

Microsoft Multi-factor Authentication Directions

Version 1.2





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1. OVERVIEW

1.1. Introduction

Fayetteville Technical Community College is implementing Multi-Factor Authentication (MFA) to access some college resources when not on campus. To access these resources (Blackboard, SelfService, Student e-mail), you must complete the following directions.

1.2. What is Multi-Factor Authentication?

Multi-Factor Authentication is a way of confirming your identity when you try to sign in. For example, a password is one kind of factor, it's a thing you know. The three most common kinds of factors are:

- Something you know Like a password or a memorized PIN.
- Something you have Like a smartphone or a secure USB key.
- Something you are Like a fingerprint or facial recognition.

These directions will assist you with setting up Multi-Factor Authentication Enrollment.

1.3. Intended Audience

This document is intended for the students at Fayetteville Technical Community College.

1.4. Requirements

Users will be required to register for Self-Service Password Reset (SSPR) if you have not already done so. For step-by-step directions please head over to

https://www.faytechcc.edu/sspr and click the "Click here to view step by step directions" button below the sample login dialog. You may also be required to change your password during this time.



2. DIRECTIONS

Note: you are provided with two options for registration of multi-factor authentication. One is "text me a code" and the second is "Call me". If you want to use the "Call me" option, proceed to 2.1.1.

2.1. Application Download Location

Install the latest version of the Authenticator app, based on your operating system:

Google Android. On your Android device, go to Google Play to <u>download and install the</u> <u>Authenticator app.</u>



Apple iOS. On your Apple iOS device, go to the App Store to <u>download and install the</u> <u>Authenticator app.</u>



2.2. "Text me a code" option.

- 1. Please go to https://login.microsoftonline.com/?whr=ad.faytechcc.edu
- 2. Please enter your college issued email address (username1234@student.faytechcc.edu)



	Feytterille Technical Community College
	Sign in
	Enter your e-mail address.
	No account? Create one!
	Can't access your account?
	Back Next
	Q. Sign-in options
TR	ROJANS

3. Please enter your password. If this is your first time logging in, please use the default password provided on your welcome letter. Otherwise, this is the same password you use to currently access Self-Service, Blackboard, FTCC computers, etc.

Sign in

4. Click on "Sign In"

5. Select Next

	@student.faytech	cc.edu
More i	nformation	required
Your organ your accou	ization needs more nt secure	information to keep
Use a diffe	ent account	
Learn more		

6. Please select "Text me a code"

Keep	your account secure
Your organization requires y	ou to set up the following methods of proving who you are.
Phone	
You can prove who you are by answeri	ng a call on your phone or texting a code to your phone.
What phone number would you like to	use?
United States (+1)	Enter phone number
Text me a code	
O Call me	
Message and data rates may apply. Ch and cookies statement.	oosing Next means that you agree to the Terms of service and Privat

- 7. Please enter a phone number with no dashes and select next.
- 8. Enter the code that was texted to your phone

Keep your account secure
Your organization requires you to set up the following methods of proving who you are.
We just sent a 6 digit code to +1 Enter the code below. Enter code Resend code
Back Next



9. Select Next.

Your organization requires you to set up the following methods of proving who yo	u are.
Phone	
SMS verified. Your phone was registered successfully.	
	Next

10. Select Next

	Keep your account secure	
	Your organization requires you to set up the following methods of proving who	o you are.
Succ	cess!	
Great jo Default	b! You have successfully set up your security info. Choose "Done" to continue sign sign-in method:	ning in.
S	Phone +1	
		Done

11. Select Done

Fayetteville Technical Community College	
@student.faytechcc.edu	
Stay signed in?	
Do this to reduce the number of times you are asked to sign in.	
Don't show this again	
No <u>Yes</u>	

12. If you are logging into a computer you access email and Microsoft from on a repeated basis, select yes if prompted.

Congratulations you have completed the MFA registration for your Student Account!



2.2.1 "Call me" option.

- 1. Please go to https://login.microsoftonline.com/?whr=ad.faytechcc.edu
- 2. Enter your student email address (username1234@student.faytechcc.edu)

Reptirted of Tablead Community College
Sign in
Enter your e-mail address.
No account? Create one!
Can't access your account?
Back Next
🖓 Sign-in options
TROJANS

3. Please enter your password. If this is your first time logging in, please use the default password provided on your welcome letter. Otherwise, this is the same password you use to currently access Self-Service, Blackboard, FTCC computers, etc.

Sign in

4. Select Next

	@student.faytechcc.edu
More ir	nformation required
Your organi: your accour	zation needs more information to keep It secure
Use a differe	ent account
Learn more	

- 5. Select "Call me."
- 6. Enter a phone number with no dashes and select **next**.

	Keep your account secure
Your organ	ization requires you to set up the following methods of proving who you are.
Phone	
You can prove who yo	ou 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)	Enter phone number
Text me a route	
Call me	
Message and data rat and cookies statemen	tes may apply. Choosing Next means that you agree to the Terms of service and P nt.
I want to set up a diffe	rent method

7. Your phone should be ringing.

Reynterviller Fallbolad Community College	
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.
	Phone We're calling toow. Back
	I want to set up a different method

- 8. Select the pound key # at anytime to finish your verification.
- 9. Select Next



Feytterill Aufrical Community Collage	
	Keep your account secure
	Your organization requires you to set up the following methods of proving who you are.
	Phone
	Call answered. Your phone was registered successfully.
	Next

10. Select Done

	Keep your account secure
Your organizatio	on requires you to set up the following methods of proving who you are.
Success!	
Great job! You have succes Default sign-in method:	ssfully set up your security info. Choose "Done" to continue signing in.
Phone	
	Done
Favetteville Technical Communit	ty Callese
Ostud	ent fauteches edu
Stay signed	in?
Do this to reduce th	e number of times you are asked
DO INS LO TEQUCE IN	e number of times you are asked
to sign in.	
to sign in.	again
to sign in.	again
to sign in.	again No <u>Yes</u>

11. If you are logging into a computer you access email and Microsoft from on a repeated basis, select 'Yes'.

Congratulations you have completed the MFA registration for your Student Account!



2.2.2 Help Information

If at any point you have a problem with the registration of your phone or if you receive a new phone number in the future, please contact tech support via email at **help@faytechcc.edu** or by phone at **910-678-8502.**