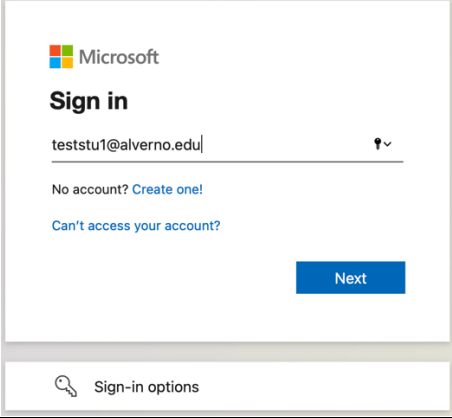
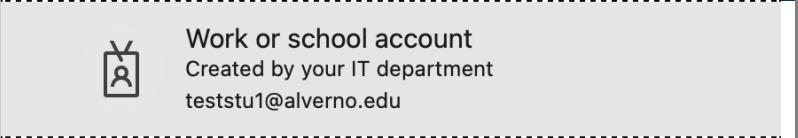
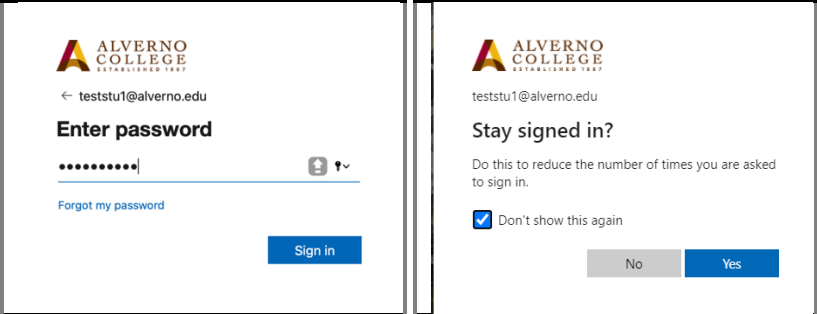
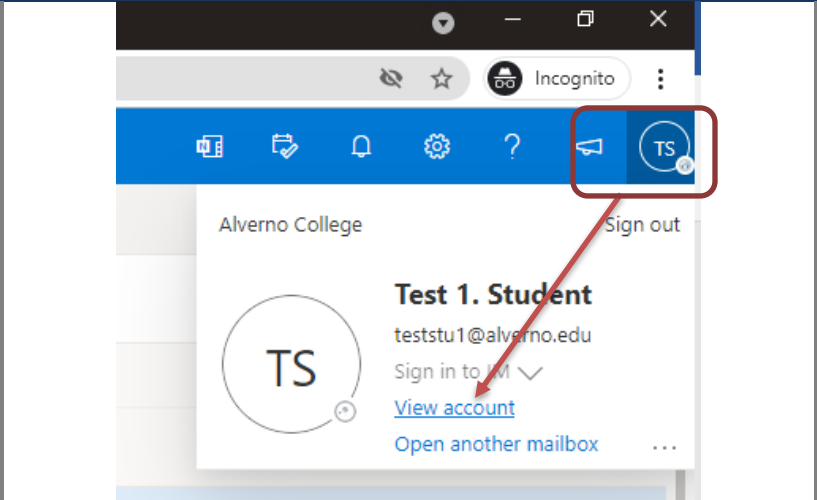
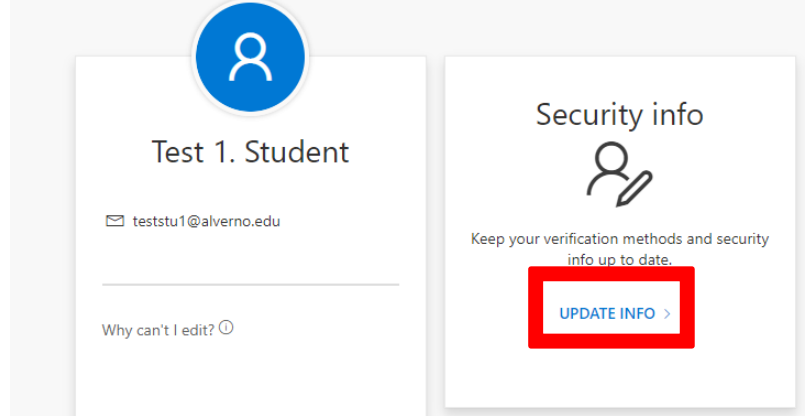
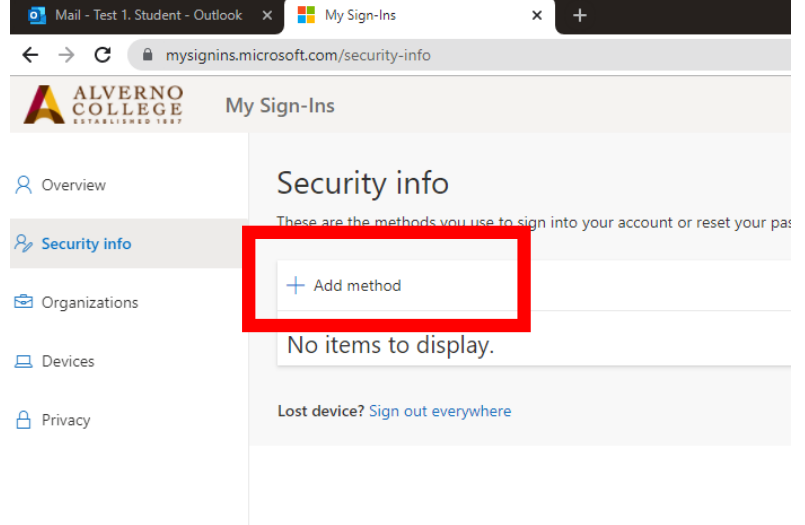
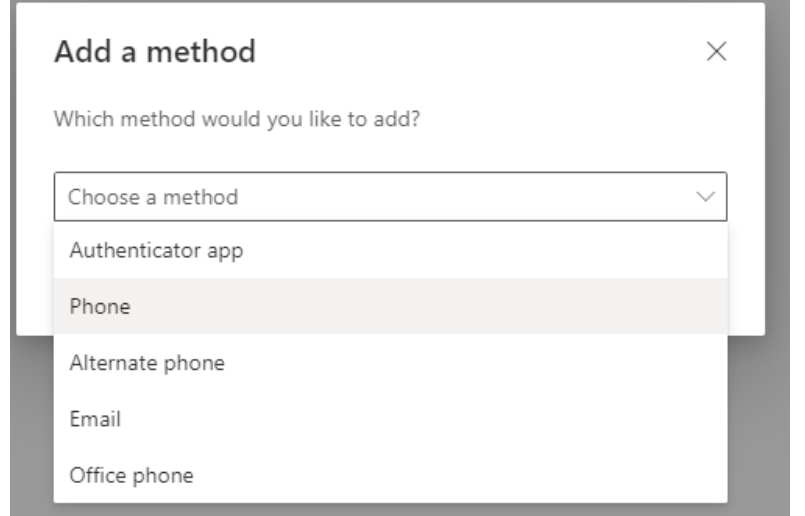
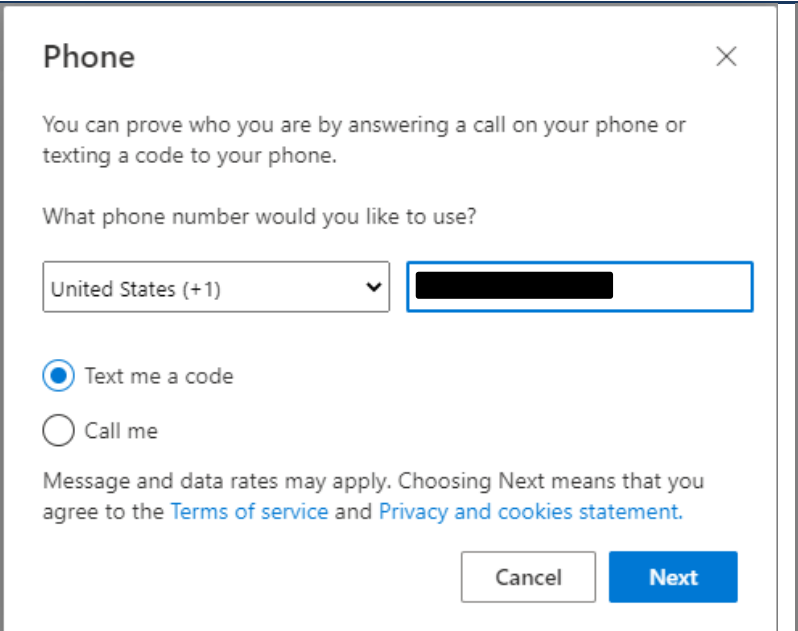
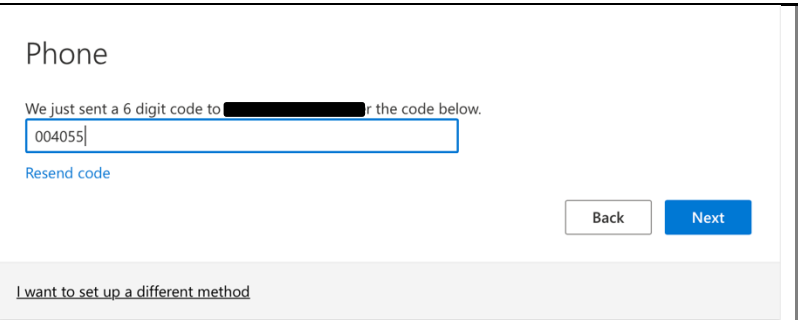
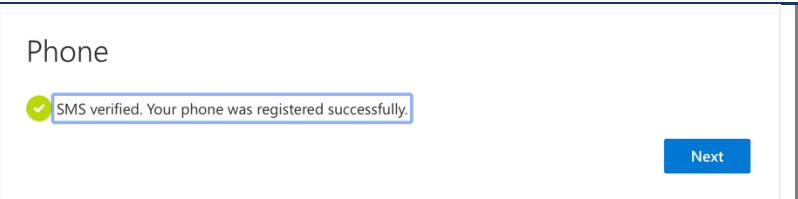
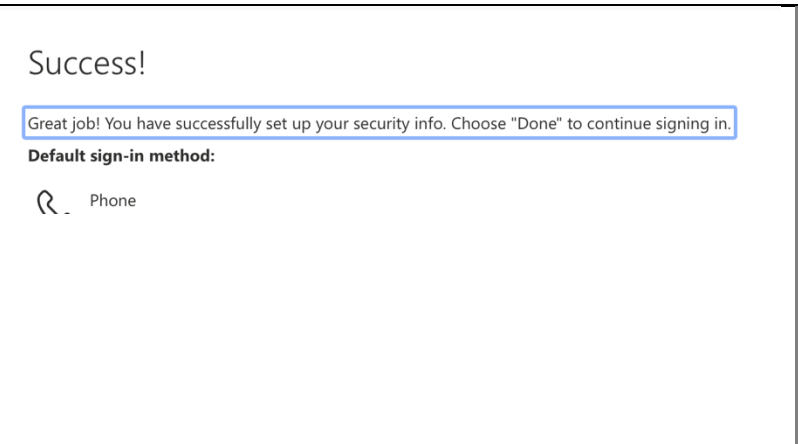
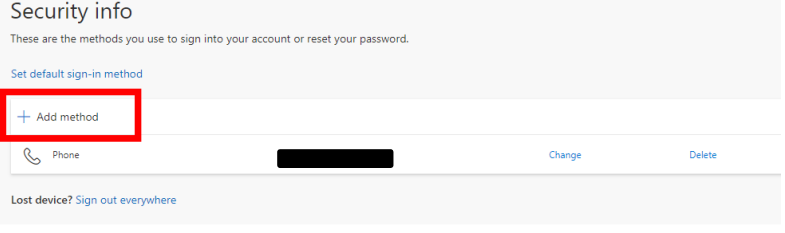
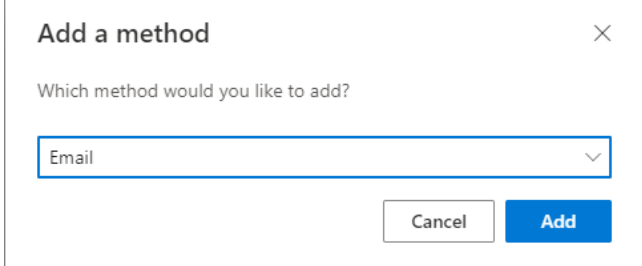
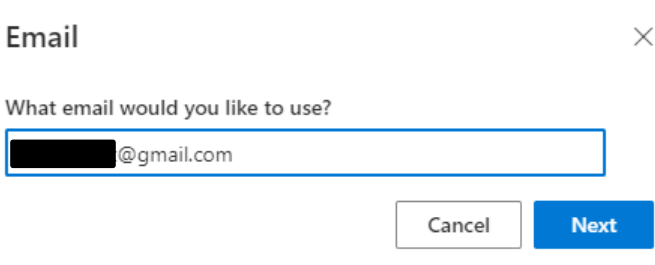
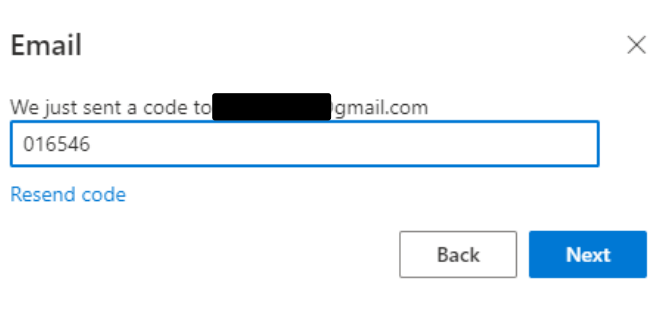
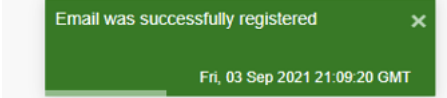


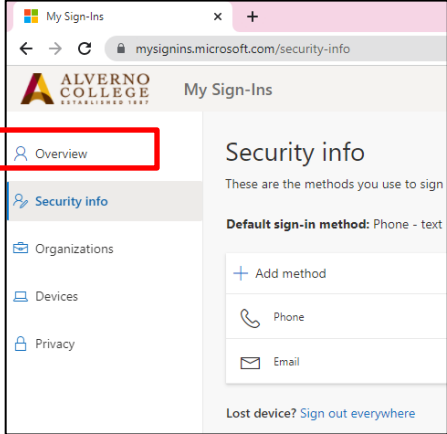
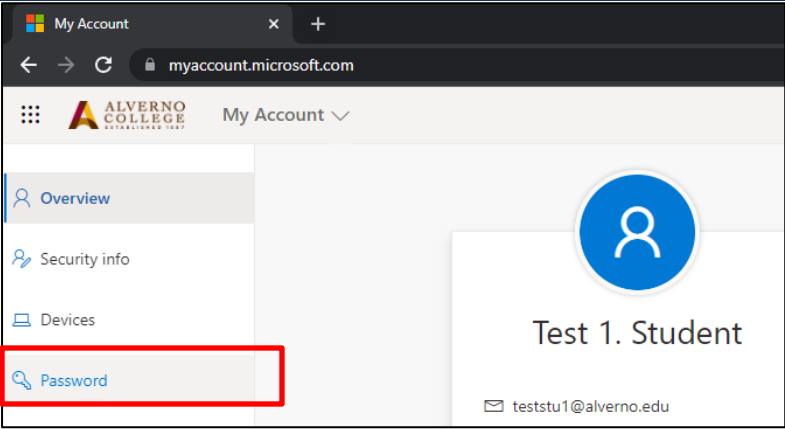
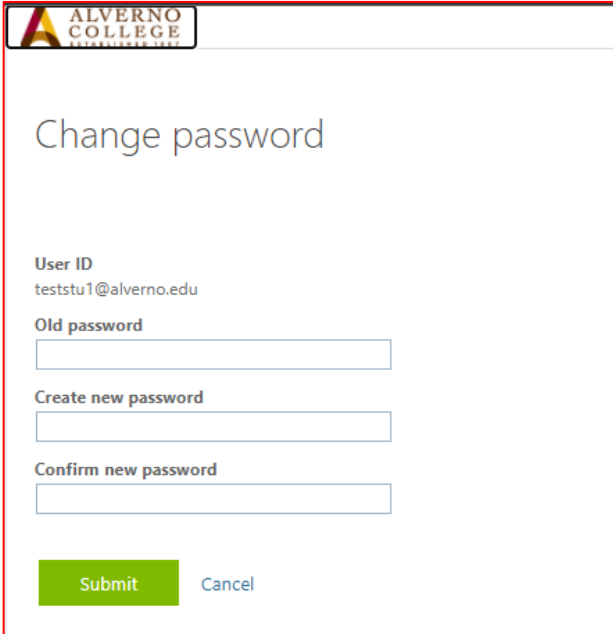
Registering for Multi-factor Authentication (MFA) and Self-Service Password Reset (SSPR)

Task	Screen Shot
<p>1. Open a web browser and navigate to outlook.com. Sign in with your username@alverno.edu. Click Next.</p>	
<p>2. Select Work or School account.</p>	
<p>3. Enter your Alverno Password and click Sign in. If asked if you wish to stay signed in; click Yes.</p>	
<p>4. Once signed in, click on your initials in the upper right corner, and then select View Account from the drop down box.</p>	

Task	Screen Shot
5. Click Update Info in the Security Information section	
6. Click the + Add Method option.	
7. Click the Choose a method dropdown menu ; select Phone . Then click Add .	

Task	Screen Shot
<p>8. Type your cell phone number, area code first. Please do not use spaces, dashes or parentheses. Select Text me a code; click Next.</p>	
<p>9. Microsoft will send a text message to your phone. The body of that text will contain a 6-digit code. Enter that code; click Next.</p>	
<p>10. If you enter the correct code, you'll be greeted with this message. Click Next.</p>	
<p>11. Success! You have successfully registered for both Multifactor Authentication (MFA) and Self-Service Password Reset (SSPR.). From now on, you'll be able to authenticate from your cell phone via text when you're off campus and change your password directly from within your Alverno Outlook email account.</p>	

Task	Screen Shot
<p>12. It is strongly recommended that you set up a second method at this time – preferably using a personal email address.</p> <p>Click + Add Method again from the Security info page.</p>	
<p>13. Click the dropdown menu and select Email this time. Click Add.</p>	
<p>14. Enter a personal email address that you will always have access to (preferably on your mobile device.). Then click Next.</p>	
<p>15. Microsoft will send an email to your personal email address with a 6-digit code. Enter this 6-digit code into this field and click Next.</p>	
<p>16. You will see a message that your email was successfully registered. You are done.</p> <p>NOTE: You can only use email for self-service password reset (SSPR); you will need to use your cell phone for multi-factor authentication (MFA).</p>	

Task	Screen Shot
<p>17. Now that you've registered for MFA/SSPR, you can change your temporary Alverno password to something that you will remember.</p> <p>18. Click on Overview in the menu on the left side of the screen</p>	 <p>The screenshot shows the 'My Sign-Ins' page in a browser. The address bar shows 'mysignins.microsoft.com/security-info'. The Alverno College logo is in the top left. A left-hand navigation menu is visible with 'Overview' highlighted by a red box. Other menu items include Security info, Organizations, Devices, and Privacy. The main content area shows 'Security info' with a default sign-in method of 'Phone - text' and options to add a method (Phone or Email).</p>
<p>19. Click on Password in the same menu</p>	 <p>The screenshot shows the 'My Account' page in a browser. The address bar shows 'myaccount.microsoft.com'. The Alverno College logo is in the top left. A left-hand navigation menu is visible with 'Password' highlighted by a red box. Other menu items include Overview, Security info, and Devices. The main content area shows a user profile for 'Test 1. Student' with the email 'teststu1@alverno.edu'.</p>
<p>20. Enter your temporary Alverno password in the Old password field.</p> <p>21. Then, enter a new password twice in the next two fields.</p> <p>22. Please be sure to select a password that meets the following requirements:</p> <ol style="list-style-type: none">Contains between 8 and 200 characters;Includes a combination of upper and lower-case letters;Includes at least one number;Does NOT contain part of your name. <p>23. You're DONE!</p>	 <p>The screenshot shows the 'Change password' form. At the top is the Alverno College logo. The form title is 'Change password'. Below the title, the 'User ID' is 'teststu1@alverno.edu'. There are three input fields: 'Old password', 'Create new password', and 'Confirm new password'. At the bottom, there are two buttons: 'Submit' (green) and 'Cancel' (blue).</p>