

Setting up multi-factor authentication (MFA) on @ssndcp.org (Microsoft) accounts



Abstract

A brief overview of multi-factor authentication and the steps for setting up for @ssndcp.org accounts.

Provided by the SSND CP IT Department
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I. Introduction

As you may be aware, some of our e-mail accounts have been hacked. Once in your account, the hacker may obtain access to your personal, financial, and confidential information.

To make our networks more secure, we are going to use multi-factor authentication (MFA) otherwise known as two-step verification. This means that you will need to setup an authentication method to prove to Microsoft that you are who you say you are.

Note: This impacts only **SSNDCP accounts** and you won't have to do the second verification step every time you sign in nor after initial setup if on campus (NDEG, OLG, SMR). If you don't have an @ssndcp.org account, you do not need to do this process at this time, but do use MFA if you have other accounts where you can utilize the extra layer of protection as we touched on in our [Creating complex passwords... article](#)).

Your first step to begin setup will be to login to your email account by visiting the following:

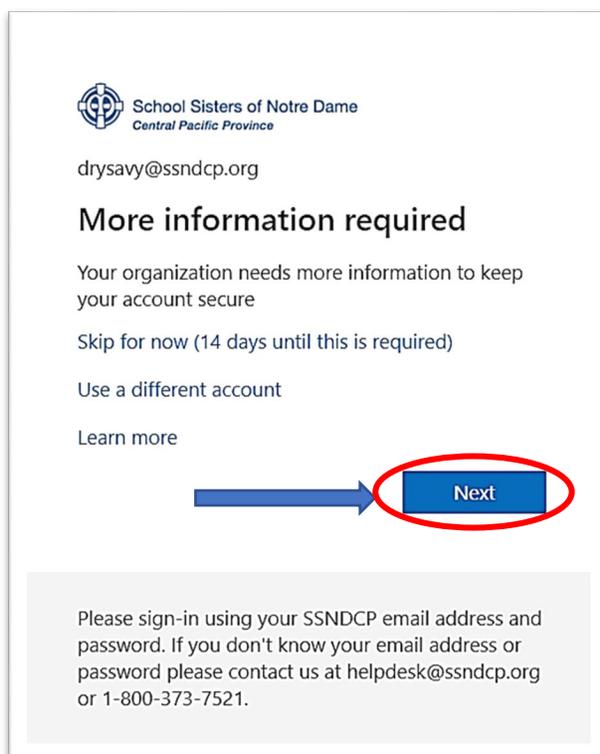
<https://aka.ms/mfasetup>

The second step will involve selecting which verification method you would like to use. You have three options – authentication phone, office phone, or using the mobile app. For the purposes of this tutorial we will primarily focus on the authentication phone method.

II. Setting up your authentication

The following steps can be used to accomplish setting up your second level of security:

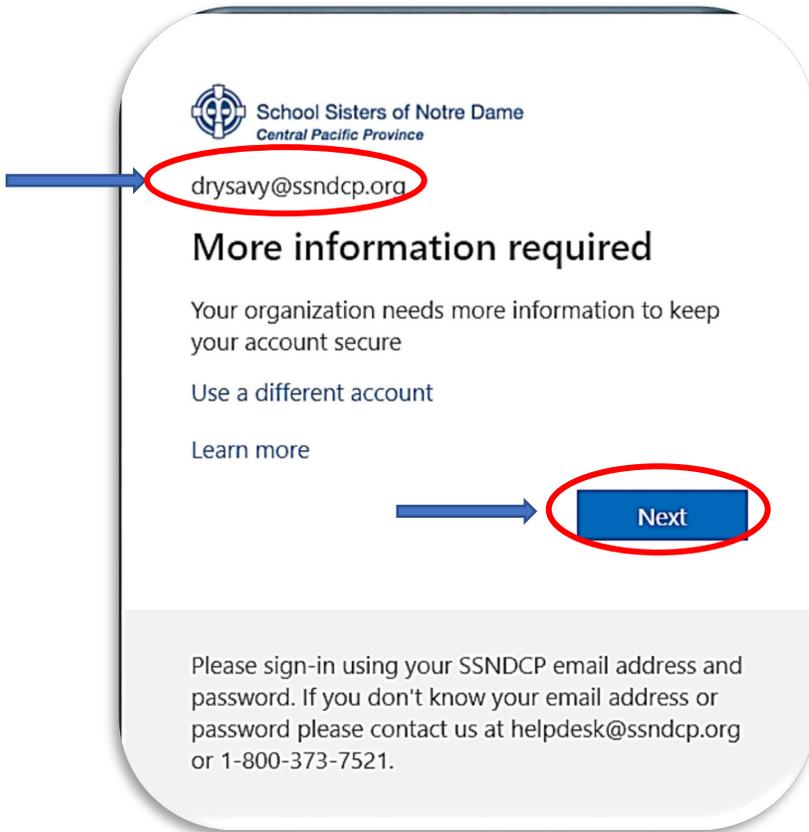
1. After you login to your email via <https://aka.ms/mfasetup>. The following screen appears:



2. Click **“Next”**

A similar window appears, minus the “skip for now”
Notice your e-mail address on the top....

3. Click **“Next”**



III. Choose your preferred verification method

The next screen (below) allows you to choose a method on how you would like to verify you really are, in fact you. You can select to be reached by cell phone (a call or text), your office phone or utilize the app. Once you select your method, it adds the extra security and provides you the second piece of information to get in to your account, whether it's a phone call or a text message with a code. Note: Generally, you'll only need the additional verification method the first time you sign into a new app or device, or after you've changed your password and if on campus (NDEG, OLG, or SMR) it will not be required after initial setup.

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Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

United States (+1)

Method

Send me a code by text message

Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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If you click on the down-arrow where it says "Authentication phone", you will see 3 choices: Authentication phone, Office phone and Mobile App.

Step 1: How should we contact you?

Authentication phone

Authentication phone

Office phone

Mobile app

Method

Send me a code by text message

Call me

a) Choosing authentication phone

The form above has “Authentication phone” showing as well as a phone number (if you have a cell phone, it is preferred). Type in **your** phone number and choose either **“Send me a code by text message”** (only if you have a cell/ mobile phone that can receive text messages) or **“Call me.”**

Click **“Next”**

The telephone number you entered will be called or you will receive a text if you selected that method.

If you selected “call me”, when you answer, it tells you to press the pound key (#) to verify that it is you. After you press the pound key as instructed, the following screen appears, with **an indication that the verification was successful.** If you selected by text, you will receive a code that will need to be entered.

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Step 2: We're calling your phone at +1 5075948

Verification successful!

Done

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Click **“Done”**

At the end, the following form appears in which you can check your information or even change it, if needed.

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drysavy@ssndcp.org

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Call my authentication phone

how would you like to respond?

Set up one or more of these options. [Learn more](#)

Authentication phone * United States (+1) [input field] [input field]

Office phone (do not use a Lync phone) Select your country or region [input field] Extension [input field]

Alternate authentication phone Select your country or region [input field]

Authenticator app or Token [Set up Authenticator app](#)

restore multi-factor authentication on previously trusted devices

Restore

Save cancel

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

If all is well and you make no changes, click "Cancel". Otherwise, if any updates were made, click "Save."

b) Choosing office phone

If you chose “Office phone,” the following appears, and it follows through as it did for the mobile phone:

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Step 1: How should we contact you?

Office phone

Select your country or region Extension

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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Note: Disregard any references regarding Lync, as we do not use the service.

c) Choosing mobile phone app

If you chose “Mobile app”, the following form appears. Please note this requires you download and install the [Microsoft Authenticator app](#) on your smartphone or tablet.

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Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Please configure the mobile app.

Next

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For more details on using multifactor authentication with Microsoft 365 please visit <https://support.microsoft.com/en-us/office/set-up-your-microsoft-365-sign-in-for-multi-factor-authentication-ace1d096-61e5-449b-a875-58eb3d74de14>

If you have any questions or need assistance please reach out to us at helpdesk@ssndcp.org or 1-800-373-7521.