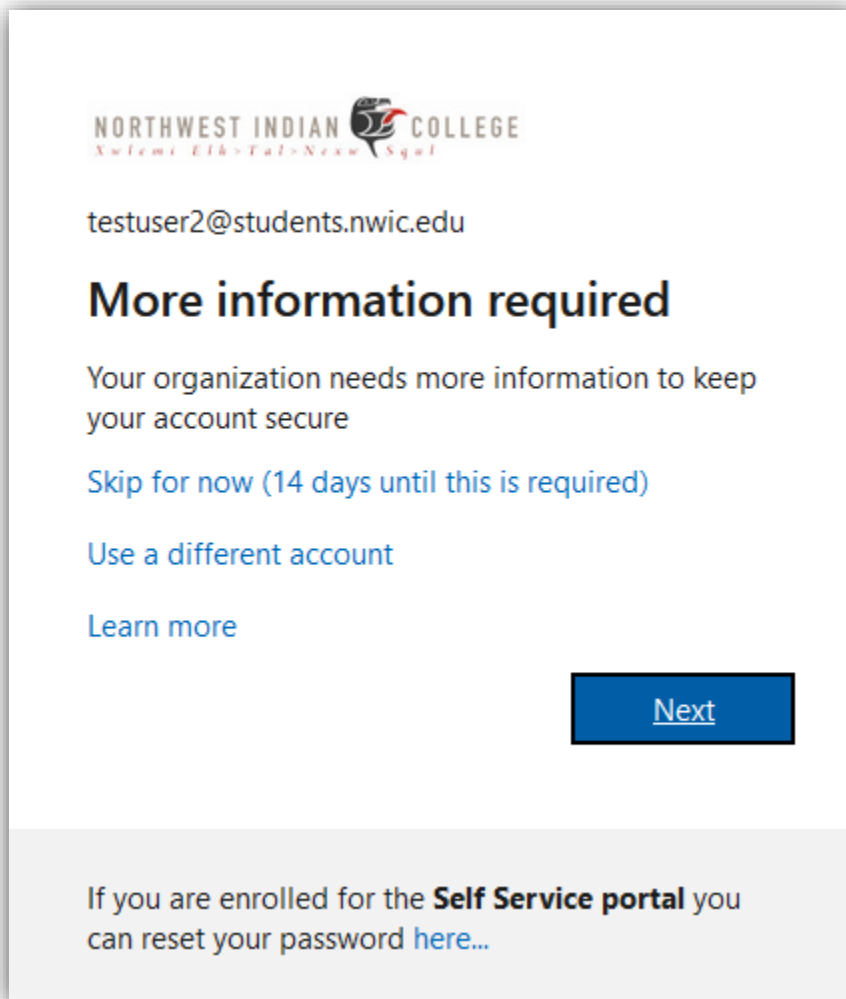


# Multi-factor Authentication- Office 365

Multi-factor Authentication or MFA is an additional safeguard for your account to prevent malicious access to your identity on Northwest Indian College Office 365 platform.

Microsoft requires the initial mode of authentication to be an authenticator application. That being said, once you have set up an authenticator app you can chose other methods such as text messages, phone messages, and emails

It's set for all users upon your next login you'll see the following message, hit Next.



You can choose to use the Microsoft Authenticator app or if you'd prefer to use another app on your phone there are other alternatives such as Google Authenticator, Authy, or Duo. If you want to use one of the other apps make sure you select the **I want to use a different authenticator app** link below.

## Microsoft Authenticator



### Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next


From your app you can either scan the QR code or if you'd rather enter in a code, you can click the *Can't scan image?* Button and enter in the secret key that shows up for your account. Below is an example of what you'll see.

## Authenticator app

### Scan the QR code

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Enter the following into your app:

**Account name:** students.nwic.edu:testuser2@students.nwic.edu

**Secret key:** xkspyjnsc7xqlbnr

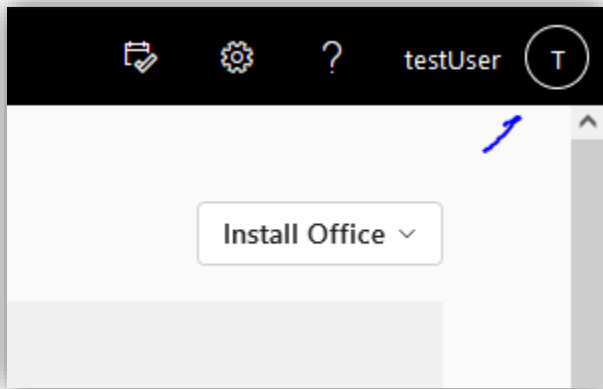
Back

Next

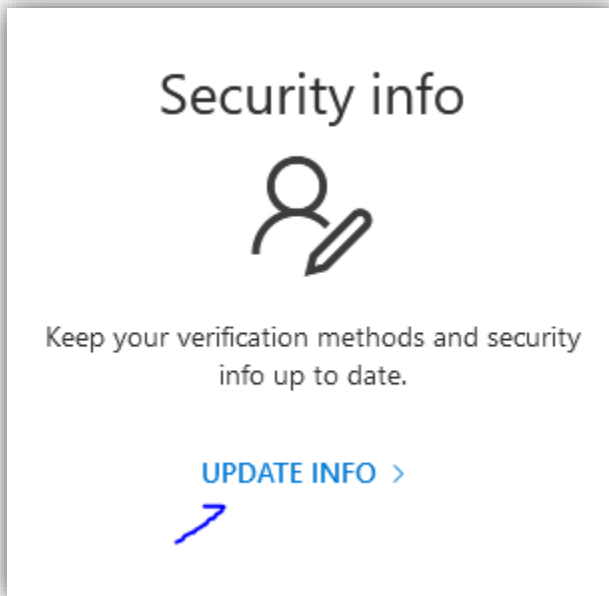
## OPTIONAL:

Now that your initial method of MFA has been setup you can choose to add another method if you would prefer receiving a text message, phone call, or even using a hardware key like a Yubikey.

To do this you'll need to click the user tile in the top right of the Office 365 landing page and select View Account.



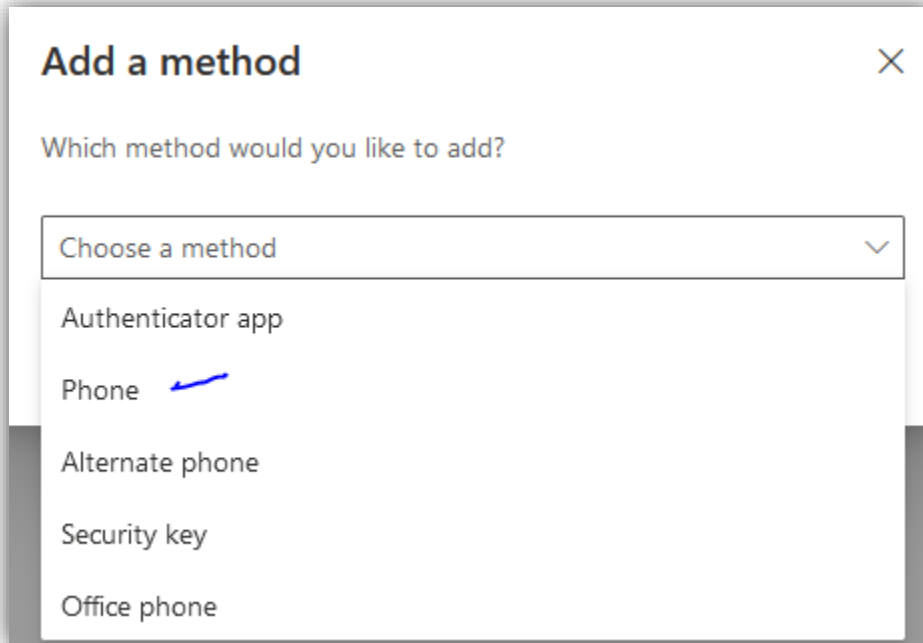
This will take you to your account page. On the Security Info tile click the UPDATE INFO > link.



On the Security Info page select + Add Method.

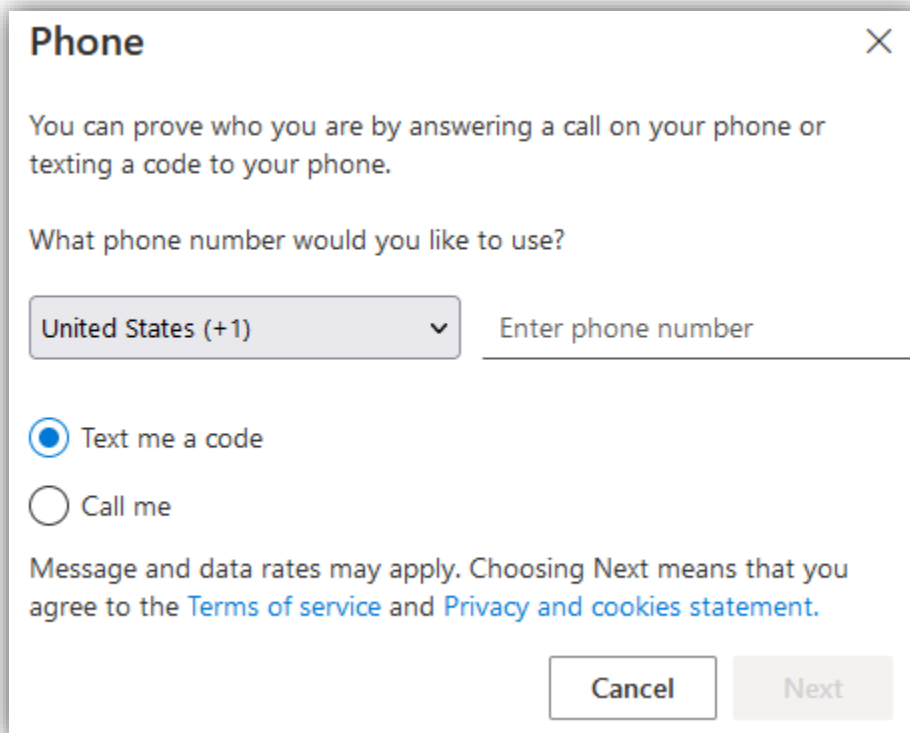
[+ Add method](#)

It is recommended that you select Phone as your method of authentication.



The screenshot shows a dialog box titled "Add a method" with a close button (X) in the top right corner. Below the title, it asks "Which method would you like to add?". There is a dropdown menu with the placeholder text "Choose a method". The dropdown is open, showing a list of options: "Authenticator app", "Phone", "Alternate phone", "Security key", and "Office phone". A blue arrow points to the "Phone" option.

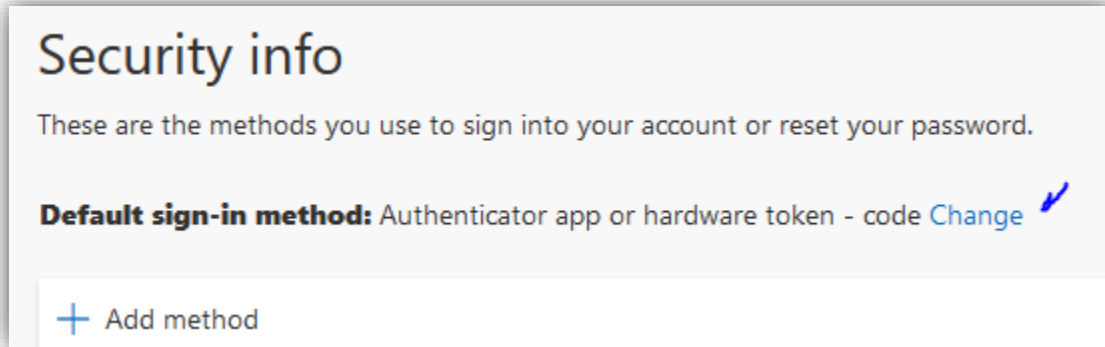
Enter in a number and then select Text me a code, hit Next. You'll receive a text message with a 6-digit time sensitive code. Confirm the code on the page and you're done.



The screenshot shows a dialog box titled "Phone" with a close button (X) in the top right corner. Below the title, it says "You can prove who you are by answering a call on your phone or texting a code to your phone." followed by "What phone number would you like to use?". There is a dropdown menu for the country code, currently showing "United States (+1)", and a text input field for the phone number. Below these, there are two radio buttons: "Text me a code" (which is selected) and "Call me". At the bottom, there is a message: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." and two buttons: "Cancel" and "Next".

Now that you have multiple methods of authentication setup you can select which method you'd like to use as your default.

Back on the Security Info page click Change next to the Default sign-in method at the top of the page.



From the drop-down box select your preferred method.

If you run into any problems or have questions you can reach the IS department by email or phone.

Email: [is@nwic.edu](mailto:is@nwic.edu)

Phone: 360-392-4342