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.	
 Visit the <u>gotoltc.edu</u> website and click on the MyLakeshore icon. 	MYLAKESHORE
 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) Select Next. Enter your password. Select Sign in. 	Sign in Email, phone, or Skype Can't access your account? Back First Time User
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.	Jeffstudent@gotoltc.edu Protect your account For a faster and safer way to sign in, your organization requires you to use Microsoft Authenticator. Skip for now (3 times left) Next
 On the next screen, you will be given the option to set up the Microsoft Authenticator app. 	Keep your account secure Microsoft Authenticator Start by getting the app Orynow should the Microsoft Authenticator Japp. Download row After your install the Microsoft Authenticator Japp or your device. After sec.
 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. 	

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Authenticator App	
 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. 	Keep your account secure Your argentation requires you to set up the following methods of proving who you are. Microsoft Authenticator Set up your account prompted, allow notifications. Then add an account, and select "Work or school". Back Not Leant to act us a different method
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.	Keep your account secure Your organization requires you to set up the following methods of proving who you are. Microsoft Authenticator Enter code Enter code 11122 Back Mext Lwant to set up a different method
O 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.	R Keep your account secure Microsoft Authenticator Let's try it out Approve the notification we're sending to your app by entering the number shown below. 80 Back Test
 Success! Click Done. You will be able to see the Microsoft Authenticator listed in the Security Info of your MyLakeshore account. 	Keep your account secure Image: Security info Success! A mean: Constraint in submit of use your wanding shall wand you for your wanding shall wanding the your wanding the your wanding shall wanding the your wanding shall wanding the your wanding shall wanding the your wanding the

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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