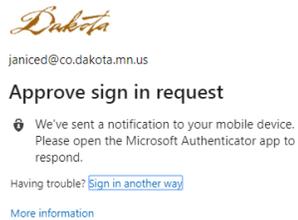


Replacing Phone or Primary MFA Authentication Method:

If you are replacing a mobile device that was enrolled in MFA (likely with the Authenticator Application) and need to re-register the authentication, you can log in with your second authentication method and re-register with MFA.

Instructions

1. Open a private browsing window in your web browser. This helps prevent issues during the enrollment process.
 - a) For Google Chrome, press Ctrl+Shift+N
 - b) For Internet Explorer, press Ctrl+Shift+P
2. Navigate to aka.ms/mfasetup and login with your [first.last@co.dakota.mn.us](mailto:janiced@co.dakota.mn.us) and password (you may need to select 'work or school' account)
3. When you are prompted to provide MFA , click on 'Sign in another way'



4. Choose the text method (or your secondary method) to login and provide authentication to login - if you receive a prompt to stay signed in select 'yes'. If you do not have this option, you will need to call the helpdesk to assist resetting your MFA.
5. Click 'Delete' next to the Microsoft Authenticator (this should be the phone being replaced)
6. Register the new device in MFA
 - a) PC: Click on the '+ Add Method'
 - b) PC: Click 'Add' to Add Authenticator App



- c) Mobile Device: Install the application on the new mobile device
 - d) Mobile Device: Click the + in the top corner and select 'Work or School account'
 - e) PC: Click 'Next' on 'Start by getting the app' page
 - f) Mobile Device: The phone will bring up the camera to scan the QR code on your browser
 - g) PC: Click 'Next' on the 'Scan the QR code' page
 - h) PC: Click 'Next' on 'Lets try it out'
 - i) Mobile: Approve the test notification
 - j) PC: Click 'Next'
7. Confirm the default sign-in method is set back to the Microsoft Authenticator by clicking 'Set Default Signin Method' . Select 'Microsoft Authenticator – notification'

Overview

Security info

Organizations

Devices

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

+ Add method

