

Enrolling in Multi-Factor Authentication (MFA)-Text Message

Overview

The purpose of MFA is to create a layered defense requiring more than just a username and password to access protected resources. This is accomplished using a secondary, single-use authentication method established on your account.

Instructions

1. To enable MFA on your account first sign in to <u>https://mysignins.microsoft.com/security-info</u> to access the Security info page.

My Sign-Ins	
Q Overview	Security info
$\mathcal{P}_{\!\!P}$ Security info	These are the methods you use to sign into your account or reset your password.
🖻 Organizations	+ Add method
🖵 Devices	No items to display.
A Privacy	Lost device? Sign out everywhere

2. Within the Security info screen click "Add method"

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3. A pop-up window will then be displayed where you select "Phone" and click "Add".

Add a method	×
Which method would you like to add?	
Choose a method	~
Authenticator app	
Phone	
Add a method	×
Add a method Which method would you like to add?	×
Add a method Which method would you like to add? Phone	×

4. Enter your cell phone number and click the "Next" button.

Phone	×
You can prove who you are by texting a code to your phone.	
What phone number would you like to use?	
United States (+1)	
• Text me a code	
Message and data rates may apply. Choosing Next means that yo agree to the Terms of service and Privacy and cookies statement.	u
Cancel Nex	t

5. You should then receive a code in a text message on your cell phone. Enter that code in the pop-up window below and click "Next".

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Enter the	code below.
Back	Next
	Back

This will complete the phone authentication setup.