



First-Year Students: Initial Instructions for Setting up Multi-Factor Authentication (MFA) using the Microsoft Authenticator App and Resetting Your Password

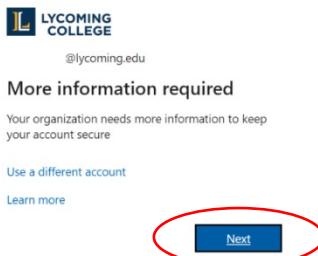
Before you begin, you should have two devices available: one that will allow you to be on a browser and a smart device that you will download the app to.

- 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.



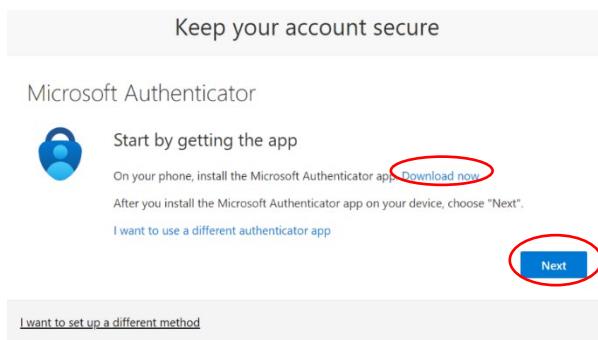
- 3) More information required dialogue:**

Click **Next**



- 4) My Sign-ins page:**

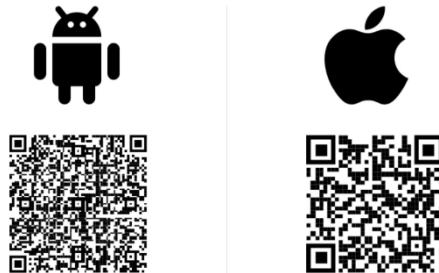
In the new dialogue that opens *Click Download App*. A new tab will open with QR codes which can be scanned with your smartphone camera – taking you to the app store for your device to install the Microsoft Authenticator App (Step 5 below). **Use the appropriate QR to get the correct authenticator app. Note: In the Apple Store, if you search “Microsoft Authenticator,” the first app is a sponsored app, not the official app.** After the app is installed on your smartphone return to the *My Sign-Ins* tab and click Next (move to step 6).





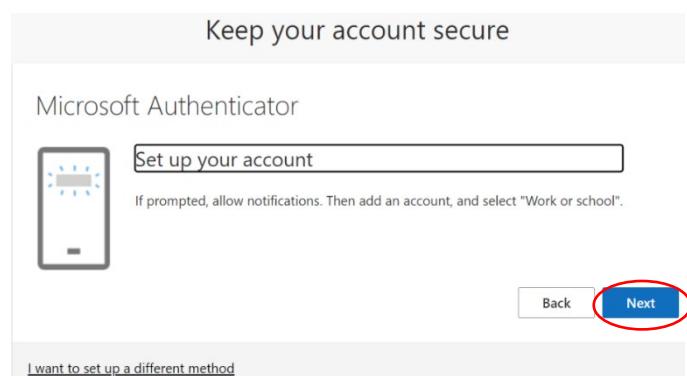
5) New Tab

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 4).



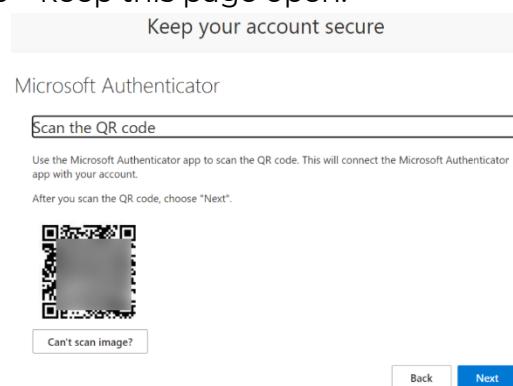
6) My Sign-ins page:

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



7) My Sign-ins page:

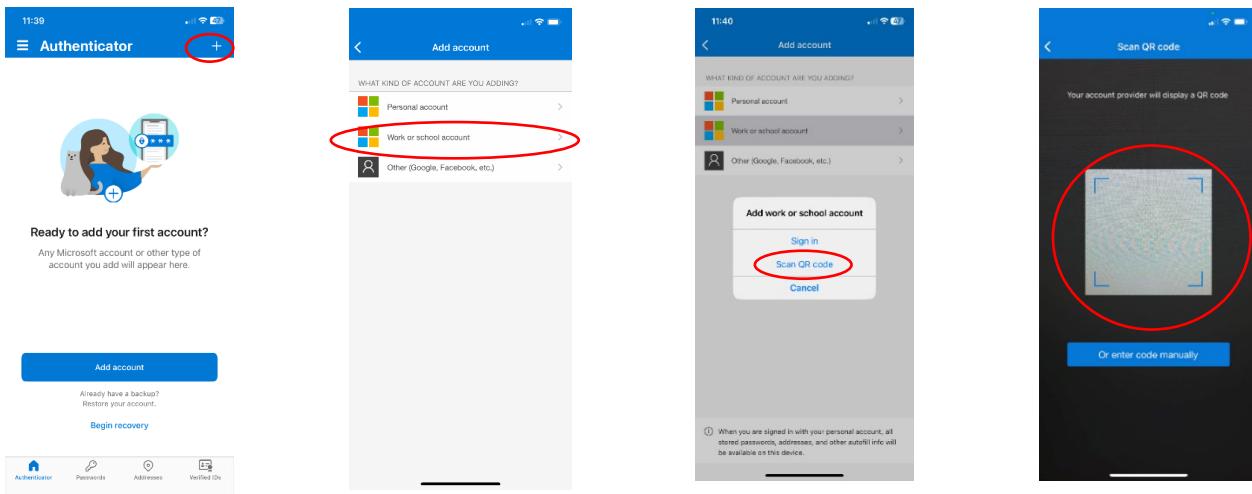
A page will display with a QR code, you will scan this with the Microsoft Authenticator app – keep this page open.





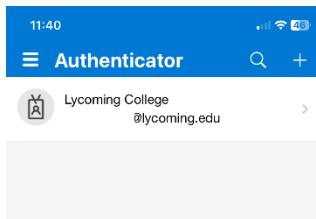
8) Microsoft Authenticator app:

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* (**DO NOT use Sign-in option**), this will activate the camera on your smart phone, point your smart phone at your computer screen to scan the QR code (step 7). Please be sure to click allow notifications or the process will not function properly.



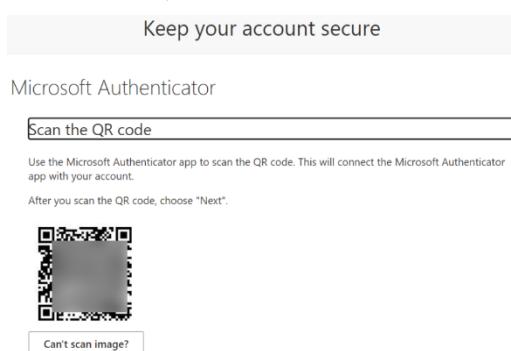
9) Microsoft Authenticator app:

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



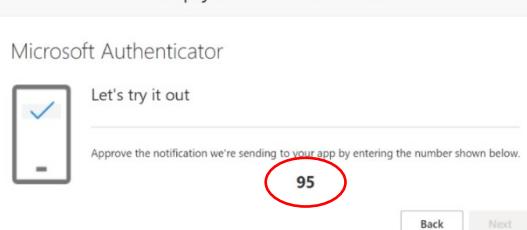
10) My Sign-ins page:

Go back to your web browser, and click *Next*.



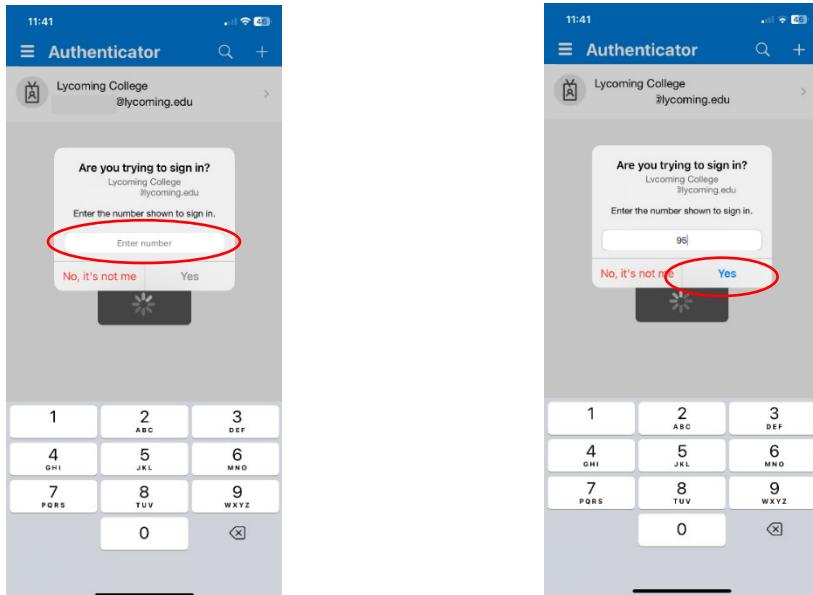
11) My Sign-ins page:

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



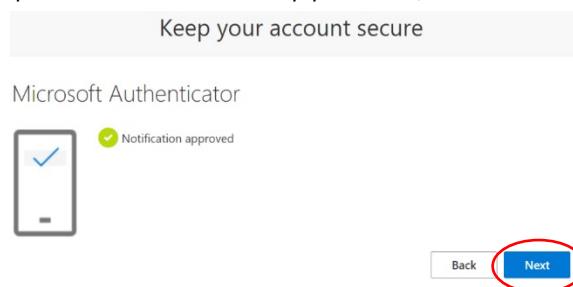


- 12)** You will receive a notification on your smart phone. Enter the code that was given to you in the previous step and select **YES**.



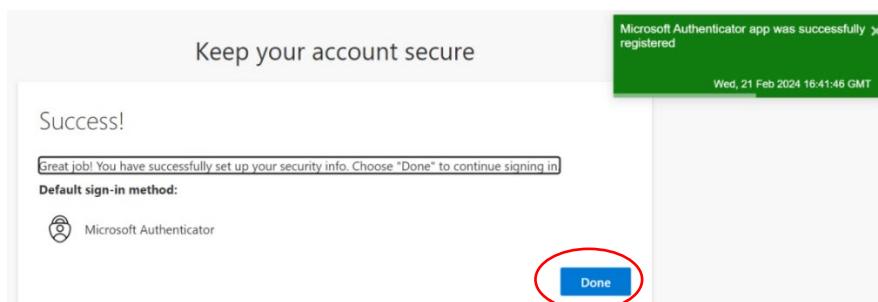
13) My Sign-ins page:

You will be prompted *Notification approved*, click *Next*.



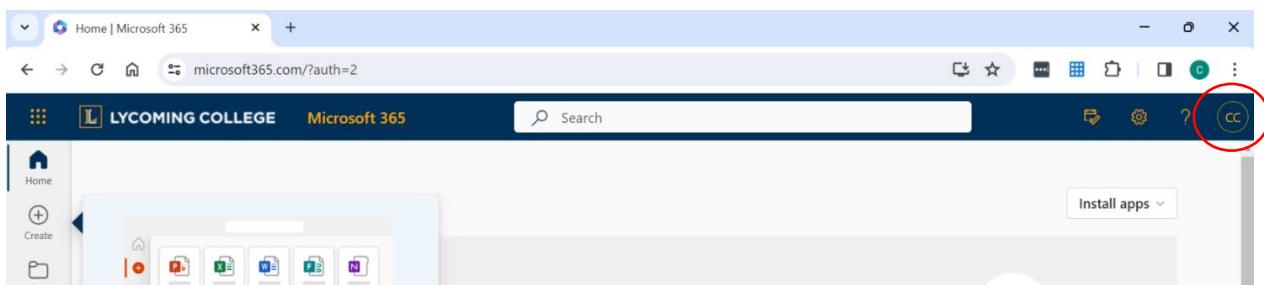
14) My Sign-ins page:

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



15) Office 365 Account Dashboard:

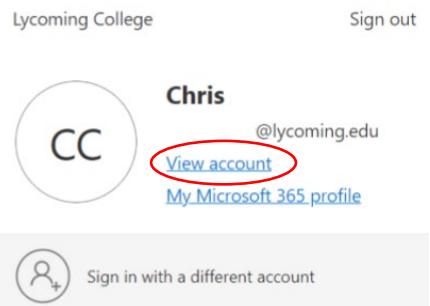
Click through the three introductory slides and then toward the top right-hand corner, click your initials or profile picture.





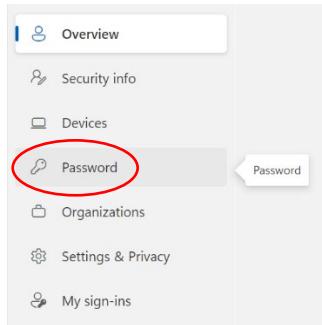
16) Office 365 Account Dashboard:

In the dialogue box that opens click *View Account*.



17) My Account Tab:

On the new tab that loads, in the menu on the left, click *Password*



18) My Account Tab:

Enter your old password (the password provided in your credential email), then create and confirm your new password. Click *Submit* when finished.

Change password

User ID
@lycoming.edu

Old password

Create new password

Confirm new password

Your password must meet these requirements:

- At least 12 characters in length. Password phrases are strongly encouraged.
- Must **not** be a reuse of one of your last 3 passwords.
- Must **never** be stored in clear text (e.g. Notepad, Excel, or Word files); hard coded; or written down on paper. ITS suggests the use of the LastPass password manager to generate, store, and organize a user's credentials (www.lastpass.com).

19) My Account Tab:

Enter your newly created password, then click *Sign in*.

LYCOMING COLLEGE
@lycoming.edu

Enter password

Password

Forgot my password

Sign in with another account

Sign in



20) *My Account Tab:*

You will be prompted to approve the sign in by entering the code displayed on the screen into the Microsoft Authenticator App on your smart device.

The image shows the Lycoming College logo at the top left. Below it, the text "Approve sign in request" is displayed in large, bold, black font. To the left of the text, there is a circular icon containing a question mark. To the right of the text, there is a large rectangular box containing the number "87". Below the main text and the box, there is a list of two items, each preceded by a square checkbox. The first item is "No numbers in your app? Make sure to upgrade to the latest version." and the second is "Don't ask again for 14 days". At the bottom, there is a link "I can't use my Microsoft Authenticator app right now" and a "More information" link.

21) Stay signed in dialogue:

Click **NO**



The image shows the Lycoming College logo, which consists of a blue square with a white 'L' and the words 'LYCOMING COLLEGE' in blue. Below the logo is the text '@lycoming.edu'. At the bottom, there are two buttons: a grey 'No' button and a blue 'Yes' button, with a red oval highlighting the 'No' button.



Changing Sign-In Method to Authenticator App

1) Go to My Sign-Ins: <https://mysignins.microsoft.com/security-info>

2) Click Add Sign-in method and choose Microsoft Authenticator

LYCOMING COLLEGE | My Sign-Ins

Security info

These are the methods you use to sign into your account or reset your password.

You're using the most advisable sign-in method where it applies.

Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification (Orange)

+ Add sign-in method

Method	Last updated	Action
Password	7 months ago	Change
Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone 11	Delete

Lost device? Sign out everywhere

3) Choose Microsoft Authenticator

Add a sign-in method

Microsoft Authenticator
Approve sign-in requests or use one-time codes

4) Complete steps 4-14 above to add the Microsoft Authenticator App

5) Go back to my sign-ins: <https://mysignins.microsoft.com/security-info>

6) Change the sign-in method to authenticator app

Security info

These are the methods you use to sign into your account or reset your password.

You're using the most advisable sign-in method where it applies.

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+ Add sign-in method

Method	Last updated	Action
Password	7 months ago	Change
Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone 11	Delete

Lost device? Sign out everywhere

Change default method

Which method would you like to use to sign in?

App based authentication - notification

Back Confirm

7) Delete Phone method

+ Add sign-in method

Method	Action
Phone	Change Delete
Password	Change
Microsoft Authenticator Push multi-factor authentication (MFA)	Delete