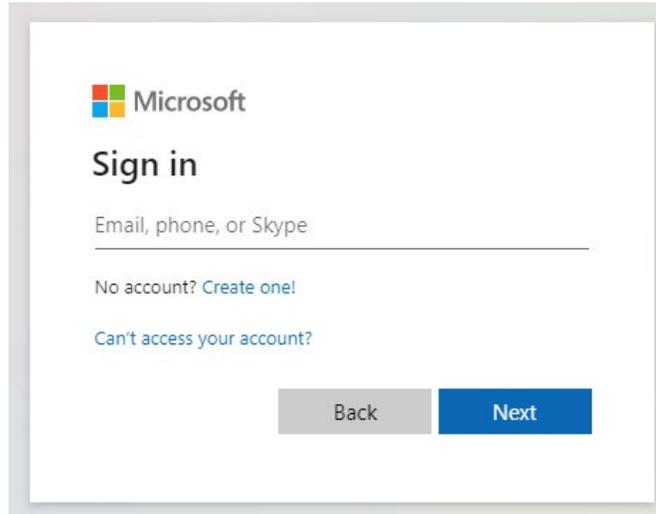


How to Register App and Phone for Multi-Factor Authentication (MFA)

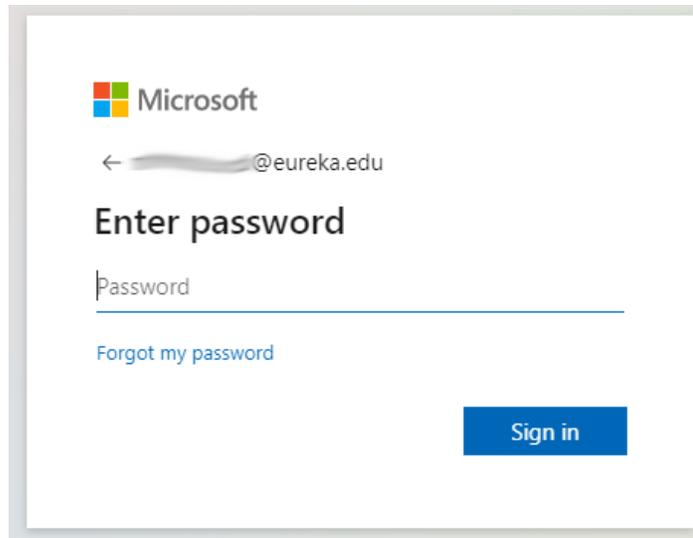
1) Initial Setup of Authenticator App (first MFA device).

Navigate to <https://login.microsoftonline.com/> and enter your Eureka College email address.



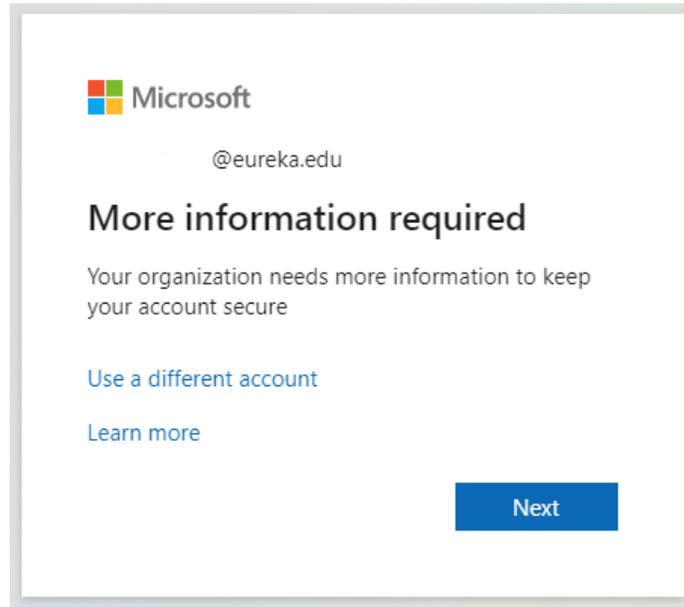
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the page are two buttons: a grey "Back" button and a blue "Next" button.

2. For the password, use the temporary password provided.



The image shows a Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it is a back arrow icon followed by a blurred email address ending in "@eureka.edu". The text "Enter password" is displayed. Below this is a password input field with the placeholder text "Password". Below the input field is a link that says "Forgot my password". At the bottom right of the page is a blue "Sign in" button.

3. Once username and password are entered, you will be prompted with the following message. Select Next.

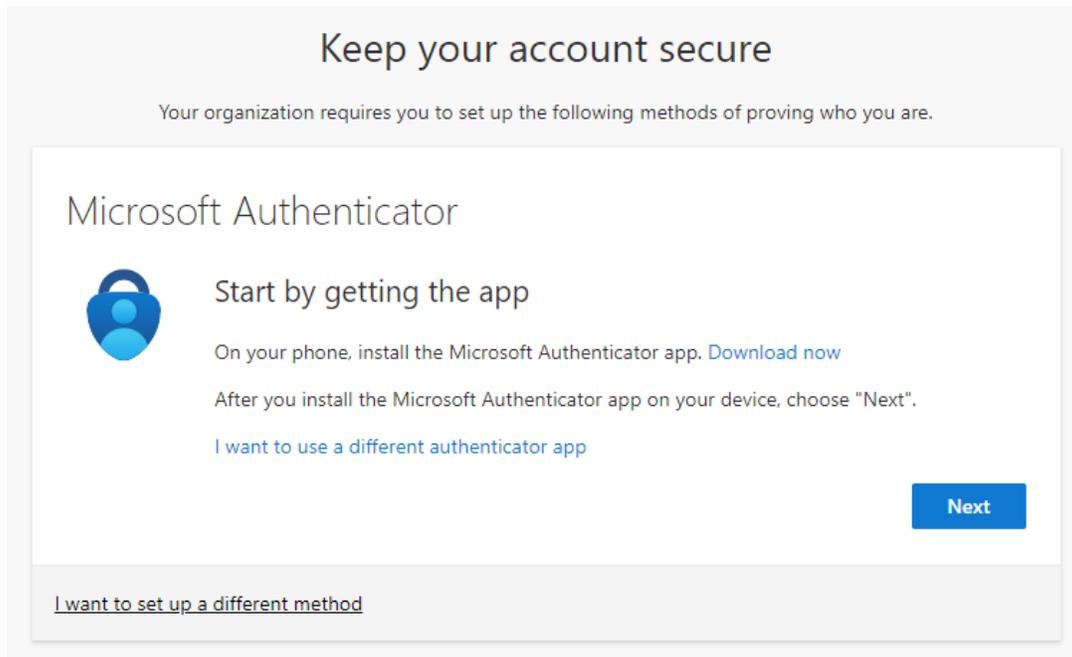


4. You will be prompted to reset your password. Enter in your new password twice to confirm it before continuing.

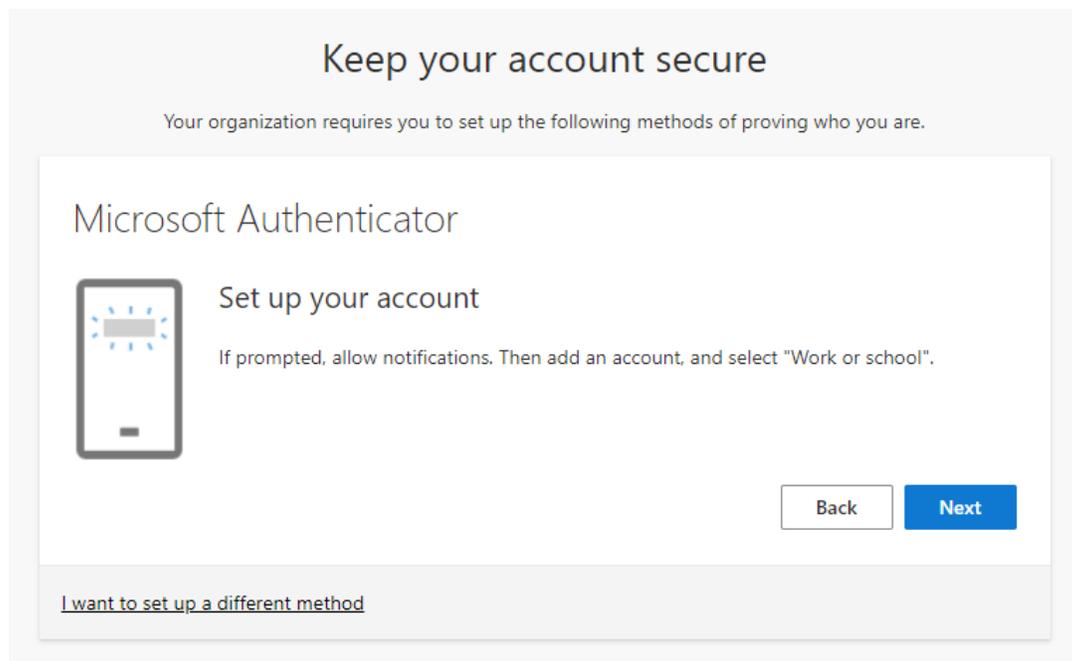
Your new password must meet the following criteria:

- Must be at least 12 characters long.
- Must contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)
- Cannot contain your username or part of your full name.
- Cannot be a password you previously used.

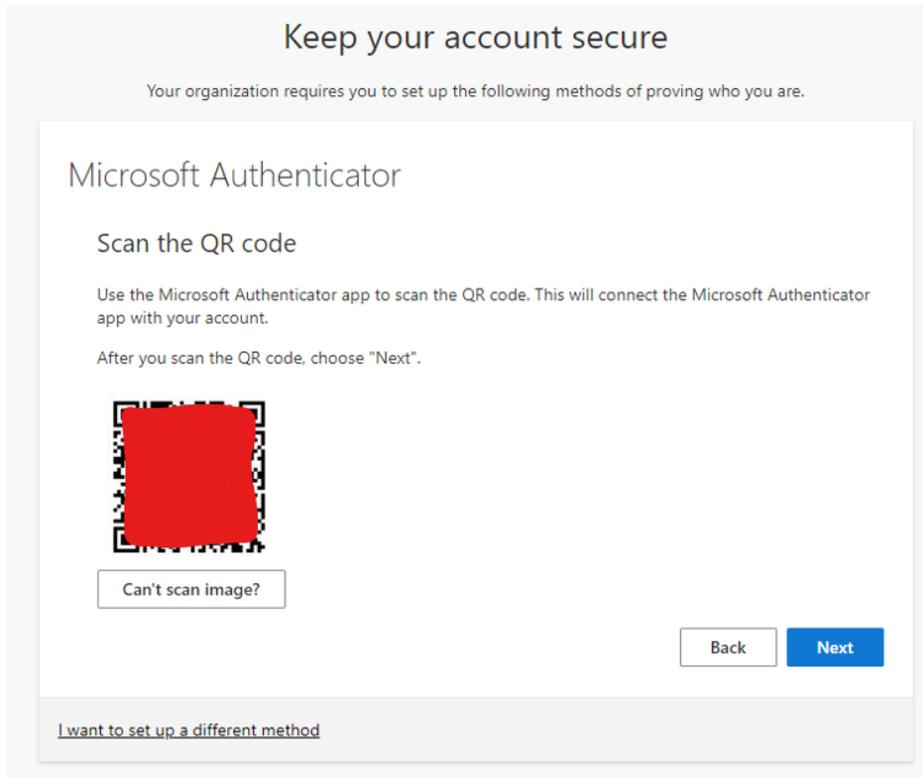
5. Download the **Microsoft Authenticator App** from the **Android or iOS App store** if it is not already installed. Launch the app on your phone and press “**Next**” then continue to follow the prompts.



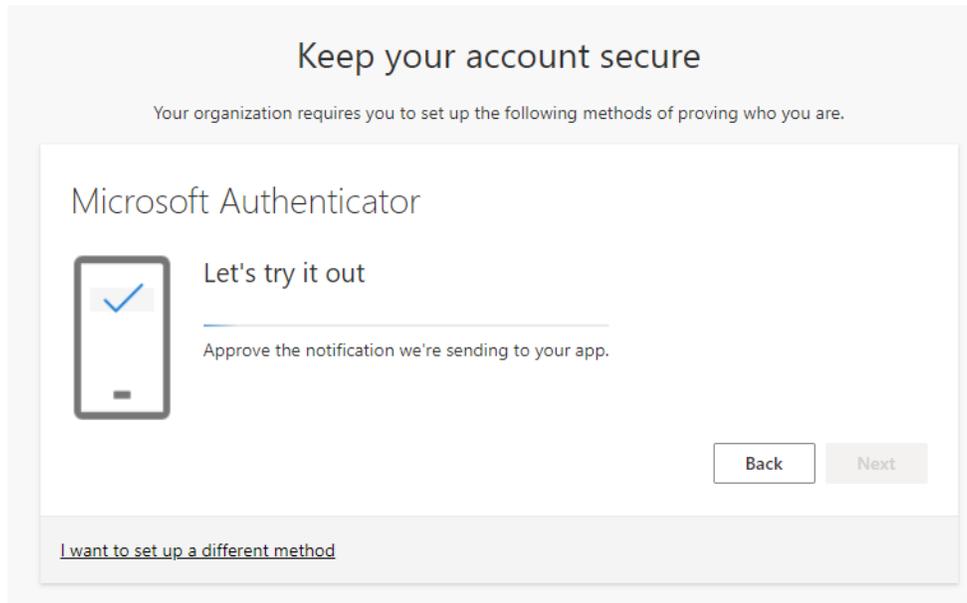
6. Be sure to allow notifications. Add an account. Select school.



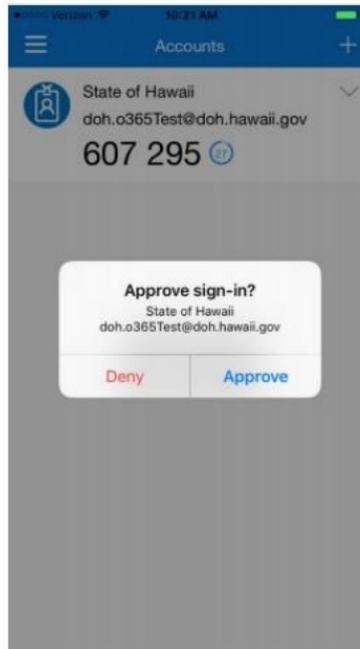
7. Scan the QR code and choose next



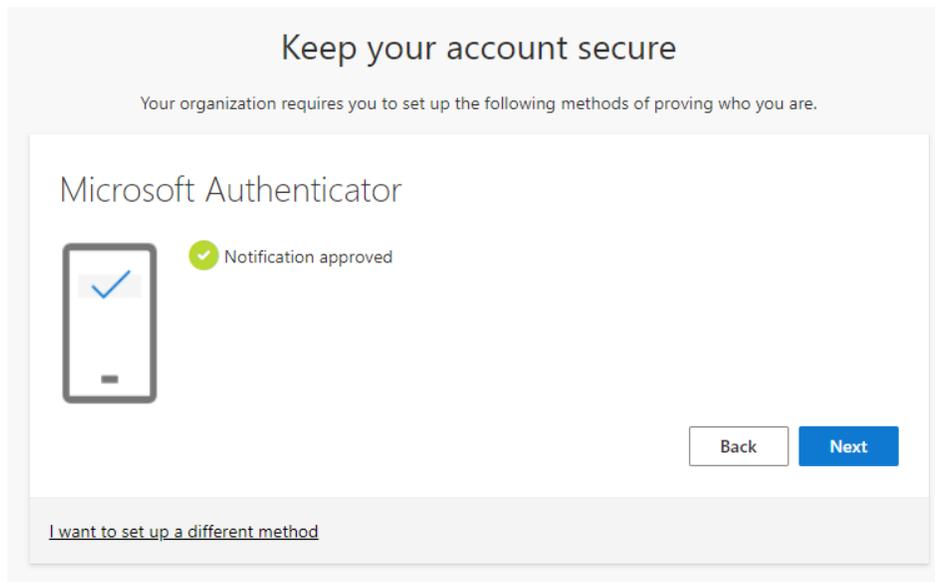
8. Once at this screen, direct your attention to your phone. You will receive a push notification (example below) after opening the Microsoft Authenticator App:



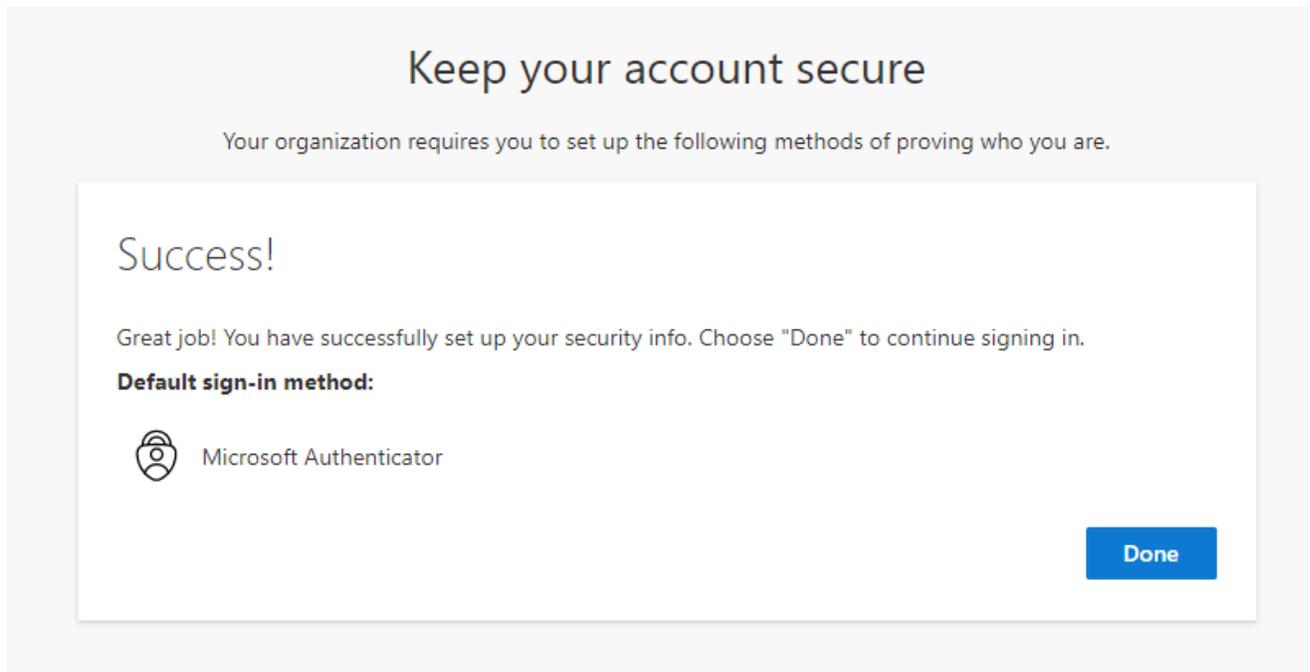
9. Hit the “Approve” button to confirm the push notification request. For all future log in attempts, this will be the same notification message you will receive to verify your identity.



10. Return to your browser window, which should now look like the following. Press the “Next” button to continue



11. You should now see the following screen. Select "Done."



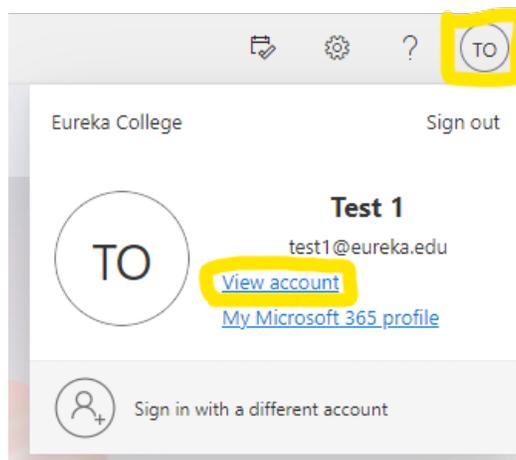
Now you have set up MFA (Multi-Factor Authentication) with the authenticator app.

There are a couple more steps you need to complete:

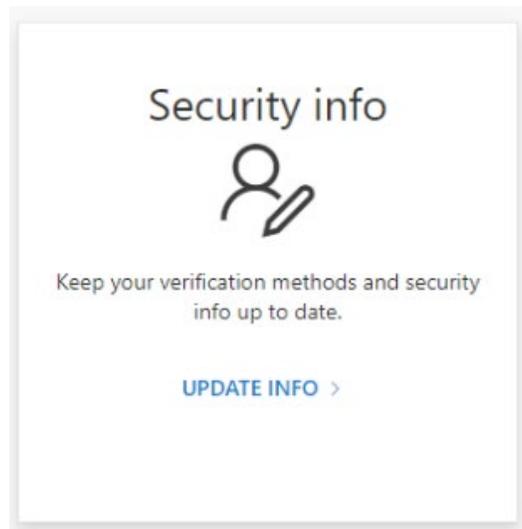
12. Add secondary Phone SMS device to MFA.

Setting up your Phone number for text messages (SMS) in addition to the Microsoft Authenticator App provides a secondary method to verify your identity in case your device with the app is unavailable.

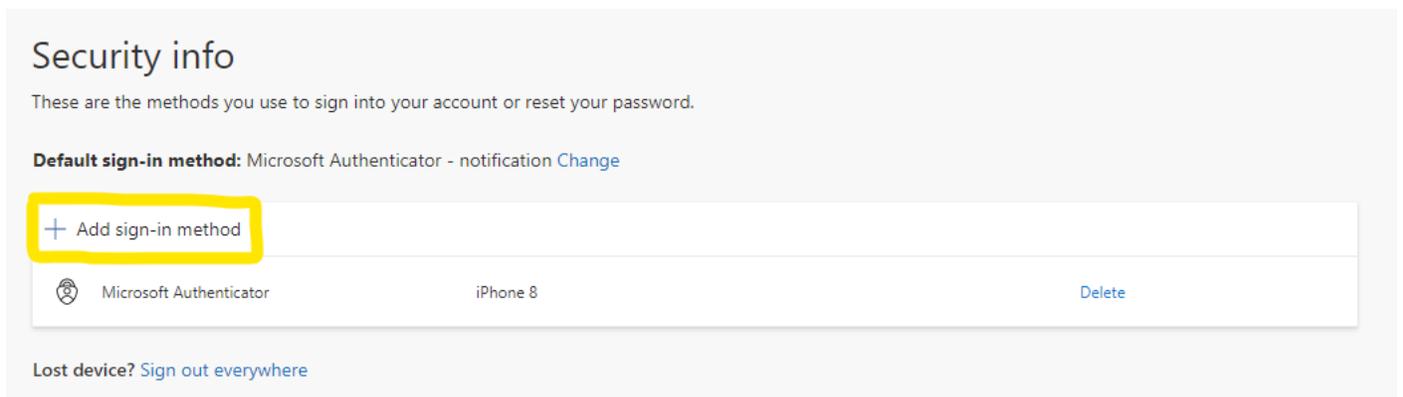
Continue to log in to Office online. Select your username icon in the upper right had corner of the screen. This icon is a circle with your initials or your profile picture if one is set. Then select "View account".



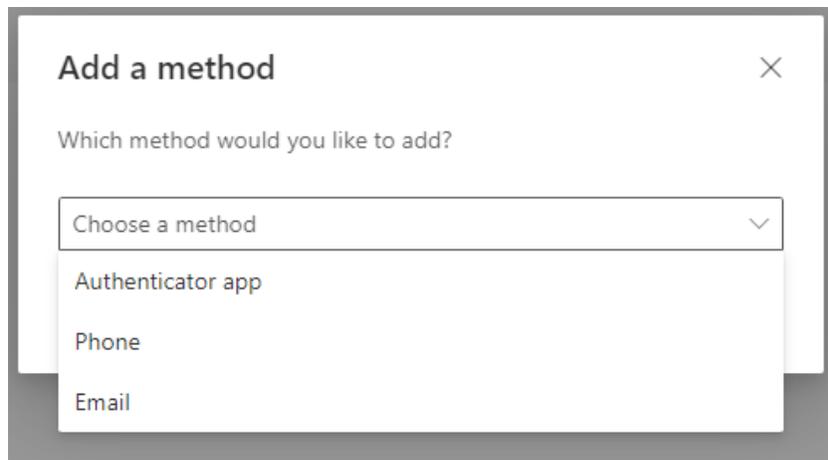
13. On the new browser tab, select the "Security info" module and click on Update Info.



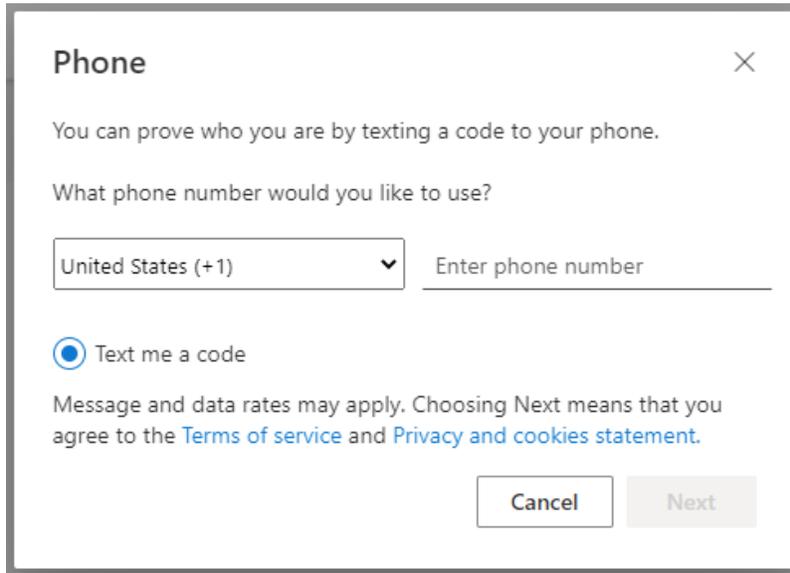
14. Select "Add sign-in method":



15. Select "Phone" from the drop-down menu and select "Next" to continue.

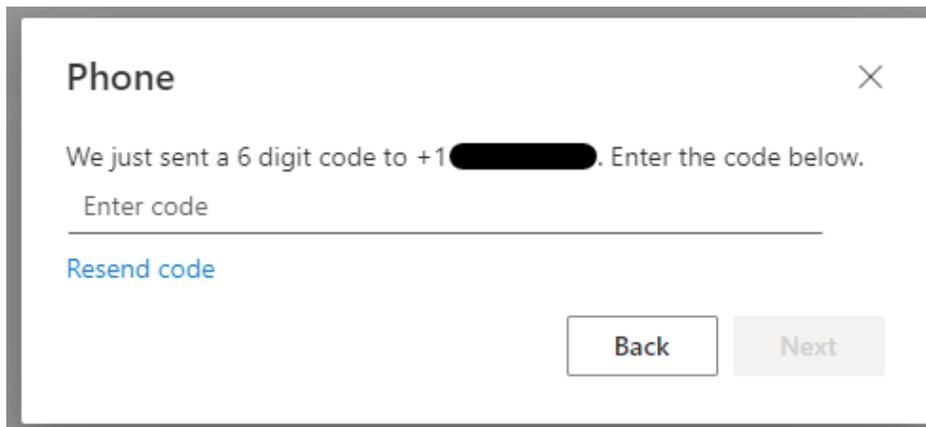


16. Enter in your phone number and hit the “Next” button; this will send a verification code to that number, which will need to be entered into the prompt to complete registration.



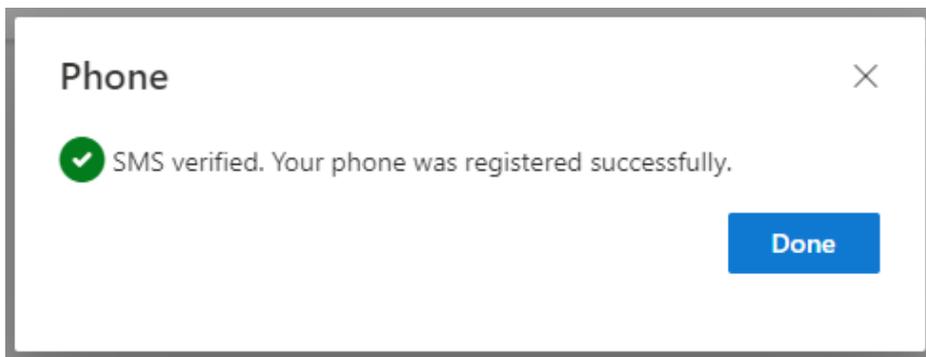
The screenshot shows a mobile application window titled "Phone" with a close button (X) in the top right corner. The text inside reads: "You can prove who you are by texting a code to your phone." followed by "What phone number would you like to use?". Below this is a dropdown menu showing "United States (+1)" and a text input field labeled "Enter phone number". Underneath, there is a radio button selected for "Text me a code". A note states: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." At the bottom right, there are two buttons: "Cancel" and "Next".

17. Enter the verification code you received via text:



The screenshot shows a mobile application window titled "Phone" with a close button (X) in the top right corner. The text inside reads: "We just sent a 6 digit code to +1 [REDACTED]. Enter the code below." Below this is a text input field labeled "Enter code". Underneath, there is a blue link labeled "Resend code". At the bottom right, there are two buttons: "Back" and "Next".

18. Once you have entered in the verification code texted to you, you will see the following screen:



The screenshot shows a mobile application window titled "Phone" with a close button (X) in the top right corner. The text inside reads: "SMS verified. Your phone was registered successfully." To the left of the text is a green checkmark icon. At the bottom right, there is a blue button labeled "Done".

19. Once completed, you should now see the Authenticator App and your Phone listed as configured sign-in methods.

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 sign-in method | | | |
|  Phone | +1 [REDACTED] | Change | Delete |
|  Microsoft Authenticator | iPhone 8 | | Delete |

Lost device? [Sign out everywhere](#)

20. You now have Microsoft Authenticator set up for Multi-Factor Authentication.

21. The authenticator app and your Phone number (SMS) are set up for the **Self-Service Reset Portal**. Instructions for the self-service reset portal will be sent out next week. If you need the instructions before then, please email helpdesk@eureka.edu.