



Setting up—adding ONEDC account to Microsoft Authenticator

- 1 From the ONEDC homepage, select 
- 2 Enter login credentials, select **Next**
- 3 If MFA is enabled, the Mobile Authenticator web page will appear (keep this open so it is easily accessible)
- 4 Open the Microsoft Authenticator app on your mobile device
- 5 On Android, select **Add account** from the **Customize and Control** icon in the upper right. Alternatively, on iOS, select the + icon in the upper right
- 6 In the Add account page, choose **Other (Google, Facebook, etc.)** account, then scan the QR code from the Mobile Authenticator web page
- 7 Alternatively, **ENTER CODE MANUALLY** by entering the information listed below the QR Code, then select Finish. Note: enter a name meaningful to you.
- 8 From the Mobile Authenticator web page, select **Continue**, followed by entering the 6-digit code displayed in the Microsoft Authenticator app.

