## 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.	
<ol> <li>Visit the <u>gotoltc.edu</u> website and click on the MyLakeshore icon.</li> </ol>	MYLAKESHORE
<ol> <li>Enter your LTC email address as your Username.</li> <li>Your email address is your last name and the last 5 digits of your LTC Student ID number followed by @gotoltc.edu.</li> <li>(Example: lastname12345@gotoltc.edu)</li> <li>Select Next.</li> <li>Enter your password.</li> <li>Select Sign in.</li> </ol>	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. 6. Click <b>Next</b> to continue.	Jeffstudent@gotoltc.edu <b>Defoted your account</b> Nor a faster and safer way to sign in, your organization requires you to use Microsoft Authenticator. Skip for now (3 times left) Next
<ol> <li>On the next screen, you will be given the option to set up the Microsoft Authenticator app.</li> </ol>	Keep your account secure         Microsoft Authenticator         Start by getting the app         On your securit the Moresoft Authenticator sep Developed now         Maryins install the Moresoft Authenticator sep on your device, choose "Next".
<ul> <li>8. Open the Play Store or App Store on your mol (Example of the logo for the application you n Once installed, in the Microsoft Authenticator app</li> <li>Select Agree for Microsoft needs basic app da</li> <li>Select Add Account and then choose Work or</li> <li>Select Scan a QR code. Select OK to allow permissions to your camera</li> </ul>	o: Ita. School Account.

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Authenticator App	
<ol> <li>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.</li> </ol>	Keep your account secure         Your organization requires you to set up the following methods of proving who you are.       Microsoft Authenticator         Set up your account       Set up your account         If prompted, allow notifications. Then add an account, and select "Work or school".       Set up your account         Itsack       Not         Itsack       Not         Least to ast us a different method       Set up your account set up and 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         Microsoft Authenticator       Enter code         Enter the 6-digit code shown in the Microsoft Authenticator app.       11222         Back Next         Lyong addressing
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 Text
<ol> <li>Success! Click <b>Done.</b> You will be able to see the Microsoft Authenticator listed in the Security Info of your MyLakeshore account.</li> </ol>	Keep your account secure     Image: Secure with the second of the second o

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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