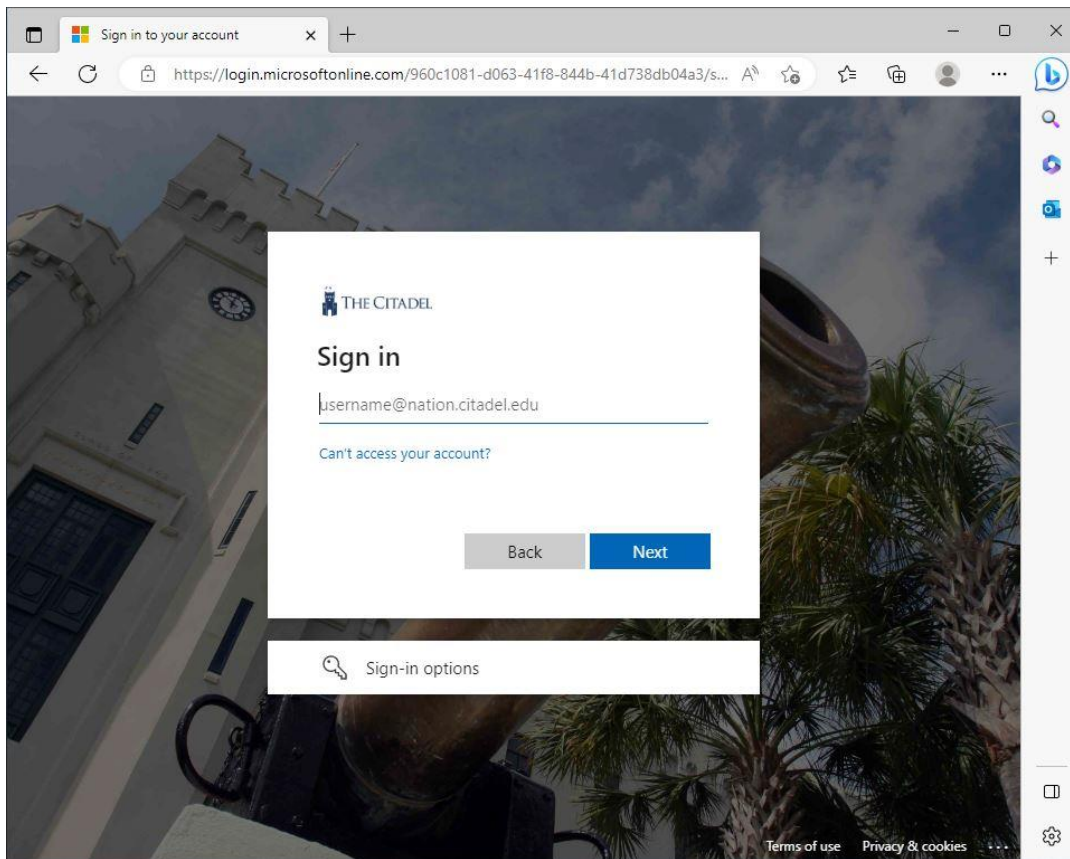


Microsoft Authenticator App Install:

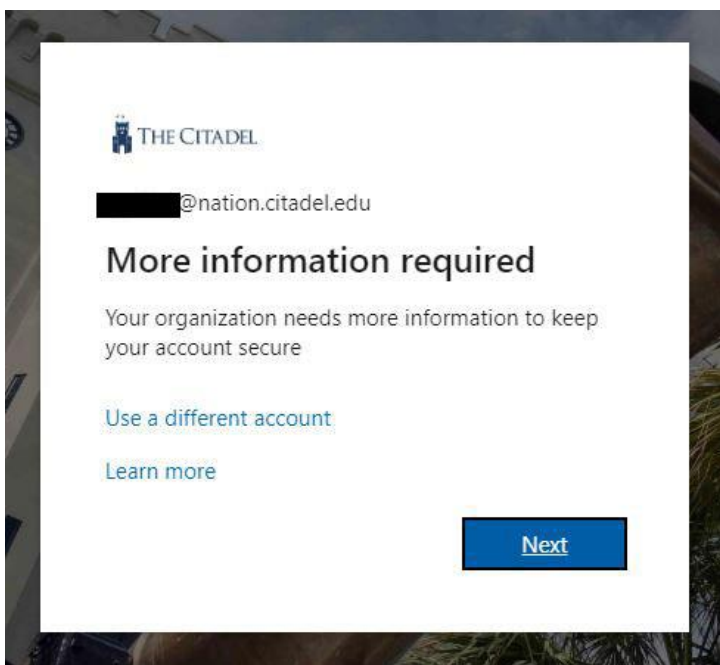
Step 1: At your computer, open your preferred web browser (ie: Chrome, Firefox, Edge, Safari).

Step 2: Type "my.citadel.edu" in the search bar and hit Enter. This will take you to the Citadel's sign-in

page. **Step 3:** Enter your **username@nation.citadel.edu**.



Step 4: Enter your **Citadel Password**. Select Sign In. If this is your first time signing in you will see a prompt requesting more information.



Step 5: Select next and prepare to follow the Microsoft Setup Tutorial. **It is very important to read the directions carefully.**

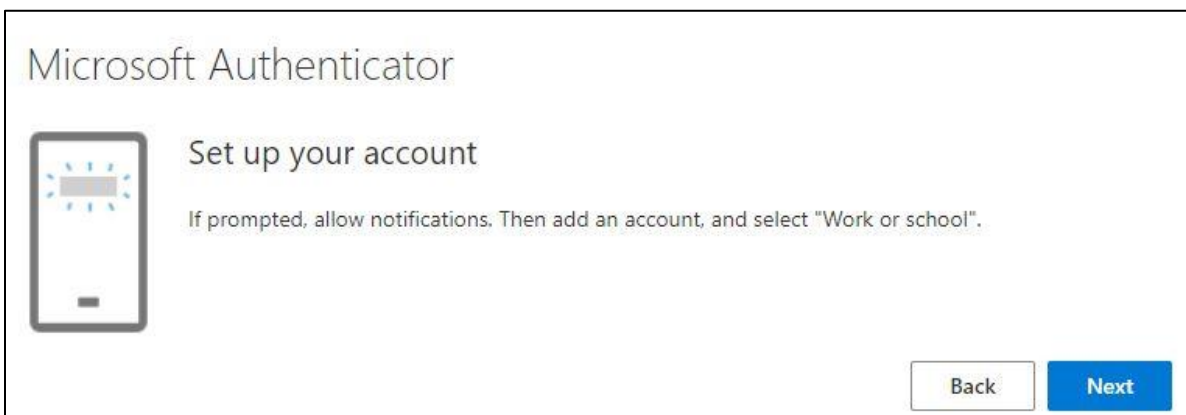
Step 6: **On your phone,** install the Microsoft Authenticator app. You can find it in your phones app store by searching for Microsoft Authenticator.



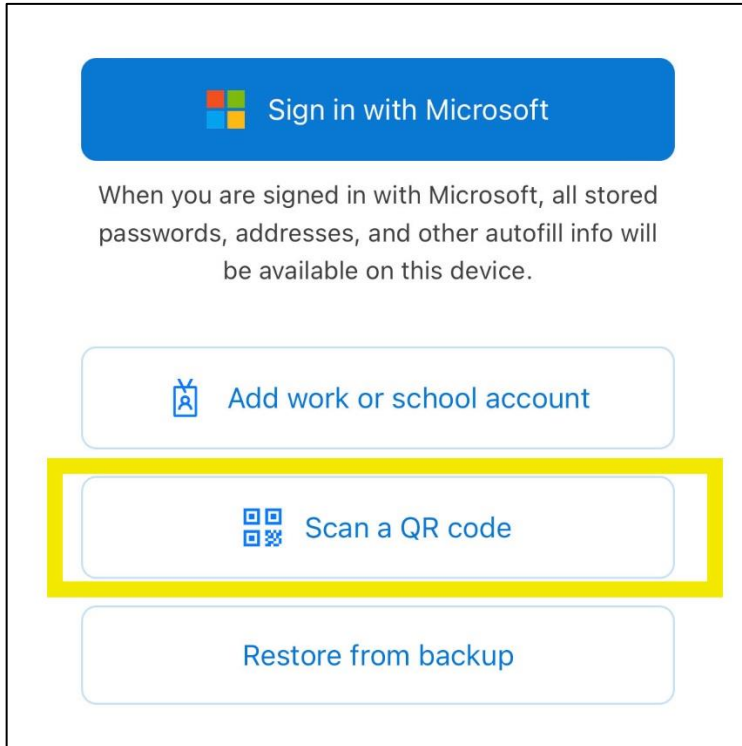
Step 7: Once the Microsoft Authenticator App is installed select "Next".



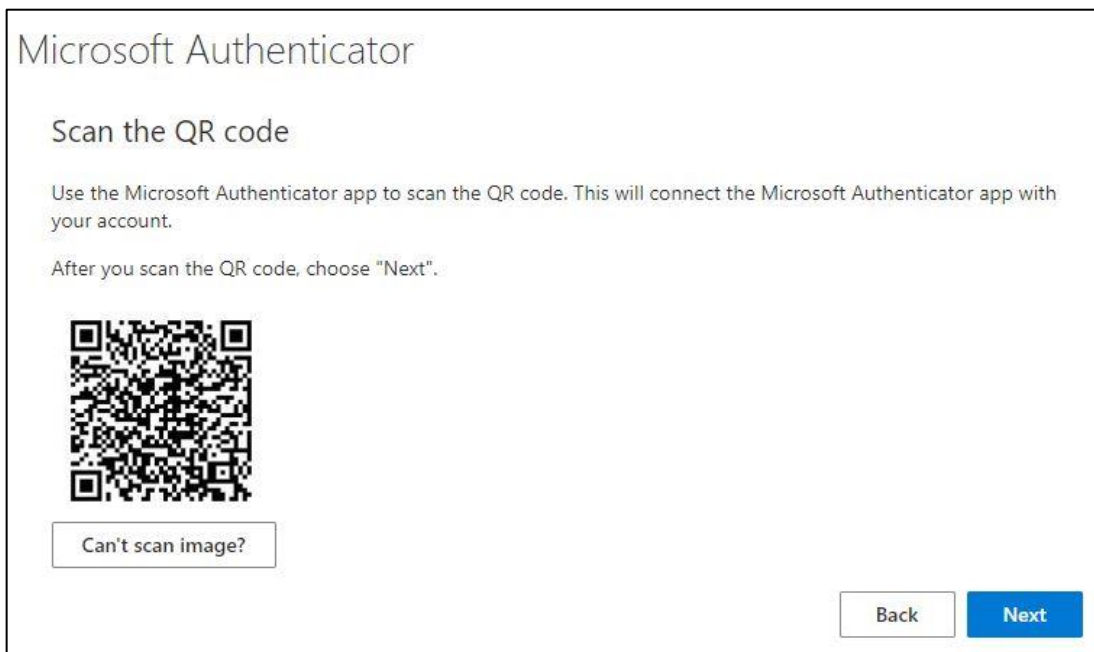
Step 8: Read the next set of directions and select "Next".



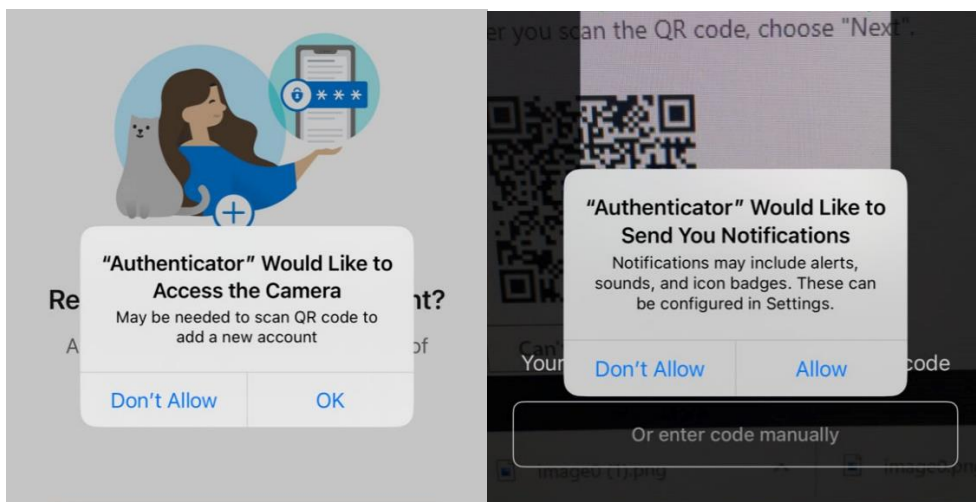
Step 9: On your Phone, open the **Microsoft Authenticator App** accept the privacy statement and opt out of the feedback program. Then select **“Scan a QR code.”**



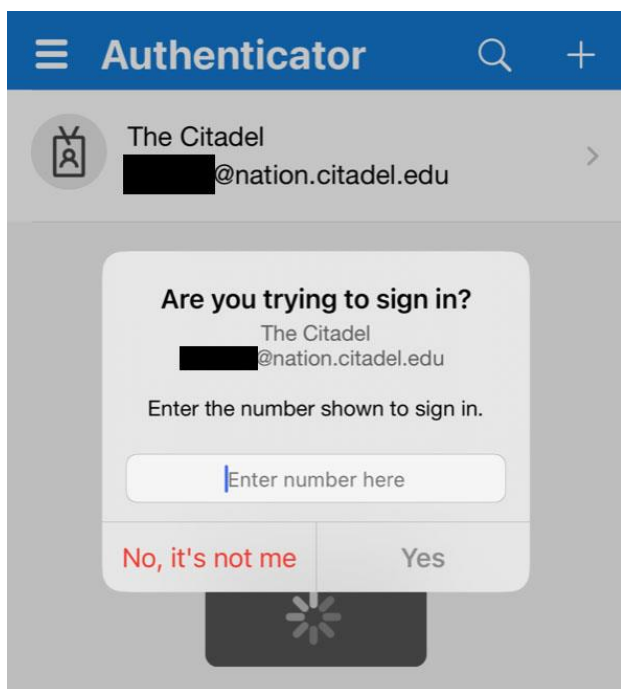
Step 10: Proceed to scan the QR code provided on your computer.



Step 11: **On your phone,** follow the prompts to allow camera access and notifications.



Step 12: Next you will be prompted to enter the number on your computer into the Authenticator app on your phone.



Step 13: Upon success you will receive a notification approve message.



Step 14: Follow the remaining Microsoft Instructions to conclude the Microsoft Authenticator App installation. **This app will be used to change your password and log into Citadel accounts off campus.**

If you have any questions or run into any issues, please don't hesitate to contact the Citadel Helpdesk at 843-953-HELP