Setting up Multi-Factor Authentication (MFA) using the Microsoft Authenticator App and Resetting Your Password

Before you begin, you should have two devices available: one that will allow you to be on a browser and a smart device that you will download the app to.

- 1) Visit portal.office.com
- 2) Enter your Lycoming email address. Click *Next*. Enter your password. Click *Sign in*. Both of these were provided to you in the email correspondence from Academic Services.

| Microsoft | | | |
|----------------------------|--------------------|--|--|
| Sign in | ← @lycoming.edu | | |
| @lycoming.edu | Enter password | | |
| No account? Create one! | | | |
| Can't access your account? | Forgot my password | | |
| Back Next | Sign in | | |

3) *Sign in* dialogue:

Enter your Lycoming College email account (<u>username@lycoming.edu</u>) and click *Next*.

| Microsoft | | |
|----------------------------|------|------|
| Sign in | | |
| Email, phone, or Skype | | ••• |
| No account? Create one! | | |
| Can't access your account? | | |
| | Back | Next |
| | | |
| | | |
| ିର୍ଦ୍ଦ୍ର Sign-in options | | |

4) Enter password dialogue:

Enter your Lycoming College password and click Sign in.





5) More information required dialogue: Click Next

| @lycoming.edu |
|---|
| More information required |
| Your organization needs more information to keep your account secure |
| Use a different account |
| Learn more |
| Next |

6) My Sign-ins page:

In the new dialogue that opens *Click Download App*. A new tab will open with QR codes which can be scanned with your smartphone camera – taking you to the app store for your device to install the Microsoft Authenticator App (Step 7 below). After the app is installed on your smartphone return to the *My Sign-Ins* tab and click Next (move to step 8).

| | Keep your account secure |
|-----------------|--|
| Micros | oft Authenticator |
| 6 | Start by getting the app |
| | On your phone, install the Microsoft Authenticator ap, Download now |
| | After you install the Microsoft Authenticator app on your device, choose "Next". |
| | I want to use a different authenticator app |
| I want to set u | up a different method |

7) New Tab

Scan the QR code with your smartphone for your device type, and follow the directions on your smartphone to install the app. This tab can be closed once the app is installed (return to step 6).



8) My Sign-ins page:

A page will display to begin setting up your account. Click Next.

| Keep your account secure |
|--|
| Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back |
| I want to set up a different method |

9) My Sign-ins page:

A page will display with a QR code, you will scan this with the Microsoft

Authenticator app – keep this page open. Keep your account secure Microsoft Authenticator <u>Scan the QR code</u> Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account. After you scan the QR code, choose "Next". <u>Carit scan image</u>?

10) Microsoft Authenticator app:

Open the Microsoft Authenticator app on your smart phone. Click the + to add an account, on the next screen select *Work or school account*, Click *Scan QR code*, this will activate the camera on your smart phone, point your smart phone at your computer screen to scan the QR code (in the step above).



11) Microsoft Authenticator app:

Your Microsoft account is now added to your Microsoft Authenticator app.



12) My Sign-ins page:

Go back to your web browser, and click Next.

| Keep your account secure |
|--|
| Microsoft Authenticator |
| Scan the QR code |
| Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account. |
| After you scan the QR code, choose "Next". |
| Can't scan image? |

13) My Sign-ins page:

You will now be prompted to try the Microsoft Authenticator and given a code.

| | Keep your account secure |
|--------|--|
| Micros | oft Authenticator |
| | Let's try it out |
| _ | Approve the notification we're sending to your app by entering the number shown below. |
| | Back Next |

14) You will receive a notification on your smart phone. Enter the code that was given to you in the previous step and select **YES.**

| 11:41 | | .al S | 4 5 |
|----------------|---|-----------------|------------|
| ∃ Authe | nticator | Q | + |
| Lycomin | g College @lycoming.edu | 1 | > |
| Are Enter t | you trying to sign Lycoming College Wycomings the number shown to s Enter number not me Ye | atu lign in. | |
| 1 | 2 ABC | 3 D E F | |
| 4 6H1 | 5 JKL | 6 MN 0 | |
| 7 PORS | 8 TUV | 9 *** | z |
| | 0 | \otimes | |
| | | | |
| - | | • | |

15) My Sign-ins page:

You will be prompted Notification approved, click Next.

| Keep your account secure | 2 |
|--------------------------|-----------|
| Microsoft Authenticator | |
| Notification approved | Back Next |

16) My Sign-ins page:

You have completed adding the Microsoft Authenticator app as a sign-in method. Click *Done*.

| Keep your account secure | Microsoft Authenticator app was successfully \mathbf{X} registered |
|--|--|
| Success | Wed, 21 Feb 2024 16:41:46 GMT |
| Great job! You have successfully set up your security info. Choose "Done" to continue signing in | |
| Default sign-in method: Ø Microsoft Authenticator | |
| Don | e |