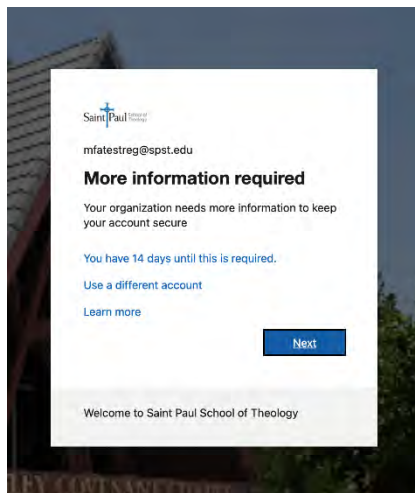


Steps to Register for Microsoft Multifactor Authentication and the Self-Service Reset Portal

Summary: MFA is required for email authentication, for you to log into your Saint Paul Email, Moodle, Populi and Office365, as well as all Microsoft Office Applications, beginning at 10am Monday morning June 10th, 2024. In addition, when you register for MFA you are also registered to be able to use our New Self-Service Password Reset Portal.

This is for your safety, as well as the school's. Please make sure that you log into you Saint Paul email and follow the instructions when you see the screen **More Information Required**. This process registers additional information so that Microsoft can verify your identity. You will be required to set up an additional level of verification to be able to log into one of Saint Paul's systems, these additional verification options include, Microsoft Authenticator and SMS Text Messaging. These verifications options, when required, will provide you a verification code when you login.

The following instructions will walk you thru registering for the first time, if you haven't already, or to change your registration information at any time. The recommended way to register your identity information with Microsoft is to set up your cell phone as a secondary factor (your first factor being your username & password). The easiest and most secure way to use your cell phone for MFA is to install the Microsoft Authenticator cell phone app, we also ask that you to register you cell phone to receive SMS codes in the event you don't have access to the Authenticator App. Please contact the Helpdesk if you have any questions. helpdesk@spst.edu



Go to <https://aka.ms/setupsecurityinfo>

1. Login using your Office 365 Credentials (email username & password)



2. Select Mobile app in the Drop down. In the How do you want to use the mobile app? – **Select Use Verification code**

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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](#)

Authentication phone **contact you?**

Office phone

✓ Mobile app

How do you want to use the mobile app?

Use verification code

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

Set up Mobile app has been configured.

Next

3. Then click **Set up** to configure the mobile app.

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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?

Mobile app

How do you want to use the mobile app?

Use verification code

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

Set up Mobile app has been configured.

Next

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account"
3. Scan the image below.



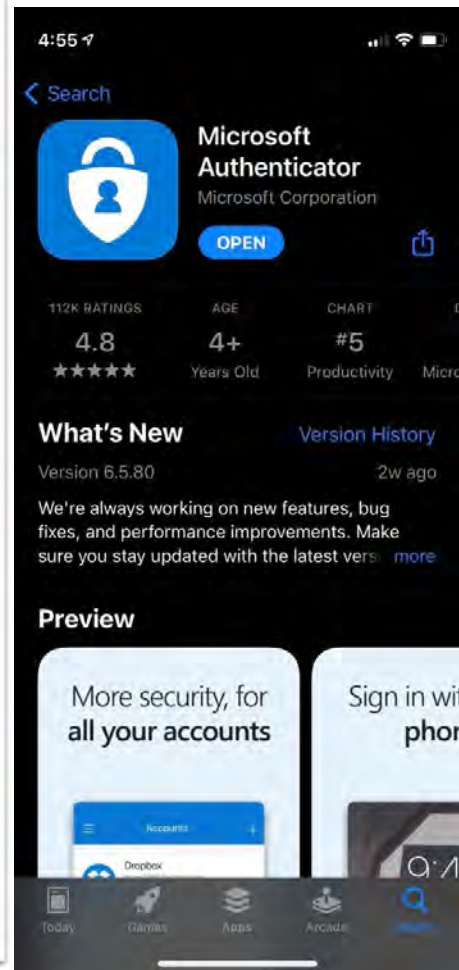
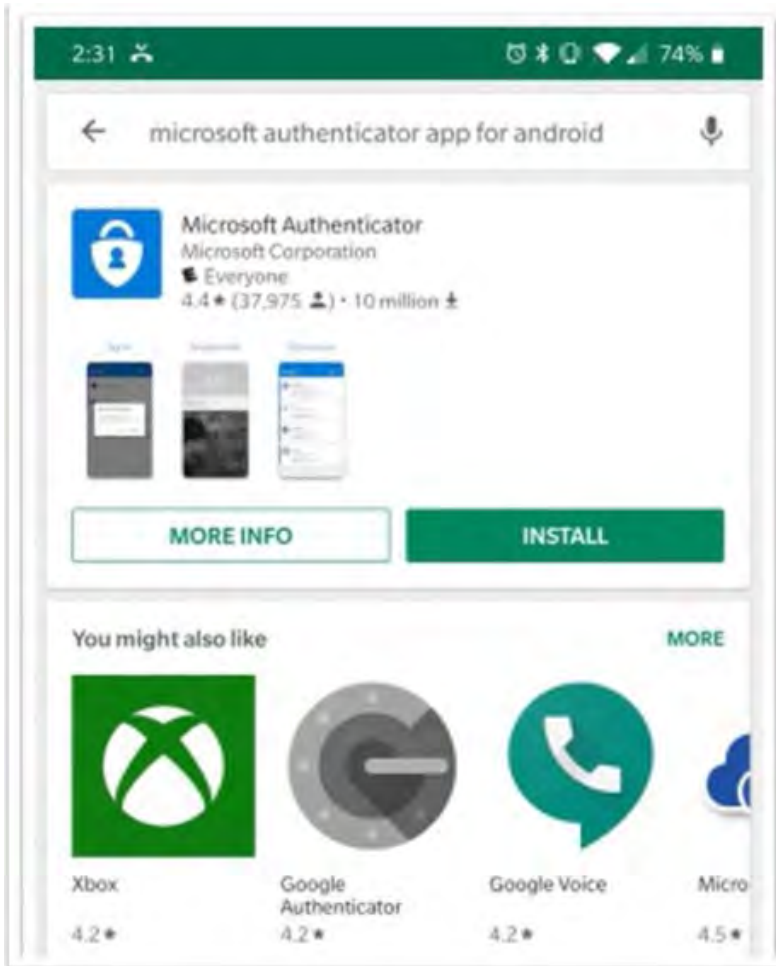
If you are unable to scan the image, enter the following information in your app.
Code: 137 584 377
Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/637869039>

If the app displays a six-digit code, choose "Next".

Next cancel

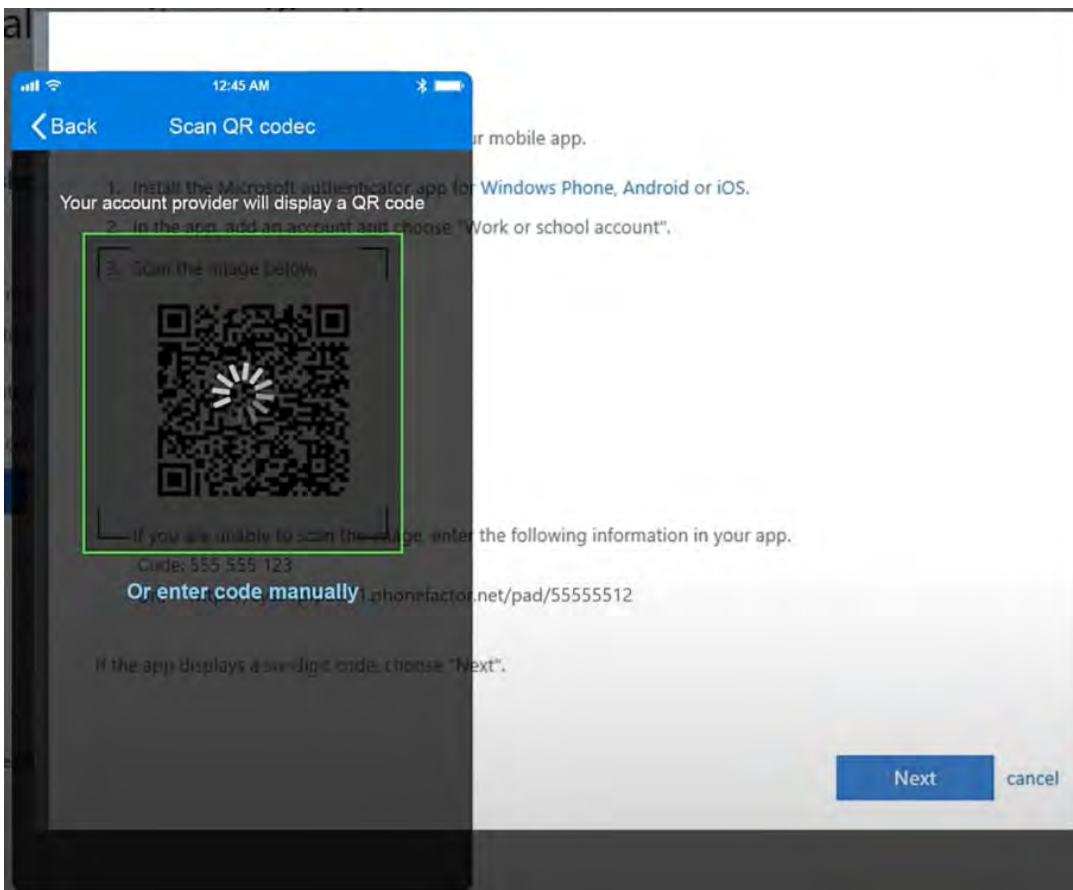
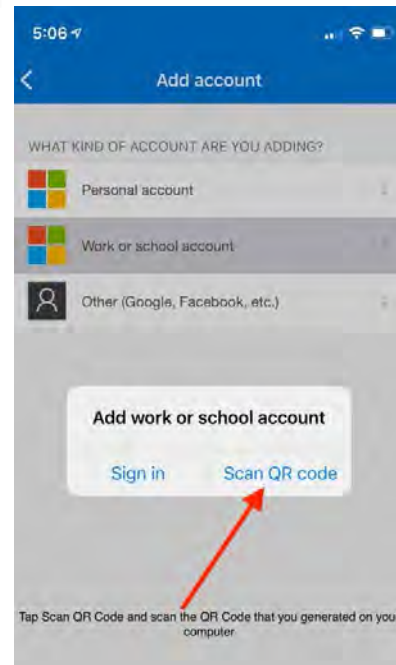
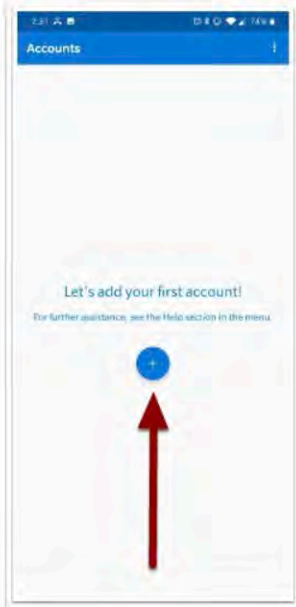
4. Download and install the Microsoft Authenticator app

Visit the [Apple app store](#) or [Google play store](#) on your device and install the Microsoft Authenticator app. Alternatively, visit aka.ms/authapp and download the Microsoft Authenticator app.

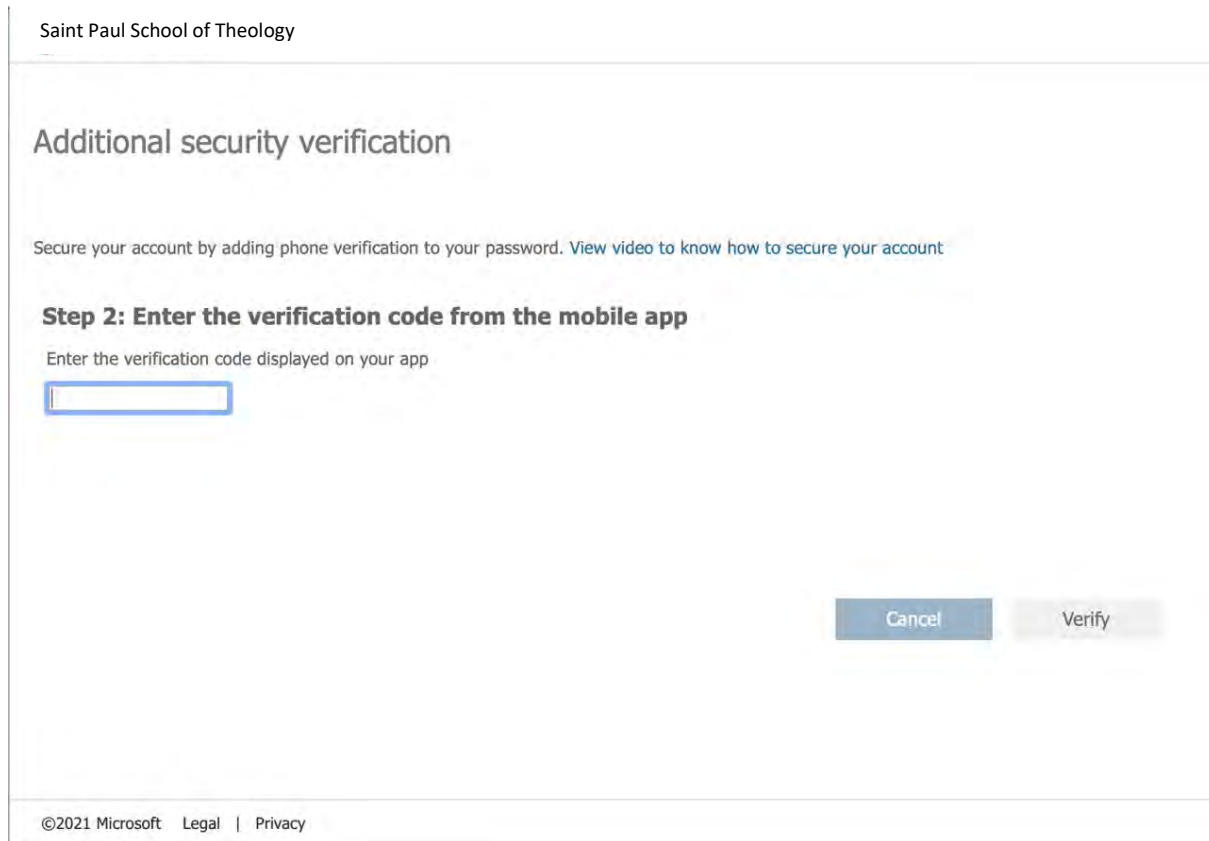


- Open the newly installed Microsoft Authenticator on your cellphone and tap the **+** sign to add your first account. **Scan the QR code** that is displayed on your screen with the Authenticator App.

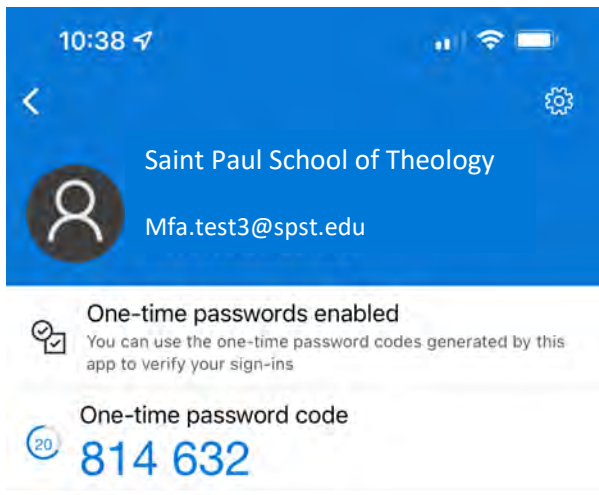
Open app and click + to add account



6. Then click **Next** to go to the below screen

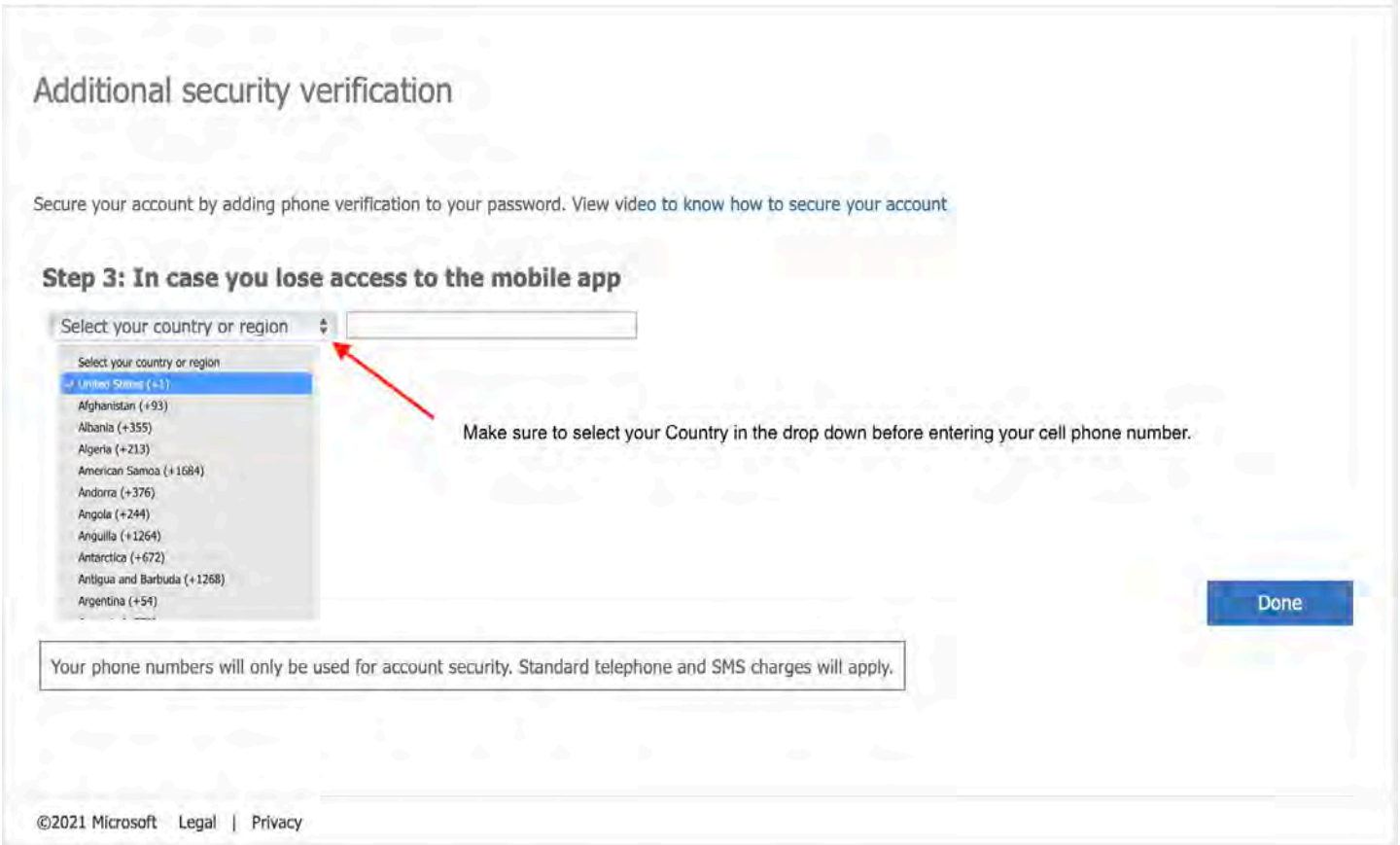


7. Open the Microsoft Authenticator App on your cell phone and select the Account you just set up and enter the code from that App in the above screen and click **Verify**. Note that these codes change every 30 seconds.



8. Enter your cell phone number, so that in the event that you aren't able to use the Microsoft Authenticator App, a code will be sent to you via a text message. Then click **Done**

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The screenshot shows a Microsoft account security verification page. At the top, it says "Additional security verification". Below that, there is a link: "Secure your account by adding phone verification to your password. View video to know how to secure your account". The main heading is "Step 3: In case you lose access to the mobile app". There is a dropdown menu labeled "Select your country or region" with a list of countries and their international dialing codes. A red arrow points to the dropdown menu. To the right of the dropdown, there is a text box for entering a phone number. A blue "Done" button is located on the right side of the page. At the bottom, there is a footer with copyright information and links for "Legal" and "Privacy".

Additional security verification

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

Step 3: In case you lose access to the mobile app

Select your country or region

- Select your country or region
- United States (+1)
- Afghanistan (+93)
- Albania (+355)
- Algeria (+213)
- American Samoa (+1684)
- Andorra (+376)
- Angola (+244)
- Anguilla (+1264)
- Antarctica (+672)
- Antigua and Barbuda (+1268)
- Argentina (+54)

Make sure to select your Country in the drop down before entering your cell phone number.

Done

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

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9. On this screen you can add an additional cell phone number, office phone or make other changes and then click **Save**. If you don't make any changes, you can click **cancel**

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.

Use verification code from app  Verify that Use verification code from app is selected as your default method

how would you like to respond?

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

<input checked="" type="checkbox"/> Authentication phone	* <input type="text" value="United States (+1)"/>	<input type="text" value="xxx-xxx-xxxx"/>
<input type="checkbox"/> Office phone (do not use a Lync phone)	<input type="text" value="Select your country or region"/>	<input type="text"/>
<input type="checkbox"/> Alternate authentication phone	<input type="text" value="Select your country or region"/>	Extension <input type="text"/>
<input checked="" type="checkbox"/> Authenticator app or Token	<input type="button" value="Set up Authenticator app"/>	
Authenticator app	<input type="button" value="Delete"/>	
Authenticator app - Michael's iPhone	<input type="button" value="Delete"/>	

restore multi-factor authentication on previously trusted devices

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

10. You are now set up for Multifactor Authentication (MFA) and the Self-Service Password Portal