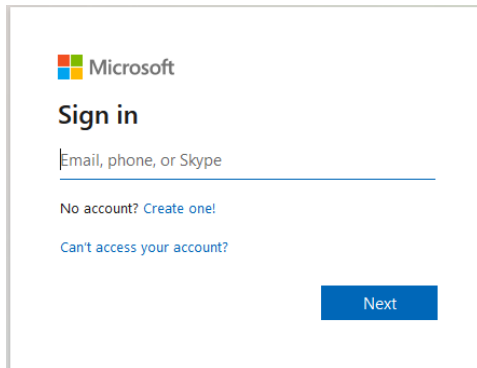


Multi-Factor Authentication Setup User Guide

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

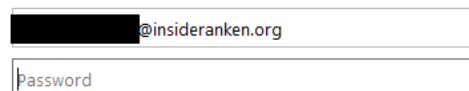


The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom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

3. On the next prompt, enter the password used for your workstation.

Ranken Technical College

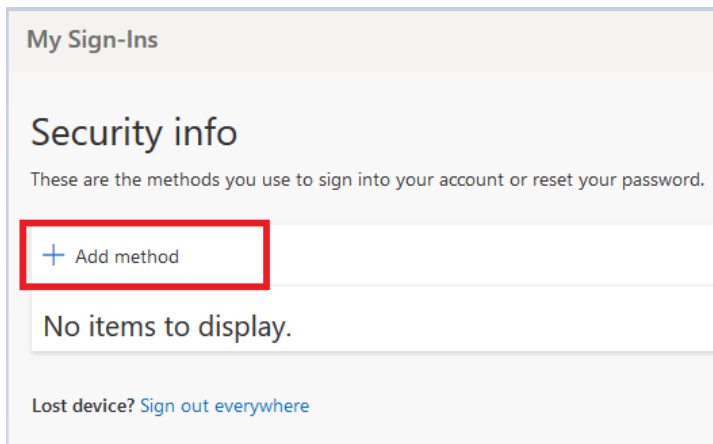
Sign in with your organizational account



The image shows a sign-in form for an organizational account. It has two input fields. The first field contains a redacted email address followed by "@insideranken.org". The second field is labeled "Password".

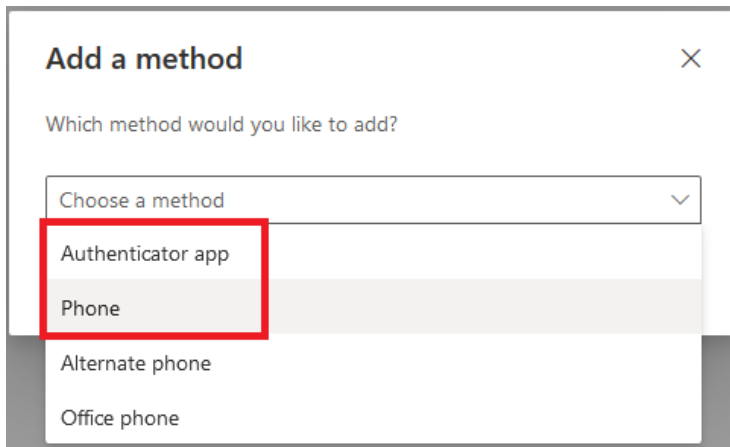
Sign in

4. Click Add method



The image shows the "My Sign-Ins" page. The title is "My Sign-Ins". Below it is the section "Security info" with the subtitle "These are the methods you use to sign into your account or reset your password." There is a button labeled "+ Add method" which is highlighted with a red box. Below the button is the text "No items to display." At the bottom is a link: "Lost device? Sign out everywhere".

5. Choose your authentication method



Add a method ×

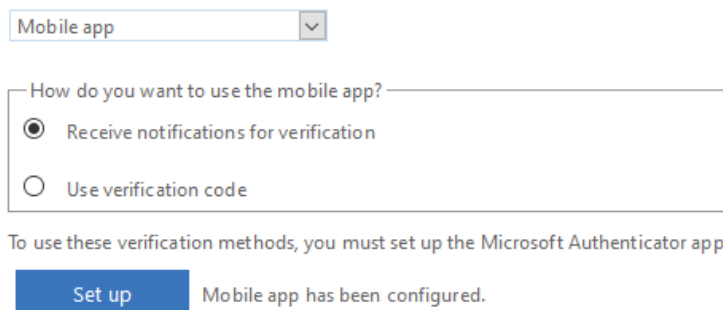
Which method would you like to add?

Choose a method ▾

- Authenticator app
- Phone
- Alternate phone
- Office phone

1. Phone –
 - A. 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 radio button to select one of the two **Methods** available
 - B. Method: Text me a code – by clicking on the radio button, this option allows the user to receive a 6- digit code via SMS to be keyed into verification screen. (Note: data rates will apply.)
 - C. Method: Call me – by clicking on the radio button, 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
2. Authenticator 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 up for additional instructions to get the app downloaded to your phone.

Step 1: How should we contact you?



Mobile app ▾

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Mobile app has been configured.

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