



MINISTRY OF FINANCE

# ADMIN: Reset Authenticator

1. Open Microsoft 365 admin center
2. Click Users

a. Active users

i. Check User



ii. Click on



Multi-factor authentication

b. Multi-factor authenticator

i. Select user

ii. Select Manage user settings

Manage user settings

- ☐ Require selected users to provide contact methods again
- ☐ Delete all existing app passwords generated by the selected users
- ☐ Restore multi-factor authentication on all remembered devices

savecancel

quick steps

Enable

Manage user settings

c. Check all the check boxes

d. Click save

Note: After resetting authenticator, go back and scan QR code from authenticator app on phone.