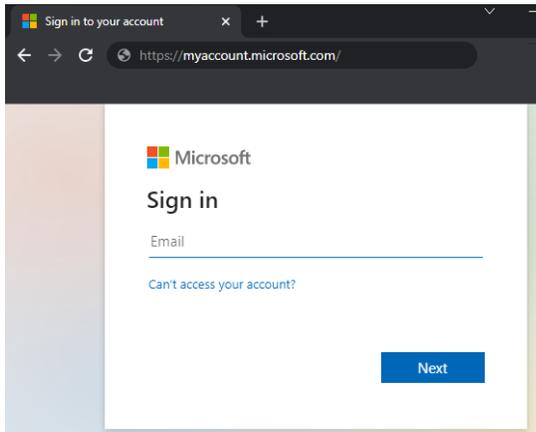


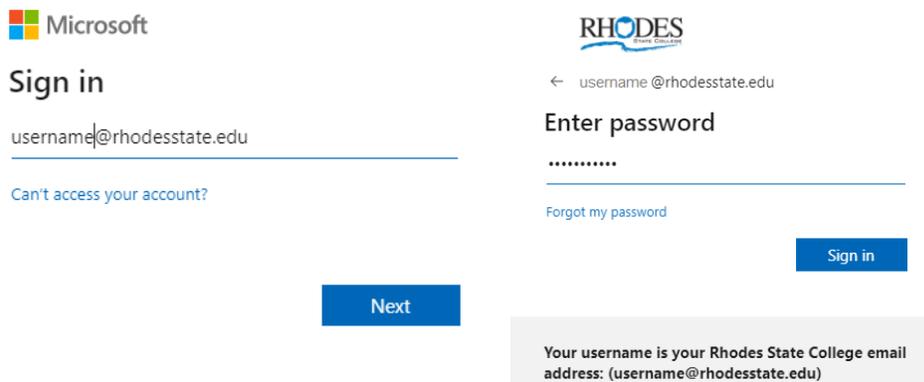


Setup your MFA authentication methods and security questions

- 1) Go to <https://myaccount.microsoft.com/>



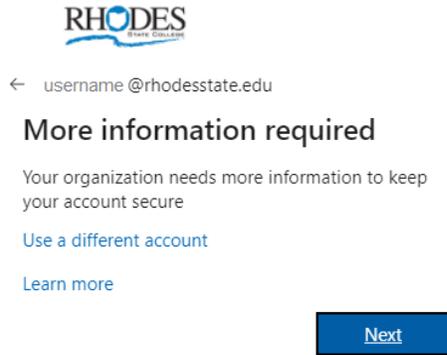
- 2) Login with your Rhodes State Email address and password (username@rhodesstate.edu)



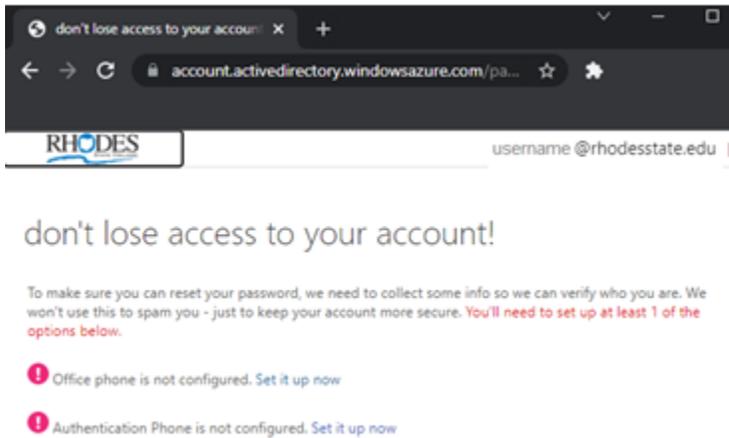
If you have not setup your authentication methods or security questions, you will be prompted to do so.
Follow steps 3-7.

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.

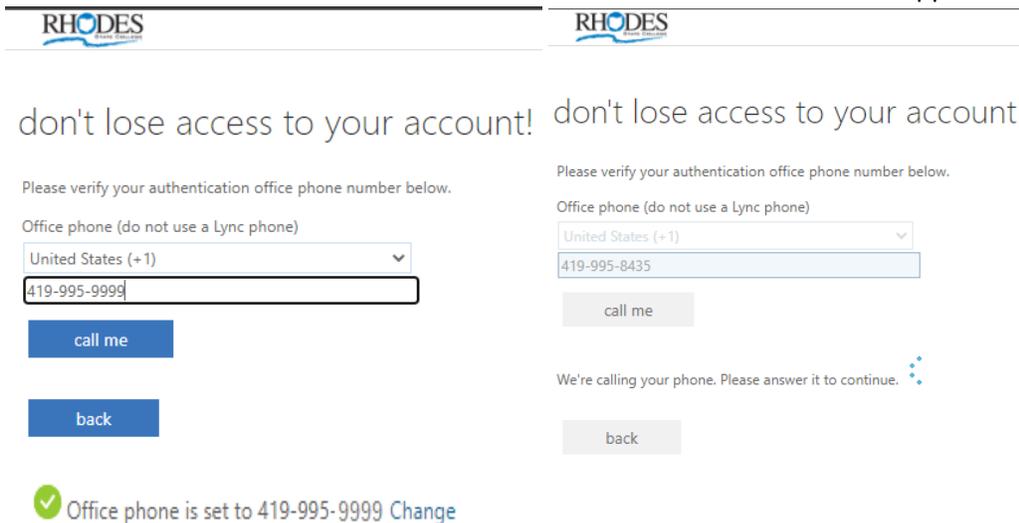


Click "Set it up now" beside Office Phone

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.



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.



don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)



don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

We're calling your phone. Please answer it to continue. 

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"



don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

We've sent a text message containing a verification code to your phone.

 Authentication Phone is set to +1 567-204- xxxx [Change](#)

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



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 set to +1 419995 [Change](#)
- Authentication Phone is set to +1 567204 [Change](#)
- Authentication Email is not configured. [Set it up now](#)
- Security Questions are not configured. [Set them up now](#)

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"

 <hr/>	 <hr/>
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
<input type="text" value="username@nonrhodeseemail.com"/>	<input type="text" value="username@nonrhodeseemail.com"/>
<input type="button" value="email me"/>	<input type="button" value="email me"/>
<input type="button" value="back"/>	We've sent an email message containing a verification code to your inbox.
	<input type="text" value="512302"/> <input type="button" value="verify"/> try again
	<input type="button" value="back"/>

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



don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- Office phone is set to +1 419995 [Change](#)
- Authentication Phone is set to +1 567204 [Change](#)
- Authentication Email is set to tonyjackson187@hotmail.com [Change](#)
- Security Questions are not configured. [Set them up now](#)**

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



don't lose access to your account!

Please select questions to answer below. **Your admin requires you to set up 3 questions, and answers must be at least 3 characters long.**

Security question 1

What is the name of the first school you attended? ✓

Security question 2

What city were you born in? ✓

Security question 3

What was the make and model of your first car or motorcycle? ✓

[save answers](#)

[back](#)

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



don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- Office phone is set to +1 419995 [Change](#)
- Authentication Phone is set to +1 567204 [Change](#)
- Authentication Email is set to nonrhodeseemail [Change](#)
- 3 Security Questions are configured. [Change](#)**

[finish](#) [cancel](#)

- 7) To finalize the MFA authentication process, please go to <https://account.activedirectory.windowsazure.com/proofup.aspx>

RHODES

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.

Text code to my authentication p ▼

how would you like to respond?

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

<input checked="" type="checkbox"/>	Authentication phone	*	United States (+1) ▼	567-204-9999
<input checked="" type="checkbox"/>	Office phone (do not use a Lync phone)	*	United States (+1) ▼	419-995-9999
			Extension	
<input checked="" type="checkbox"/>	Alternate authentication phone	*	United States (+1) ▼	419-222-9999

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

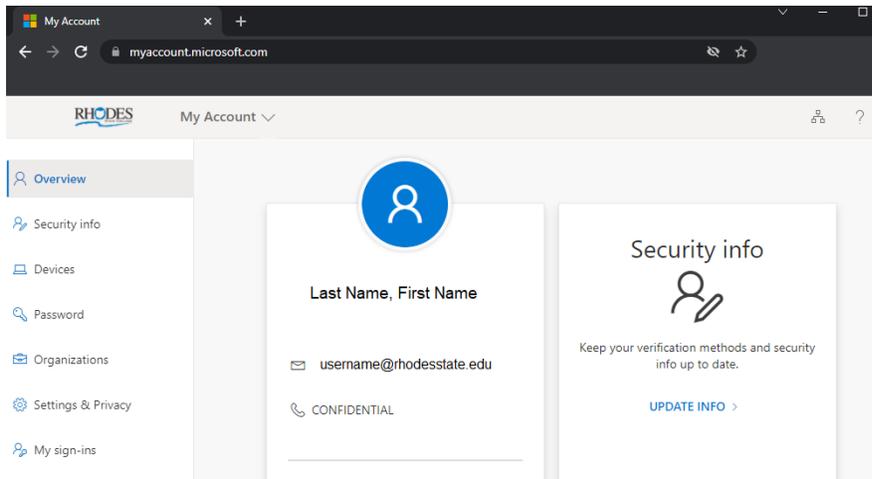
[Save](#) [cancel](#)

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 <https://www.rhodesstate.edu/mfa>

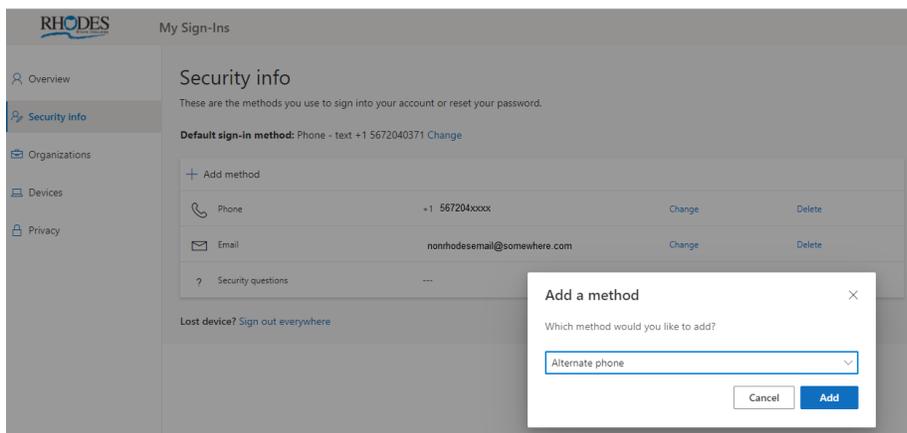
8) Verify or add to your authentication methods by clicking on “UPDATE INFO” in the “Security info” section



We HIGHLY recommend adding several phone authentication methods.

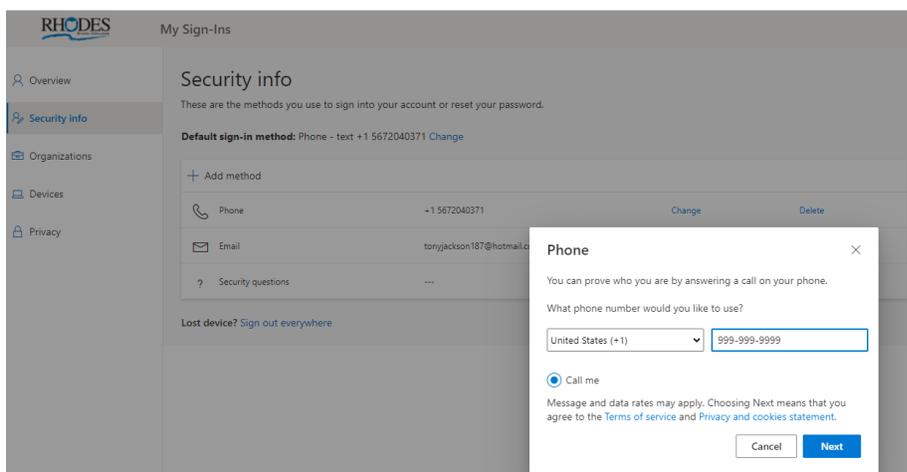
Cell phone, Alternate Phone, Office phone. This will ensure you are able to receive your MFA code in the event you leave your cell phone at home or in the office.

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



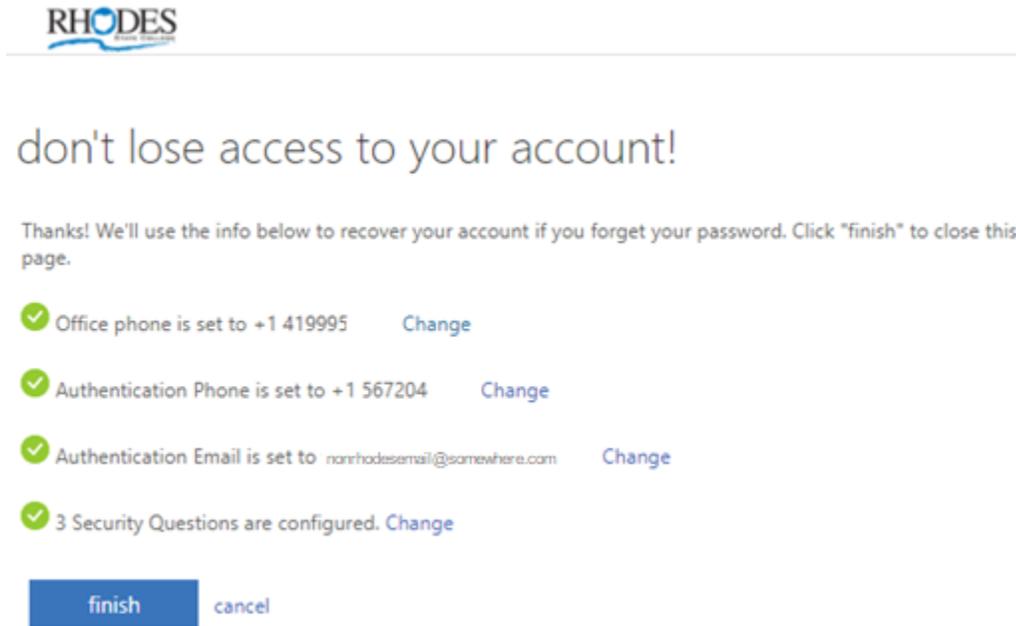
Enter your phone number and click “Next”.

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



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

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



RHODES State College

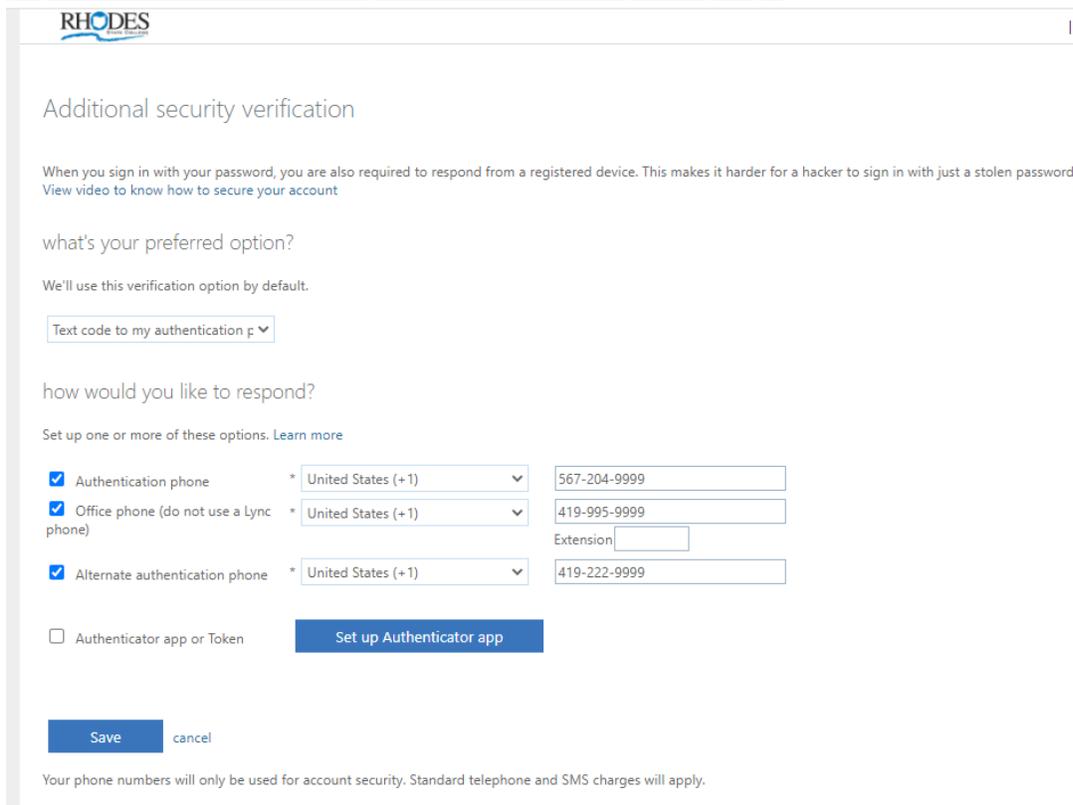
don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✔ Office phone is set to +1 419995 [Change](#)
- ✔ Authentication Phone is set to +1 567204 [Change](#)
- ✔ Authentication Email is set to nonrhodesemail@somewhere.com [Change](#)
- ✔ 3 Security Questions are configured. [Change](#)

[finish](#) [cancel](#)

- 10) To finalize the MFA authentication process, please go to <https://account.activedirectory.windowsazure.com/proofup.aspx>



RHODES State College

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.

Text code to my authentication phone

how would you like to respond?
Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/>	Authentication phone	* United States (+1)	567-204-9999
<input checked="" type="checkbox"/>	Office phone (do not use a Lync phone)	* United States (+1)	419-995-9999 Extension
<input checked="" type="checkbox"/>	Alternate authentication phone	* United States (+1)	419-222-9999
<input type="checkbox"/>	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 <https://www.rhodesstate.edu/mfa>