

PREPARING FOR MULTI-FACTOR AUTHENTICATION



SUMMARY

Multi-Factor Authentication (MFA) is a security practice that requires you to provide not just your password but at least one additional factor for authentication. This additional factor can be an SMS Text sent to your phone, an automated phone call, or the use of an Authenticator app on your mobile phone.

This document outlines the steps you need to follow to prepare your account for MFA using SMS Text

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PREREQUISITES

- You will need to select one or more of the following methods for the Sign-In system to contact you when:
 - Personal Phone Number that can receive automated voice calls
 - Personal Phone Number that can receive SMS Text messages
- You will need to know your FCNet Email Address
- You need to have signed into Office 365 portal at least once before. If you have not previously signed into the Office 365 Portal, please do the following:
 - Visit <https://fcnet.fullcoll.edu>
 - Click on Configuration/How-To
 - Click on Initial Account Setup

INSTRUCTIONS:

1. Microsoft provides a short-cut URL to take you directly to the appropriate Security Information page to prepare your account for MFA. Please click this link, or type it into your browser of choice:

<https://aka.ms/SetupMFA>

2. You will initially be taken to a generic Microsoft Sign-In page, type in your FCNet Email Address and Click Next.
3. If prompted, click on “Work or school account”

4. At this point you should see the Fullerton College seal, logo, or branding. If you do not, STOP. Verify that you are on the correct site, and/or clicked a valid link.

5. Provide your password and then click Sign-In



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next



← bhornet@fullcoll.edu

Enter password

Password

[Forgot my password](#)

Sign in

6. You may be prompted with an option to Stay signed in. To improve the security of the system, and to allow you to switch between accounts should you have an account from another institution that also uses Office 365, we recommend you check the box for “Don’t show this again” and then click on No.



bhornet@fullcoll.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

7. The Security info page for your account will now be displayed. If you have a Phone method listed with your personal mobile phone number, and it is selected as your Default sign-in method – congratulations your account is ready for MFA. You do not need to proceed any farther. The Microsoft Authenticator App method is recommended and can be installed by following the instructions at:

<https://docs.microsoft.com/en-us/azure/active-directory/user-help/security-info-setup-auth-app>

If you have a personal mobile phone method listed, but it is not configured as your default sign-in method, you may skip to step 15.

The screenshot shows the 'My Sign-Ins' page with a sidebar containing 'Overview', 'Security info', 'Organizations', 'Devices', and 'Privacy'. The 'Security info' section is active, displaying 'These are the methods you use to sign into your account or reset your password.' Below this, it shows 'Default sign-in method: Phone - text +1 7149362834 Change'. There is an '+ Add method' button and a list of methods including 'Phone +1 714992700'. A link for 'Lost device? Sign out everywhere' is also visible.


8. To add a Phone method, click Add method

This screenshot shows a close-up of the 'Add method' button on the 'Security info' page. A red arrow points to the button, which is labeled '+ Add method'. The text above the button reads 'These are the methods you use to sign into your account or reset your password.' and 'Default sign-in method:'.

9. From the drop-down menu, select Phone

10. Click Confirm

The screenshot shows a dialog box titled 'Choose a different method'. It asks 'Which method would you like to use?' and has a dropdown menu with 'Phone' selected. At the bottom, there are 'Cancel' and 'Confirm' buttons.

<p>11. Type in your phone number, for example: 7149927000</p> <p>a. If you are an international student, or an employee traveling over seas you may need to adjust the country code as needed.</p> <p>Click Next</p> <p>The system will then text you a six-digit code. Please make note of this code for the next step.</p>	<p>Phone</p> <p>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?</p> <p>United States (+1) 7149927000</p> <p><input checked="" type="radio"/> Text me a code <input type="radio"/> Call me</p> <p>Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.</p>
<p>12. Type in the six-digit code that was emailed to you.</p> <p>Click Next</p>	<p>Phone</p> <p>We just sent a 6 digit code to +1 7149927000 . Enter the code below.</p> <p>Enter code</p> <p>Resend code</p>
<p>13. You will receive a notice that your phone was registered successfully.</p> <p>Click Next</p>	<p>Phone</p> <p> SMS verified. Your phone was registered successfully</p>
<p>14. At this point, if the system does not display a Default sign-in method, click on Overview and then Security Info on the menu on the left and the screen should update with your new Phone Method listed.</p> <p>15. If a Default sign-in method is listed, but is not your mobile phone click on Change</p>	<p>Default sign-in method: Change</p>
<p>16. Select the “Phone – Text” option that lists your mobile phone number.</p> <p>Then click Confirm.</p>	<p>Change default method</p> <p>Which method would you like to use to sign in?</p> <p>Phone - Text +1 7149927000</p>

ADDITIONAL INFORMATION

Additional documentation is available from Microsoft at the following URLs:

- <https://docs.microsoft.com/en-us/azure/active-directory/user-help/security-info-setup-text-msg>
- <https://docs.microsoft.com/en-us/azure/active-directory/user-help/security-info-setup-auth-app>

SUPPORT

If you encountered any difficulties while setting up your account, if you have any questions, or would like additional information about using your account please visit the FCNet website at <https://fcnet.fullcoll.edu> or contact the Academic Computing Technologies (ACT) Help Desk via email at helpdesk@fullcoll.edu or by calling 714-992-7111