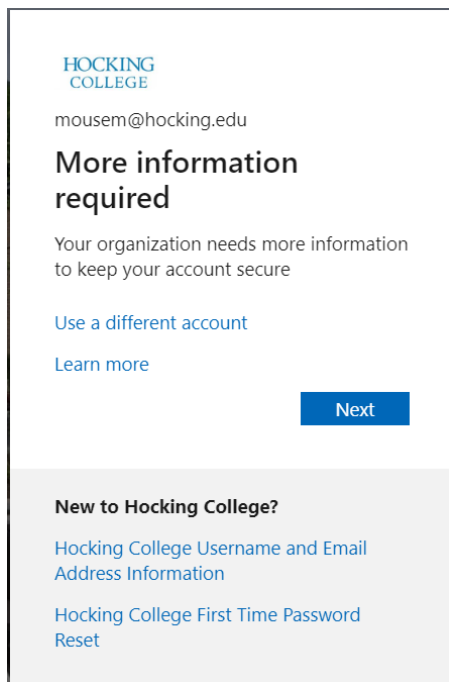


Setting up Microsoft Multi Factor Authentication

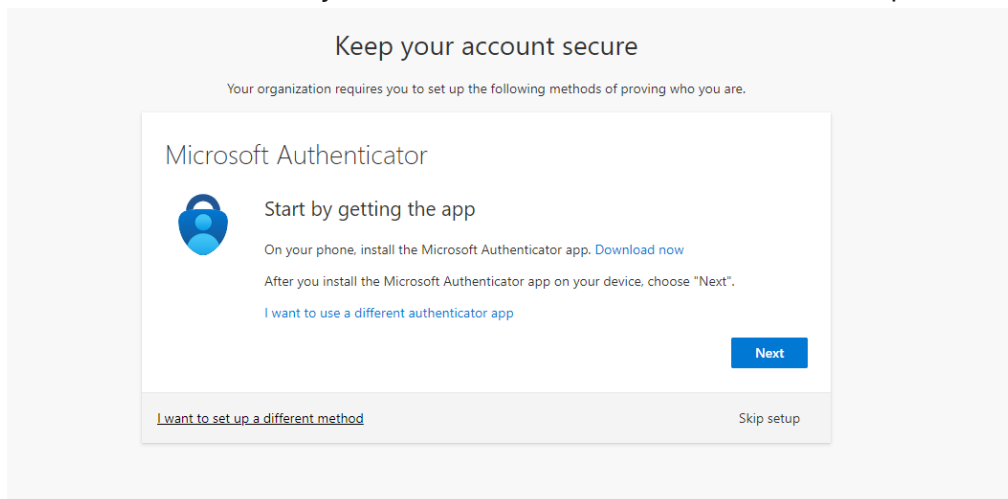
Step 1 – Upon logging into your Hocking College email for the first time, you will be prompted by a screen to setup Microsoft Multi-factor authentication.



The screenshot shows a login page for Hocking College. At the top left is the Hocking College logo. Below it is the email address 'mousem@hocking.edu'. The main heading is 'More information required'. Below this, it says 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. A blue 'Next' button is at the bottom right. Below the main content area, there is a section titled 'New to Hocking College?' with two links: 'Hocking College Username and Email Address Information' and 'Hocking College First Time Password Reset'.

Step 2 – Choose **Next**

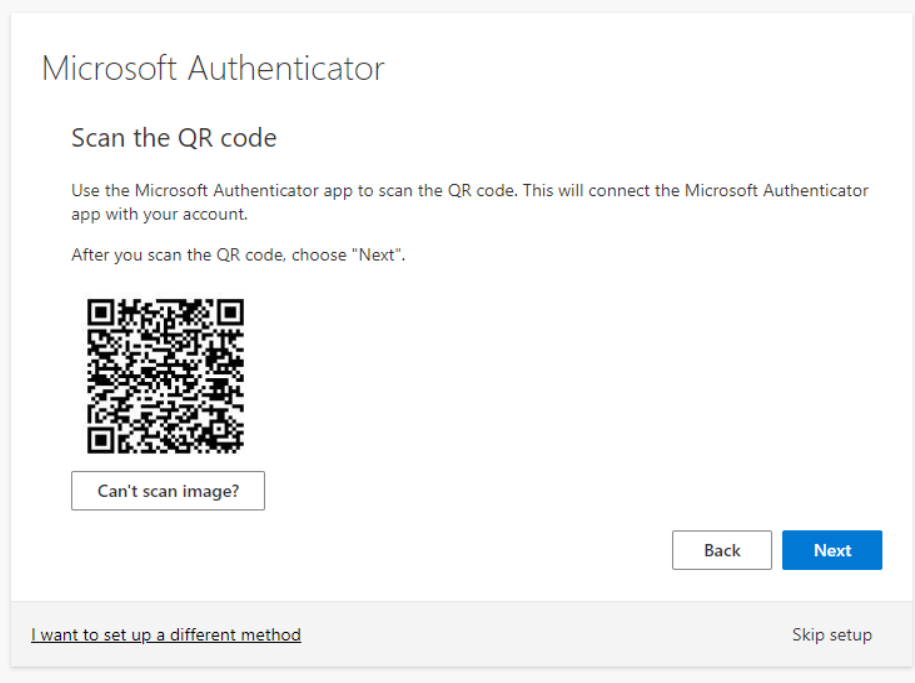
Step 3 - The default authentication method is to use the free Microsoft Authenticator app. If you have it installed on your mobile device, select **Next** and follow the prompts to add this account. If you don't have it installed there is a link provided to download it.



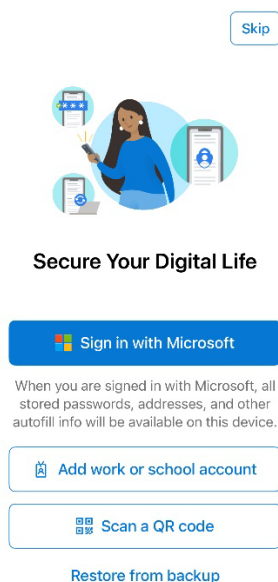
The screenshot shows the Microsoft Authenticator setup screen. At the top, it says 'Keep your account secure' and 'Your organization requires you to set up the following methods of proving who you are.' Below this is a box titled 'Microsoft Authenticator'. Inside the box, there is a blue circular icon with a white padlock. To the right of the icon, it says 'Start by getting the app'. Below this, it says 'On your phone, install the Microsoft Authenticator app. Download now'. Then it says 'After you install the Microsoft Authenticator app on your device, choose "Next".' There is a link 'I want to use a different authenticator app'. A blue 'Next' button is at the bottom right of the box. Below the box, there is a link 'I want to set up a different method' and a 'Skip setup' link.

If you would rather use SMS messages sent to your phone instead, select **I want to set up a different method**. Microsoft will ask for your mobile number, then send you an SMS message containing a 6-digit code to verify your device.

Step 4 – Once you have installed the Microsoft Authenticator app on your Mobile device and have clicked Next on the previous screen you will see a screen with a QR Code.



Inside the Microsoft Authenticator mobile app, you will see a **Scan a QR Code** link



Scan the QR code and then enter the number that displays into your Mobile Authenticator app.

Step 5 - Once you complete the instructions to specify your additional verification method, the next time you sign into your Hocking email, you'll be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.