This guide will provide step-by-step instructions for users to set up Multifactor Authentication (MFA) on their mobile device. Users will have two options to configure MFA:

1. Option 1 – Microsoft Authenticator Application
2. Option 2 – SMS Text Message

Please note that you can only select one of these options.

For Option 1 please click here. For Option 2 please click here.

Option 1 – Microsoft Authenticator Application

Step 1 – When any user logs into a UDC application that requires authentication, they will automatically be prompted to enter their UDC credentials. Please note that user credentials require the use of your **full UDC email address.** Use your UDC email address as your Sign-In and established password, as indicated in Image 1 and Image 2. Click 'NEXT' when prompted (Image 1 and Image 2 – Red Circle).
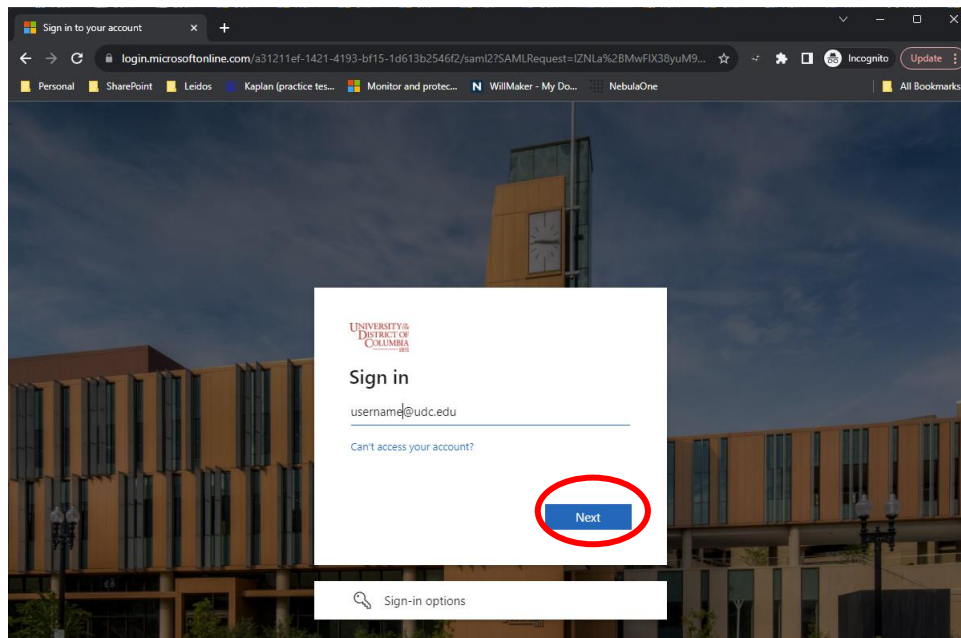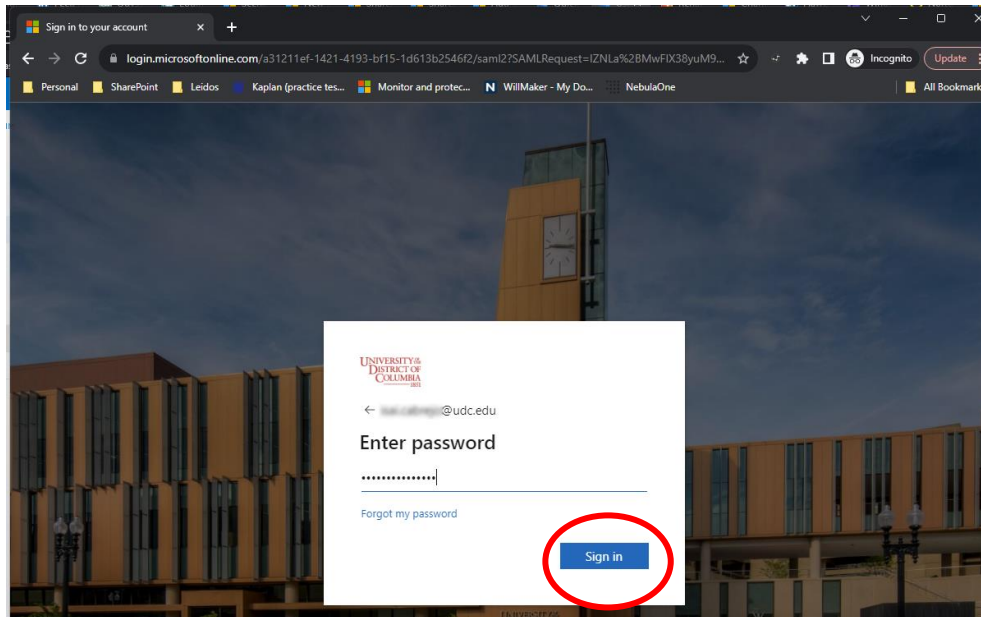

Image 1

Image 2

Step 2 – Users will receive a prompt asking for 'More Information Required,' as shown in Image 3. Please click 'NEXT' (Image 3 – Red Circle).
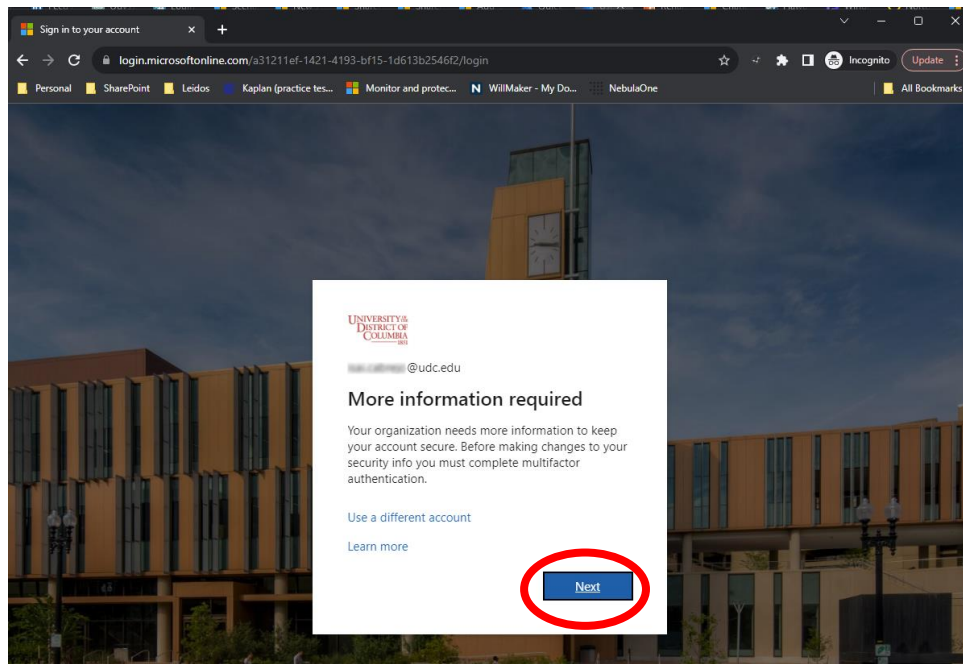

Image 3

Step 3 – All Users will be presented with the Microsoft Authenticator screen highlighted in Image 4. To download the application, please select 'NEXT' (Image 4 - Red Circle) and proceed to Step 4.
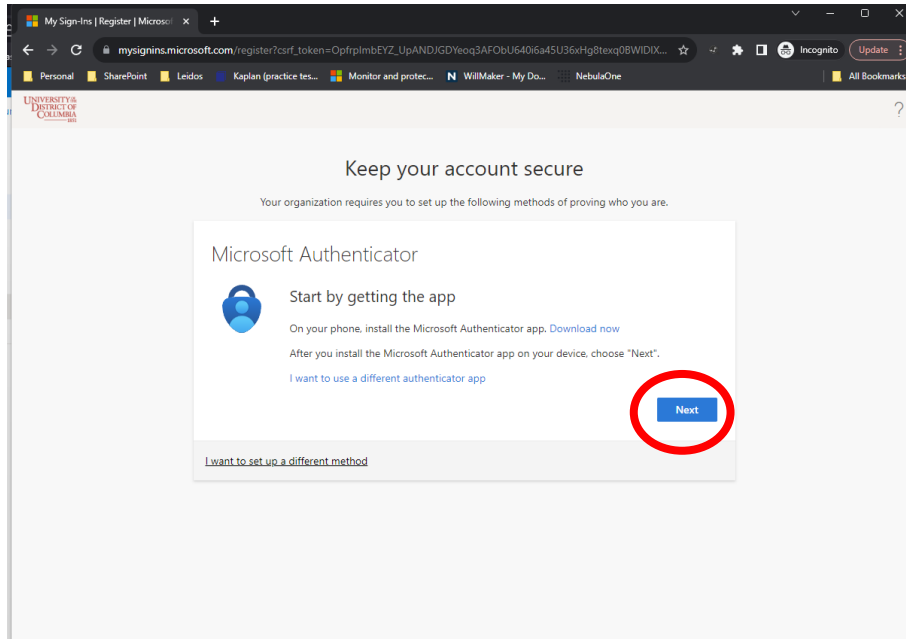

Image 4

Step 4 – Users should follow the prompts as highlighted within Images 6 and 7. In Image 7, users will be asked to scan a QR code to send them to the download for the applications. Please click 'NEXT' (Image 6 & Image 7 - Red Circle) when prompted.
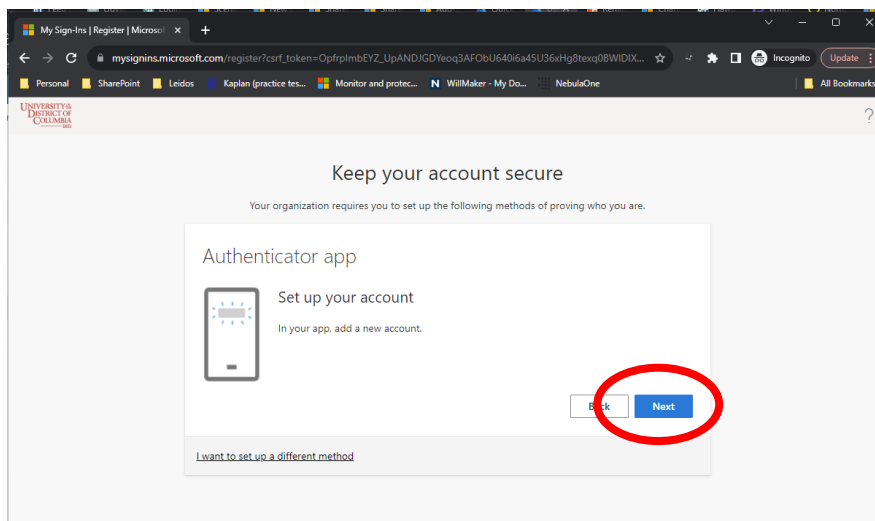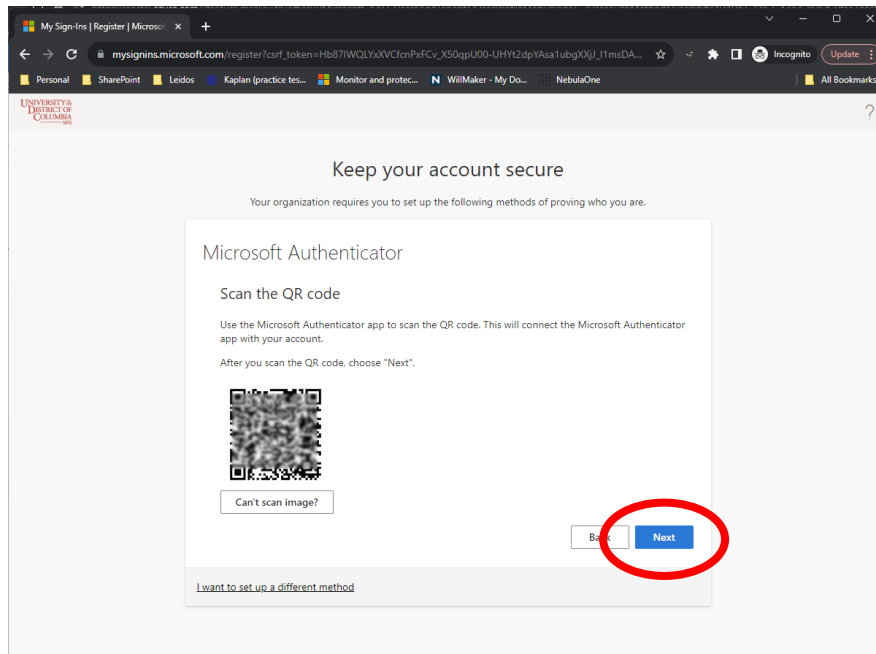

Image 6

Image 7

Step 8 – After a user downloads and sets up the authenticator application. The User will receive a generated number in their application on their mobile device. Follow the prompts on the screen as shown below, and enter the number generated. This will set up your account (Image 8).
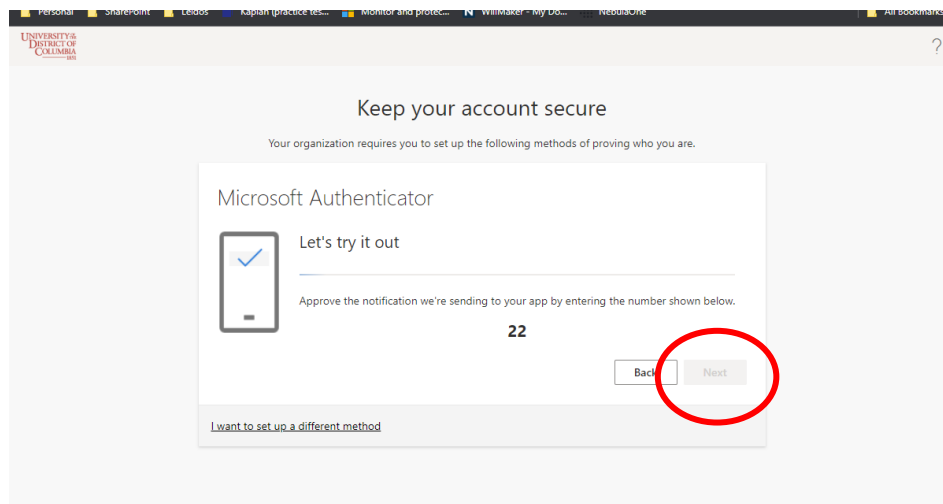

Image 8

Step 9 – After Step 8 is completed, select 'NEXT' (Image 8 – Red Circle). Your MFA setup is complete.

Option 2 – SMS Text Message

Step 1 – When any user logs into a UDC application that requires authentication, they will automatically be prompted to enter their UDC credentials. Please note that user credentials require the use of your **full UDC email address.** Use your UDC email address as your Sign-In and established password, as indicated in Image 1 and Image 2. Click 'NEXT' when prompted (Image 1 and Image 2 – Red Circle).
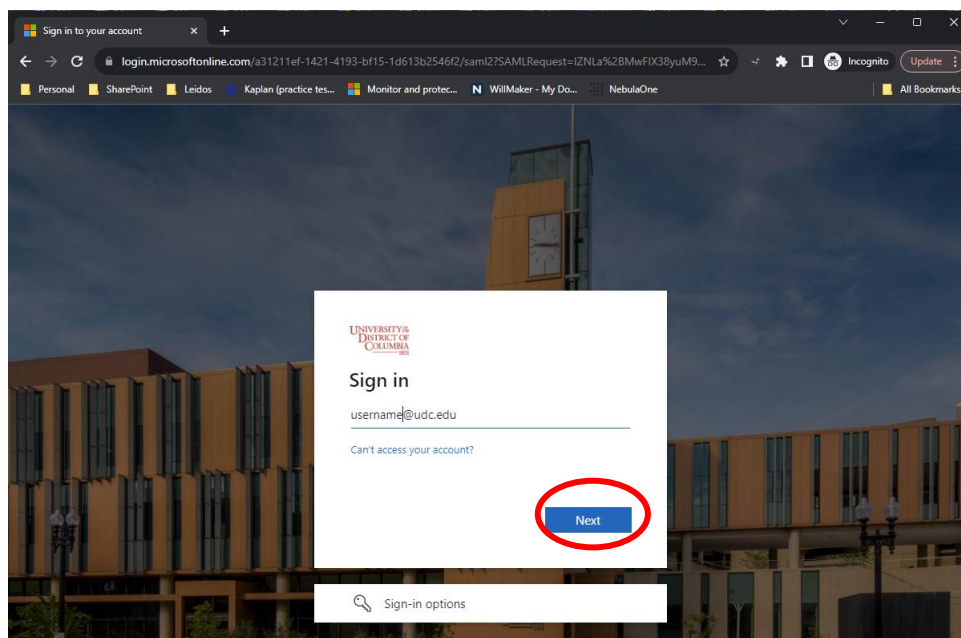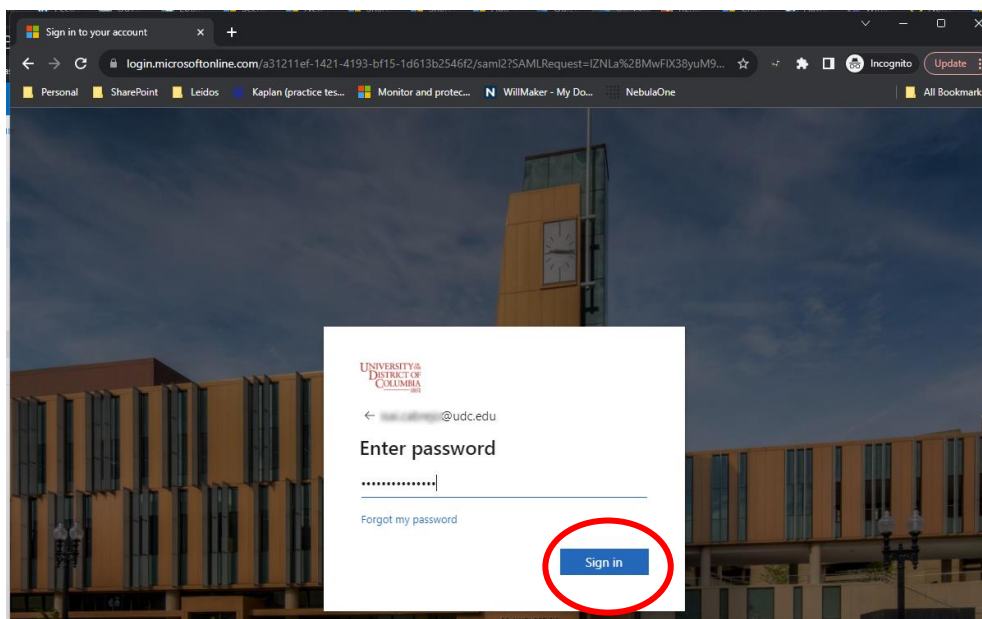

Image 1

Image 2

Step 2 – Users will receive a prompt asking for 'More Information Required,' as shown in Image 3. Please click 'NEXT' (Image 3 – Red Circle).
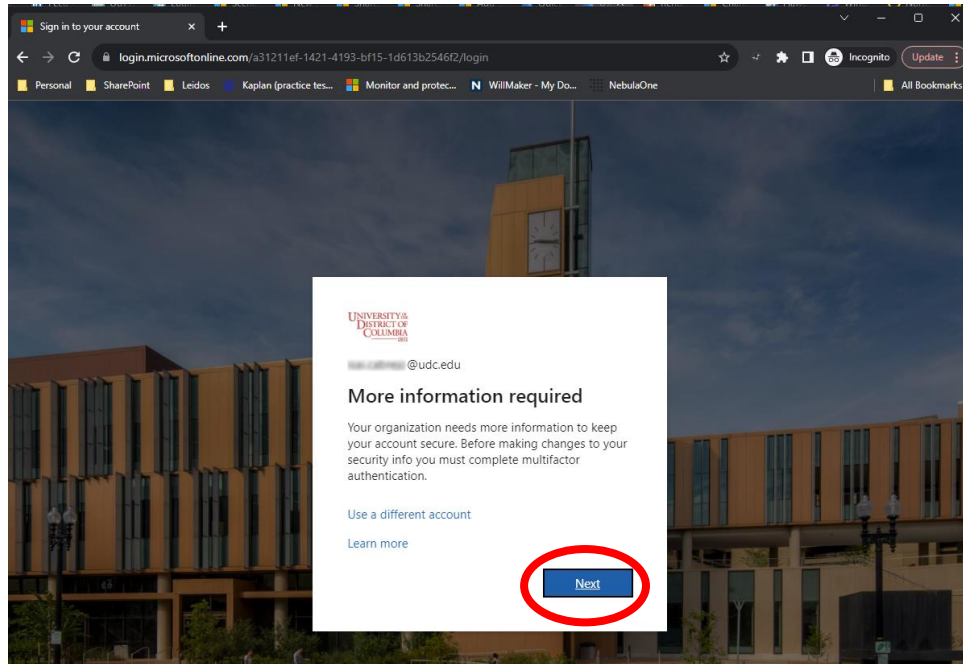

Image 3

Step 3 – All Users will be presented with the Microsoft Authenticator screen highlighted in Image 4. If you would prefer to receive SMS text messages, select the hyperlink option of *I want to use a different authenticate app* (Image 4 - Blue Circle) and then select phone when prompted (Image 5- Orange Circle).

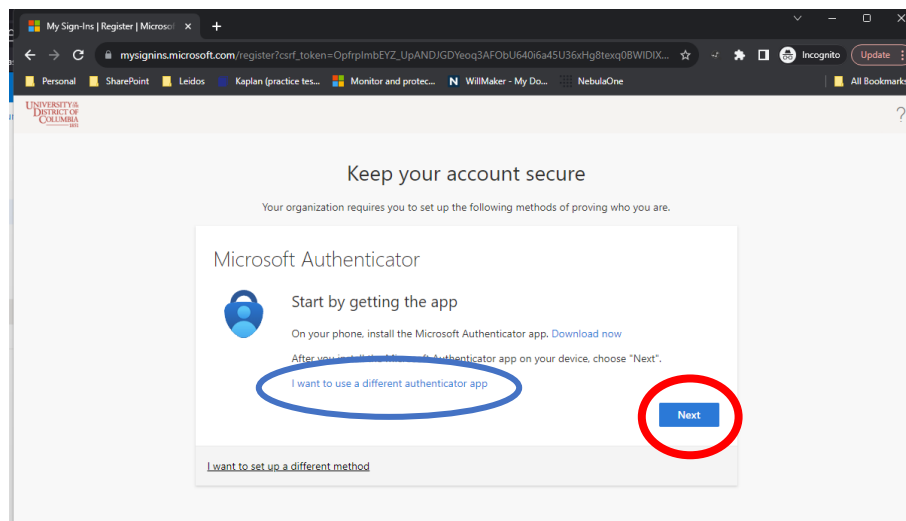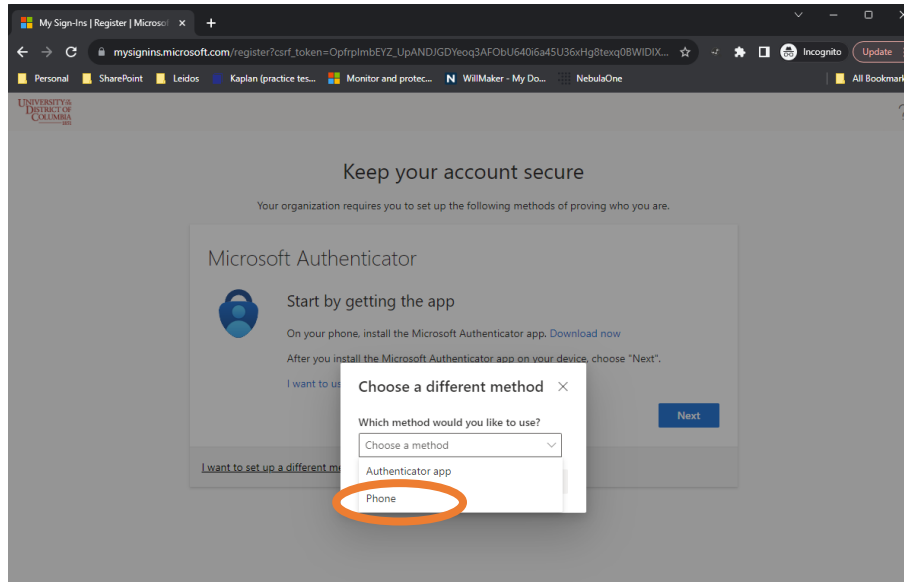When completed select 'NEXT' (Image 4 – Red Circle).

Image 4

Image 5

Step 4 – Users who completed Step 3 and elected to have an SMS Text Message pushed to their phone, should follow the prompts as highlighted below. Users will be asked to enter their phone number (Image 9). and then click 'NEXT' (Image 9 – Red Circle).

Mobile users with an international number will need to modify the country section by using the pulldown bar (Image 9 – Blue Circle) and enter their phone number. Click 'NEXT' (Image 9 – Red Circle).
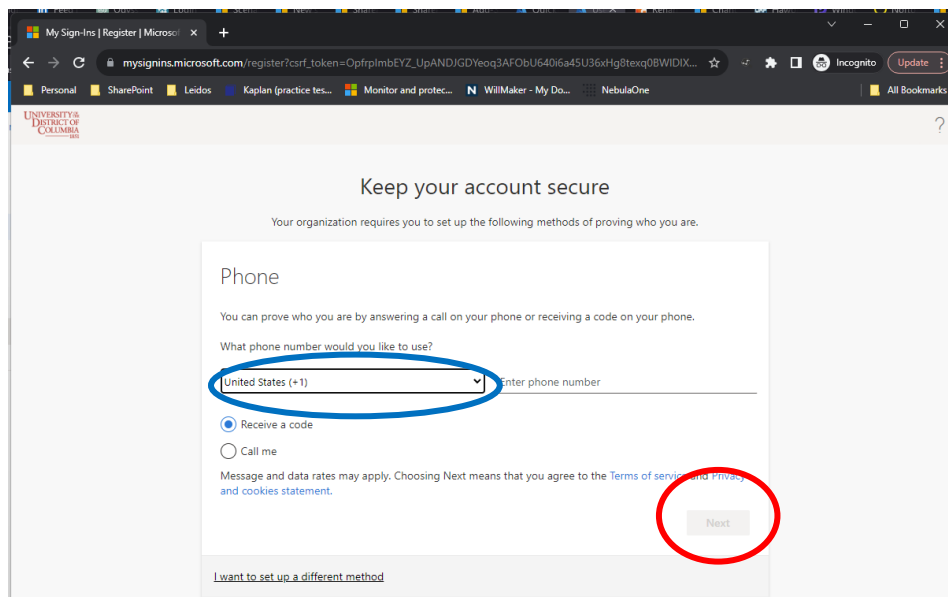

Image 9

Step 5 – Users will then be asked to enter the code pushed to their mobile device (Image 10 – Blue Circle). Click 'NEXT' (Image 10 – Red Circle) when prompted.
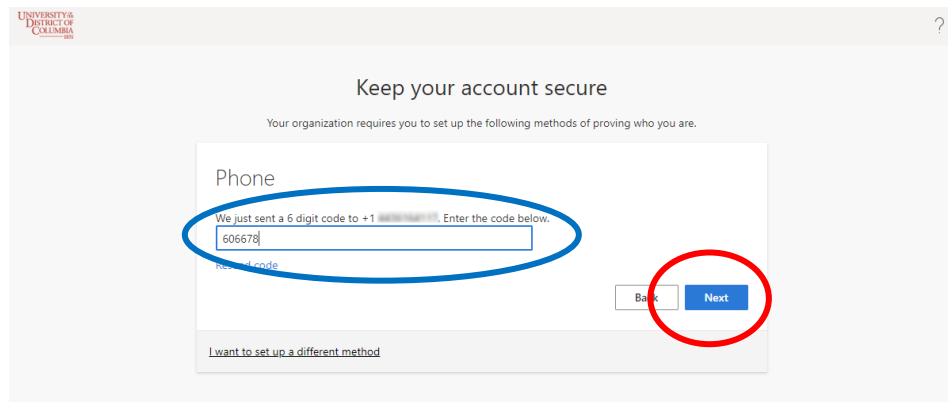

Image 10

Step 6 – Users will receive the following image confirming validation as noted in Image 11. Click 'NEXT' to continue (Image 11 – Red Circle).
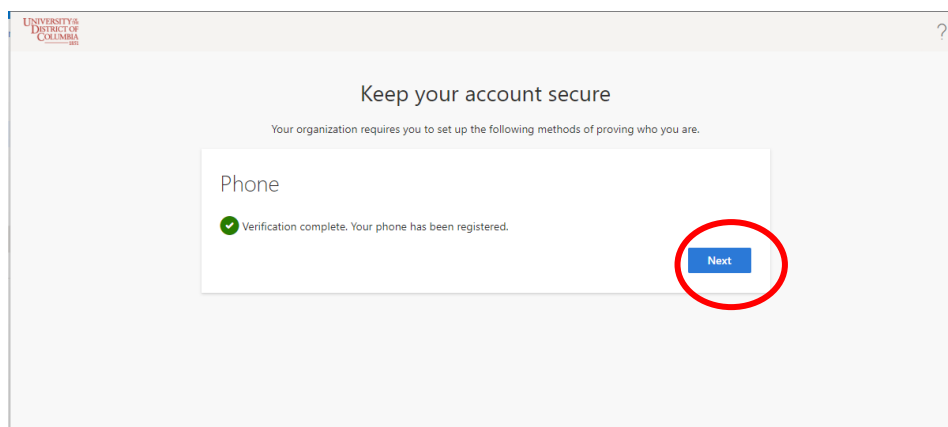

Image 11

Step 7 – After Step 6, Users will receive the following confirmation screen. Click 'DONE' (Image 12 – Red Circle). Your MFA setup is complete.
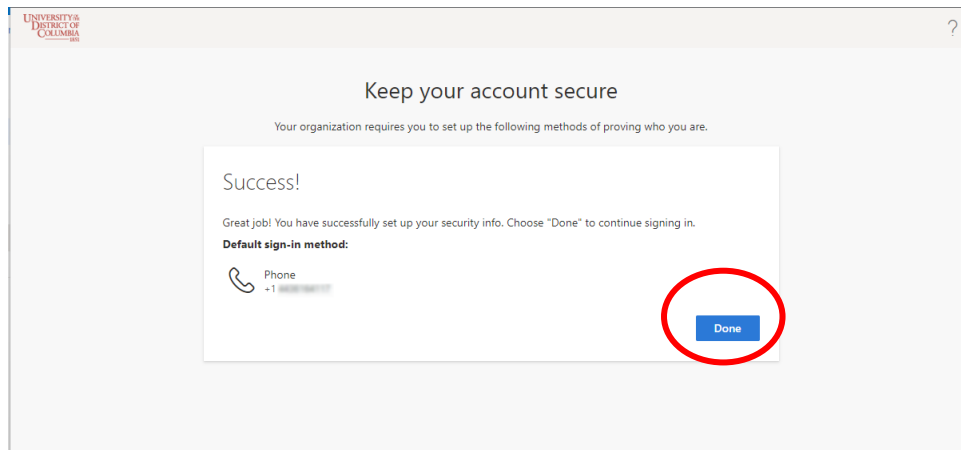

Image 12