U.S. National Science Foundation
Multi-Factor Authentication – Microsoft Authenticator

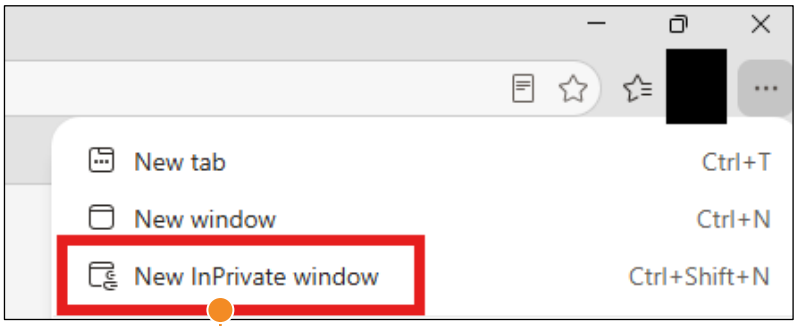
External users are required to use multi-factor authentication (MFA) to log into NSF SharePoint Online sites. External users will use Microsoft Authenticator as their form of MFA.

USING MICROSOFT AUTHENTICATOR

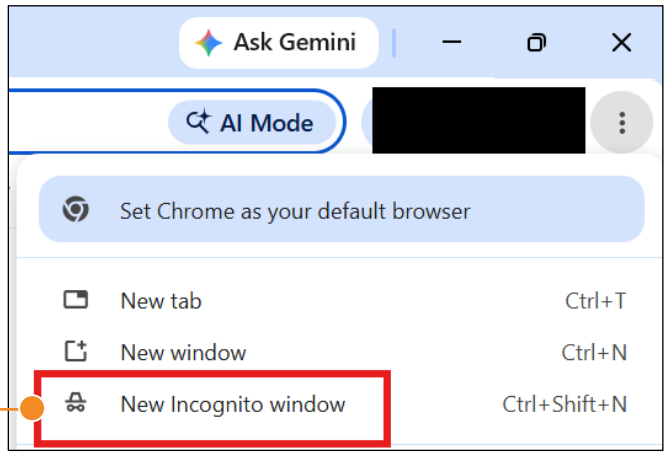
1. If you do not already have Microsoft Authenticator downloaded, download the application onto your mobile device through the App Store.

2. Navigate to the NSF SharePoint Online site that you are an external guest for.

3. Open a Private or Incognito-mode window from your browser



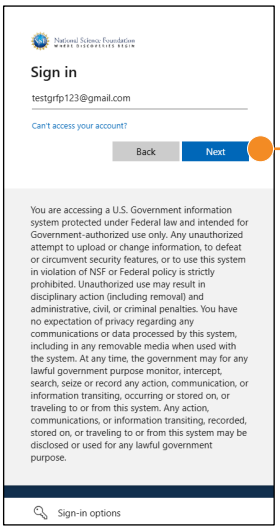
Example of Private Window



Example of Private Window

4. Enter your email address that you used to register as a reviewer and then select **Next**.
Note: If you have multiple accounts, select the correct account.

Pick the account that you used to register as a reviewer



Next

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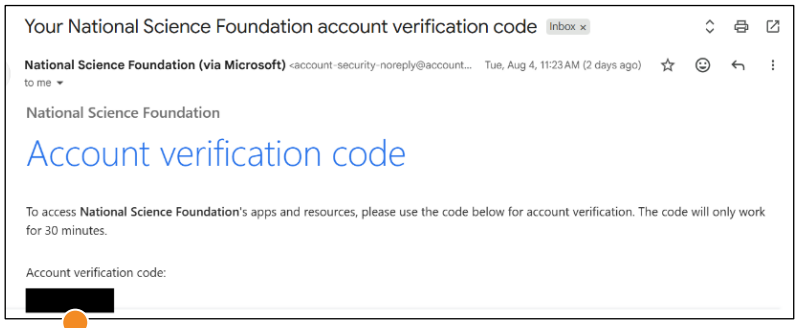
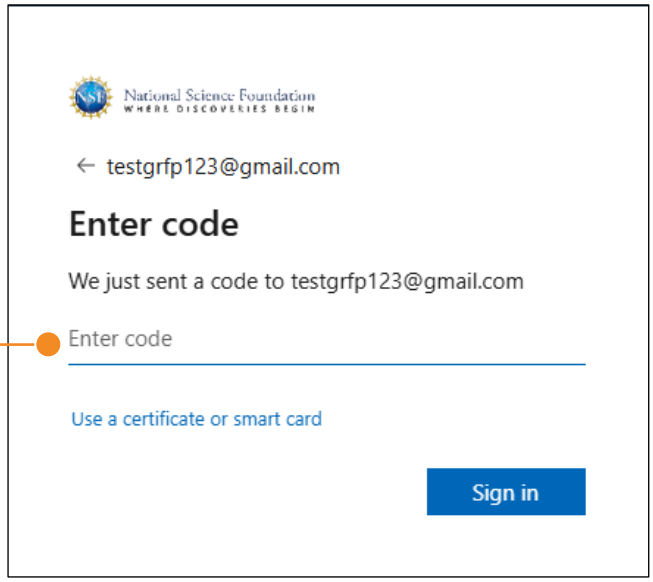
5 If you have a **non-Microsoft/outlook account**, you should see the "Enter Code" screen. Go to your email and retrieve the One-Time Passcode (OTP). Please check your spam folder if you cannot find the OTP email. Enter the OTP and click "Sign in."

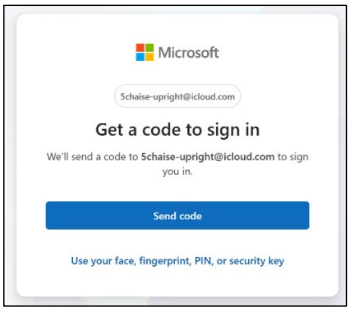


Example of Email with OTP

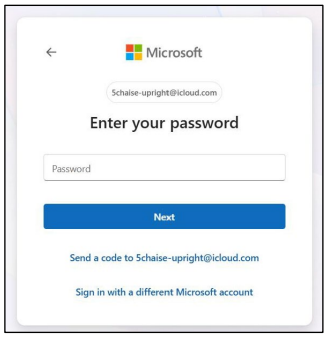


Enter OTP

6 If you are not a first time user, proceed to **Step 10**. If you are a first time user, using a **Microsoft/outlook account** you could receive any of the Microsoft Message Screen examples (examples A – E), follow the steps to sign in to your account.

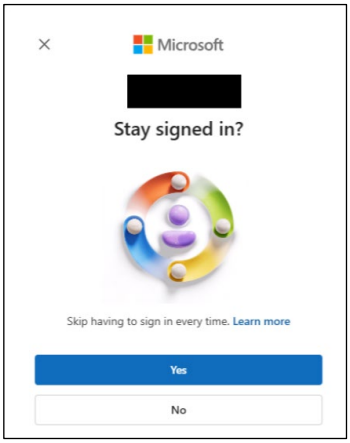


Example A

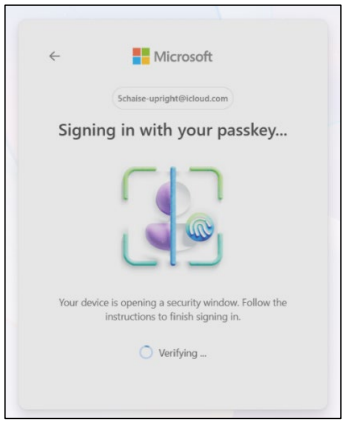


Example B

Example C



Example D



Example E

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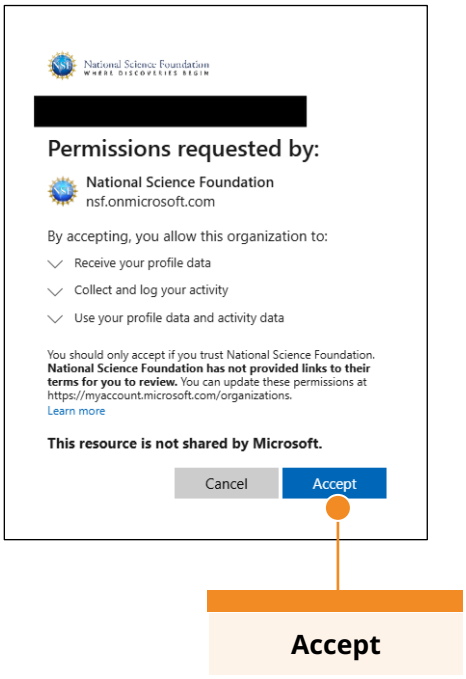
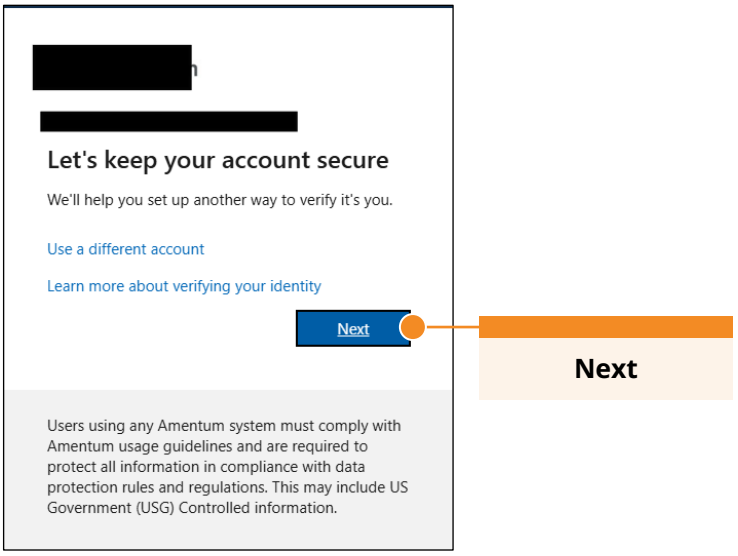
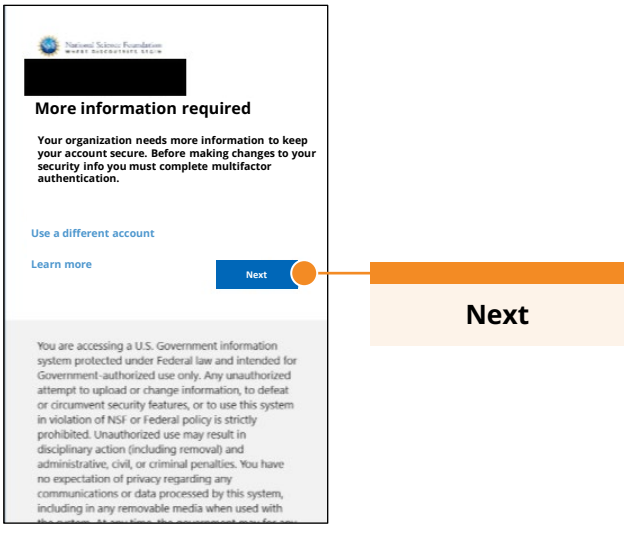
7 Click **"Accept"** on the Permissions Requested By screen.



8 You will be prompted with one of the following screens below for second authentication. Click **"Next"**





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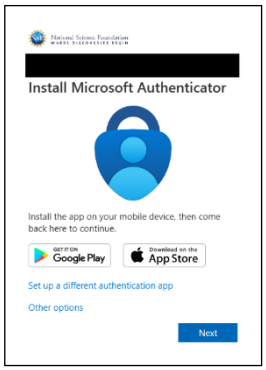
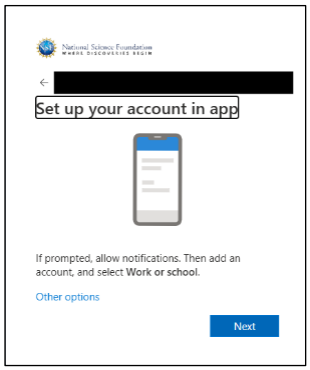
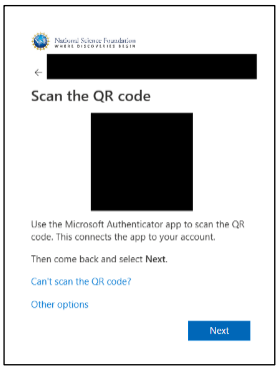
9 Follow the prompted steps to set up Microsoft Authenticator.



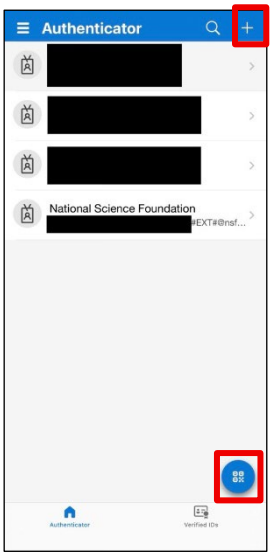
Step 1



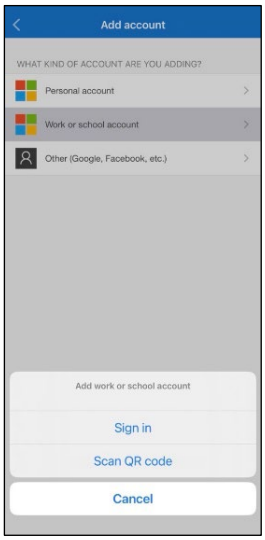
Step 2



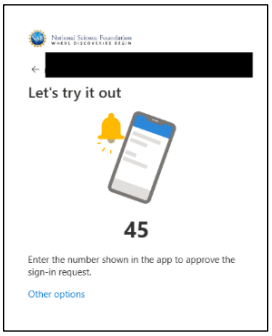
Step 3



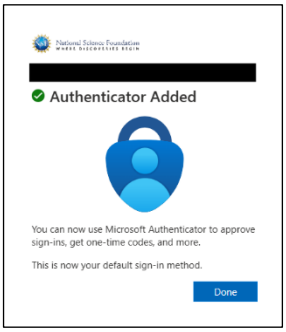
Step 4



Step 5



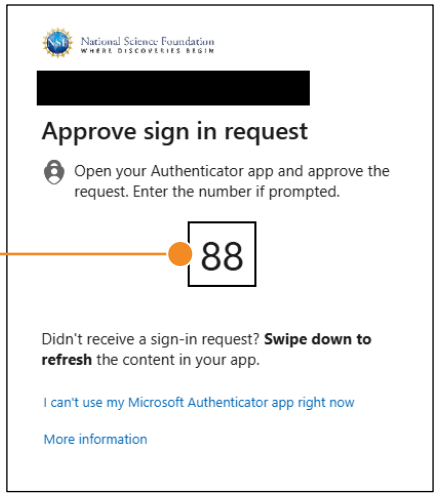
Step 6



Step 7

10 Enter the number on the prompted screen in your Microsoft Authenticator.

Number



11 You should now be successfully logged into the NSF SharePoint Online site.