

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

Task	Screen Shot
<ol> <li>Open a web browser and navigate to outlook.com. Sign in with your <u>username@alverno.edu</u>. Click Next.</li> </ol>	Microsoft Sign in teststu1@alverno.edu  No account? Create one! Can't access your account? Next Sign-in options
2. Select Work or School account.	Work or school account Created by your IT department teststu1@alverno.edu
<ol> <li>Enter your Alverno Password and click Sign in. If asked if you wish to stay signed in; click Yes.</li> </ol>	<ul> <li>▲ ALVERNO COLLEGE</li> <li>← teststu1@alverno.edu</li> <li>Enter password</li> <li>← forgot my password</li> <li>✓ Forgot my password</li> <li>Sign in</li> <li>▲ No</li> <li>✓ Yes</li> </ul>
<ul> <li>4. Once signed in, click on your initials in the upper right corner, and then select View Account from the drop down box.</li> </ul>	<ul> <li>Control College</li> <li>Alverno College</li> <li>Test 1. Student</li> <li>teststu1@alverno.edu</li> <li>Sign in to M ∨</li> <li>View account</li> <li>Open another mailbox</li> </ul>



Task	Screen Shot
5. Click <b>Update Info</b> in the Security Information section	Image: Constraint of the second s
6. Click the + <b>Add Method</b> option.	<ul> <li>Mail - Test 1. Student - Outlook × My Sign-Ins × +</li> <li>ALVERNO My Sign-Ins</li> <li>ALVERNO COLLEGE My Sign-Ins</li> <li>Overview</li> <li>Security info</li> <li>These are the methods you use to sign into your account or reset your pas</li> <li>Fadd method</li> <li>Organizations</li> <li>Devices</li> <li>Privacy</li> <li>Lost device? Sign out everywhere</li> </ul>
<ul> <li>7. Click the Choose a method dropdown menu; select Phone. Then click Add.</li> </ul>	Add a method       ×         Which method would you like to add?       ✓         Choose a method       ✓         Authenticator app       ✓         Phone       ✓         Alternate phone       Email         Office phone       ✓



Task	Screen Shot
<ul> <li>8. Type your cell phone number, area code first. Please do not use spaces, dashes or parentheses. Select Text me a code; click Next.</li> </ul>	Phone       ×         You can prove who you are by answering a call on your phone or texting a code to your phone.       What phone number would you like to use?         United States (+1)       ✓         Image: Text me a code       Call me         Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.         Image: Cancel       Next
<ol> <li>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.</li> </ol>	Phone We just sent a 6 digit code to O04055 Resend code Back Next I want to set up a different method
<ul><li>10. If you enter the correct code, you'll be greeted with this message. Click Next.</li></ul>	Phone SMS verified. Your phone was registered successfully.
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.	Success! Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method:



Task	Screen Shot
12. It is strongly recommended that you set up a second method at this time – preferably using a personal email address. Click + Add Method again from the	Security info         These are the methods you use to sign into your account or reset your password.         Set default sign-in method         + Add method         Set phone         Change       Delete         Lost device? Sign out everywhere
13. Click the dropdown menu and select Email this time. Click Add.	Add a method       ×         Which method would you like to add?          Email       ✓         Cancel       Add
<ul><li>14. Enter a personal email address that you will always have access to (preferably on your mobile device.).</li><li>Then click Next.</li></ul>	Email × What email would you like to use? @gmail.com Cancel Next
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.	Email × We just sent a code to gmail.com 016546 Resend code Back Next
<ul> <li>16. Your will see a message that your email was successfully registered.</li> <li>You are done.</li> <li>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).</li> </ul>	Email was successfully registered X Fri, 03 Sep 2021 21:09:20 GMT



Task	Screen Shot
<ul> <li>17. Now that you've registered for MFA/SSPR, you can change your temporary Alverno password to something that you will remember.</li> <li>18. Click on <b>Overview</b> in the menu on the left side of the screen</li> </ul>	<ul> <li>My Sign-Ins</li> <li>★ +</li> <li>★ → C          <ul> <li>mysignins.microsoft.com/security-info</li> </ul> </li> <li>A LVERNO Couling Couling My Sign-Ins         <ul> <li>My Sign-Ins</li> </ul> </li> <li>A Overview</li> <li>B Overview</li> <li>B Organizations         <ul> <li>Devices</li> <li>Privacy</li> </ul> </li> <li>B Privacy</li> <li>Couling Couling C</li></ul>
19. Click on <b>Password</b> in the same menu	My Account ×   ★ C   myaccount.microsoft.com     Image: Security info   Devices     Test 1. Student     Image: Security info   Image: Devices     Test 1. Student
<ul> <li>20. Enter your temporary Alverno password in the Old password field.</li> <li>21. Then, enter a new password twice in the next two fields.</li> <li>22. Please be sure to select a password that meets the following requirements: <ul> <li>a. Contains between 8 and 200 characters;</li> <li>b. Includes a combination of upper and lower-case letters;</li> <li>c. Includes at least one number;</li> <li>d. Does NOT contain part of your name.</li> </ul> </li> <li>23. You're DONE!</li> </ul>	Change password User ID teststu1@alverno.edu Old password Create new password Confirm new password