

Multi-Factor Authentication for Monmouth College

Step-by-Step Instructions

- Visit [Microsoft's multi-factor setup site](https://aka.ms/mfasetup) (opens in a new tab) (<https://aka.ms/mfasetup>)
- Log in with your `login@monmouthcollege.edu` email address and your password.
- You'll be notified that Monmouth College is asking you to register for multi-factor authentication:



Signing in will prompt you to register sign-in methods.

- Choose **Next**.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

Next

[I want to set up a different method](#)



Choose I want to set up a different method.

- From the dropdown menu, select **Phone**.

Choose a different method ×

Which method would you like to use?

Choose a method ▾

Phone

Authenticator app

ADD YOUR PHONE NUMBER TO YOUR ACCOUNT

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: Phone



Phone

2

App

Phone

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?

United States (+1) ▾

Enter phone number

Text me 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](#).

Next

[I want to set up a different method](#)

- Choose **Text me a code** or **Call me**.
- Choose **Next**.

CONFIRM THE SIGN-IN WITH THE CODE SENT TO YOUR PHONE

- A code will be sent to your phone:

The screenshot shows a web interface titled "Keep your account secure" with the subtitle "Your organization requires you to set up the following methods of proving who you are." Below this, a progress indicator shows "Method 1 of 2: Phone" with a blue checkmark icon and the number "2" next to it. The main content area is titled "Phone" and contains the text "We just sent a 6 digit code to +1 [redacted]. Enter the code below." There is an input field labeled "Enter code" and a link "Resend code" below it. At the bottom right of the form are "Back" and "Next" buttons. At the bottom left, there is a link "I want to set up a different method".

Enter the code sent to your phone to verify the number.

- Enter the code and choose **Next**.
- You should receive a confirmation that you were successful:

The screenshot shows the same "Keep your account secure" interface. The progress indicator now shows "Method 1 of 2: Phone" with a blue checkmark icon and the number "2" next to it. The main content area is titled "Phone" and contains a green checkmark icon followed by the text "SMS verified. Your phone was registered successfully." At the bottom right of the form is a blue "Next" button.

You've successfully set up your phone as a sign-in method for your account!