

## Microsoft Authenticator App

The Microsoft Authenticator App works as one of the authentication methods, in a multi-factor (aka two-step) authentication environment. After a quick installation on your mobile device and enabling it for your Suncor account you are ready to go. Each time you sign in with your Suncor account you get a notification from this app. You just tap and approve to access the requesting app.

### Purpose

This Quick Reference Guide describes how to install and setup the MS Authenticator app on your mobile device and update your default authentication method for your Suncor account in SSPR.

### Intended User

This guide is intended for users that are currently registered for Microsoft Multifactor Authentication and can access the SSPR tools but are not using and/or do not have the app on their mobile device.

**Note:** If you do not have MFA setup for your Suncor account then see: QRG MFA SSPR Registration-en.

## Procedure Steps

### Look out for these icons!



This icon is for steps completed on your computer

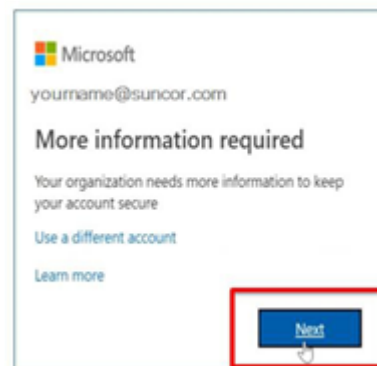


This icon is for steps completed on your mobile phone

## Sign-In

**Note:** If you are already signed in, this link will take you directly to the **Security Info** page of the SSPR tool. You can bypass these 4 steps and go to the next page.

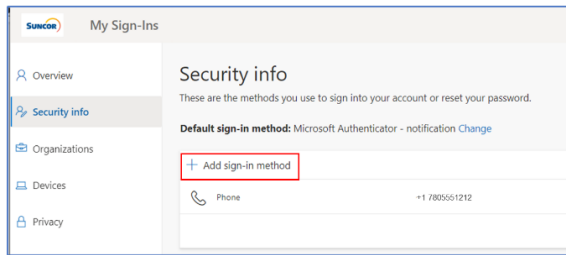
1. Copy & paste this link into your computer's internet browser and press **Enter** on your keyboard  
<https://aka.ms/setupsecurityinfo>
2. Enter your account and click **Next**.
3. Enter your password and click **Sign in**.
4. You are directed to the Microsoft "More information required" window. Click **Next**.



## Access password management

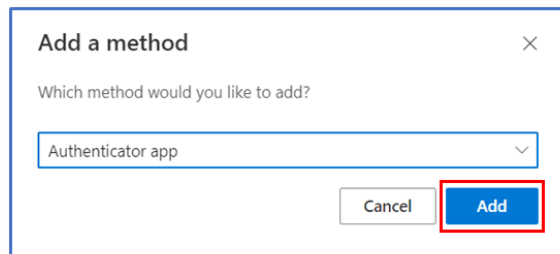
From this page you can add the Authenticator app method (or any other method not in use).

5. Click **Add sign-in method**.



6. From the **drop-down** select **Authenticator app**.

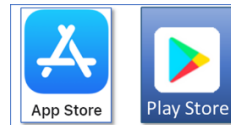
7. Click **Add**.



## MS Authenticator App installation Instructions

8. On your **Mobile phone**, go to your App Store and search “Microsoft Authenticator”.

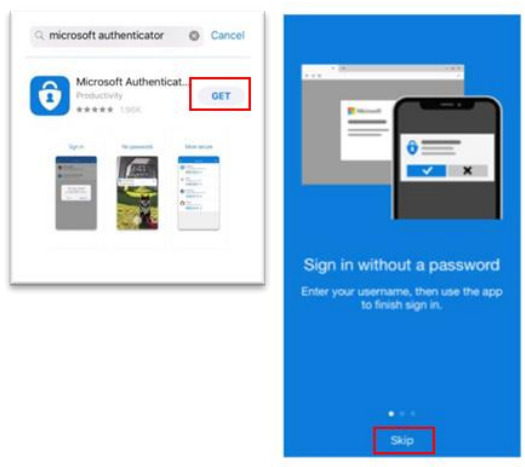
*Note: there are several other authenticator apps, but you must install the one from Microsoft.*



## Download the App

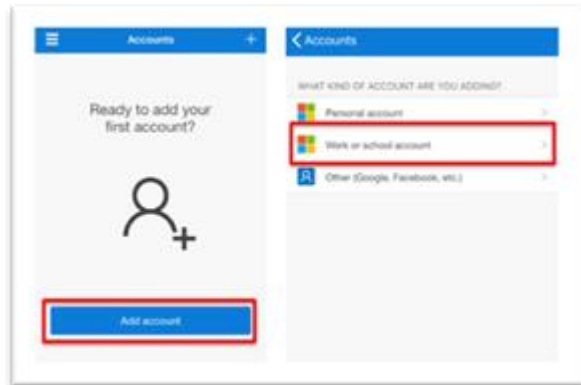
9. From your search, select the **Microsoft Authenticator App** and download it to your device.

10. Open the app and click **Skip**.



## Add Account to the App

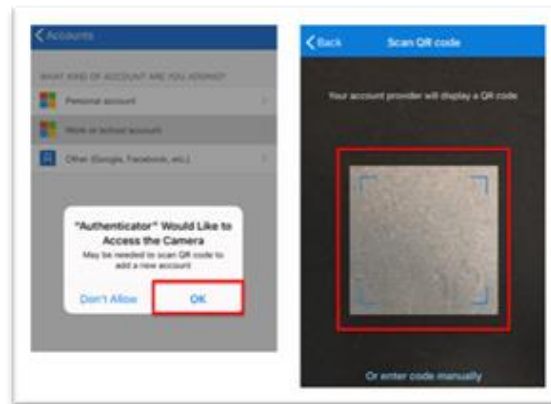
11. Click **Add Account**
12. Click **Work or school account**



## Associate the Microsoft App to your registration

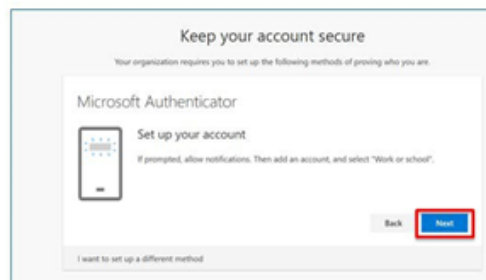
13. If prompted, click **OK** to allow the application to access your phone's camera. You need this for the next step.

*Your camera opens a window where you scan a code from your computer screen.*



## Back on your computer

14. Click **Next**



## Scan the QR Code

On the computer the **Keep your account secure** dialog displays with a QR code that you must scan with your phone.

15. Hold your phone up to the **QR code** displayed on your computer screen. The code is automatically scanned by your phone.

*The application on your phone now displays your Suncor account.*

16. On your computer, click **Next**.

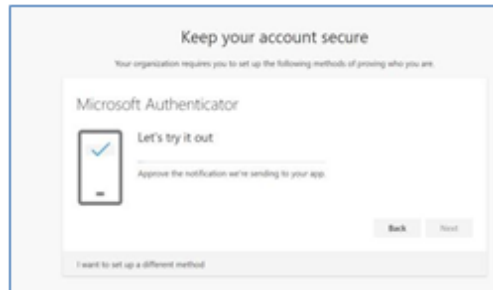


## Approve the Notification

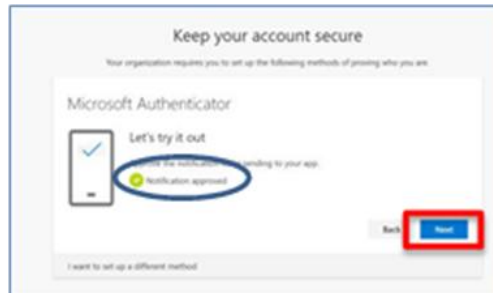
The application now conducts a test to ensure it can send an authentication to your phone.

A message for you to **'Approve'** is sent to your mobile phone.

17. When you receive a popup notification on your mobile phone click **Approve**.
18. On your computer look at the screen and you can see that it has received the approval from your phone.
19. Click **Next**.

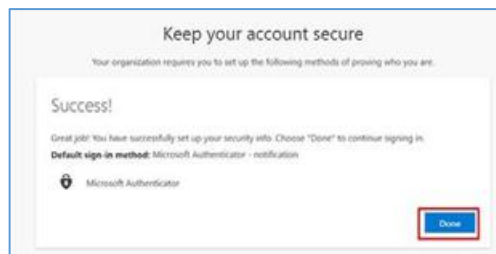


**Note:** You still need to use whatever security features your phone requires (such as thumbprint scan or passcode) to open when you use this app.



## Finish Application Registration

20. Click **Done** to complete your registration.



21. If required, in the **Security Info** tab you can update your **Default sign-in method** by clicking **Change** to the right of this line.

