

MULTI-FACTOR AUTHENTICATION SETUP GUIDE

MFA is enforced for login to InsideRanken and any Microsoft-related apps and sites.

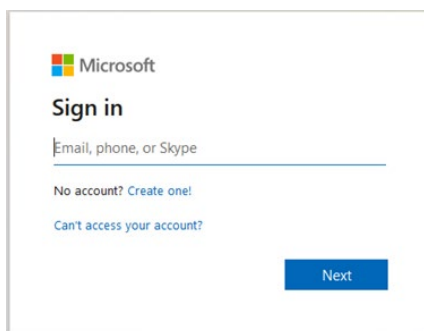
You may access your Outlook account from <https://outlook.office.com/> or <https://www.office.com/> for Office 365 access.

You will be prompted to activate the MFA when you first log in to one of the sites.

1. For InsideRanken. Go to <https://insideranken.org/ics/>. Enter your username in the top right box. Click "Continue"



2. Enter your Ranken email address on the Microsoft Sign in prompt and click on the <Next> button.

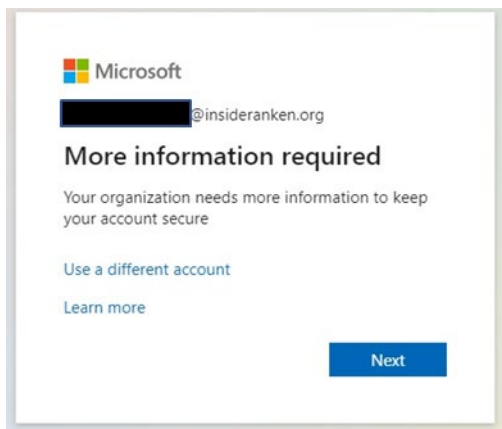


3. On the next prompt, enter the password.

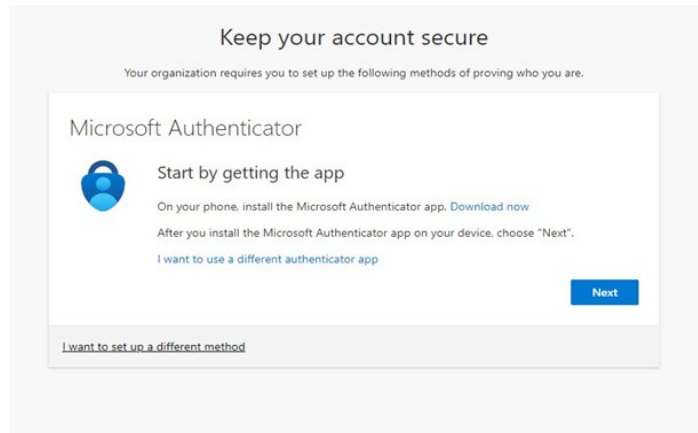
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Sign in with your organizational account

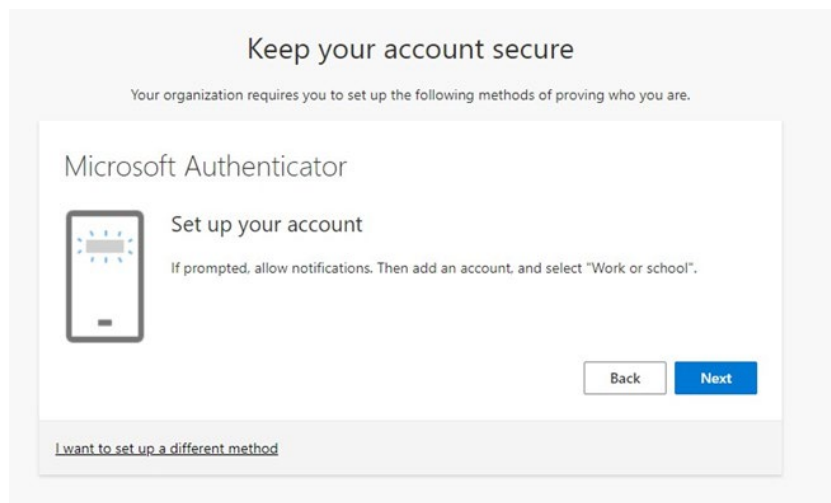
4. Click on the <Next> button and an "Additional Security Verification" window will



5. Install the Microsoft Authenticator App on your phone before moving on to the next step. You may scan the link below, or search by "Microsoft Authenticator" on App Store or Google Play.

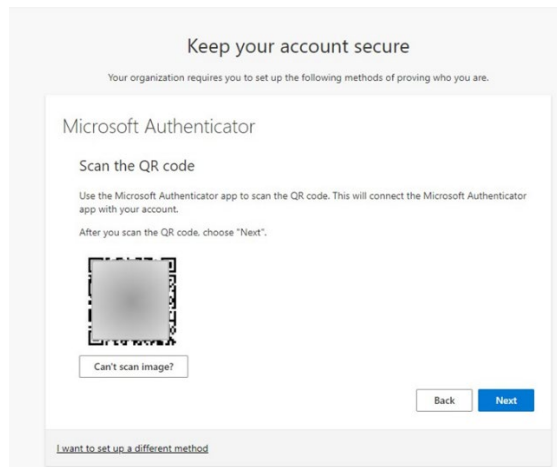


6. Once the app is downloaded on your phone, select Next on the below screen.



7. Open the Authenticator app, add an account by touching the "+" sign. Select "Work or school account" then select "Scan QR Code." You may get prompted to allow to use camera and allow the notification. Be sure to allow both.

8. Scan the QR code from the app



9. Once the account is added, follow the prompt for approval.

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