

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

Task	Screen Shot
 Open a web browser and navigate to outlook.com. Sign in with your <u>username@alverno.edu</u>. Click Next. 	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
 Enter your Alverno Password and click Sign in. If asked if you wish to stay signed in; click Yes. 	 ▲ ALVERNO COLLEGE ← teststu1@alverno.edu Enter password ← forgot my password ✓ Forgot my password Sign in ▲ No ✓ Yes
 4. Once signed in, click on your initials in the upper right corner, and then select View Account from the drop down box. 	 Control College Alverno College Test 1. Student teststu1@alverno.edu Sign in to M ∨ View account Open another mailbox



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



Task	Screen Shot
 8. Type your cell phone number, area code first. Please do not use spaces, dashes or parentheses. Select Text me a code; click Next. 	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
 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. 	We just sent a 6 digit code to 004055 Resend code Back Next
10. If you enter the correct code, you'll be greeted with this message. Click Next.	Phone SMS verified. Your phone was registered successfully. Next
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:

U:\Tech Services\Projects\M365-SSO-MFA-OnlineExchange\MFA\MFA\Register for MFA and SSPR and reset temp password.docx



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
Security info page. 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
14. Enter a personal email address that you will always have access to (preferably on your mobile device.).Then click Next.	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
 16. Your will see a message that your email was successfully registered. You are done. 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). 	Email was successfully registered X Fri, 03 Sep 2021 21:09:20 GMT



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