How to use your hardware One-time-Passcode Token

Go to: https://myapplications.microsoft.com/

1. Enter Username/password	**Microsoft** **Sign in** Email, phone, or Skype No account? Create one! Can't access your account? Back Next **Enter password** Password
2. If presented with this screen, choose the marked option	**Approve sign in request** Open your Authenticator app, and enter the number shown to sign in. **11** No numbers in your app? Make sure to upgrade to the latest version. ☐ Don't ask again for 60 days I can't use my Microsoft Authenticator app right now More information
3. Choose the Use a verification code	Approve a request on my Microsoft Authenticator app 123 Use a verification code More information Are your verification methods current? Check at https://aka.ms/mfasetup
4. Press the ON button to get the six (6)digit code	**Enter code** 123 Enter the code from your authentication token or the authenticator app on your mobile device Code ☐ Don't ask again for 60 days More information Verify