

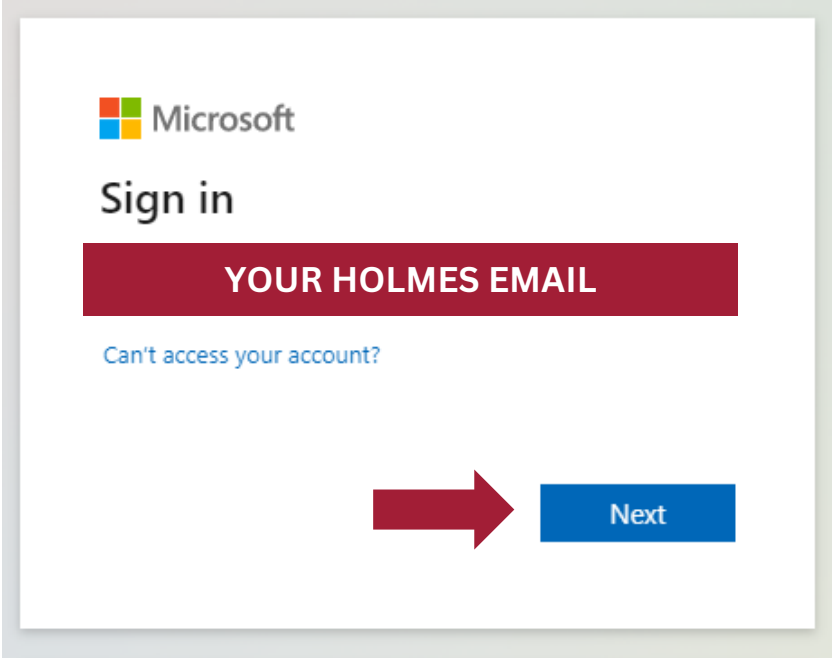
SECURING YOUR ACCOUNT

Holmes Community College recommends you secure your account with Multi-factor Authentication (MFA) to enhance account security. MFA ensures that only you can access your account, safeguarding your personal information. The setup is straightforward. Microsoft provides two methods for MFA:

1. The Microsoft Authenticator Mobile Application (**Preferred**)
 2. A text code or call for authentication
-

ACCESSING YOUR MICROSOFT ACCOUNT

- 1 Navigate to **<https://myaccount.microsoft.com>**
- 2 Enter your HolmesCC student email address and click **Next**



Microsoft

Sign in

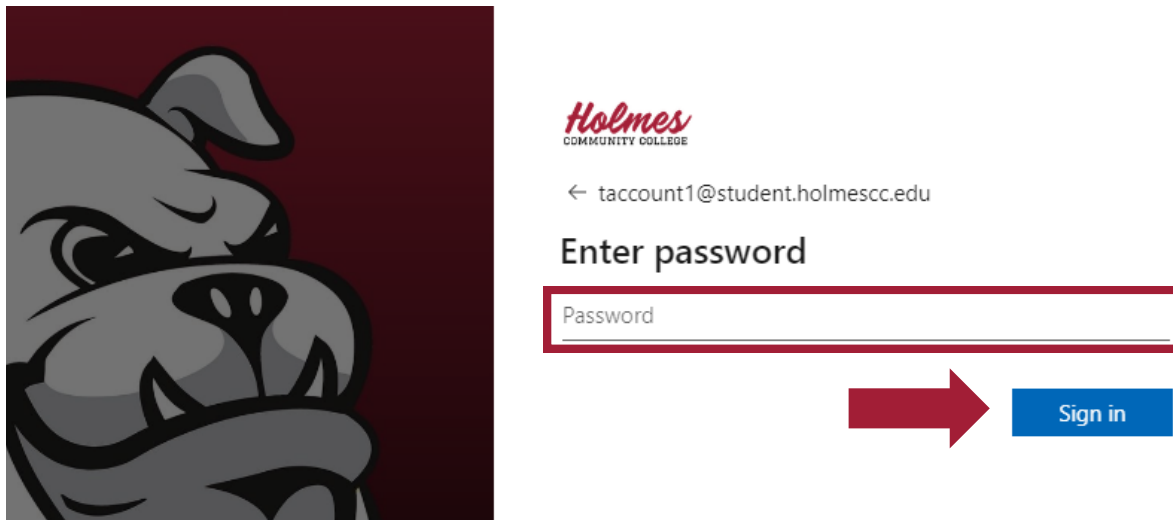
YOUR HOLMES EMAIL

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

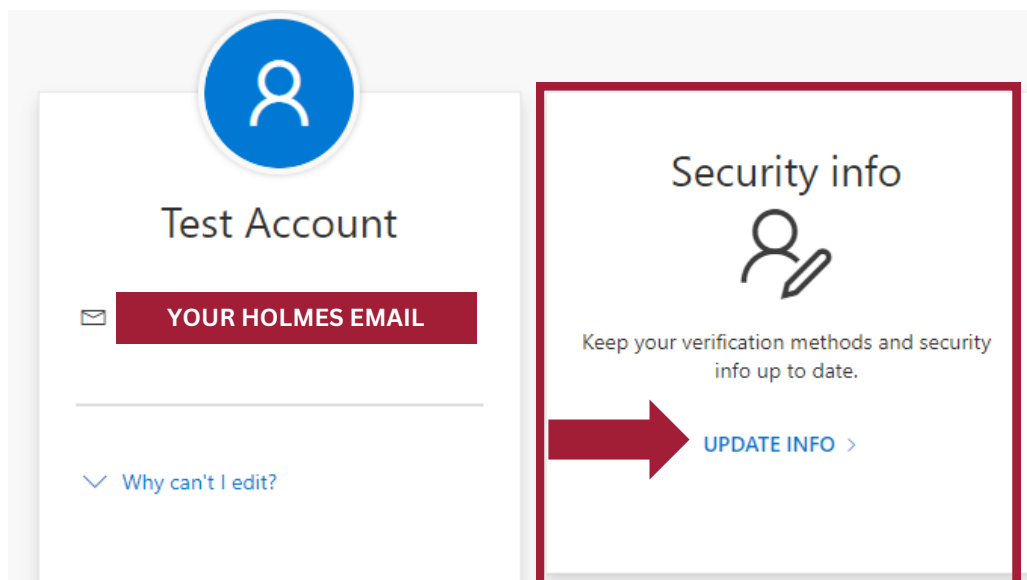
Next

SECURING YOUR ACCOUNT

- 3 Enter your password and click **Sign In**



- 4 Click **Update Info** under **Security Info** on the Account Overview Dashboard



SECURING YOUR ACCOUNT

CHOOSING YOUR AUTHENTICATOR METHOD

Microsoft provides two methods for securing your account using Multi-factor Authentication (MFA):

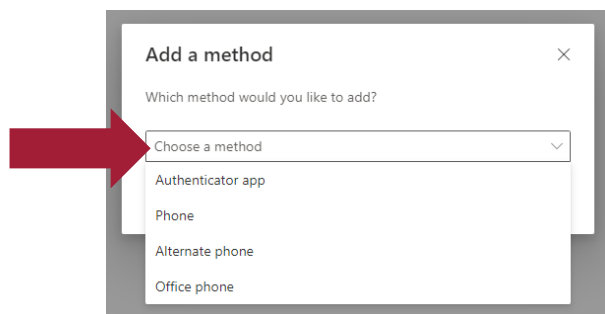
WE RECOMMEND SETTING UP BOTH AUTHENTICATION METHODS

1. **Microsoft Authenticator (Preferred):** This method requires downloading the Microsoft Authenticator app, which is available for both Apple and Android devices.
2. **Text/Call Method:** This doesn't require a separate app. Instead, it leverages the text and call features of your mobile device.

Your selection depends on your personal preference. This guide will guide you through the setup for both options. **Choose the one that aligns best with your needs.**

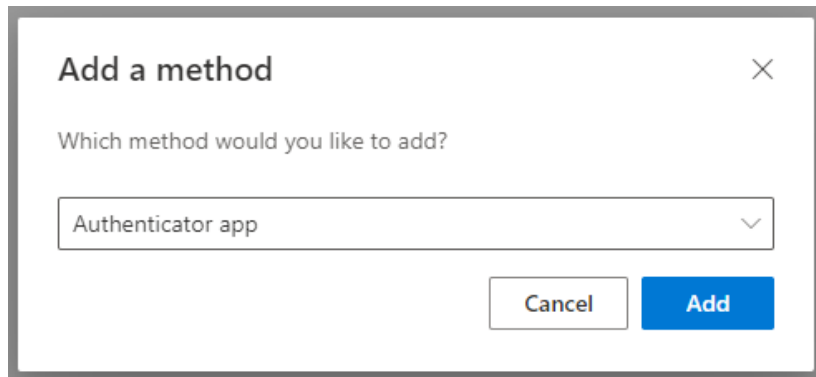
SETUP MICROSOFT AUTHENTICATOR MOBILE APP

- 1 On the Security Info screen, click **Add sign-in method**
- 2 Click **Authenticator app** from the Add a method dropdown box

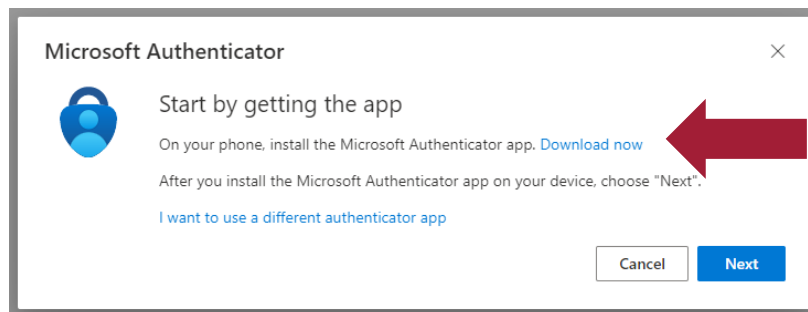


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- 3 After clicking **Authenticator app**, click **Add**



- 4 You will be prompted to download the Microsoft Authenticator app, click the **Download now** link and scan the QR code for your phone operating system (Android or Apple).



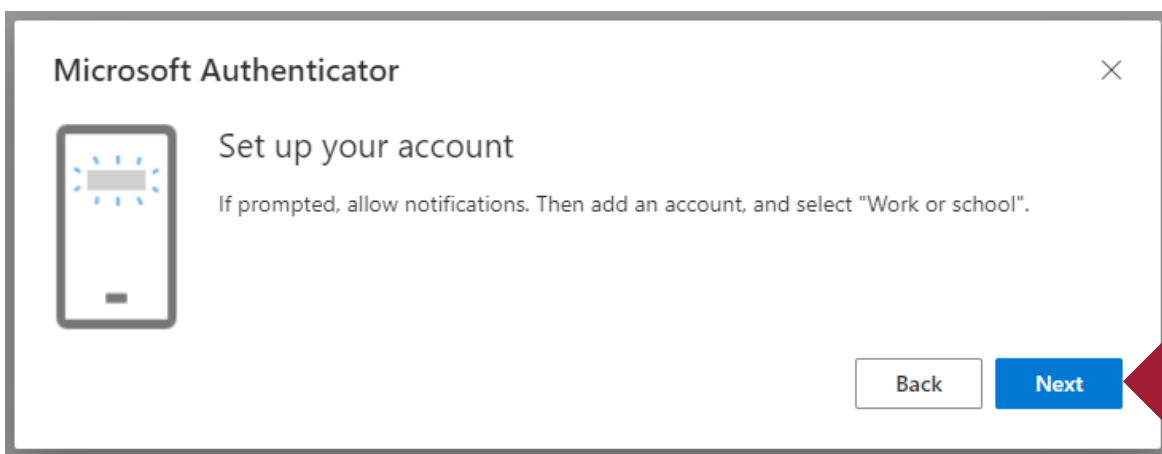
Get the app on your phone

Scan the QR code with your Android or iOS mobile device.

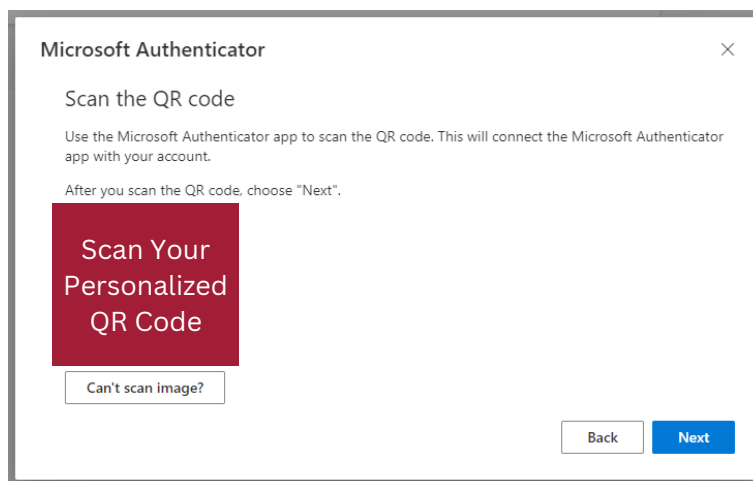


SECURING YOUR ACCOUNT

- 5 Upon first launching the app, you may need to assign the permissions that are requested, provide the Microsoft Authenticator app with the requested permissions as requested. Click **Next** on screen.

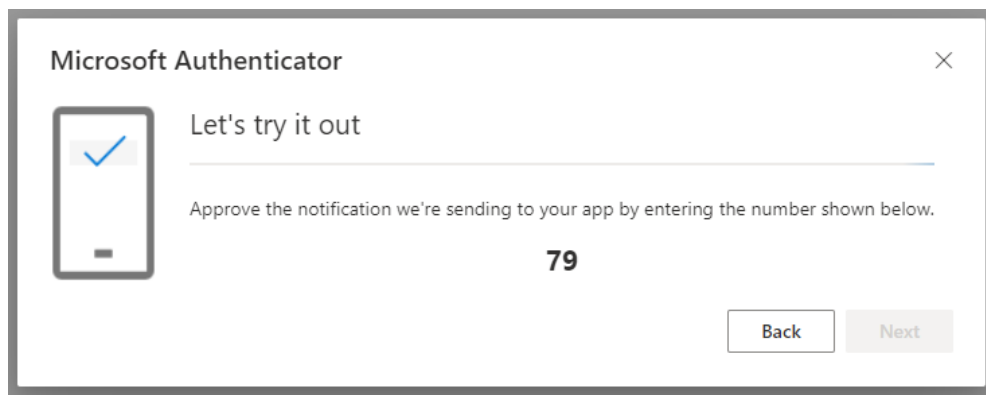


- 6 With the Microsoft Authenticator App open on your phone, click the Scan QR code option and scan the QR code seen on the screen.

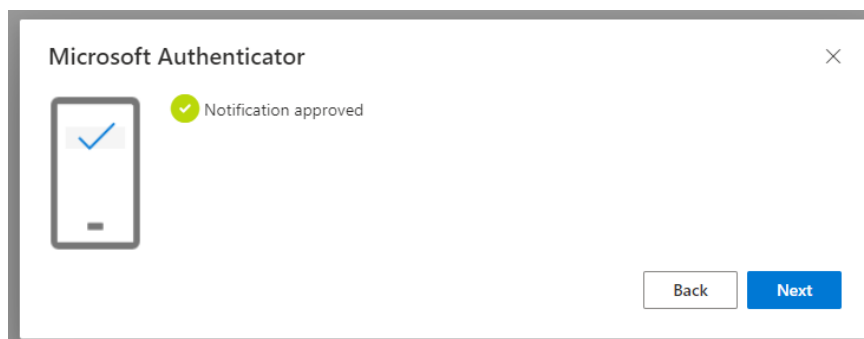


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- 7 After successfully scanning the QR code and adding the account to your Microsoft Authenticator App, click **Next**.
- 8 Your Authenticator setup will now be tested, you will see a number on the screen, enter this number in your Microsoft Authenticator App on your phone to verify your identity.



- 9 If successful, your account and MFA setup will be verified. Congratulations! You have now secured your account with MFA. Click **Next** to finalize the setup.

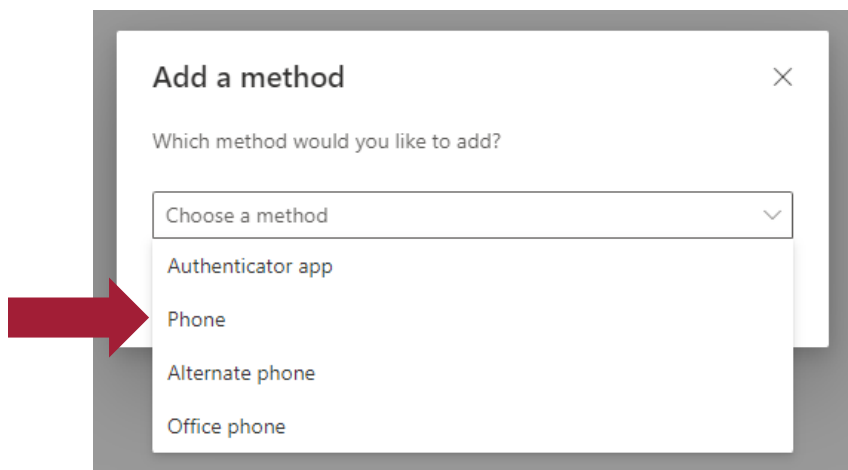


SECURING YOUR ACCOUNT

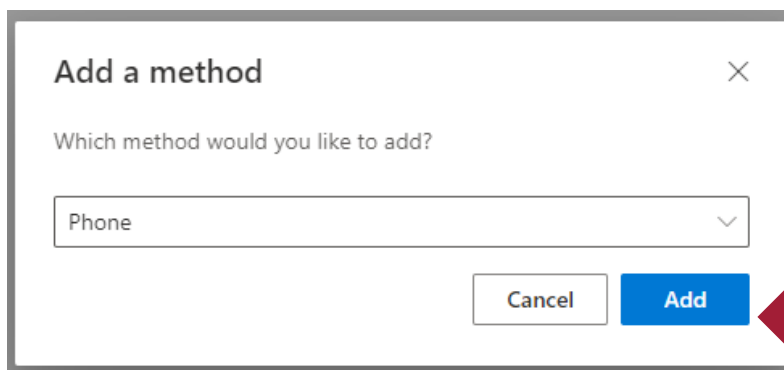
SETUP TEXT/CALL AUTHENTICATION

NOTE: HolmesCC Recommends setting up both authentication methods (Windows Authenticator and Text/Call).

- 1 On the Security Info screen, click **Add sign-in method**
- 2 Click **Phone** from the Add a method dropdown box



- 3 After clicking **Phone**, click **Add**



SECURING YOUR ACCOUNT

- 4 Enter your phone number and click “Receive a Code” or “Call me”

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) Enter phone number

☒ Receive a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel Next

WHAT'S THE DIFFERENCE?

Receive a Code: With this option when you login you will be texted 6 digit code that must be entered to complete the login-process.

Call Me: With this option, when you login you will receive a phone call with a code that must be entered to complete the login-process.

- 5 Click **Next**

- 6 Microsoft will now attempt to verify your phone number, you will receive a text message with a 6-digit code, **enter the code you received** in the box labeled “Enter code.”

Phone

We just sent a 6 digit code to [Phone Number] Enter the code below.

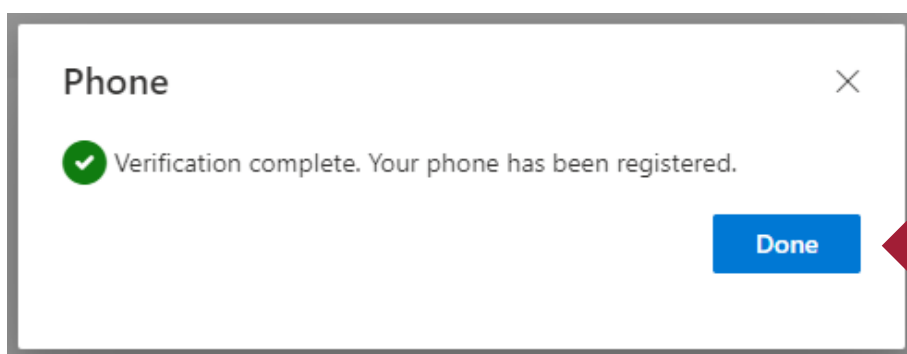
Enter code

[Resend code](#)

Back Next

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- 7 If successful, you will receive a message stating the Verification was completed. Congratulations! Your account is now secured with MFA. Click **Done** to finalize setup.



Revised: 6/24/2024