



U. S. Steel MFA Set-Up Guide Using PC & Mobile

This guide will show you how to set up Multi-Factor Authentication (MFA). MFA requires you to setup authentication methods of your choice from the following: Microsoft Authenticator app on your mobile device, text message, or phone call. You will need access to a **computer and your mobile device** to complete the steps below.

- [Setup MFA Authentication Methods](#)
 - Authenticator App Example
 - Phone Example
- [Adding or Removing MFA Authentication Methods](#)
- [Changing the Default Authentication Method](#)

Setup MFA Authentication Methods

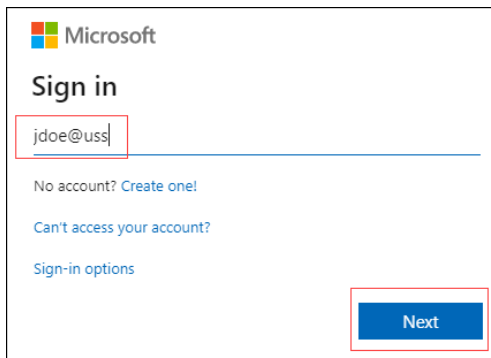
1. Navigate to the following website to set up your preferred methods for authentication.
<https://aka.ms/mfasetup>
2. You will be prompted to sign in. If you have a U.S. Steel email address, enter it into the **Sign in** field.

Example U. S. Steel email address: jdoe@uss.com

If you do not have a U. S. Steel email address, enter your Windows user ID (ID used to log into your PC or log into applications) followed by @uss.com into the **Sign in** field.

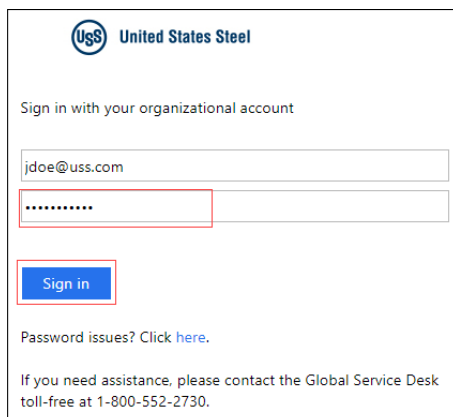
Example U. S. Steel user ID: MDH1123EW@uss.com

Then click **Next**.



The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing "jdoe@uss". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right of the page is a blue button labeled "Next".

3. If prompted, enter your Windows password and click **Sign In**.



The screenshot shows the United States Steel sign-in page. At the top left is the U.S. Steel logo. Below it is the text "Sign in with your organizational account". There are two text input fields: the first contains "jdoe@uss.com" and the second contains "*****". Below the input fields is a blue button labeled "Sign in". At the bottom of the page, there is a link "Password issues? Click here." and a footer that reads "If you need assistance, please contact the Global Service Desk toll-free at 1-800-552-2730."



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4. If you **previously** went through an MFA setup process, you will be prompted to verify your sign in request by a phone call, text or Authenticator App verification request. Complete the MFA request and skip to the [Adding or Removing MFA Authentication Methods](#) section of this document. If you have issues, please contact the GSD at 1-800-552-2730 (Steel Com 8-723-6000). Below is an example of a text notification.

A screenshot of a Microsoft sign-in verification screen. At the top is the Microsoft logo and the email address 'jdoe@uss.com'. The heading is 'Enter code'. Below it is a checkbox with the text 'We texted your phone +X XXX-XXX-XX67. Please enter the code to sign in.' A text input field contains the code '739838'. There are links for 'Having trouble? Sign in another way' and 'More information'. A blue 'Verify' button is at the bottom right.

If this is the **first time setting up MFA**, you will see a screen like the one below asking you to provide more information to keep your account secure. Click **Next**.

A screenshot of a Microsoft 'More information required' screen. It shows the Microsoft logo and email 'jdoe@uss.com'. The heading is 'More information required'. The text says 'Your organization needs more information to keep your account secure'. There are links for 'Use a different account' and 'Learn more'. A blue 'Next' button is at the bottom right.

5. The **Keep your account secure** page appears where you will select the first of two authentication methods. The Microsoft Authenticator app is the first method by default. Click **Next** to begin the setup.

A screenshot of the 'Keep your account secure' page. The heading is 'Keep your account secure' with the subtext 'Your organization requires you to set up the following methods of proving who you are.' Below is a progress indicator for 'Method 1 of 2: App' with 'App' selected and '2 Phone' next to it. The main content is for 'Microsoft Authenticator', starting with 'Start by getting the app' and instructions to download the app. There is a link 'I want to use a different authenticator app' and a blue 'Next' button at the bottom right. A link 'I want to set up a different method' is at the bottom left.

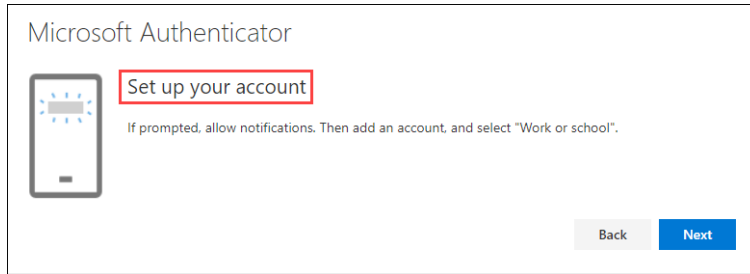
Note: You can select **“I want to set up a different method”** to change the first method from the Microsoft Authenticator app to another option such as a Phone.

We recommend you only use the Microsoft Authenticator app so please do not select **“I want to use a different authenticator app”**.



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6. From your computer, remain on the **Set up your account** page while you confirm that you have the Microsoft Authenticator app installed on your mobile device. The icon looks like a padlock shown below.

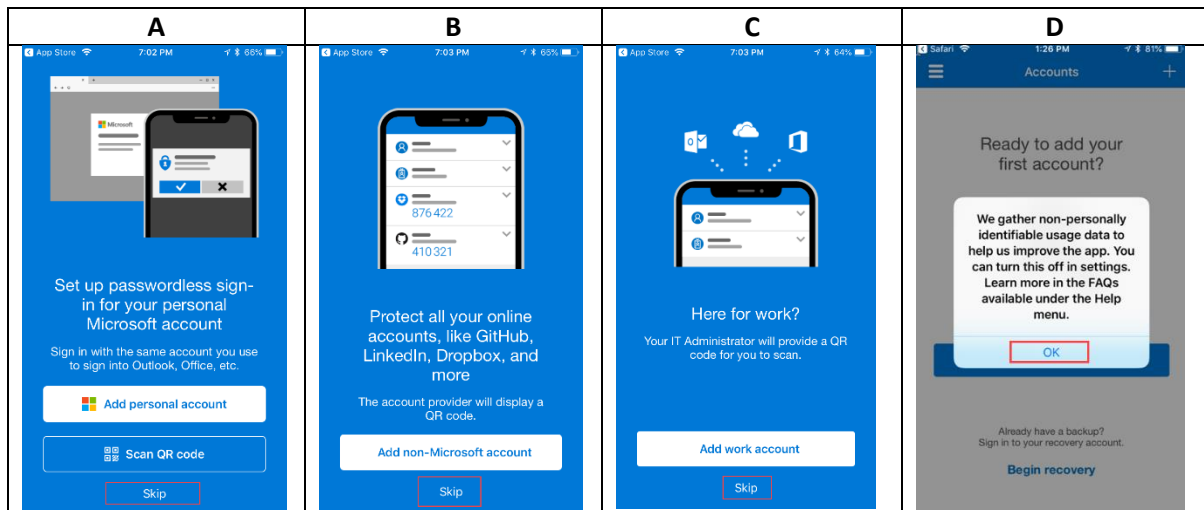


If you do not have the **Microsoft Authenticator** app installed, download it from the App Store or Google Play and install it on your mobile device.



7. Launch the **Microsoft Authenticator** app on your mobile device. The first time you launch the app, you will see three screens asking if you want to add accounts.

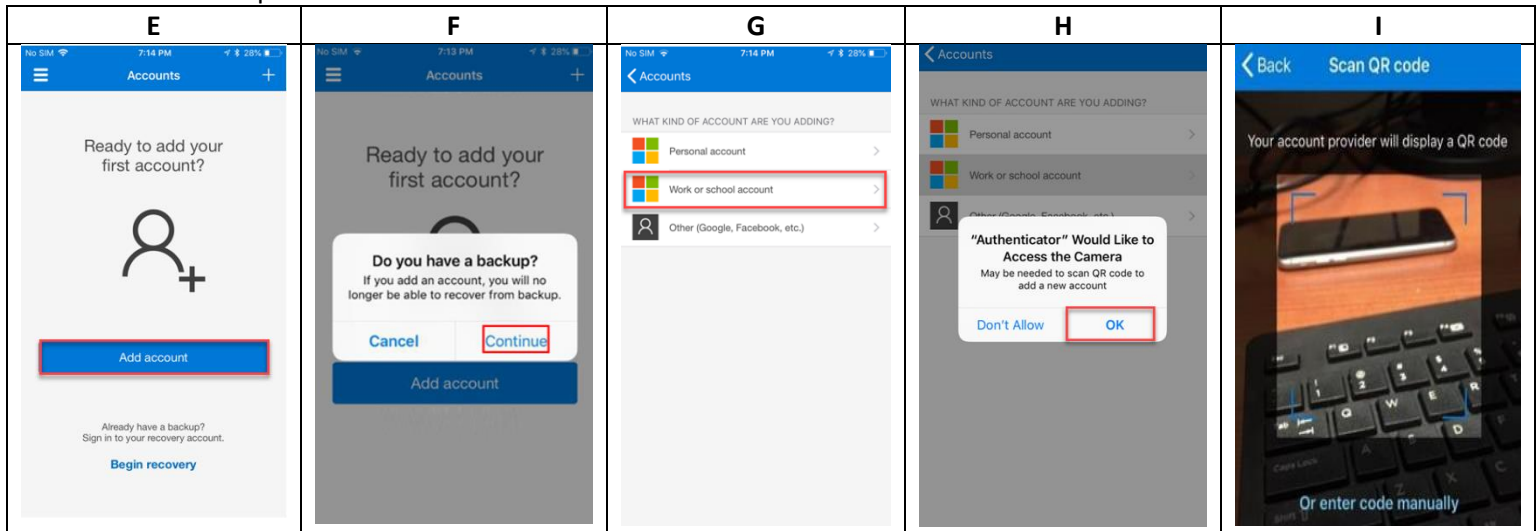
Tap **Skip** at the bottom of the screens shown in **steps A, B and C**. Then tap **OK** in **step D** when prompted that Microsoft will **gather non-personally identifiable usage data**.



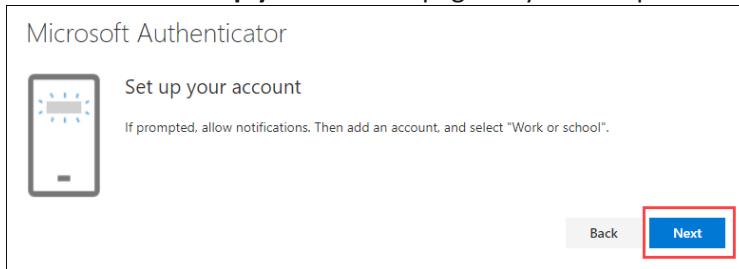


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8. Next, respond to the prompts as shown below in steps E through I.
- E) Tap **Add Account**
 - F) If you receive the prompt, **Do you have a backup?**, tap **Continue**
 - G) Tap the **Work or school account** option
 - H) Tap **OK** at the prompt to access the phone's camera
 - I) The Authenticator app will launch your mobile device camera to scan a QR code that will be explained in the next section

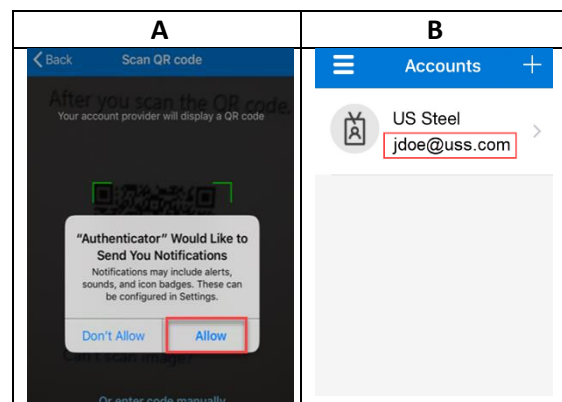
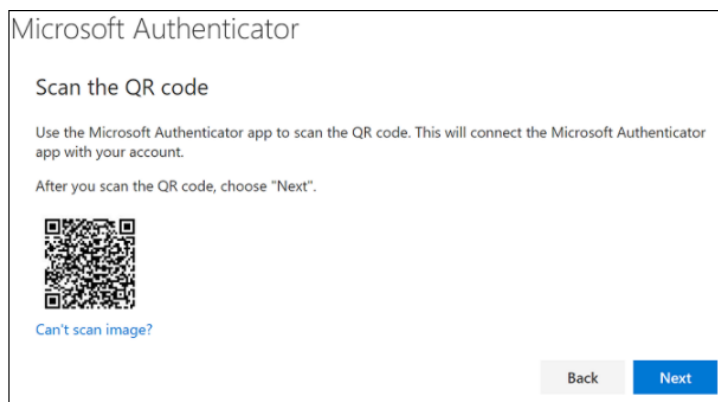


9. Return to the **Set up your account** page on your computer and click **Next**.



10. The **Scan the QR code** page appears. With the Microsoft Authenticator app open, point your mobile device camera towards the QR Code on your computer screen. Tap **Allow** when prompted on your mobile device as shown in image **A** below. The Authenticator app should automatically add your account as shown in image **B**. Click **Next** back on the **Scan the QR code** page on your computer.

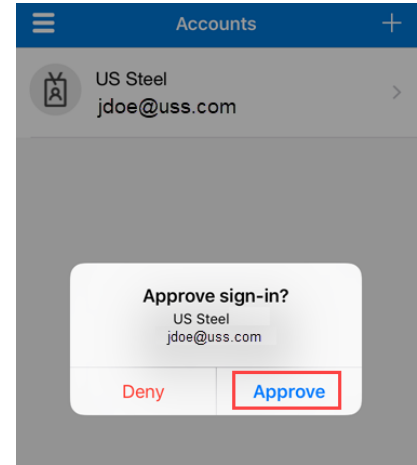
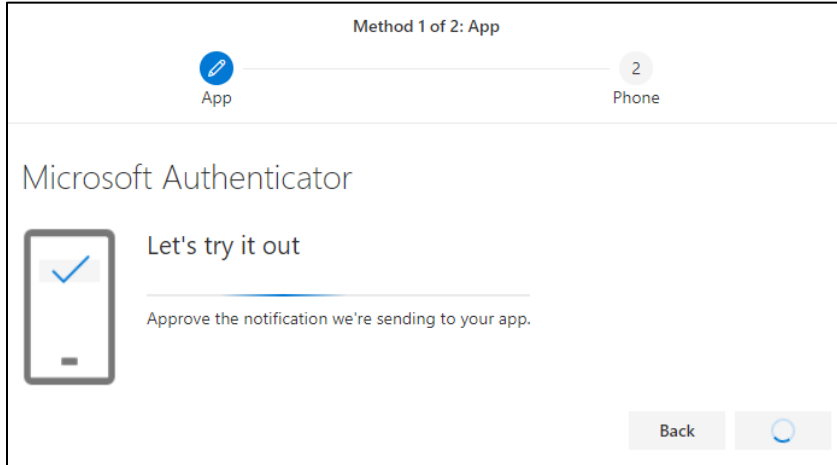
*Note: If the QR code reader cannot detect the code, you can select the **Can't scan image?** link to manually enter the QR code and URL into the Microsoft Authenticator app.*



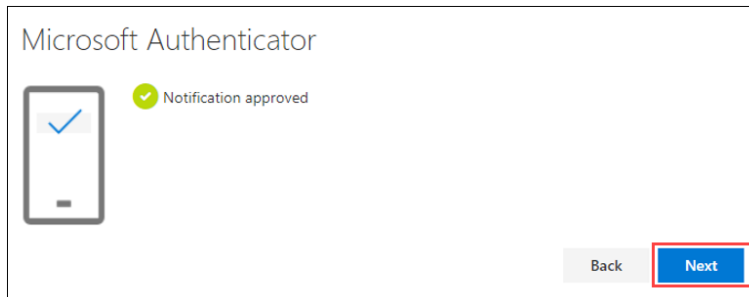


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11. The **Microsoft Authenticator** page displays with a message to “try it out”. You will then be prompted in the Microsoft Authenticator app on your mobile device to approve the notification. Tap **Approve** to test your account.

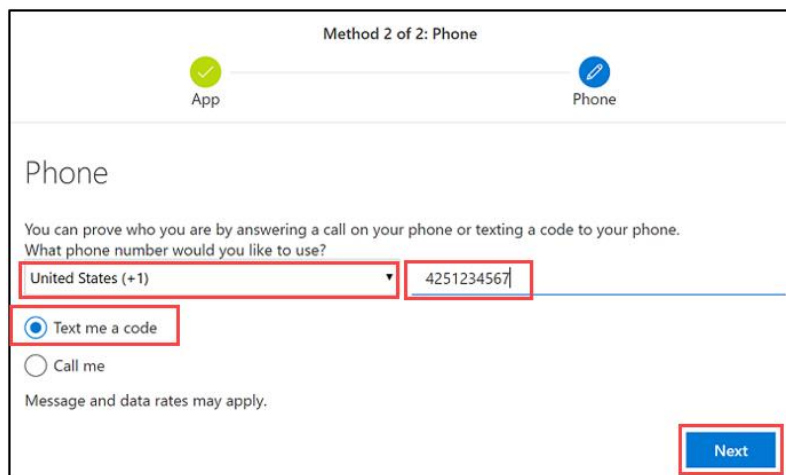


12. Once you approve the notification, the **Microsoft Authenticator** page on your computer will display a **Notification approved** message. This completes the setup of your first authentication method. Click **Next** to continue.



13. Now you will need to set up your second authentication method.

From the **Phone** set up page on your computer, choose whether you want to receive a text message or a phone call, and then click **Next**. If you choose to receive a code via text, you must use a phone number for a device that can accept text messages. Switch the country code to the “**United States (+1)**” using the drop-down and enter in your mobile number. Do not include spaces or dashes.



Note: You must set up two different methods of authentication. (Example: If Authenticator is selected for the first method, then you cannot select it again for the second method.)

Note: If you select the **Call me** option instead of **Text me a code**, you will receive a phone call asking you to press # as the notification approval method.



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14. A text message is sent to your phone number. Enter the code from the text message on the **Phone** page on your computer and click **Next**.

Phone

We just sent a 6 digit code to +1 1234567890. Enter the code below.

142124

[Resend code](#)

Back Next

15. The **Phone** page will display a **SMS verified** message that your phone was successfully registered. Click **Next**.

Method 2 of 2: Phone

App Phone

Phone

SMS verified. Your phone was registered successfully

Next

16. The **Success!** page will indicate that both the Microsoft Authenticator app and Phone authentication methods have been successfully set up. Click **Done**.

Method 2 of 2: Done

App Phone

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in

Default sign-in method: Microsoft Authenticator - notification

Phone +1 412

Microsoft Authenticator Pixel 4

Done

Upon clicking **Done**, the **Security info** page displays allowing you to add or make changes to your authentication methods.

My Sign-Ins

Overview

Security info

Organizations

Devices

Privacy

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

[+ Add method](#)

Phone	+1 412	Change	Delete
Microsoft Authenticator	iPhone 6s		Delete



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Adding or Removing Authentication Methods

You must configure **two methods** for two-factor authentication. We recommend setting your default method to Push Notification via the Microsoft Authenticator app. You can register additional methods such as multiple phones or email following the steps below.

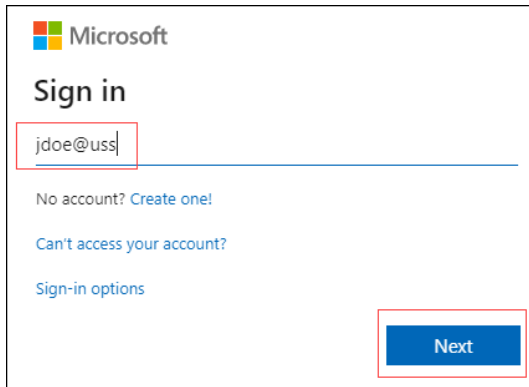
1. Navigate to the following website to view your current MFA authentication methods.
<https://aka.ms/mfasetup>
2. You will be prompted to sign in. If you have a U.S. Steel email address, enter it into the **Sign in** field.

Example U. S. Steel email address: jdoe@uss.com

If you do not have a U. S. Steel email address, enter your Windows user ID (ID used to log into your PC or log into applications) followed by @uss.com into the **Sign in** field.

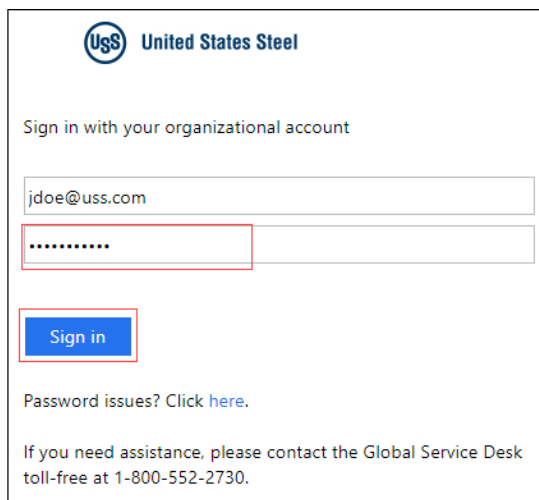
Example U. S. Steel user ID: MDH1123EW@uss.com

Then click **Next**.



The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "jdoe@uss.com". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right of the page is a blue button labeled "Next".

3. If prompted, enter your Windows password and click **Sign in**.

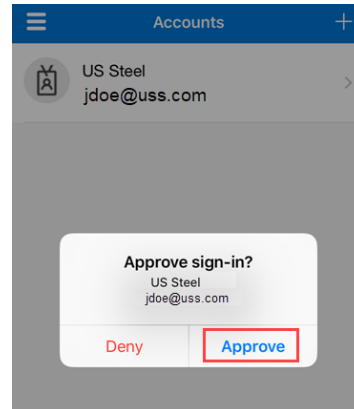
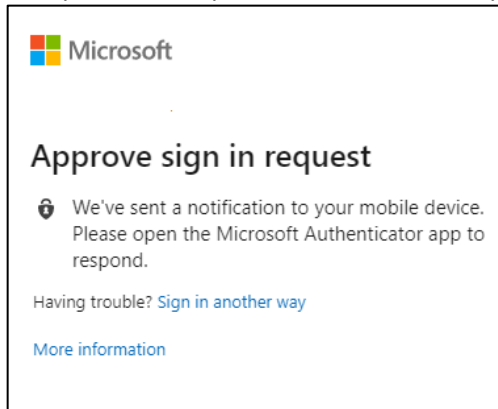


The screenshot shows the United States Steel sign-in page. At the top left is the U.S. Steel logo. Below it, the text "Sign in with your organizational account" is displayed. A text input field contains the email address "jdoe@uss.com". Below the input field is a password input field with a red box around it. At the bottom left of the page is a blue button labeled "Sign in". Below the button is a link: "Password issues? Click here." At the bottom of the page is a footer: "If you need assistance, please contact the Global Service Desk toll-free at 1-800-552-2730."

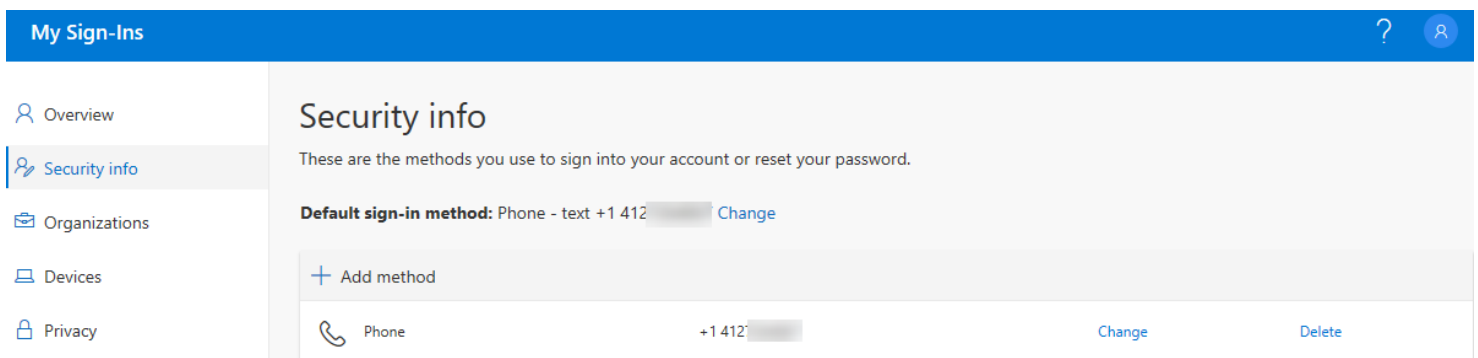


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- You will be prompted to verify your sign in request based on the default authentication method that you currently have selected. Below is an example of a Microsoft Authenticator app notification. Complete the verification process and proceed to the next step.

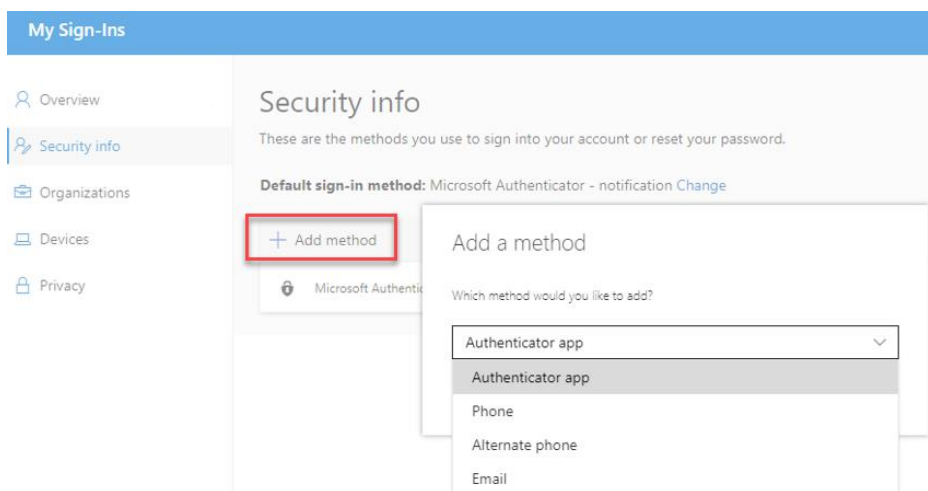


- The **Security info** page displays your current authentication methods and default preferences.



- To **add** an authentication method, click the plus sign next to **Add method** and select the method you would like to add from the drop-down list.

Note: When selecting “**Email**” as the authentication method, you should use a non-USS email address. Email is not an available default sign-in method offered by Microsoft, but it can be used as a secondary method.





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When you finish adding your new authentication method it will appear in the list of available methods.

The screenshot shows the 'My Sign-Ins' page with a sidebar on the left containing 'Overview', 'Security info', 'Organizations', 'Devices', and 'Privacy'. The main content area is titled 'Security info' and includes a description: 'These are the methods you use to sign into your account or reset your password.' Below this, it lists the 'Default sign-in method' as 'Phone - text +1 412 [redacted]' with a 'Change' link. An 'Add method' button is present above a table of methods:

+ Add method			
Phone	+1 412 [redacted]	Change	Delete
Office phone	+1 412 [redacted]	Enable two-step verification	
Microsoft Authenticator	Pixel 4		Delete
Email	[redacted]@gmail.com	Change	Delete

To **delete** an authentication method, click the **Delete** link to the right of the item.

This is a close-up of the 'Security info' table from the previous screenshot. The 'Delete' links for the 'Phone' and 'Microsoft Authenticator' rows are highlighted with a red rectangular box.

Phone	+1 4123109899	Change	Delete
Microsoft Authenticator			Delete



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Changing the Default Authentication Method

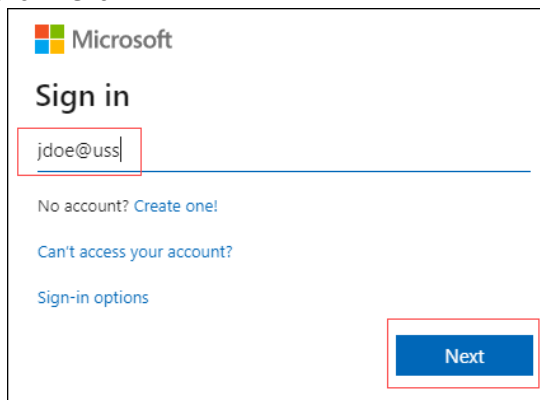
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Example U. S. Steel email address: jdoe@uss.com

If you do not have a U. S. Steel email address, enter your Windows user ID (ID used to log into your PC or log into applications) followed by @uss.com into the **Sign in** field.

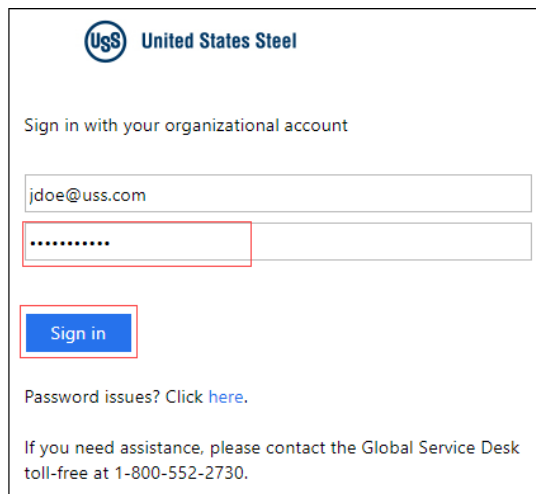
Example U. S. Steel user ID: MDH1123EW@uss.com

Then click **Next**.



A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "jdoe@uss". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there is a blue button labeled "Next".

3. If prompted, enter your Windows password and click **Sign in**.



A screenshot of the United States Steel sign-in page. At the top left is the U.S. Steel logo. Below it, the text "Sign in with your organizational account" is displayed. There are two text input fields: the first contains the email address "jdoe@uss.com" and the second contains a masked password ".....". Below the input fields is a blue button labeled "Sign in". At the bottom, there is a link "Password issues? Click here." and a footer message: "If you need assistance, please contact the Global Service Desk toll-free at 1-800-552-2730."



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- You will be prompted to verify your sign in request based on the default authentication method that you currently have selected. Below is an example of a text notification. Complete the verification process and proceed to the next step.

Microsoft
jdoe@uss.com

Enter code

We texted your phone +X XXX-XXX-XX67.
Please enter the code to sign in.

739838

Having trouble? [Sign in another way](#)

[More information](#)

Verify

- The **Security info** page displays your current authentication methods and default preferences.

To change your **Default sign-in method**, click **Change**.

My Sign-Ins

Overview
Security info
Organizations
Devices
Privacy

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - text +1 412-... [Change](#)

+ Add method

Phone	+1 412-...	Change	Delete
Office phone	+1 412-...	Enable two-step verification	
Microsoft Authenticator	Pixel 4		Delete
Email	...@gmail.com	Change	Delete

- A prompt will appear allowing you to select a new default sign-in method. Click the drop-down and select from the list of methods you currently have set up. In the example below, **Microsoft Authenticator - notification** is selected.

Change default method

Which method would you like to use to sign in?

- Phone - text +1 412-...
- Phone - call +1 412-...
- Phone - text +1 412-...
- Microsoft Authenticator - notification**
- Authenticator app or hardware token - code

Note: The list of available methods will only display the methods you have set up. If you do not see the method you want, you will need to add the method first by following the [Adding or Removing Authentication Methods](#) section in this document. When selecting **"Email"** as the authentication method, you should use a non-USS email address. Email is not an available default sign-in method offered by Microsoft, but it can be used as a secondary method.



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7. Once you have selected your preferred authentication method, click **Confirm**.

Change default method

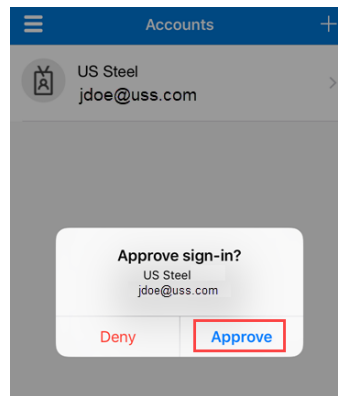
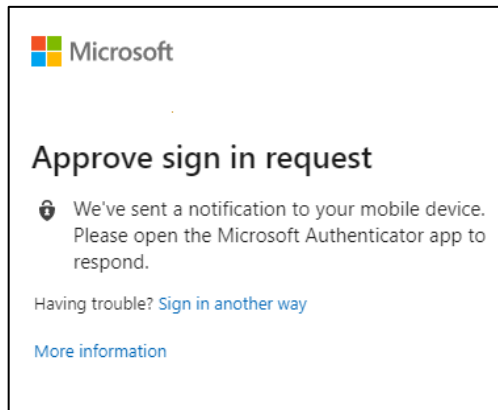
Which method would you like to use to sign in?

Microsoft Authenticator - notification

Back

Confirm

8. The next time you sign-in, MFA will use the new preferred authentication method.



IMPORTANT: If you encounter any issues with the process described, please contact:

Global Service Desk

Steel Com: 8-723-6000

Pittsburgh: 412-433-6000

Toll Free: 1-800-552-2730