MFA Setup Instructions

What is MFA?

Multi-Factor Authentication (MFA) adds a second layer of security to your BAC account by requiring both a password and a verification method such as a code or phone approval. MFA is required for accessing BAC Office 365 apps like Word and BAC email, especially from off-campus.
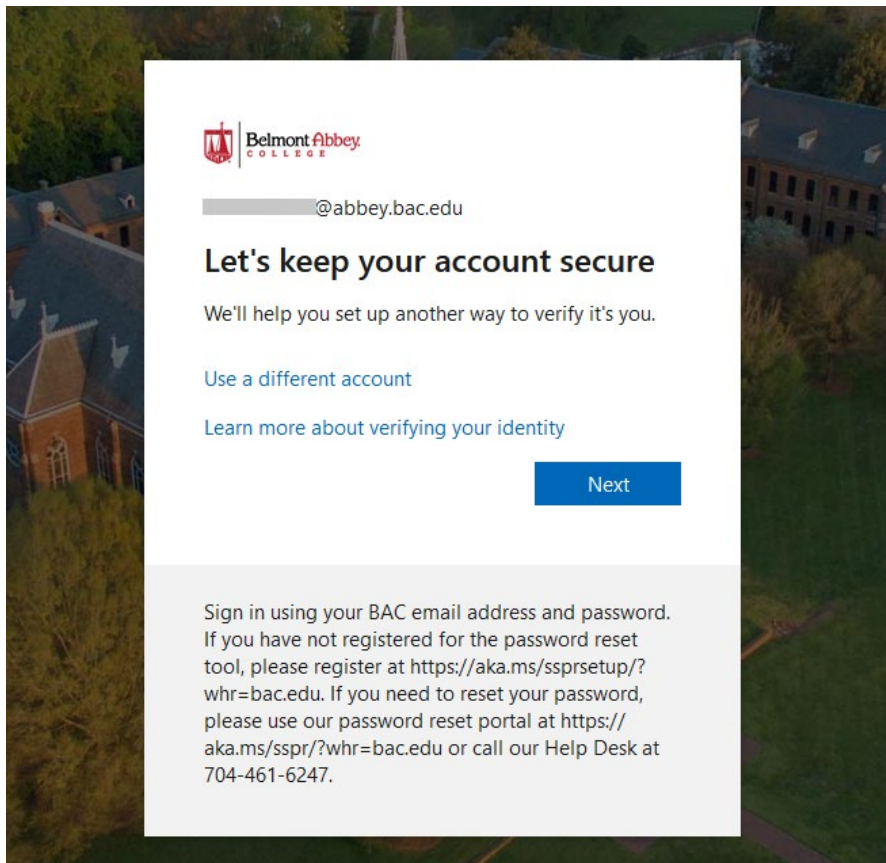
Key Requirements

- You must enroll in MFA before accessing your BAC email.

Setup Instructions

1. Login to your account
- Easiest way to set this up is by going to https://mysignins.microsoft.com/security-info
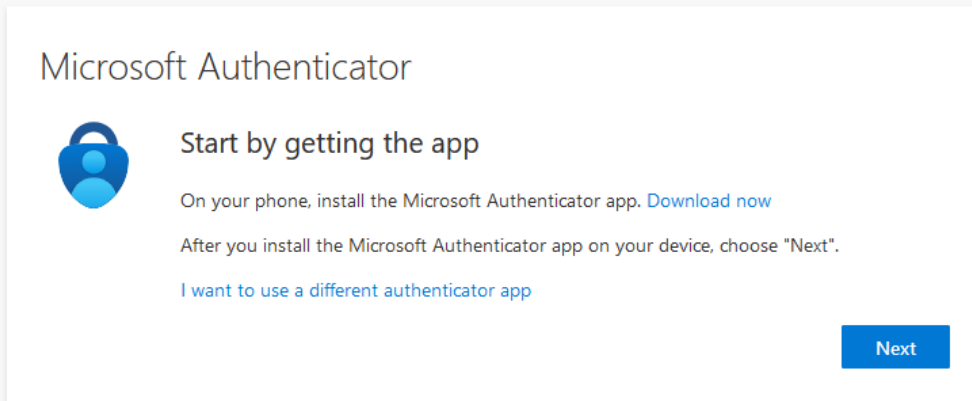- Sign in with your BAC credentials

- Verify using an existing MFA method if already enrolled, if not proceed to set up MFA
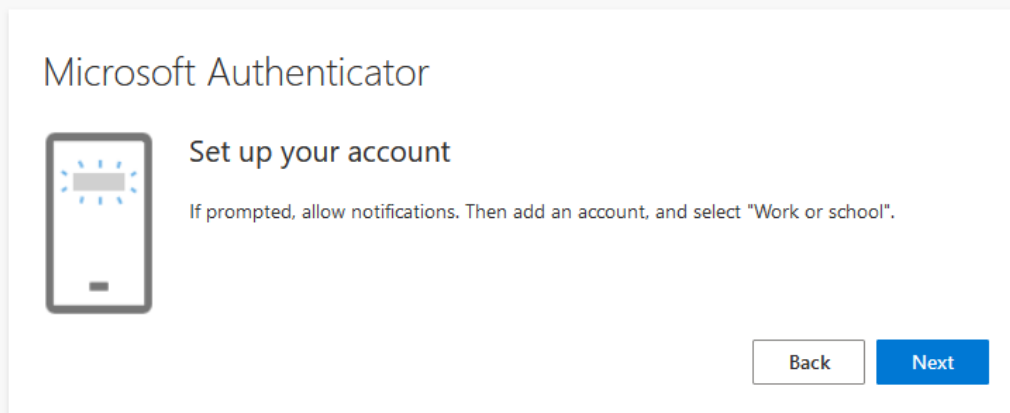
2. Set Up Microsoft Authenticator
- Download from the App Store or Google Play
- Click on next after you sign in

- Open the app, click Add account, Work or School, Scan QR Code

- Using your mobile device, scan the QR code presented in the portal

Keep your account secure

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?

Back   Next

- Approve the notification and/or enter the number shown to complete setup

Keep your account secure

Authenticator app

Enter code

Enter the 6-digit code shown in the Authenticator app.

Enter code

Back   Next

- Click done and your MFA has been set up. You may continue to access BAC systems and services.

Best Practices
- Do **not** delete the app or change your phone without updating MFA settings

---

Modifying or Resetting MFA
- Visit https://mysignins.microsoft.com/security-info
- Use any enrolled method to sign in
- Add, remove, or update MFA methods as needed
- If locked out, contact the **BAC Help Desk** for an identity-verified reset

---

BAC Help Desk

•Phone: 704-461-6247 •Email: support@bac.edu •Website: https://support.bac.edu/

Copyright © 2025 – Information Technology – Belmont Abbey College

October 2021 (Revised January 2025)