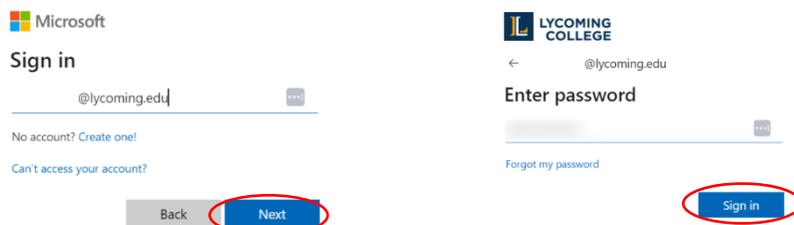




Setting up Multi-Factor Authentication (MFA) using the Microsoft Authenticator App and Resetting Your Password

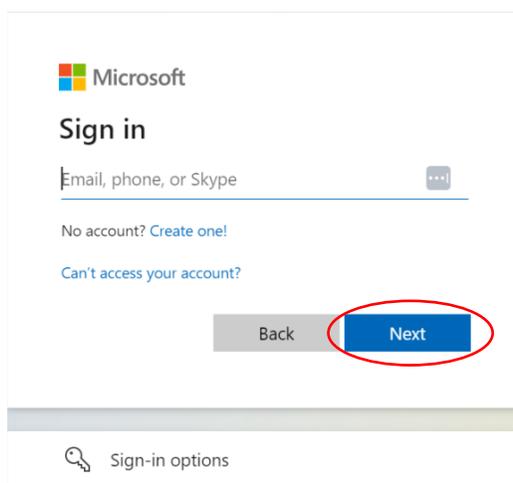
Before you begin, you should have two devices available: one that will allow you to be on a browser and a smart device that you will download the app to.

- 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.



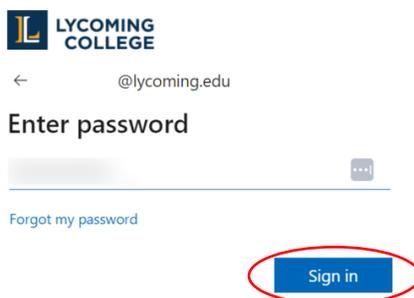
3) **Sign in dialogue:**

Enter your Lycoming College email account (username@lycoming.edu) and click *Next*.



4) **Enter password dialogue:**

Enter your Lycoming College password and click *Sign in*.





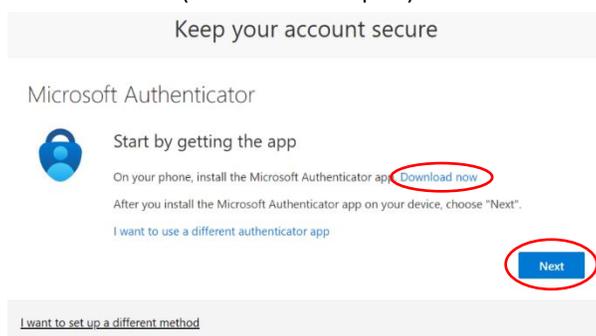
5) **More information required** dialogue:

Click **Next**



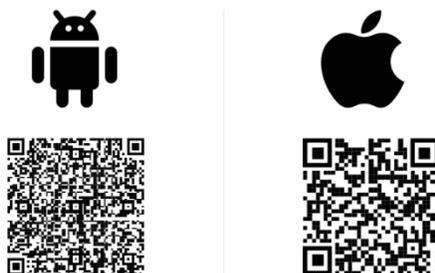
6) **My Sign-ins page:**

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 7 below). After the app is installed on your smartphone return to the *My Sign-Ins* tab and click Next (move to step 8).



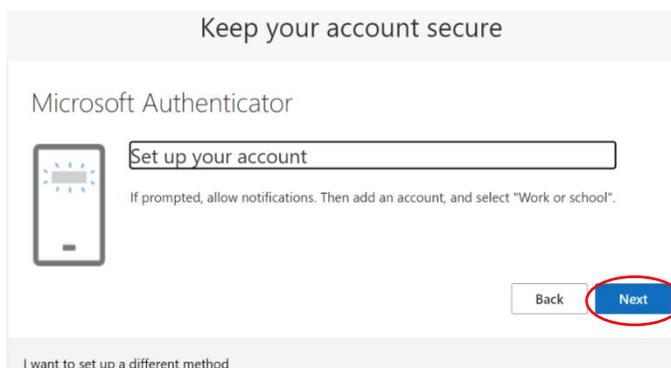
7) **New Tab**

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 6).



8) **My Sign-ins page:**

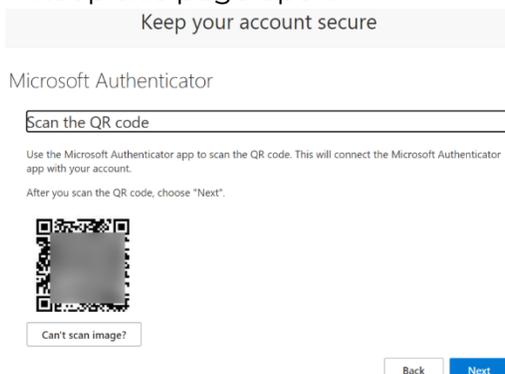
A page will display to begin setting up your account. Click **Next**.





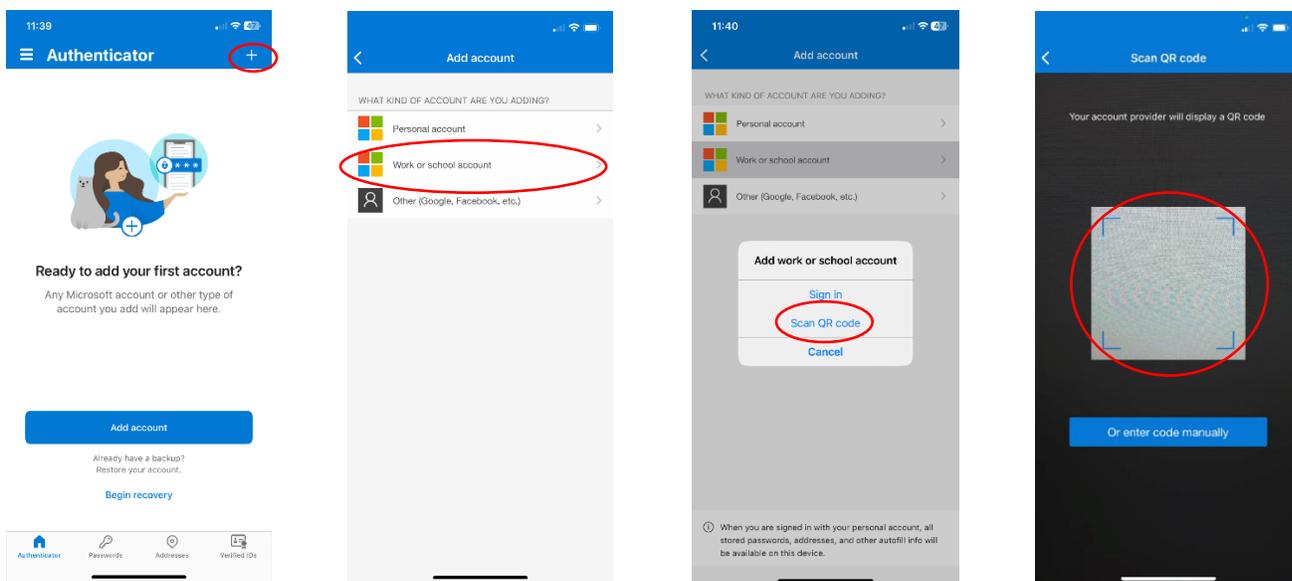
9) My Sign-ins page:

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



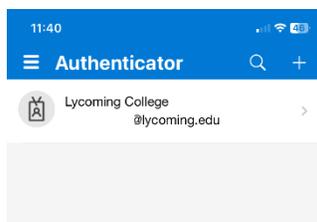
10) Microsoft Authenticator app:

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*, this will activate the camera on your smart phone, point your smart phone at your computer screen to scan the QR code (in the step above).



11) Microsoft Authenticator app:

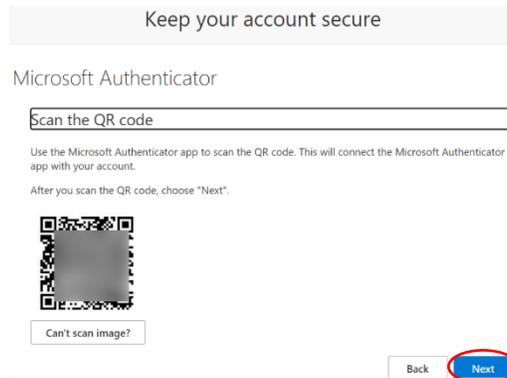
Your Microsoft account is now added to your Microsoft Authenticator app.





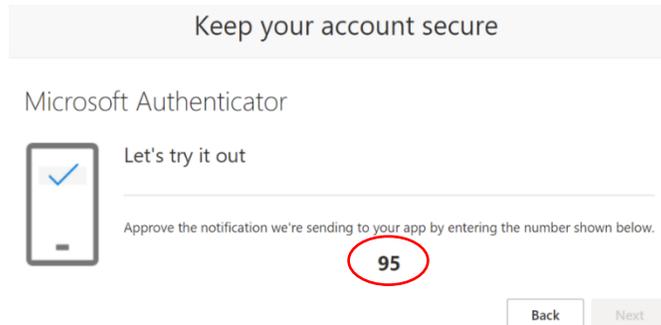
12) My Sign-ins page:

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

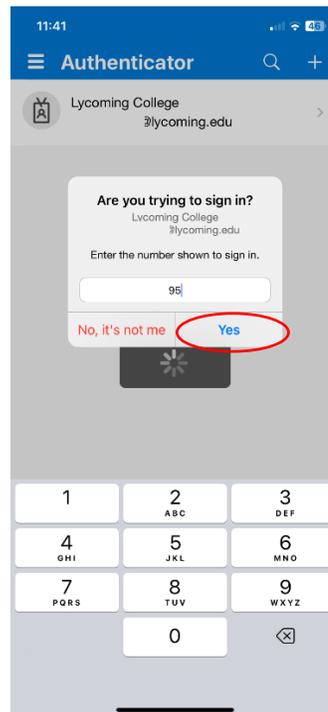
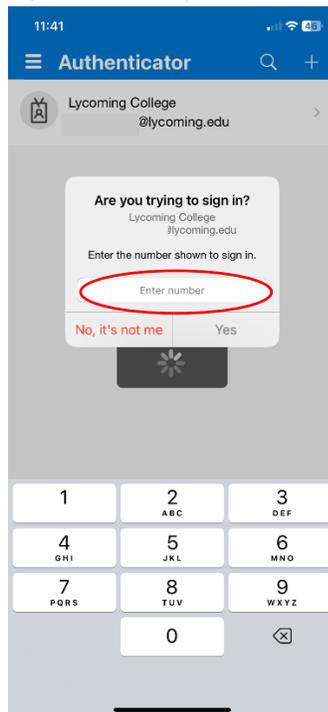


13) My Sign-ins page:

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



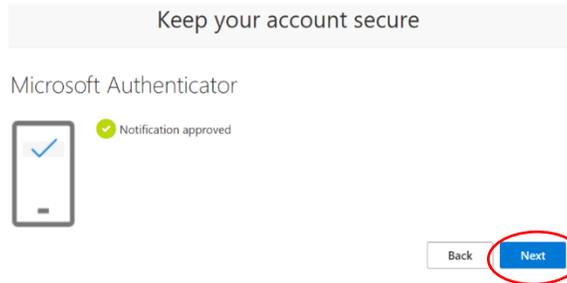
14) You will receive a notification on your smart phone. Enter the code that was given to you in the previous step and select **YES**.





15) My Sign-ins page:

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



16) My Sign-ins page:

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

