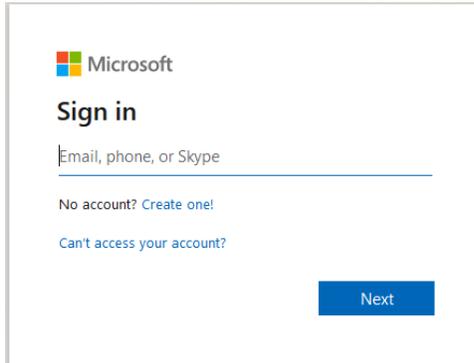


Multi-Factor Authentication Setup User Guide

1. Use the following link for Office 365: <https://www.office.com/>
2. Enter your Ranken email address on the screen prompt and click on the <Next> button.

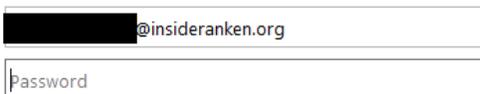


The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom center is a blue button labeled "Next".

3. On the next prompt, enter the same password used for Inside Ranken.

Ranken Technical College

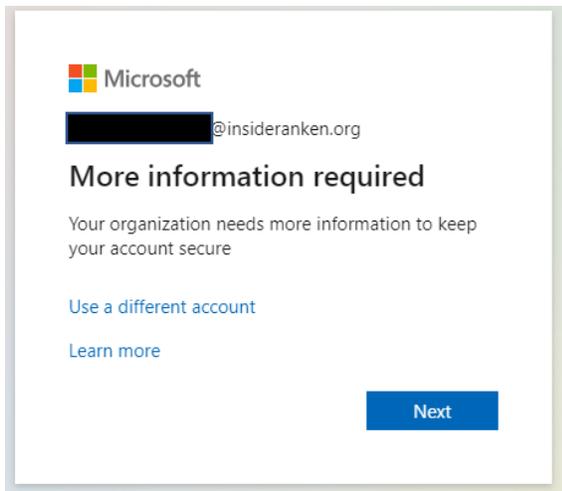
Sign in with your organizational account



The image shows two input fields for an organizational account. The first field contains a redacted email address followed by "@insideranken.org". The second field is labeled "password".

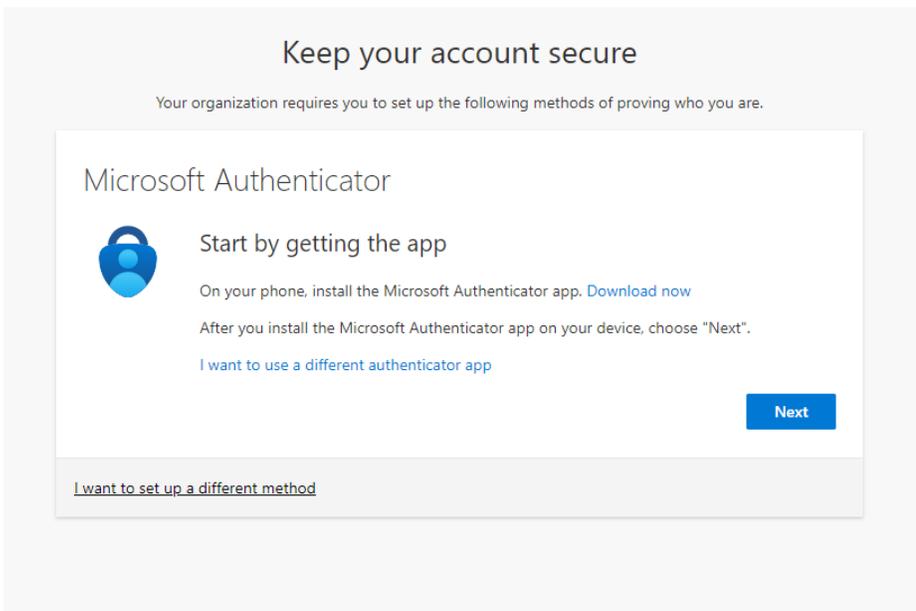
Sign in

4. Click on the <Next> button and an "Additional Security Verification" window will appear.



The image shows a Microsoft "Additional Security Verification" screen. At the top left is the Microsoft logo. Below it, the text "More information required" is displayed. Underneath is a text input field with the placeholder text "@insideranken.org". Below the input field is the text "Your organization needs more information to keep your account secure". Below this text are two links: "Use a different account" and "Learn more". At the bottom center is a blue button labeled "Next".

5. Choose your authentication method

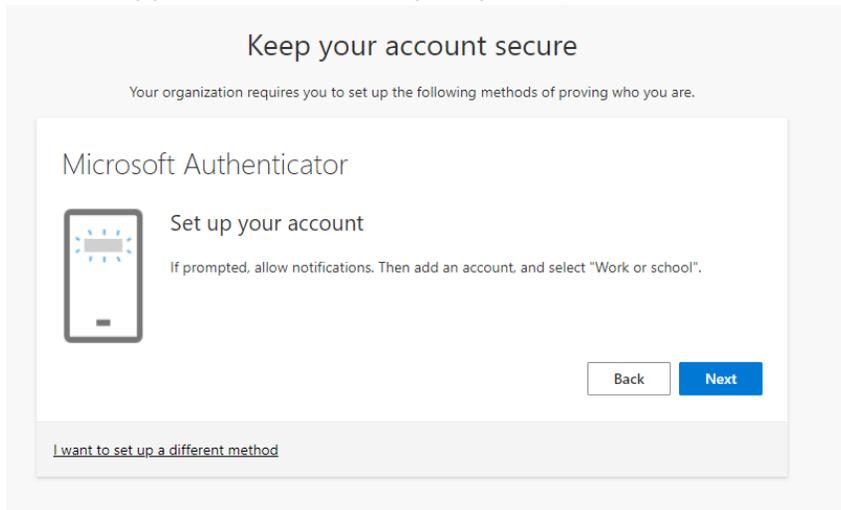


1. Microsoft Authenticator Mobile App –

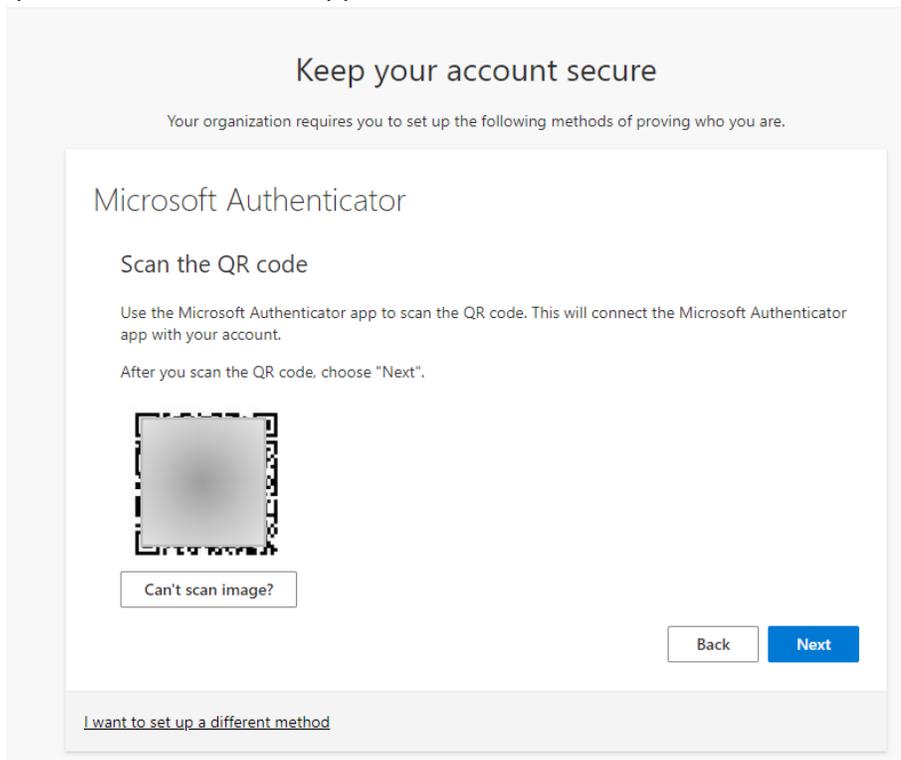
- A. Download and use an authenticator app to get either an approval notification or a randomly generated approval code for two-step verification. Select Set “Download now” to get the app downloaded to your phone. Or use the link below

		https://play.google.com/store/apps/details?id=com.azure.authenticator
		https://apps.apple.com/us/app/microsoft-authenticator/id983156458

B. Once the app is downloaded on your phone, select Next on the below screen.

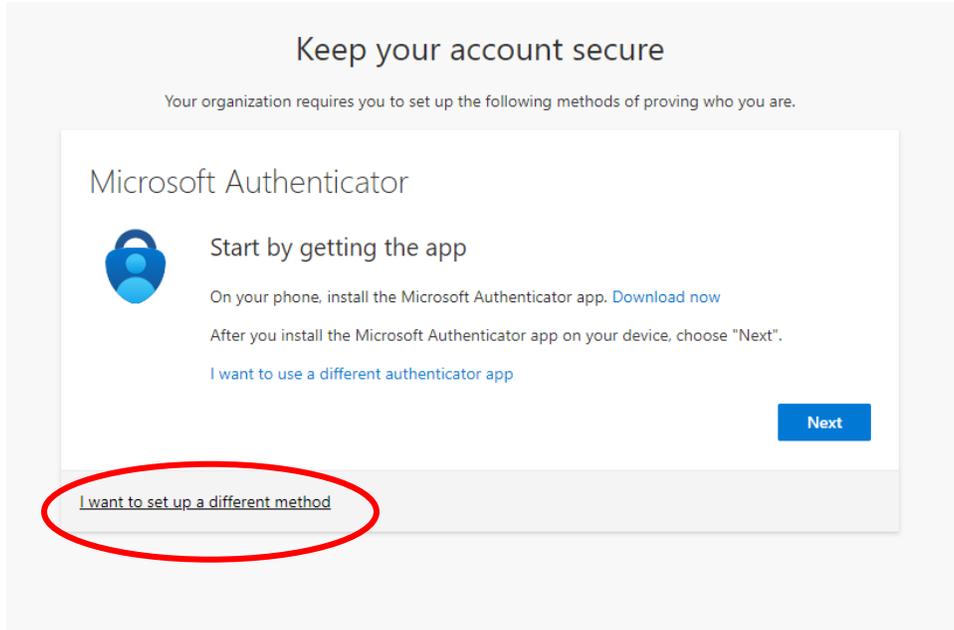


C. Open the Authenticator app and scan the QR Code on the screen.

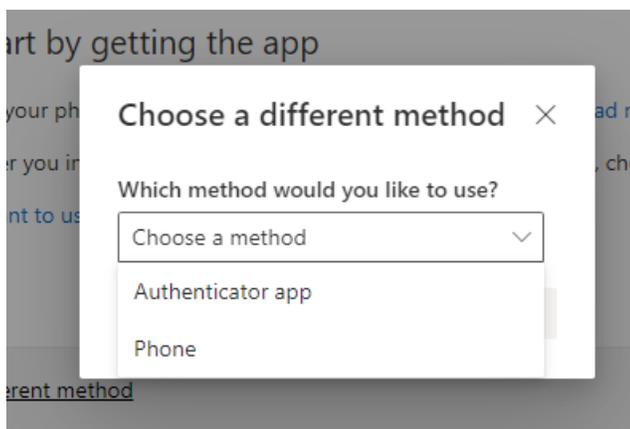


2. Authentication by Phone –

A. Select “I want to set up a different method” at the bottom of this screen.



B. Select “Phone” from the drop-down menu.



C. Enter your contact telephone number including area code. Note: you can change the mobile number by backspacing over the telephone number and typing in a new telephone number. Click on the drop-down arrow to select one of the two **Methods** available

D. Method: Send a code by text message – by clicking on this option, it allows the user to receive a 6- digit code via SMS to be keyed into verification screen. (Note: data rates will apply.)

E. Method: Call me – by clicking on this option, Microsoft will call you at the phone number listed. The phone call will come from **Microsoft - 8553308653 (Do Not Block) – Add to contacts**. When Microsoft calls, the user needs to press the pound key “#” to be verified

6. Once you choose your method and enter the required information, click Next to Verify your account.