Office 365 Multi-factor Authentication

Due to increased hacking attempts and malicious intent, the VCCS is standardizing that multi-factor authentication be implemented on our Office 365 tenant.

This means that all users will have to authenticate any Microsoft Office application that is signed into and connects to the Internet.

Those of you who have VPN access will already be familiar with using multi-factor when signing in. There is no further setup that you have to complete to be ready for this change as you will use the same method that is already configured on your account profile.

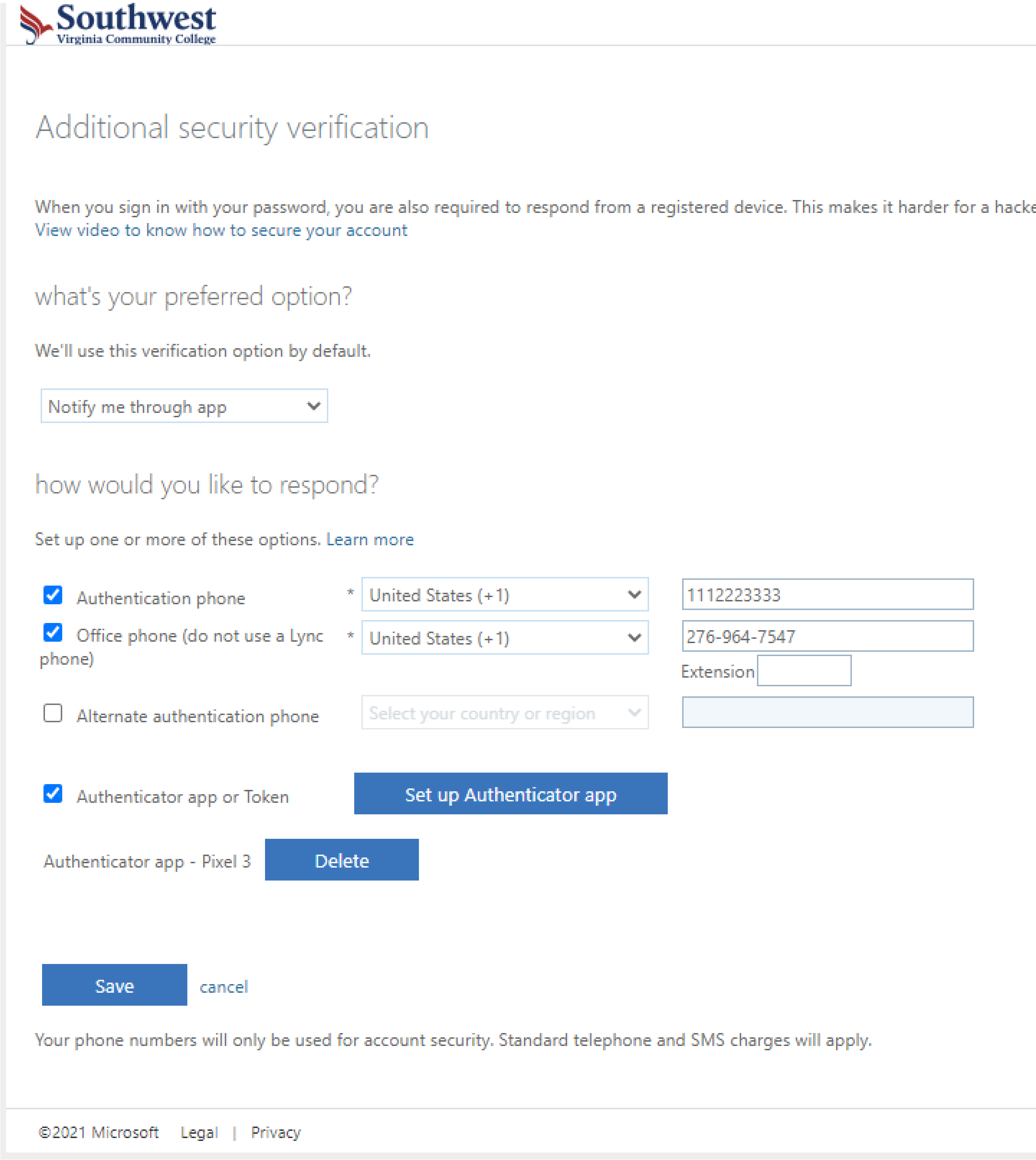
Users will have to sign into these applications with their staff credentials along with one of the following multi-factor methods:

1. Microsoft Authenticator phone app (Android or iPhone)
2. Call to a number (either office or cell)
3. Text message to a cell number

Click here to start the multi-factor setup on your account.

1. Sign in with your staff credentials (first.last@staff.sw.edu)
2. Fill out the form as seen in the screenshot below
    a. Select your "Preferred Option" from the dropdown menu
    b. If you wish to receive text messages or calls on your cell phone: check the "Authentication Phone" box and input your number
    c. If you wish to receive calls on your office phone: check the "Office Phone" box and input your number
    d. If you wish to use the Microsoft Authenticator app on your smartphone: first, on your smartphone, go to your app store, search for "Microsoft Authenticator" and download it. Back on the setup page (as shown below), check the "Authenticator app or Token" box and select the blue "Set up Authenticator app" button. Back on your smartphone, open the Authenticator app. When adding your account, you can either sign in with your staff credentials or use the "Scan QR code option" (as shown below on the second screenshot). Only scan the QR code that appears on your setup page. Do not attempt to scan or use the codes that appear in this email.

Please be aware that this policy will be enabled on June 24th, 2021, at 8am. Feel free to go ahead and complete the above setup before the 24th, which will also streamline the process. If anyone needs assistance or has questions, please do not hesitate to call or email the IT helpdesk.



Southwest
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Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacke
View video to know how to secure your account

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. Learn more

☑ Authentication phone	* United States (+1)	1112223333
☑ Office phone (do not use a Lync phone)	* United States (+1)	276-964-7547 Extension
☐ Alternate authentication phone	Select your country or region	

☑ Authenticator app or Token

Authenticator app - Pixel 3

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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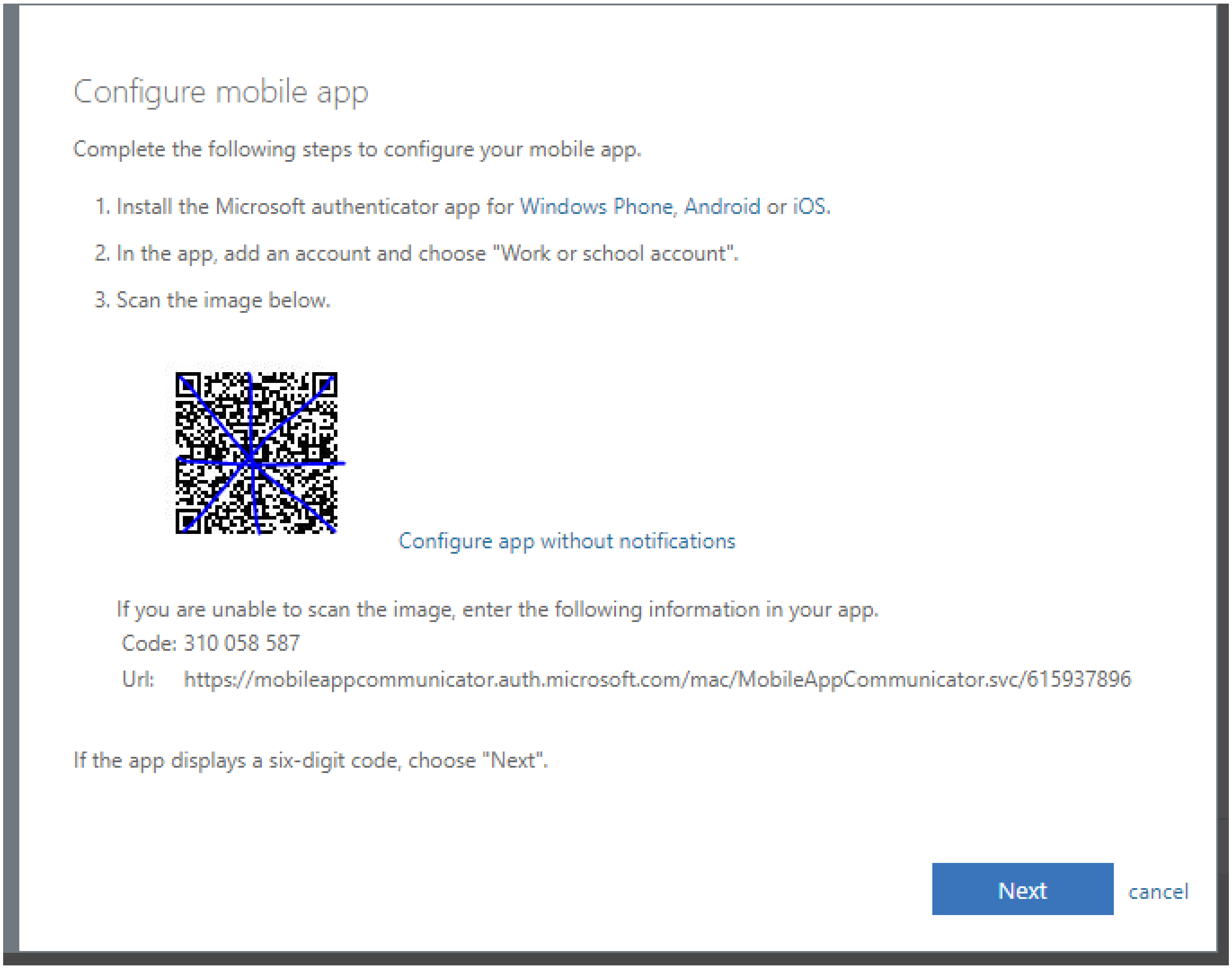

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

Configure app without notifications

If you are unable to scan the image, enter the following information in your app.
Code: 310 058 587
Url: https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/615937896

If the app displays a six-digit code, choose "Next".