How to Login and Set Up Your Self-Service Microsoft MFA

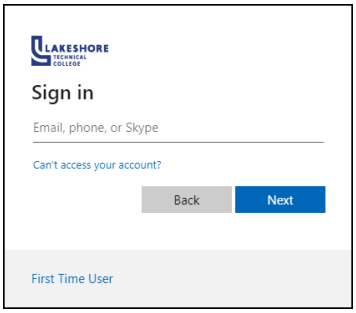
To add an additional layer of security to your student account, Lakeshore Technical College requires multi-factor authentication (MFA). The MFA process combines two layers of security: something you know (your password) and something you have (your mobile device). If you do not have a mobile device, please submit a Help Desk ticket to discuss alternatives.

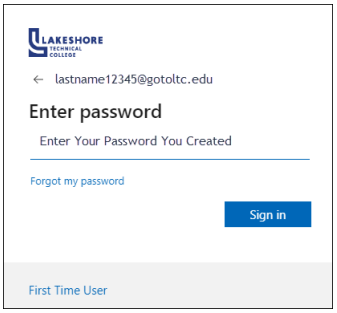
1. Visit the gotoltc.edu website and click on the MyLakeshore icon.

2. Enter your LTC email address as your Username.

Your email address is your last name and the last 5 digits of your LTC Student ID number followed by @gotoltc.edu.
(Example: lastname12345@gotoltc.edu)

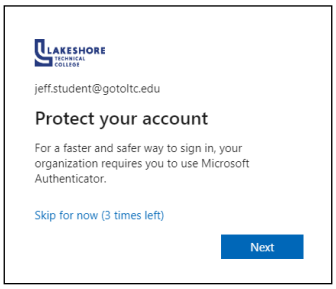
3. Select **Next**.
4. Enter your password.
5. Select **Sign in**.



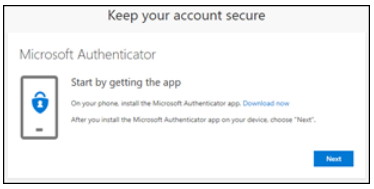


You will be required to enter More Information to Protect your account. This information is used for allowing password self-resets and completing the multi-factor authentication setup which adds another level of security to your MyLakeshore account.

6. Click **Next** to continue.



7. On the next screen, you will be given the option to set up the Microsoft Authenticator app.



8. Open the Play Store or App Store on your mobile device. Search for Microsoft Authenticator. Select Install. (Example of the logo for the application you need to install are shown to the right.)

Once installed, in the Microsoft Authenticator app:

- Select Agree for Microsoft needs basic app data.
- Select Add Account and then choose Work or School Account.
- Select Scan a QR code.
  Select OK to allow permissions to your camera.

Microsoft Corporation should be shown as the creator.

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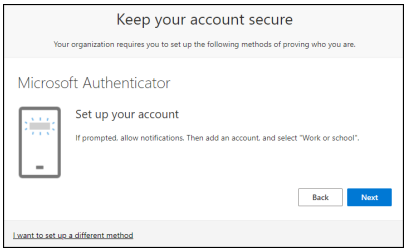
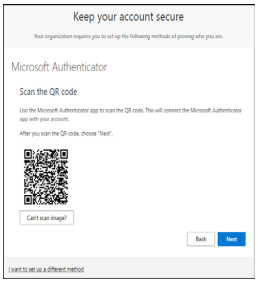
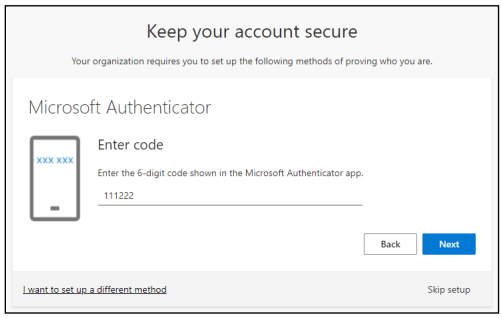
Authenticator App

9. Click **Next** after the app is installed on your phone, scan the code on your PC screen. Click **Next** once the account shows in the app.



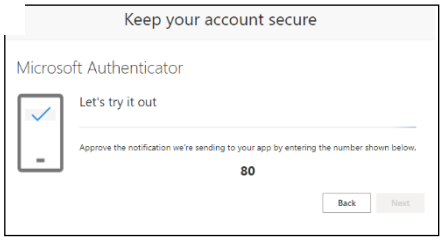


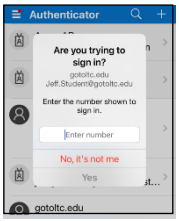
10. On your device, you should see a One-time password code. If you do not see the code, tap on your account name in the app to display the code. Enter the code showing in the app and **click** Next**.**



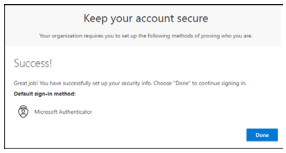
OR

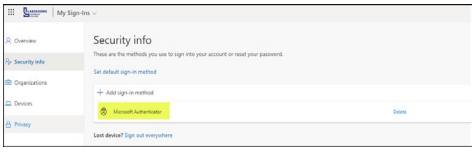
10. Enter the code given on the screen into your device to confirm that you are setting up the Microsoft Authenticator app. **Click** Next when completed.





11. Success! Click **Done.** You will be able to see the Microsoft Authenticator listed in the Security Info of your MyLakeshore account.





For questions or additional information on how to log into MyLakeshore, please contact LTC's Help Desk at LTCHelpdesk@gotoltc.ed or 920.693.1767.

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