

# How to setup Multi-Factor Authentication (MFA) using Microsoft

## First Time User

1. Visit <https://my.nsula.edu>
2. Input your **username** and **password**
3. When prompted for more information required, click **Next**
4. Download the Microsoft Authenticator app, click **Next**
5. Launch the Microsoft Authenticator app and select "Verified IDs"
6. Scan the QR code, click **Next**
7. Input your 2-digit code into the appropriate field, click **Next**
8. You should receive notification that the Authenticator app was successfully registered
9. Confirm the Authenticator app is your default sign-in method then select **Done**
10. Welcome to the myNSU Dashboard!

## Please Note

The Microsoft Authenticator app binds the account connection to the specific device used during the setup process. If a user's mobile device is replaced for any reason, they will need to completely setup the Microsoft Authenticator app again on the new device.



If you require further assistance, please feel free to contact the **NSU Student Help Desk** at (318) 357-6696 or via email at [sos@nsula.edu](mailto:sos@nsula.edu).

