Privacy Policy

2. If this is your first account to add to the Authenticator app; tap the Add account button and then Work or School account and hit Sign in.

    1. If you already have the Microsoft Authenticator app setup for other services, tap the plus button and select Work or school account, then tap Sign In.



1. Enter your FAU email address


Cancel
Microsoft
Sign in
user@health.fau.edu
Can’t access your account?
Next
Sign-in options
Get codes

1. Login with your FAUNet ID



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LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

SIGN IN WITH YOUR FAUNET ID

FAUNet ID

Password

LOGIN

Forgot your password? or
Set Up a New Account or
Need Help?

☐ Don't Remember Login

You have requested access to Office 365 (or other Microsoft services) which requires FAU Net ID authentication. Type your

1. Confirm your Duo MFA when prompted

2. If prompted to enroll in Entra MFA, Click Finish Later when asked to configure Entra MFA as you are already completing this task.



SIGN IN TO FAU:

please complete the following required tasks

Entra MFA

FAU is migrating from Duo to Microsoft Entra MFA please click this dialog to start the process

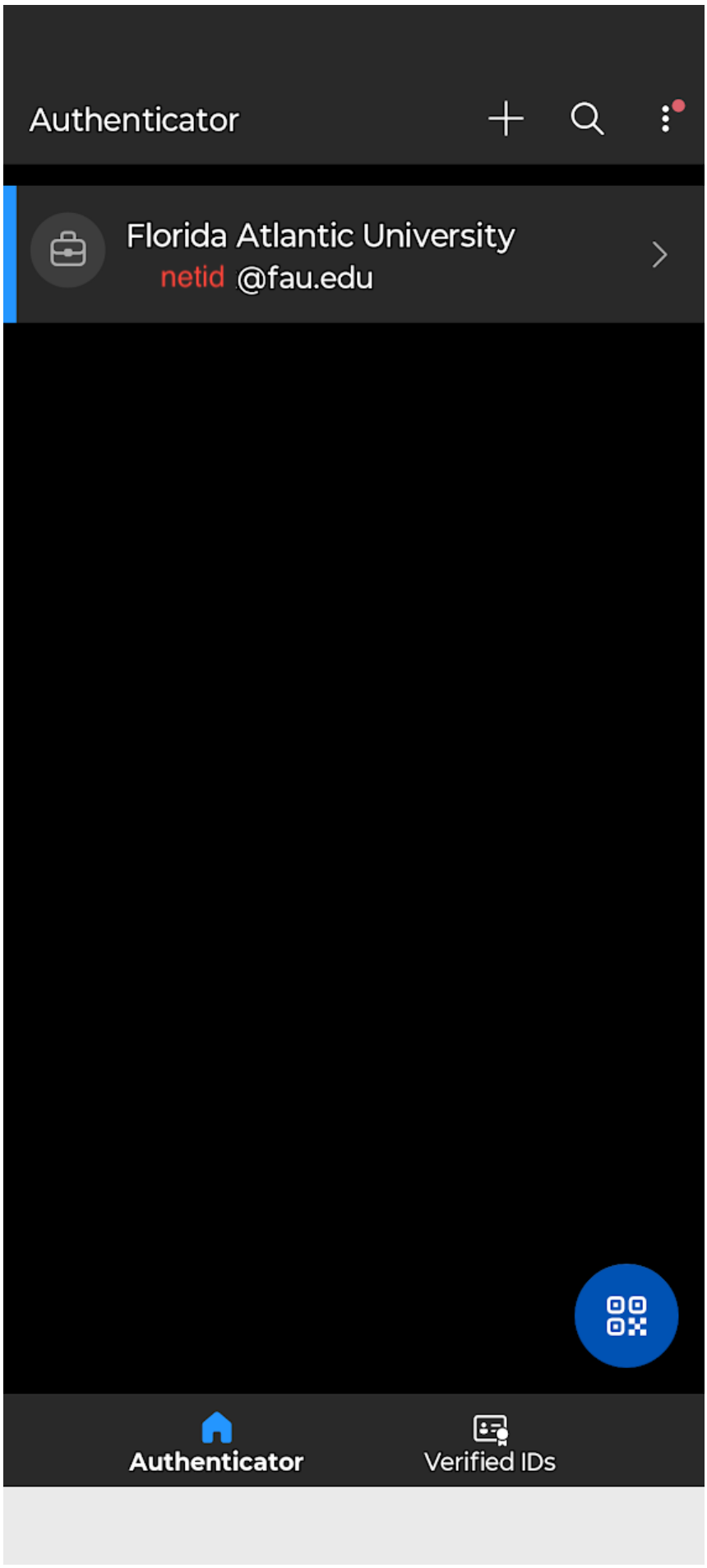
Click to complete

FINISH LATER

WHAT'S HERE?

Notifications from the University to you. Make sure to read and

1. Successfully added account


Authenticator
Florida Atlantic University
netid @fau.edu
Authenticator
Verified IDs