

Setup your MFA authentication methods and security questions

1) Go to https://myaccount.microsoft.com/



2) Login with your Rhodes State Email address and password (<u>username@rhodesstate.edu</u>)

Microsoft		RHODES	
Sign in		← username @rhodesstate.edu	
username@rhodesstate.edu		Enter password	
Can't access your account?		Forgot my password	
	Next	Sign in	
		Your username is your Rhodes State College email address: (username@rhodesstate.edu)	

If you have not setup your authentication methods or security questions, you will be prompted to do so. *Follow steps 3-7.*

If you have already setup your authentication methods or security questions and are taken to your dashboard, please verify your information for accuracy. *Follow steps 8-10.*

3) Click "Next"



4) Click "Set it up now" beside each of the phone authentication methods shown. We recommend you enter a value for each option to ensure you are able to receive the MFA code.



don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

Office phone is not configured. Set it up now

Authentication Phone is not configured. Set it up now

Click "Set it up now" beside Office Phone

Enter your office phone number and click "call me".

You will receive a phone call to verify that number. When you answer, immediately press the # key. You will be notified the number has been verified and the confirmation will appear.

RHODES	RHODEES
don't lose access to your account!	don't lose access to your account!
Please verify your authentication office phone number below.	Please verify your authentication office phone number below.
Office phone (do not use a Lync phone)	United States (+1)
United States (+1)	419-995-8435
419-995-9999	call me
	We're calling your phone. Please answer it to continue.
Dack	back

Office phone is set to 419-995-9999 Change

Click "Set it up now" beside Authentication Phone

Enter your cell phone number and click "text me" or "call me".

If you choose "call me", you will receive a phone call to verify that number. When you answer, immediately press the # key.

You will be notified the number has been verified and the confirmation will appear.

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don't lose access to your account!	don't lose access to your account!
Please verify your authentication phone number below.	Please verify your authentication phone number below. Authentication phone
Authentication phone	United States (+1)
United States (+1)	567-204- xxxx
567-204- XXXX	text me call me
text me call me	We're calling your phone. Please answer it to continue.
back	back

If you choose "text me" you will receive a text with a code. Enter the code that arrived in your text message and click "verify"

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don't lose access to your account!

Please verify your auther	ntication phone num	ber below.	
Authentication phone			
United States (+1)		~	
567-204-0371			
text me	call me		
We've sent a text messag	e containing a verific	ation code to	your phone.
			verify
back			

Authentication Phone is set to +1 567-204- xxxx Change

5) Click "Set it up now" beside the Authentication Email method shown.



Enter your Alternate (personal – non Rhodes) email address and click "email me" Enter the code that arrived in your alternate email account and click "verify"

RHODES	RHODES
don't lose access to your account!	don't lose access to your account!
Please verify your authentication email address below. Don't use your primary work or school email.	Please verify your authentication email address below. Don't use your primary work or school email. Authentication Email
Authentication Email	username@nonrhodesemail.com
email me	We've sent an email message containing a verification code to your inbox.
	512302 verify try again
back	back

6) Click "Set them up now" beside the security questions



Select a security question and enter an answer for each question. Click "save answers"

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don't lose access to your account!

Please select questions to answer below. Your admin requires you to s at least 3 characters long.	set up 3 qu	uestions, and answers mu	st be
Security question 1			
What is the name of the first school you attended?	~		
Rhodes		Ø	
Security question 2			
What city were you born in?	~		
State		o	
Security question 3			
What was the make and model of your first car or motorcycle?	~		
College			
save answers			
the set			

You have now successfully setup your authentication methods and security questions!



don't lose access to your account!



7) To finalize the MFA authentication process, please go to

dditional security ve	ific	ation		
hen you sign in with your password ew video to know how to secure yo	, yoi ur a	are also required to respo count	ond from a re	gistered device. This makes it harder for a hacker to sign in with just a stolen passwo
hat's your preferred optic	n?			
e'll use this verification option by c	efau	t.		
Text code to my authentication p 🗸				
ow would you like to resp at up one or more of these options.	ON Lear]? n more		
Authentication phone	*	United States (+1)	~	567-204-9999
Office phone (do not use a Lynd hone)	*	United States (+1)	~	419-995-9999
Alternate authentication phone	*	United States (+1)	~	419-222-9999
Authenticator app or Token		Set up Authenticato	or app	l i i i i i i i i i i i i i i i i i i i

Make sure to check the boxes for the various authentication methods and verify the numbers for accuracy.

If you would like to setup the Microsoft Authenticator App as an additional method for receiving your MFA code, resetting your password or changing your MFA methods, please refer to additional documentation found on the Rhodes State College MFA page located at <u>https://www.rhodesstate.edu/mfa</u>

8) Verify or add to your authentication methods by clicking on "UPDATE INFO" in the "Security info" section



We HIGHLY recommend adding several phone authentication methods.

Cell phone, Alternate Phone, Office phone. This will ensure you are able to receive your MFA code in the event you leave your cell phone at home or in the office.

Click on "+ Add method" and select the Alternate phone or Office phone.

RHODES	My Sign-Ins			
R Overview	Security info These are the methods you use to sign into Default sign-in method: Phone - text +1 5	your account or reset your password. 572040371 Change		
Devices Privacy	+ Add method	≤1 567204xxxx nonthodesemail/Osomawhere com	Change	Delete
	Security questions Lost device? Sign out everywhere		rod iould you like to add? e	X

Enter your phone number and click "Next".

You will receive a phone call to verify that number. When you answer, immediately press the # key.

RHODES	My Sign-Ins			
 ♀ Overview ♀ Security info ☞ Organizations 	Security info These are the methods you use to sign in Default sign-in method: Phone - text +1	to your account or reset your passwor 5672040371 Change	d.	
Devices	S Phone	+1 5672040371	Change	Delete
A Privacy	Email 2 Security questions Lost device? Sign out everywhere	tonyjeckson 187@hotmail c	Phone You can prove who you are by answering a call What phone number would you like to use? United States (+1) 999-999 C Call me Message and data rates may apply. Choosing h agree to the Terms of service and Privacy and C	× .9999 Vext means that you cookies statement. iancel Next

Repeat the process, adding as many additional numbers as you would like.

9) To verify and/or change your security questions, go to <u>https://account.activedirectory.windowsazure.com/passwordreset/Register.aspx</u> **RHODES**



10) To finalize the MFA authentication process, please go to

https://account.activedirectory.windowsazure.com/proofup.aspx

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Additional security veri	fication		
When you sign in with your password, View video to know how to secure you	you are also required to respond from a ir account	registered device. This makes it harder fo	r a hacker to sign in with just a stolen password.
what's your preferred option	n?		
We'll use this verification option by de	fault.		
Text code to my authentication p \checkmark			
how would you like to respo	ond?		
Set up one or more of these options, l	.earn more		
 Authentication phone 	* United States (+1)	567-204-9999]
Office phone (do not use a Lync	* United States (+1)	419-995-9999]
phone)		Extension	_
Alternate authentication phone	* United States (+1) V	419-222-9999	
Authenticator app or Token	Set up Authenticator app	•	
Save cancel			
Your phone numbers will only be used	for account security. Standard telephone	and SMS charges will apply.	

Make sure to check the boxes for the various authentication methods and verify the numbers for accuracy.

If you would like to setup the Microsoft Authenticator App as an additional method for receiving your MFA code, resetting your password or changing your MFA methods, please refer to additional documentation found on the Rhodes State College MFA page located at <u>https://www.rhodesstate.edu/mfa</u>