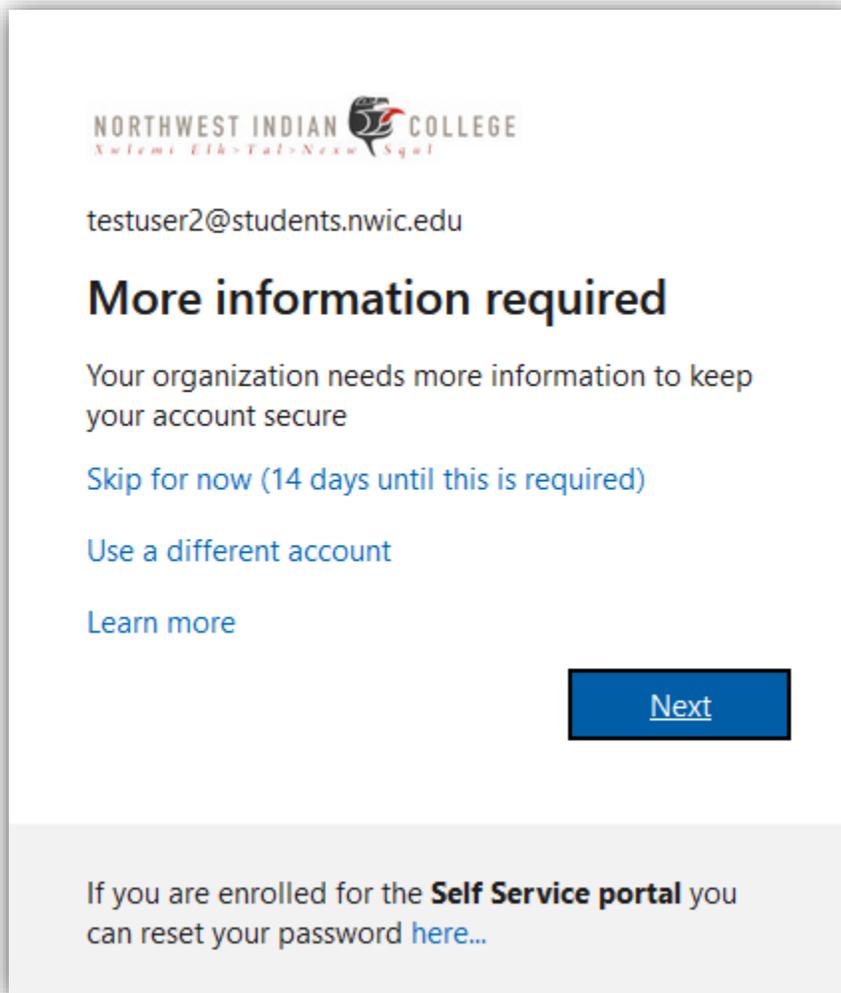


Multi-factor Authentication- Office 365

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.



The screenshot shows a white rectangular box with a thin grey border. At the top left is the Northwest Indian College logo, which includes a stylized bird icon and the text "NORTHWEST INDIAN COLLEGE" with the motto "Xwilemt Eik>Tat>Nexw Sqol" below it. Below the logo is the email address "testuser2@students.nwic.edu". The main heading is "More information required" in bold black text. Below this is the text "Your organization needs more information to keep your account secure". There are three blue links: "Skip for now (14 days until this is required)", "Use a different account", and "Learn more". A blue button with the text "Next" is positioned to the right. At the bottom of the box, a grey bar contains the text "If you are enrolled for the **Self Service portal** you can reset your password [here...](#)".

NORTHWEST INDIAN COLLEGE
Xwilemt Eik>Tat>Nexw Sqol

testuser2@students.nwic.edu

More information required

Your organization needs more information to keep your account secure

[Skip for now \(14 days until this is required\)](#)

[Use a different account](#)

[Learn more](#)

[Next](#)

If you are enrolled for the **Self Service portal** you can reset your password [here...](#)

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 [📄](#)

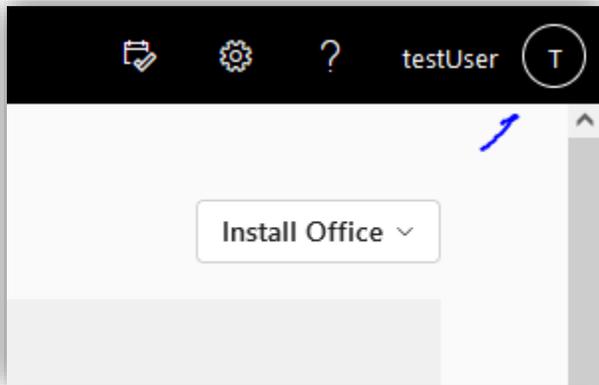
Secret key: xkspyjnsc7xqlbnr [📄](#)

[Back](#) [Next](#)

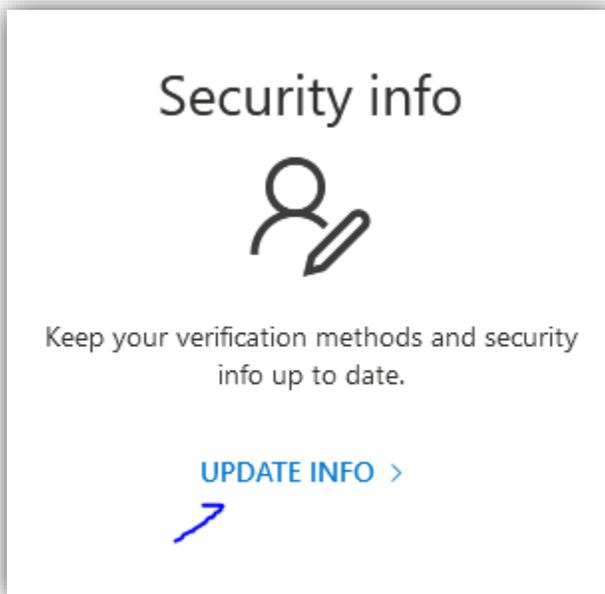
OPTIONAL:

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.



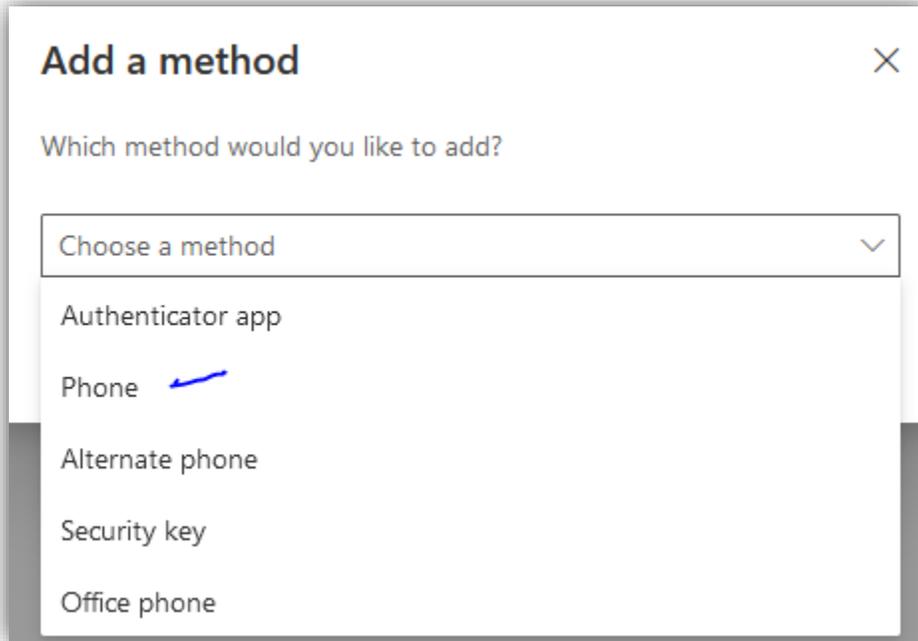
This will take you your account page. On the Security Info tile click the UPDATE INFO > link.



On the Security Info page select + Add Method.

[+ Add method](#)

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



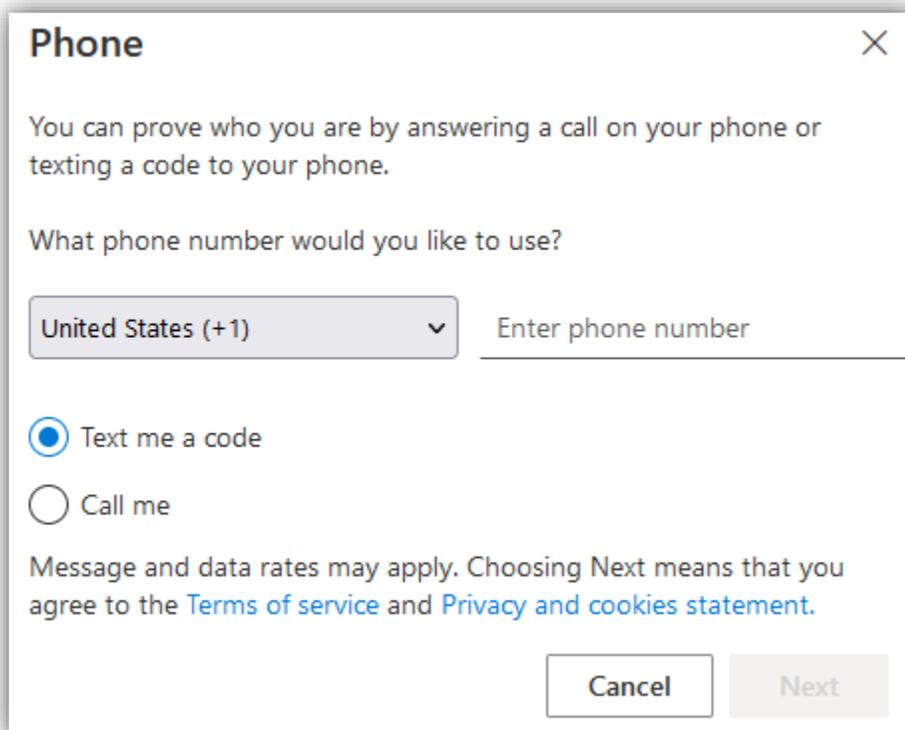
Add a method ✕

Which method would you like to add?

Choose a method ▾

- Authenticator app
- Phone ↖
- Alternate phone
- Security key
- Office phone

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.



Phone ✕

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) ▾

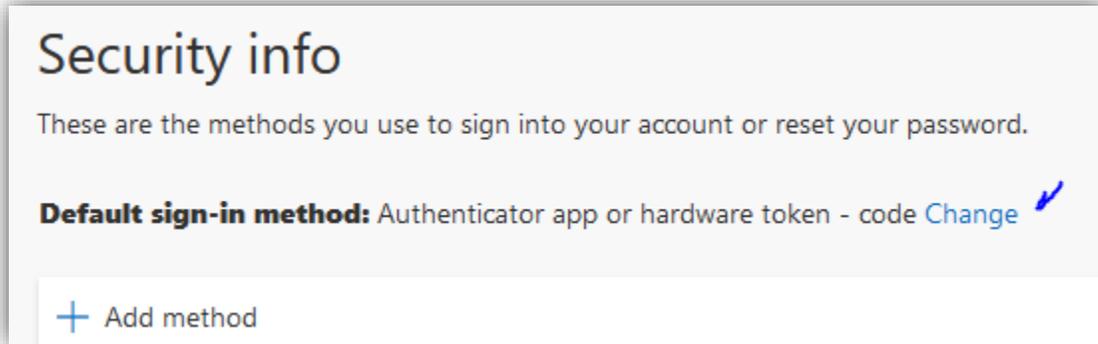
Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

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

Phone: 360-392-4342