**Examplify for iPad - Microsoft Authenticator - Multi-Factor Authentication**

**(updated September 2, 2025)**

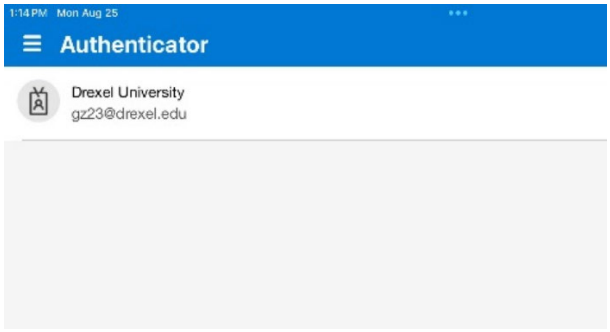
Students in Year 1 and 2 take exams on their iPad using an app from ExamSoft named "Examplify for iPad"

- Students can only have their iPad in the exam room on a test day, no cell phones or laptops. For the 1st practice exam in Y1 bring your phone or MFA device in case you need it to sign-in.
- Typically students will already be signed into their Examplify for iPad app and not have any need to sign-in again on exam day.
- In case a student has to re-sign into Examplfy for iPad or the very 1st time…they must have 2 things set-up in advance (in addition to the Examplify for iPad app installed).

THESE 2 THINGS MUST BE SET UP IN ADVANCE:

1. **Need to have the Microsoft Authenticator app installed on iPad and have Drexel University set up as an authentication account.**

   Meaning your letter-number email address is showing underneath Drexel University as shown to the right.



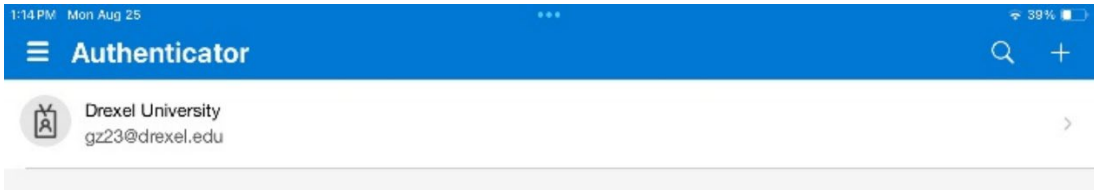

TO DO THIS:

a. Go to app store, download and install "Microsoft Authenticator"
b. Turn ON "Notifications" for Microsoft Authenticator
   (To do this: go to Settings, then Notifications and then scroll to find Microsoft Authenticator and make sure the slider is ON to allow notifications.)
c. Launch Authenticator and select "Add Account" (or the + symbol)
d. Select "Work or School account"
e. The user will be given an option to either "SIGN IN" or "SCAN QR CODE"
   - If SIGN IN then follow the prompts to provide the Drexel UserID email and password and you will need to multi-factor authenticate from another device. (THIS IS WHY STUDENTS NEED TO HAVE THIS SET UP AHEAD OF TIME ON THEIR IPAD, THEY WILL NOT HAVE ANOTHER DEVICE WITH THEM ON EXAM DAY).
   - If you choose SCAN QR CODE then you need to scan with your iPad camera which means on another device signing into your Microsoft account to get the QR code. See instructions for that in the box below.

**How to Get the QR code on another device to scan from your iPad**

- Go to office.com and sign in.
- Look in bottom-left on screen and click on your name and select "VIEW ACCOUNT"
- Select "SECURITY INFO" from left menu
- Select "+ Add sign-in method" and choose Microsoft Authenticator
- Select NEXT until the QR code appears. Scan it with your iPad.

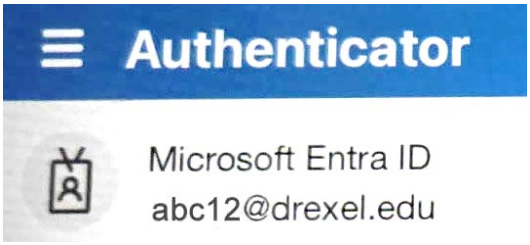
f. After you successfully sign-in to Authenticator, select DONE and now should see this screen below which means you have added your Drexel account to Microsoft Authenticator correctly on your iPad.




**IF YOU SEE THIS IN MICROSOFT AUTHENTICATOR IT WILL NOT WORK....**

When some students have set this up instead of the above showing "Drexel University" and their Drexel UserID email address below it... It will incorrectly show "Microsoft Entra ID" as pictured to the right.

If this happens remove the account and then start from step A above to add your Drexel University account to the Authenticator app.



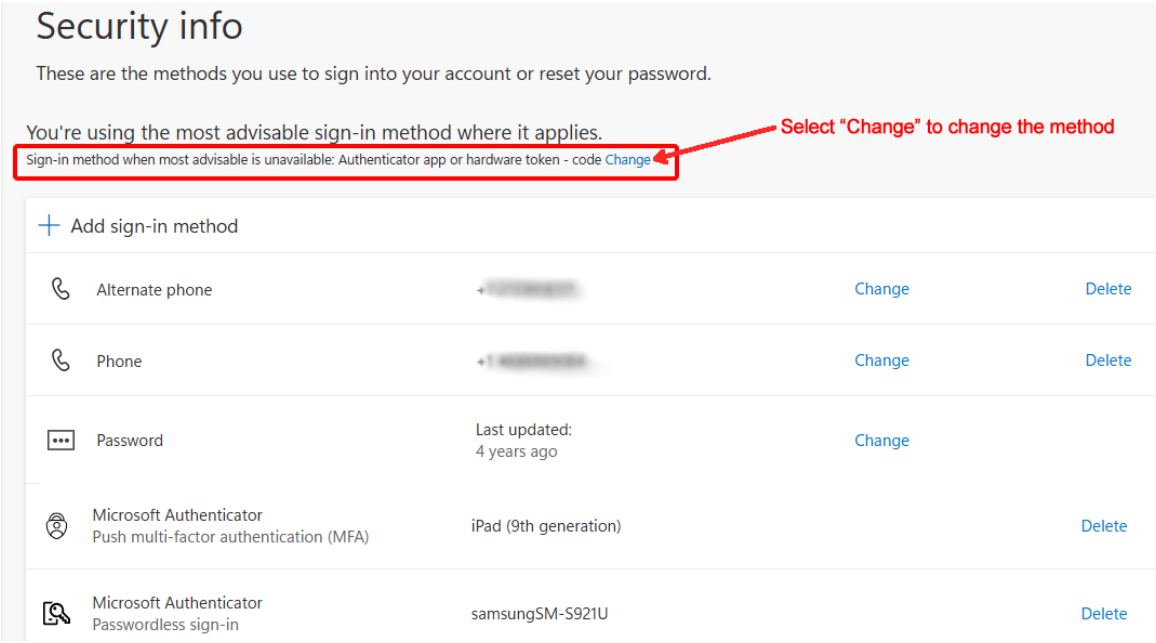

2. The other thing that must be done ahead of time is to **set the default authentication method in the student's "Microsoft Account - Security Info" to be: "Authenticator app or hardware token – code"**

   Why? Because if you have the default method set to "send me a text message" you will not have your phone with you in the exam and this will be of no use.
   There are 2 methods than can be selected to use with the Microsoft Authenticator app...1 works and 1 appears to work but will never authenticate you in the Examplify for iPad app.

   TO SET THE CORRECT METHOD:

   a. Go to office.com and sign in.
   b. Look in bottom-left on screen and click/tap on YOUR NAME.
      (If you do not see your name in the bottom-left, then the left-hand menu may be hidden. Select the icon on the top left of the screen to open the left-hand menu.)
   c. After selecting your name, then select "VIEW ACCOUNT"
   d. Select "SECURITY INFO".
   e. The main screen will show your "Sign-in method when most advisable is unavailable:" See image below with red box showing where this is located.

f. It must properly indicate: "Authenticator app or hardware token – code"
If it displays: "Microsoft Authenticator - notification " YOU MUST click the "**Change**" link to select the proper method.




NOTE TO STUDENTS: You do not have to keep the authentication method above set all of the time, outside of exams. But in case you get signed out of Examplify for iPad on your iPad....make sure you set this method before each exam.

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**After the above 2 items are done, SIGN INTO EXAMPLIFY FOR IPAD:**

1. Start the Examplify for iPad app on your iPad
2. Choose an Account: Type "Drexel" and search for schools....make sure to select "Drexel University College of Medicine" (NOT College of Nursing, not Elkins Park, not Graduate School).
3. It will display the DrexelConnect sign-in box inside of a window in the Examplify for iPad app. Use your Drexel UserID email address and then password. DO NOT BYPASS SIGNING IN WITH YOUR PASSWORD TO AUTENCTICATE! Users must enter your password.
4. Then when it provides the number code, change applications on your iPad to go to the Microsoft Authenticator app.
5. The Authenticator app should ask you for the code you just received and accept it.
6. Then go back to the Examplify for iPad app and it should indicate you were authorized and open the app.
7. Your name will appear in the top right corner of the app. If you have any exams to download they will appear in the left column.

Questions about the technology and set-up, email TIME@drexel.edu
Questions about exams or availability, email COM-AandE@drexel.edu