The American University in Cairo

Office of Information Technology

Sign-in Using the Microsoft Authenticator App
If you need to sign in to AUC SSO and can't receive a call or an sms, or if you prefer an alternative authentication method that doesn't require a mobile network and/or a valid SIM card, you can use the Microsoft Authenticator app. Below is the full guide on how to setup and authenticate using the app.

a. Account Setup

Step 1 — Install the Microsoft Authenticator App

Press on the below relevant link to install the Microsoft Authenticator app on your mobile device.

Download on the App Store   **GET IT ON Google Play**

Step 2 — Add a New Sign-In Method

After installing the app on your mobile device, switch to a desktop and open your Security info page, then do the following:

1. Select **Add sign-in method**
2. Select **Choose a method** and then **Authenticator app**
3. Follow the on-screen instructions, until a QR code is displayed on your screen

Step 3 — Scan QR Code

Use your installed app on your mobile device to scan the displayed QR code by doing the following:

1. Press the **+** button at the top right corner to add an account
2. Press the **Work or school account** option
3. Press the **Scan QR code** button and scan the QR code displayed on the desktop screen and press **Next**

Step 4 — Approve the New Sign-In Method

You'll be asked to approve a notification through the Microsoft Authenticator app, to verify your information:

1. On your desktop, a number will be shown to try the new authentication method
2. On your Mobile Device, you will be prompted to enter this number and press **Yes** to approve the authentication method.
3. On your desktop, a message will inform you that authentication was approved

b. Authentication

After completing the set-up of your account's security verification, you are now ready to authenticate using the Microsoft Authenticator app.

**There are two different ways to authenticate using the app:**

① Receive a push notification on your device

1. After entering your email and password, you will be prompted with a message stating that "**Your organization needs more information to keep your account secure**". Click **Next** to proceed.
2. On the next screen, you will be given some options to Verify your identity. Choose the **Approve a request on my Microsoft Authenticator app** option.

> Approve a request on my Microsoft Authenticator app

3. A two-digit number will appear on your screen
4. On your mobile device, you will receive a notification that, when opened, will ask you to enter the two-digit number displayed on your desktop. Enter the digits on your mobile screen. You should now be signed in.
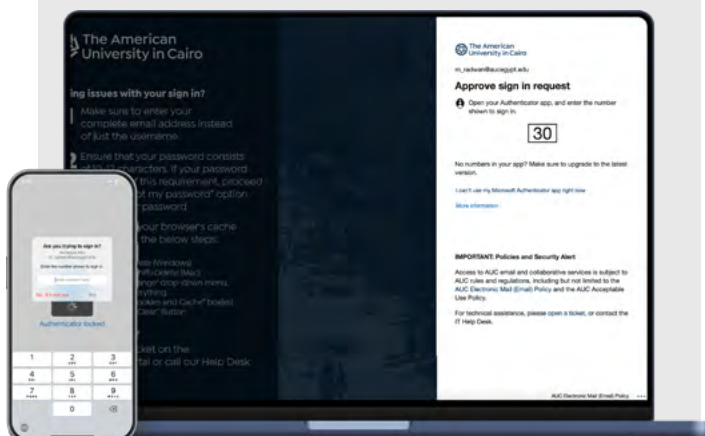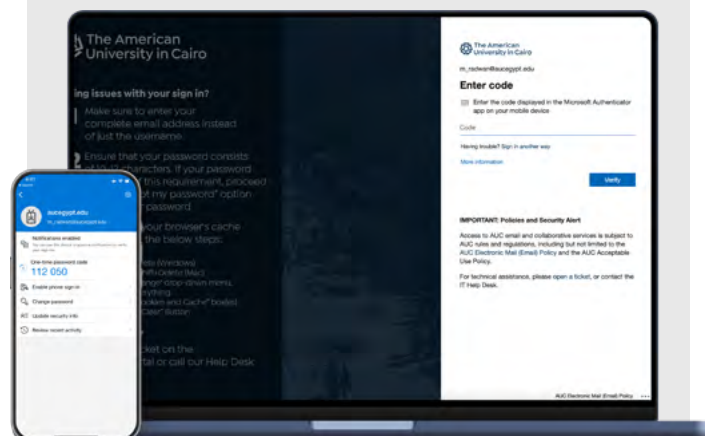
② Open the app and get a verification code

1. After entering your email and password, you will be prompted with a message stating that "**Your organization needs more information to keep your account secure**". Click **Next** to proceed.
2. On the next screen, you will be given some options to Verify your identity. Choose the **Use a verification code** option.

> 123   Use a verification code

3. You will be asked to enter the verification code from your mobile app
4. On your mobile device, open the Microsoft Authenticator app and press on your aucegypt.edu account that appears on the home screen
5. A One-time password code will be generated. Enter this code on your desktop screen. You should now be signed in.