

Setting up your Multifactor Authentication

The very first time you login to your account you will be prompted to set up your Multifactor Authentication (MFA).

After entering your account password and clicking the Next button, you will see the following screen.



Click the **Next** button.

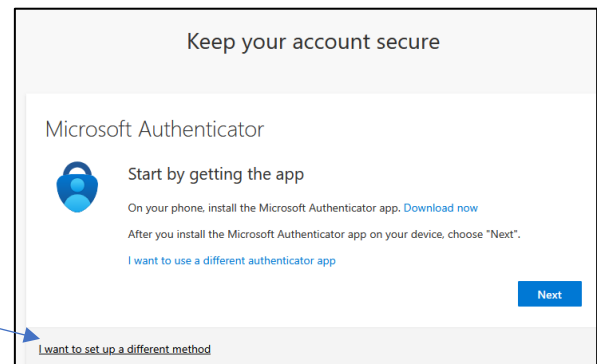
On the next screen, select how you want to authenticate. You have the option to use the Authenticator App.

OR

Have a code text to you phone or receive a phone call.

Click the **Next** button to use the Authenticator App.

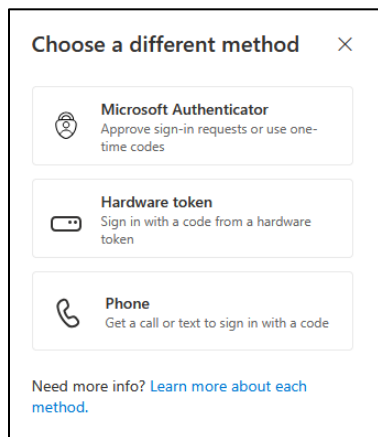
Click the **I want to select a different Method** link to use the phone option.



To use the Authenticator method:

1. download the App to your mobile device.
2. Open Authenticator and select the plus icon + on the top menu bar.
3. Tap **Work or school account** and select **Sign in**.
4. Enter your work or school account credentials.
5. On your device, tap the account and verify in the full-screen view that your account is correct.

Selecting a different method

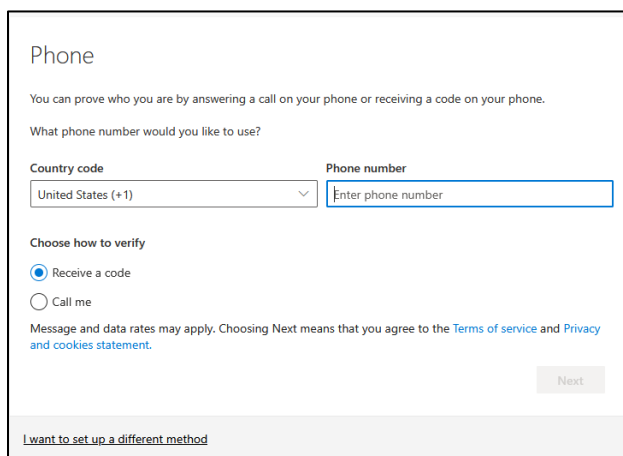
A screenshot of a dialog box titled "Choose a different method" with a close button (X) in the top right corner. The dialog contains three options, each with an icon and a description: 1. "Microsoft Authenticator" with a shield icon and the text "Approve sign-in requests or use one-time codes". 2. "Hardware token" with a USB icon and the text "Sign in with a code from a hardware token". 3. "Phone" with a telephone handset icon and the text "Get a call or text to sign in with a code". At the bottom, there is a link: "Need more info? [Learn more about each method.](#)".

Click on Microsoft Authenticator to use that method.

We do not support Hardware Token.

Click on Phone to use the call/text method.

For the Phone method

A screenshot of the "Phone" verification screen. It has a title "Phone" and a subtitle "You can prove who you are by answering a call on your phone or receiving a code on your phone." Below this is the question "What phone number would you like to use?". There are two input fields: "Country code" with a dropdown menu showing "United States (+1)" and "Phone number" with a text input field containing "Enter phone number". Below these fields is the section "Choose how to verify" with two radio buttons: "Receive a code" (which is selected) and "Call me". At the bottom, there is a disclaimer: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." and a "Next" button. At the very bottom, there is a link: "I want to set up a different method".

Select the Country code for the country you are located in.

Enter your phone number including area code

Select either the **Receive a code** or **Call me** option.

The screenshot shows a mobile app interface with a light gray header containing the text "Keep your account secure". Below the header is a white card with the title "Phone". Inside the card, the text reads: "We just sent a 6 digit code to +1 3157259374. Enter the code below." Below this is a text input field with the placeholder "Enter code" and a blue link "Resend code" underneath. At the bottom right of the card are two buttons: "Back" and "Next". At the bottom of the screen, outside the card, is a link that says "I want to set up a different method".

Enter the code sent to your phone.

If **Call me** method is used, follow directions on call.

You will see the following screen after Authentication is verified.

The screenshot shows a mobile app interface with a light gray header containing the text "Phone". Below the header is a white card. Inside the card, there is a green checkmark icon followed by the text: "Verification complete. Your phone has been registered." At the bottom right of the card is a blue button labeled "Next".

Click the **Next** button.

The screenshot shows a mobile app interface with a light gray header containing the text "Keep your account secure". Below the header is a white card with the title "Success!". Inside the card, the text reads: "Great job! You have successfully set up your security info. Choose "Done" to continue signing in." Below this is the text "Default sign-in method:". Underneath is a phone icon followed by the text "Phone" and "+1: 555-555-555". At the bottom right of the card is a blue button labeled "Done".

Click the **Done** button to complete the Authentication process.