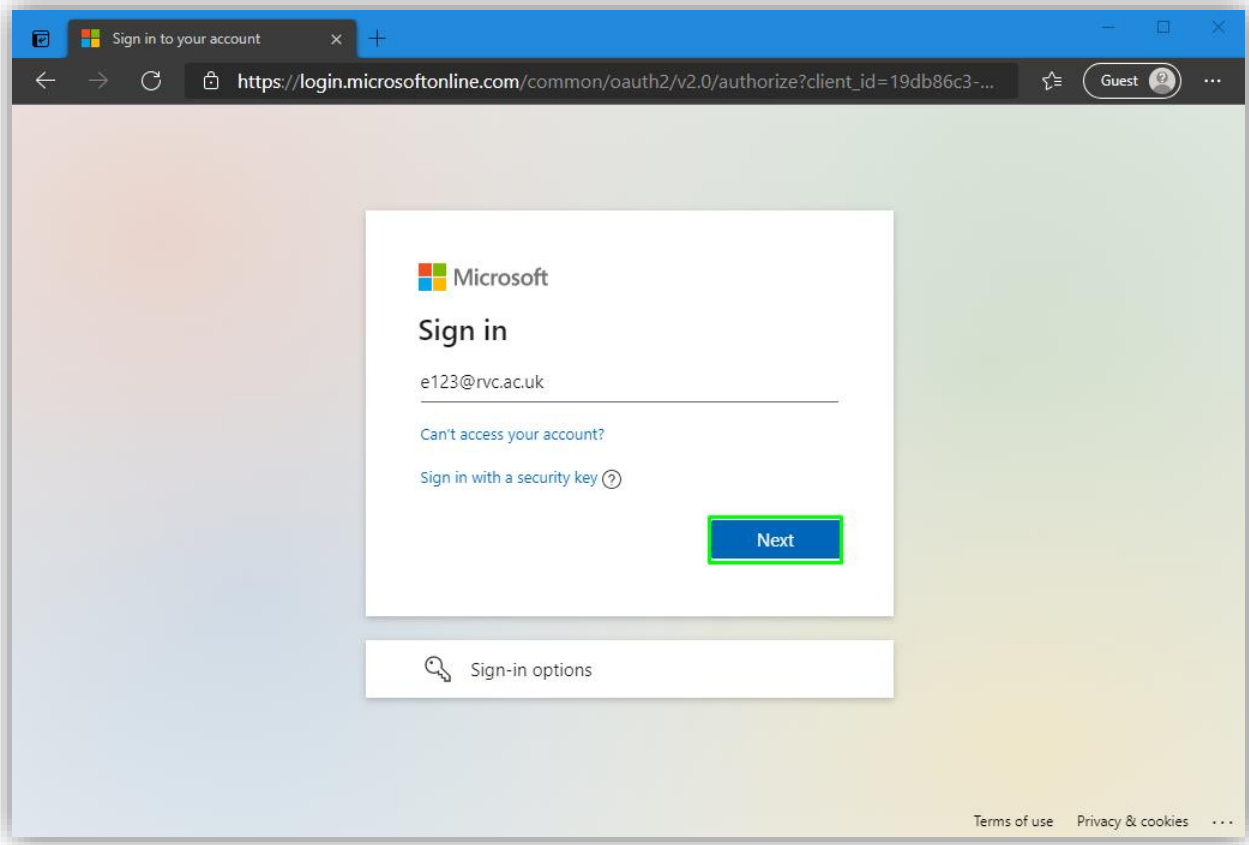


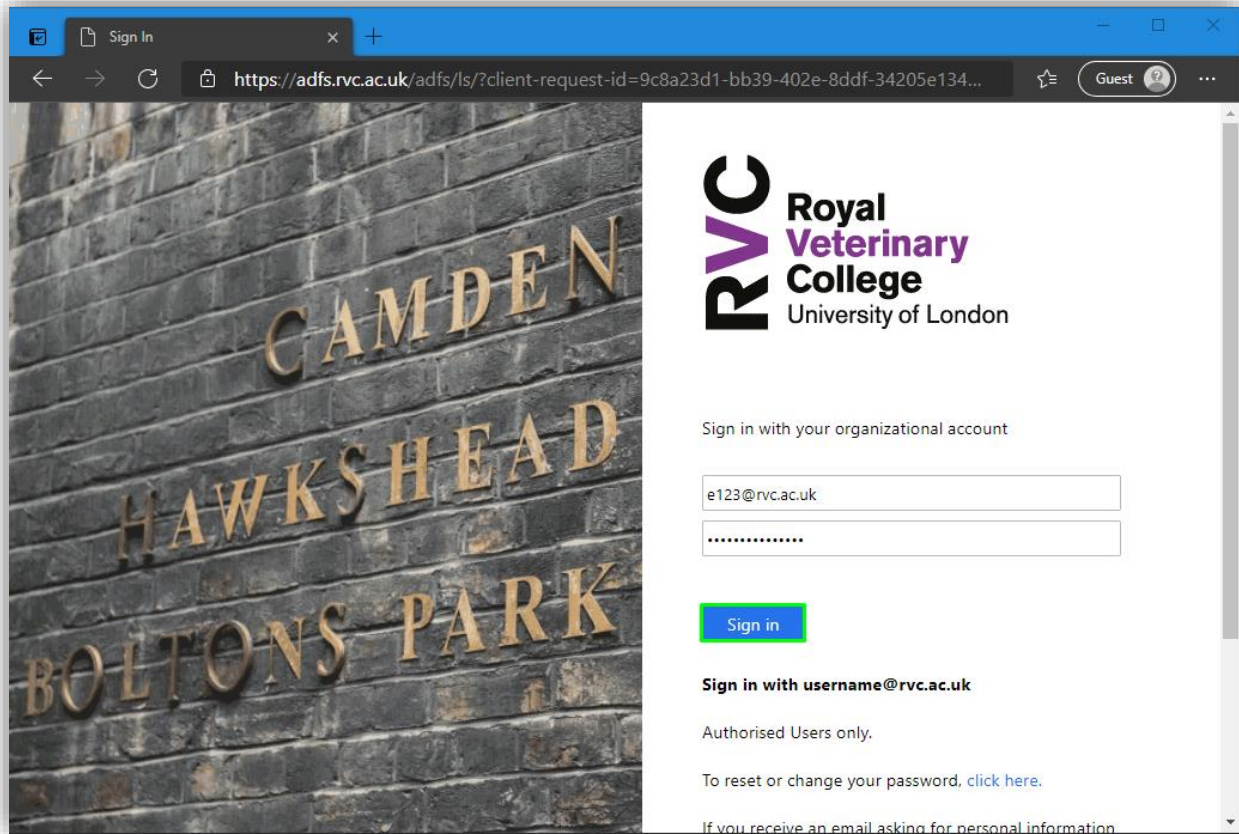
Doc7 Changing your MFA authentication method from Phone Call to Authenticator App Notification

IMPORTANT TIP: Steps 1-5 must be carried out from a browser on your computer or laptop and not from a mobile device. You will need your mobile phone from step 6

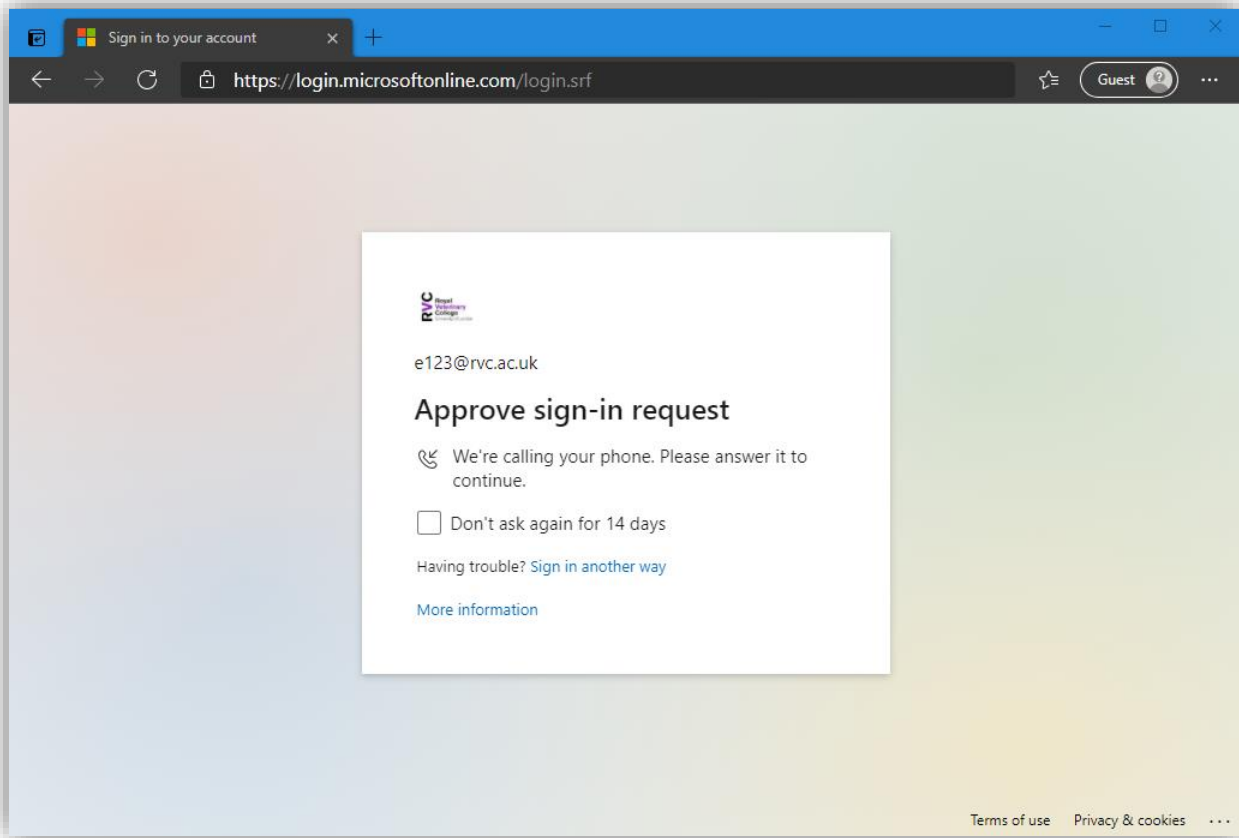
1. Open your browser and navigate to <https://mysignins.microsoft.com/security-info>
2. Enter your RVC email address.



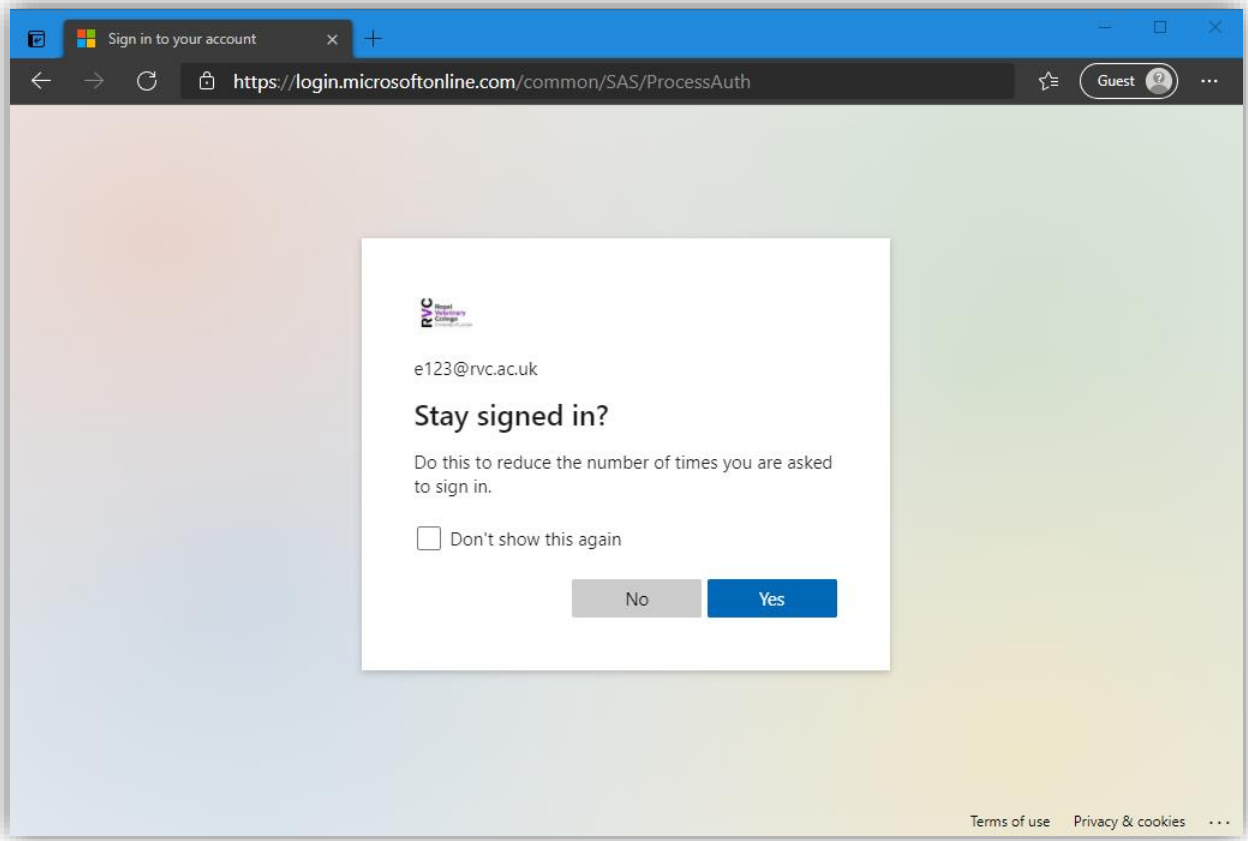
3. Enter your RVC credentials and Sign In.



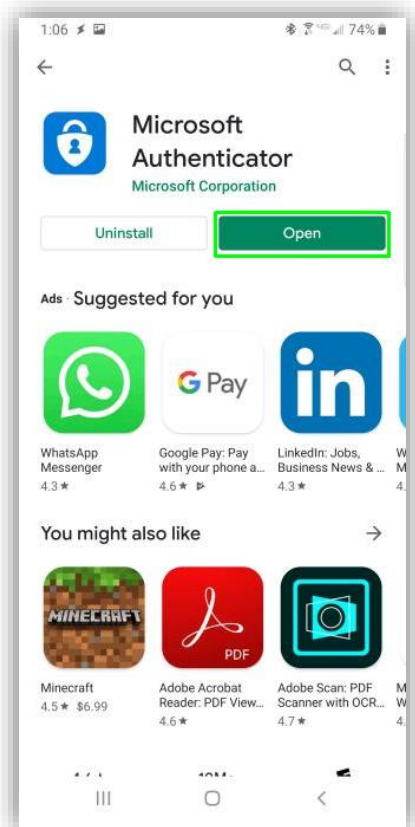
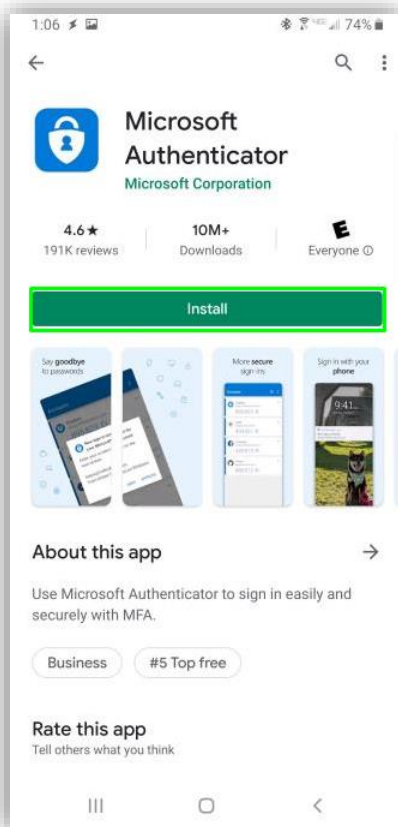
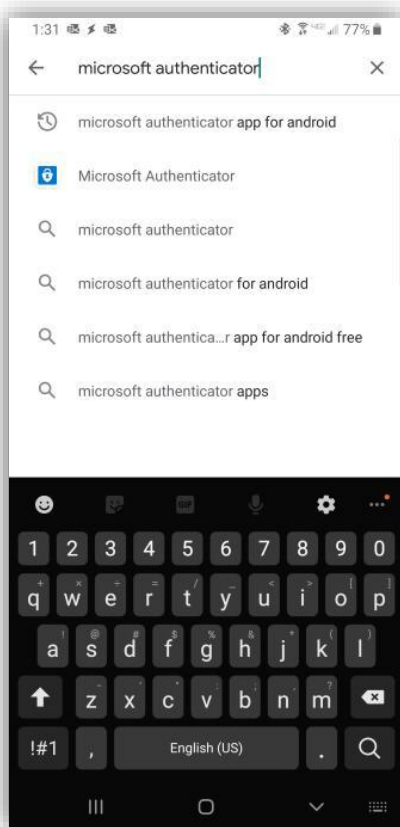
4. **Approve** the MFA request if prompted.

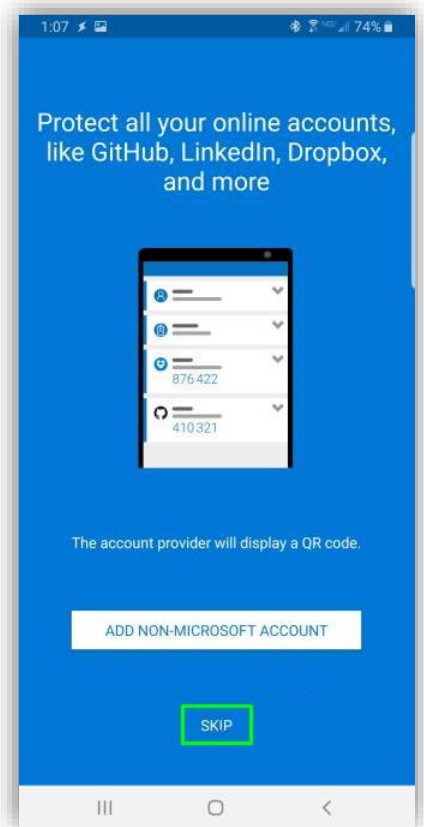
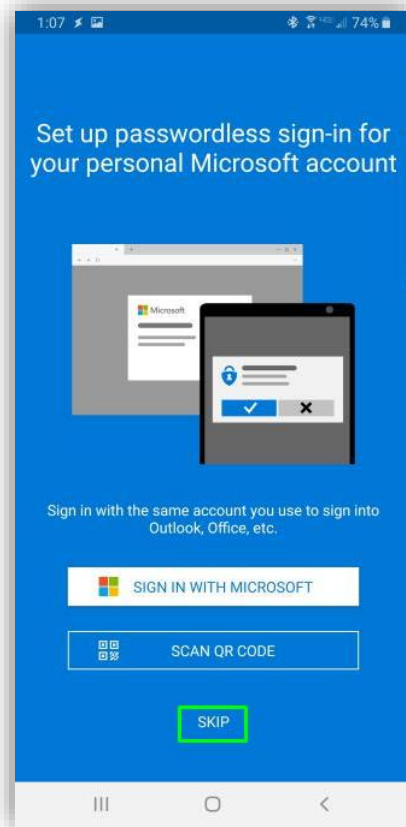
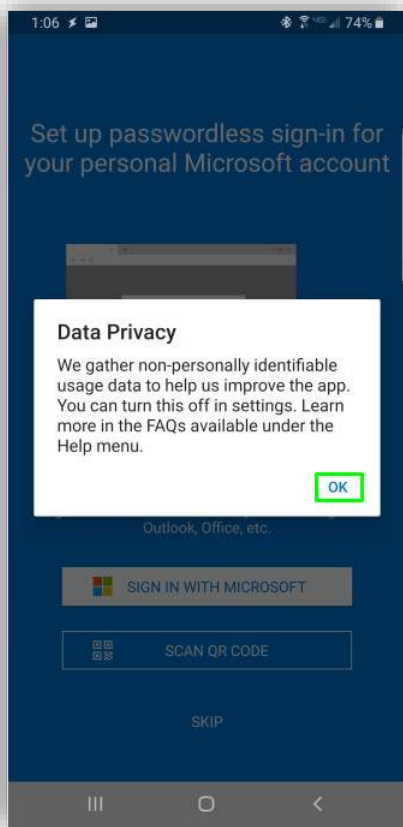


5. If this is your trusted device and you intend to use it regularly, you can choose to stay signed in and reduce the number of times you are asked to sign in. In case it is a shared device, this is not recommended.

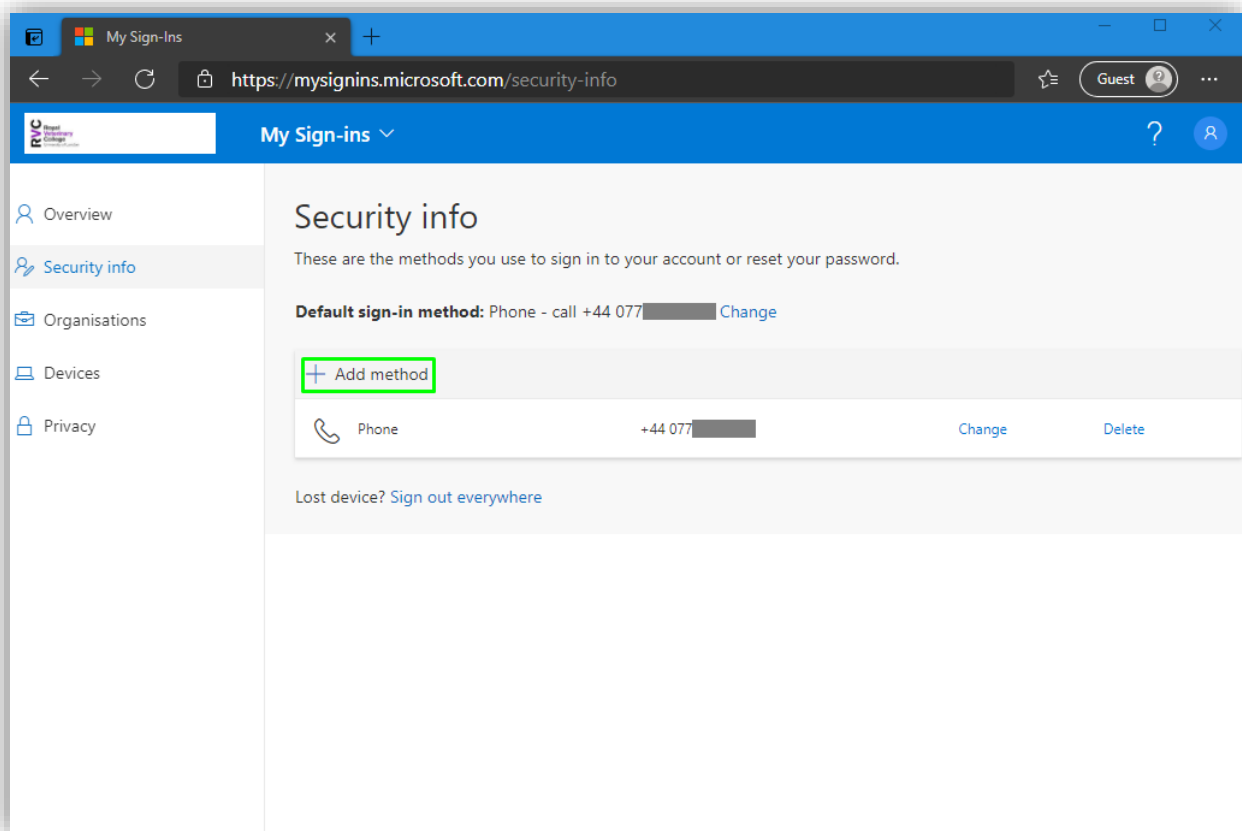


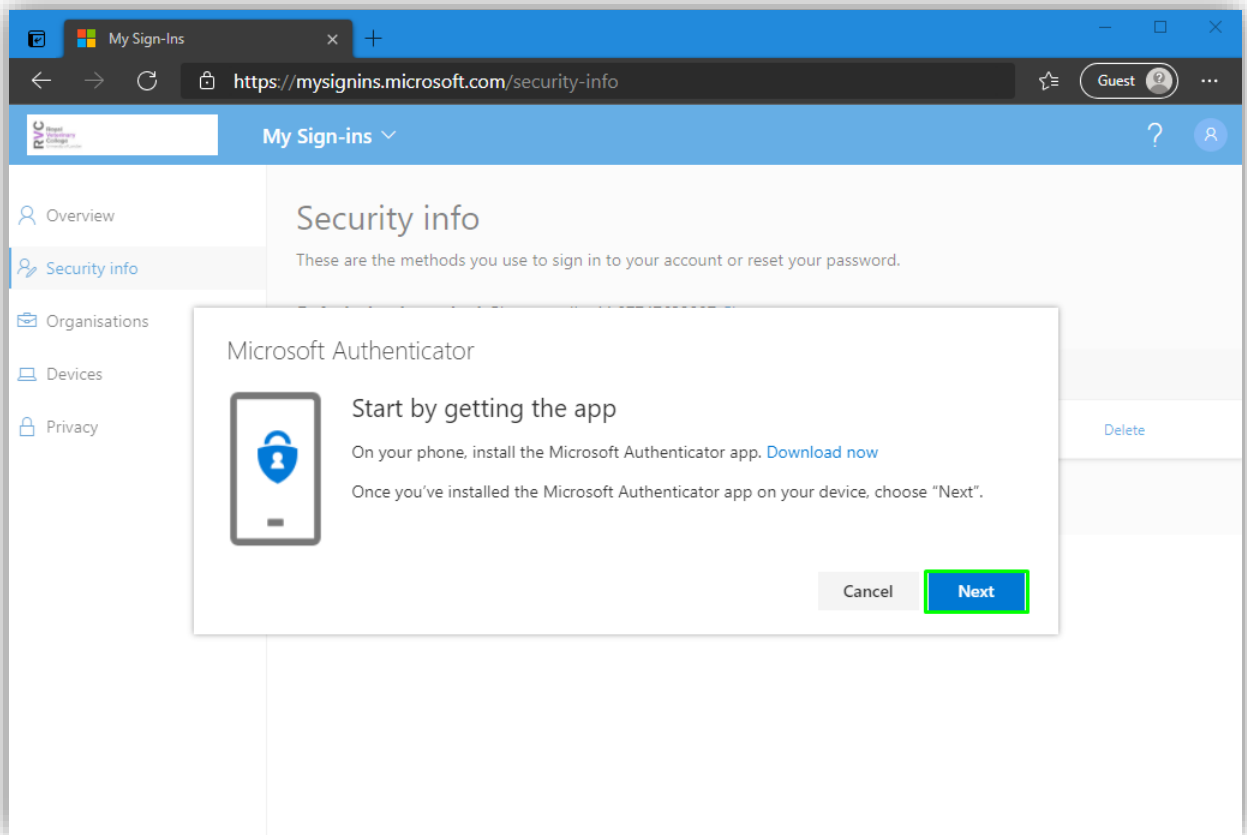
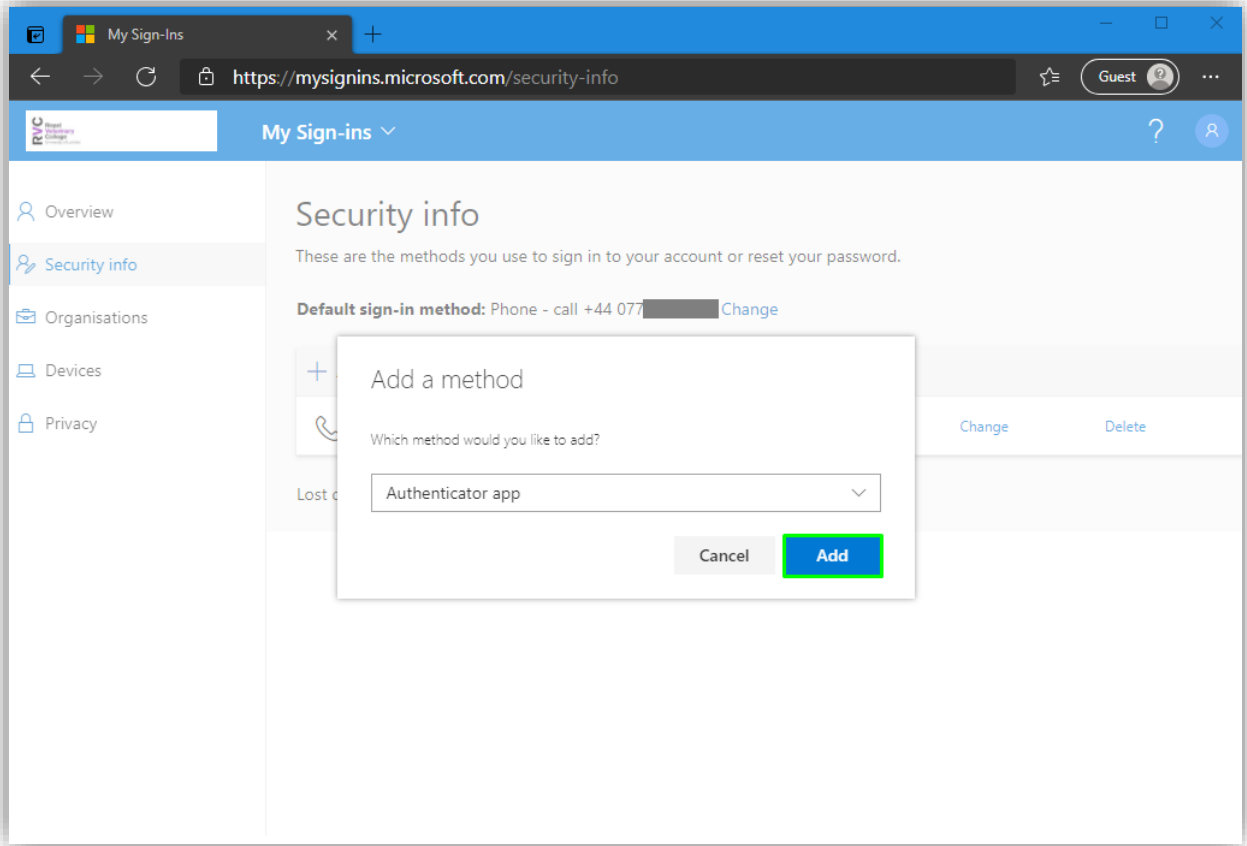
6. On your smart phone, download and install the Microsoft Authenticator app from the Apple App Store or Google Play Store.

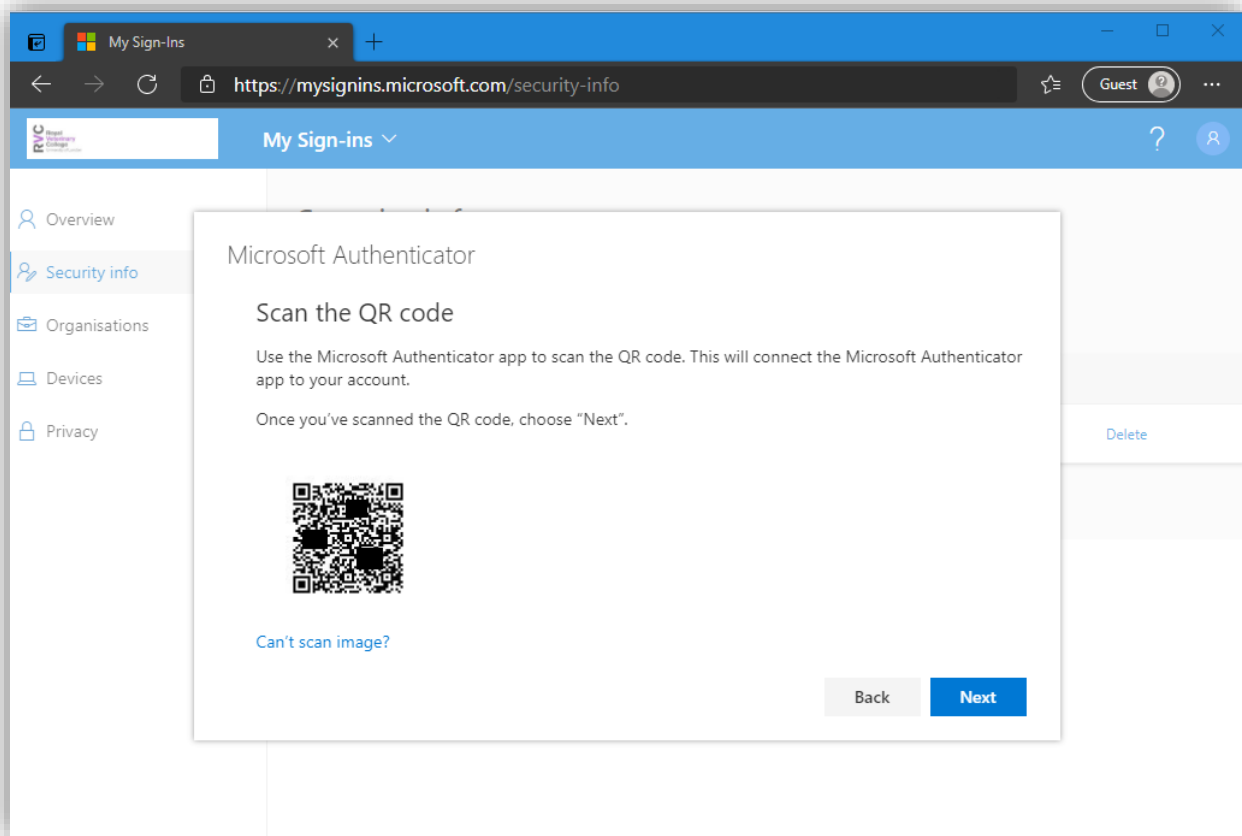
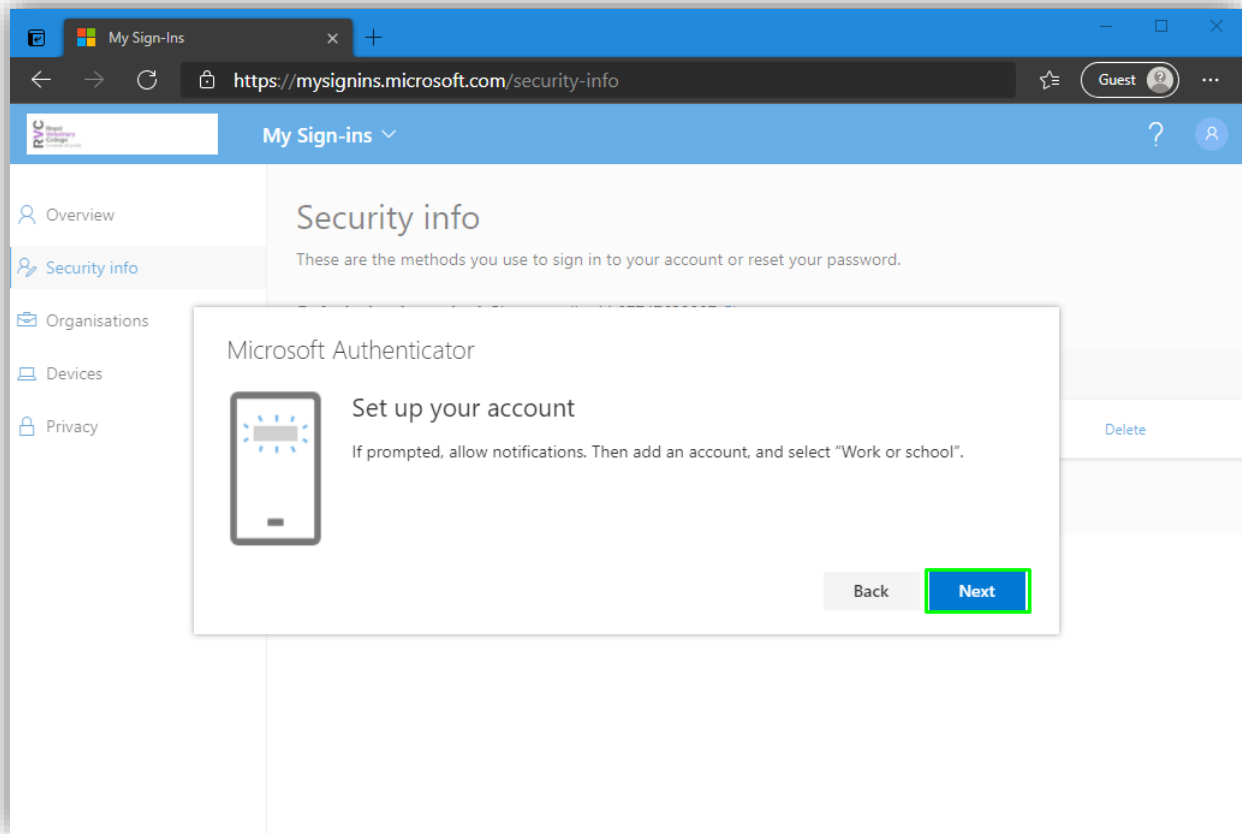




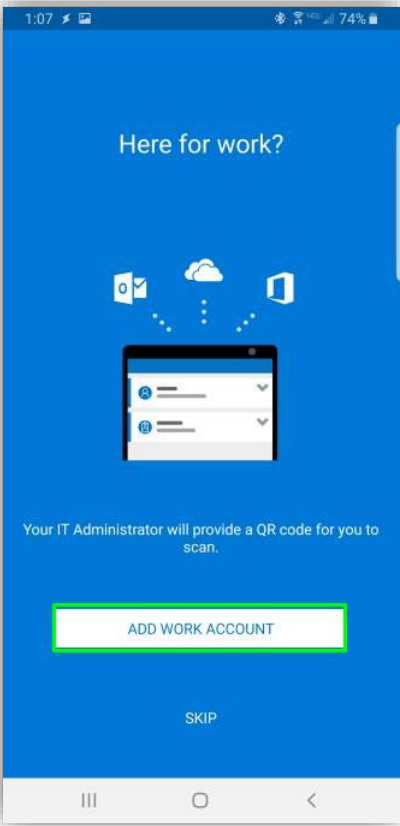
7. Return to the computer browser and on the **Security Info** page, click on **Add Method**



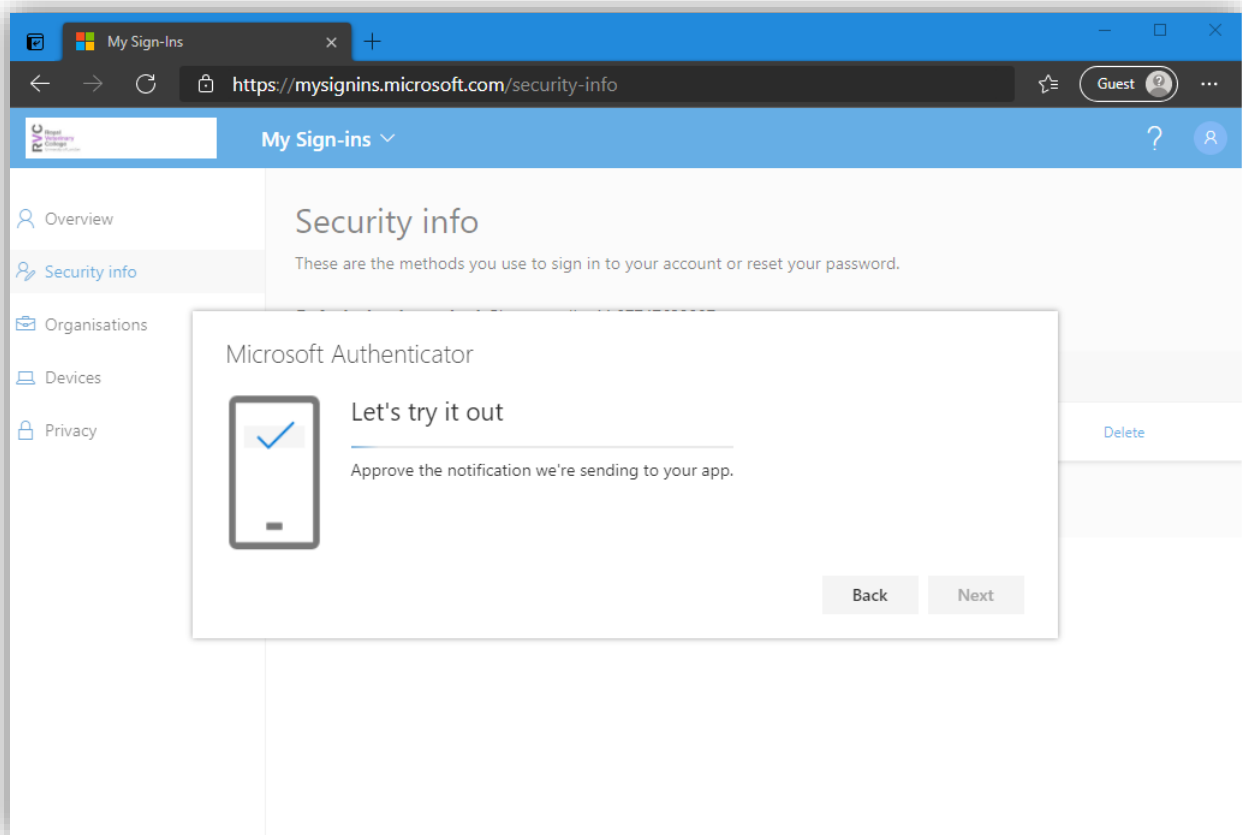
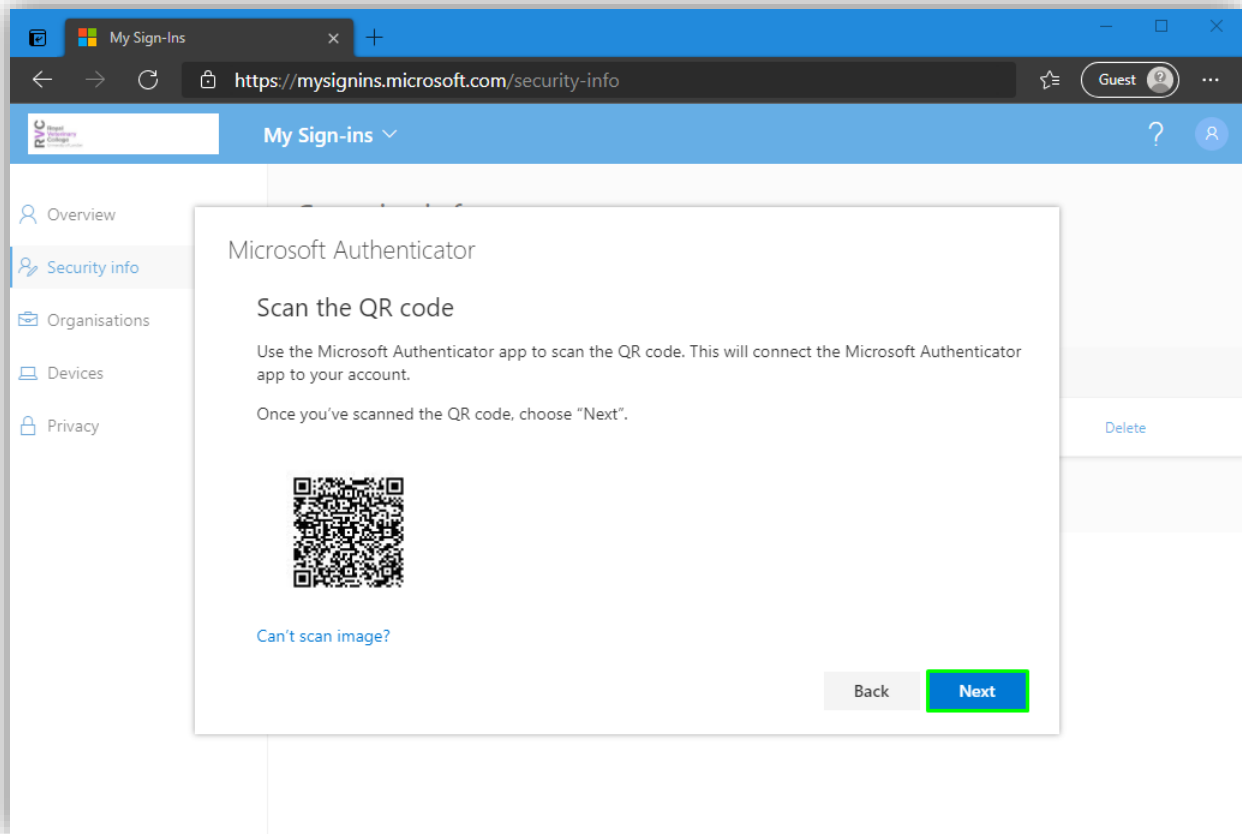




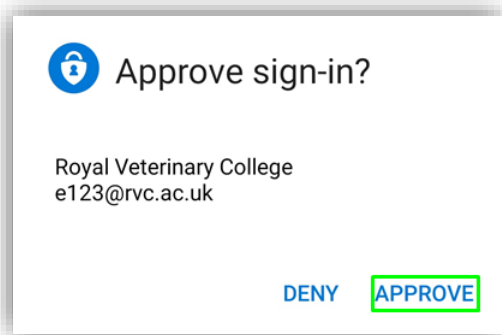
8. Back on your smartphone, launch the Microsoft Authenticator App and **add your Work or School (RVC) account.**



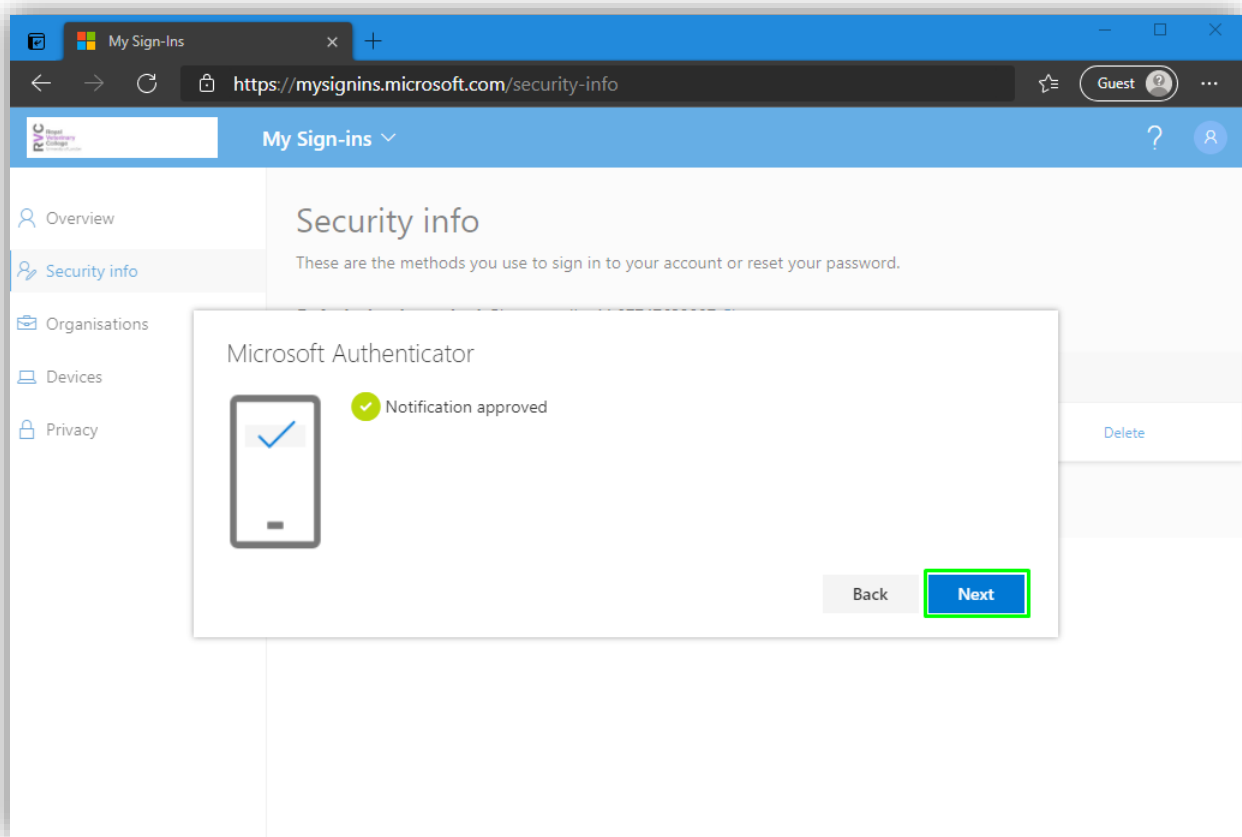
9. Using the authenticator app on your smartphone, **Scan the QR code** displayed on the computer and click **Next**.



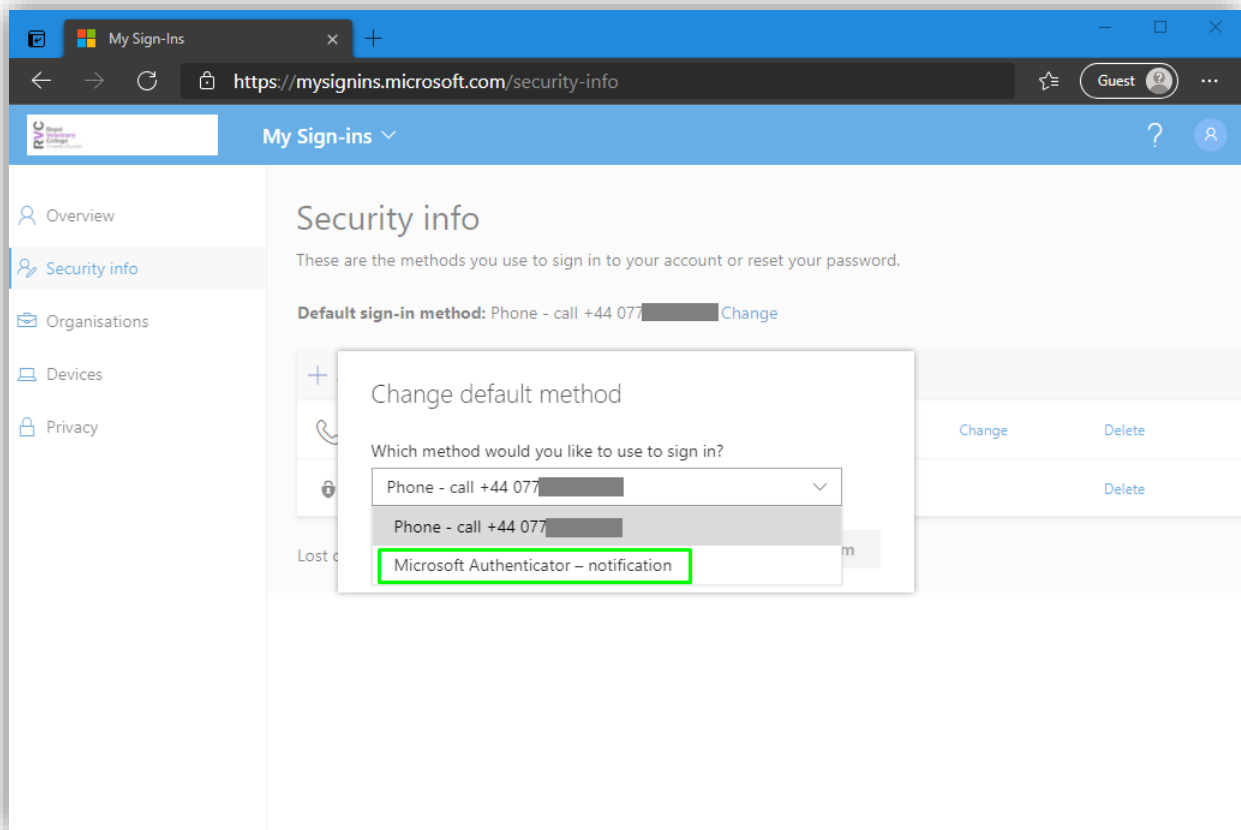
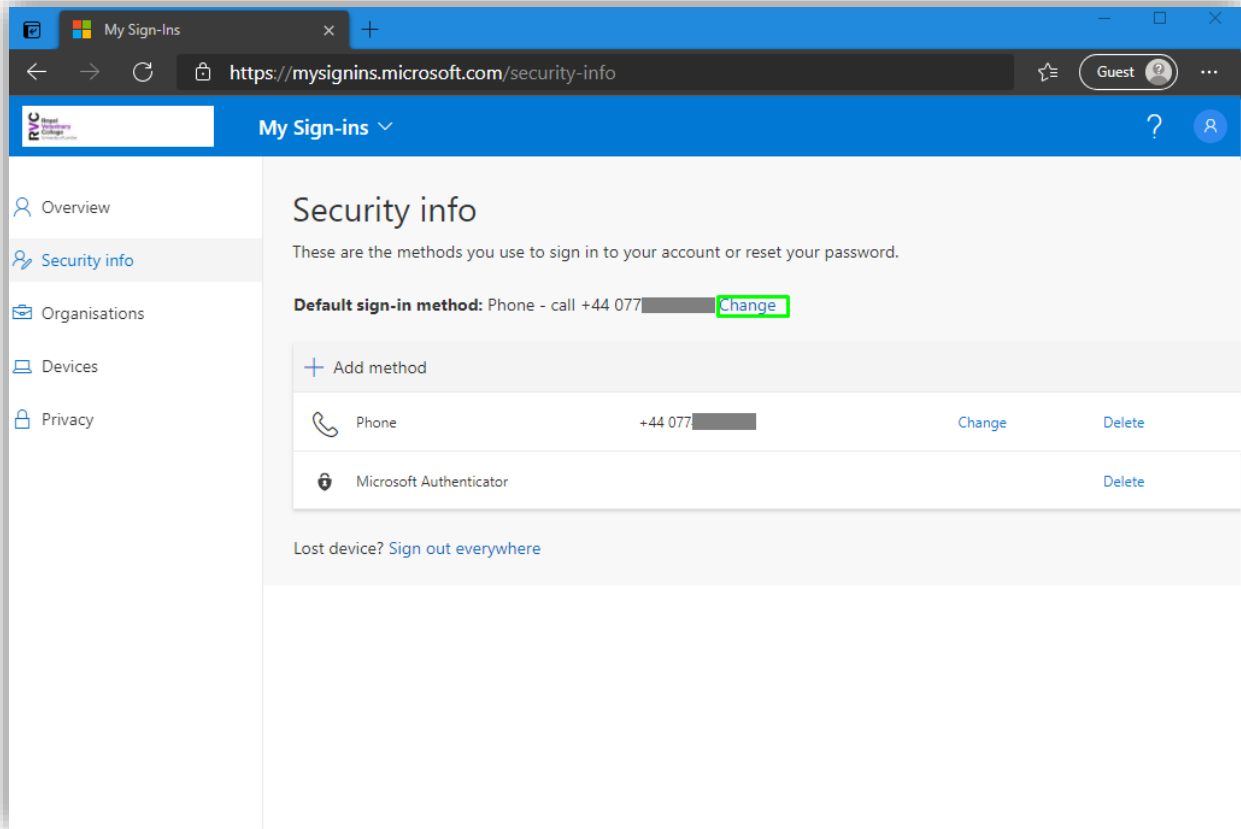
10. **Approve** the notification on the phone.

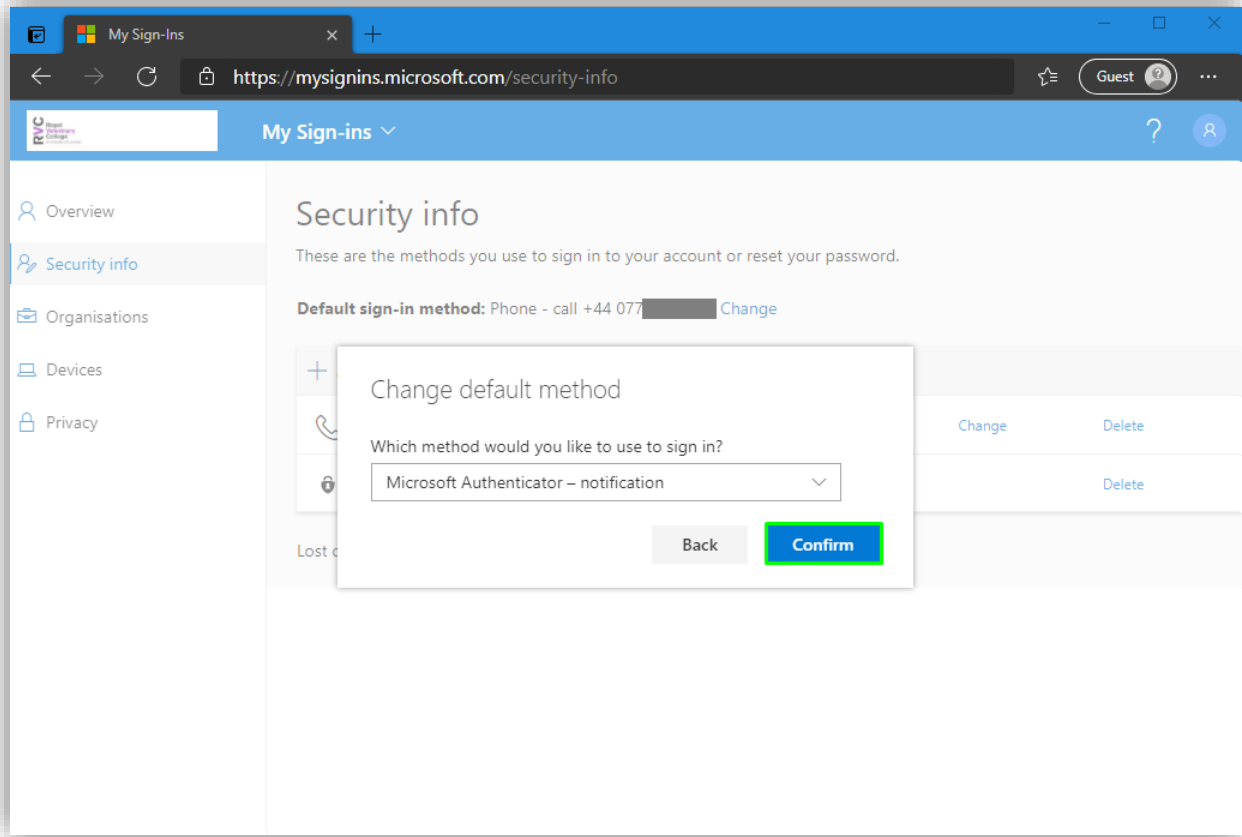


11. Click **Next**.

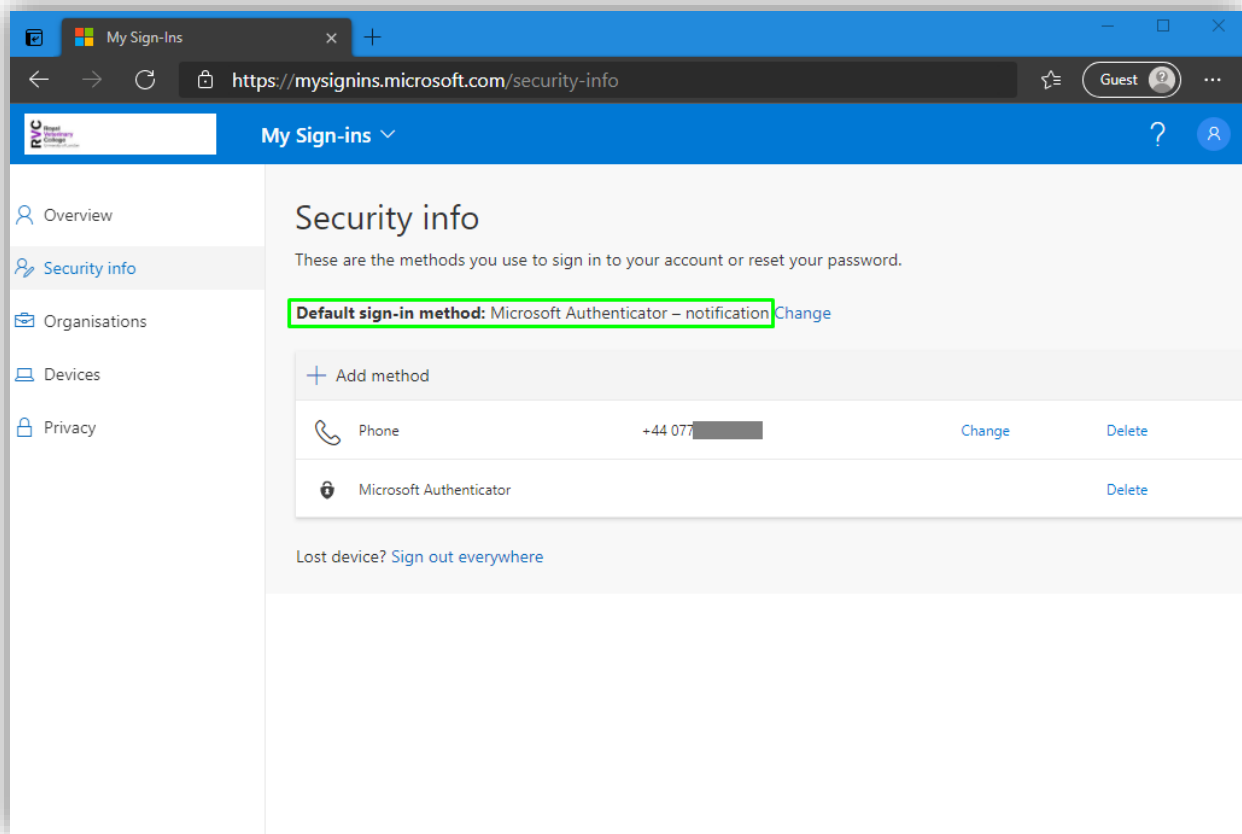


12. Change the Default sign-in method.





13. Now, verify that the default sign-in method is shown as **Microsoft Authenticator - Notification**



14. Close and Exit