



Microsoft Authenticator Setup Guide

Northampton Community College

This guide will walk you through setting up the Microsoft Authenticator app for your Northampton Community College account.

Before You Begin

Make sure you have:

- Your mobile device (smartphone or tablet)
- The Microsoft Authenticator app installed from the Apple App Store or Google Play Store
- Your NCC email address and password

Setup Instructions

Step 1: Sign In

1. Open a web browser and go to <https://mysignins.microsoft.com/security-info>
2. Sign in using your **NCC email address** and **password**.
3. After signing in, you will be prompted to set up **Microsoft Authenticator**.

Step 2: Begin the Setup Process

1. Click **Next** through the setup screens.

Step 3: Install Microsoft Authenticator

1. If you have not already installed the app, download and install the **Microsoft Authenticator** app on your mobile device.
2. Once the app is installed, return to the setup screen and click **Next**.

Step 4: Scan the QR Code

1. Open the **Microsoft Authenticator** app on your mobile device.
2. Select **Add Account** and choose **Work or School Account**.
3. Use the app to scan the QR code displayed on your computer screen.
4. After successfully scanning the QR code, click **Next**.

Step 5: Verify Your Account

1. A two-digit number will appear on your computer screen.
2. Enter the two-digit number in the Microsoft Authenticator app when prompted.
3. Tap **Yes** or **Approve** to complete the verification.

Step 6: Complete Setup

1. If the verification is successful, you will see a green **Done** message.
2. Click **Done** to finish the setup process.

Need Help?

If you experience any issues during setup, please contact the NCC Help Desk for assistance.

Phone: 610-861-5413

Email: support@northampton.edu