Add/Edit Multi-Factor Authentication (MFA) on your EAC Student Account

If you would like to add/edit the methods you have for Multi-Factor Authentication (MFA) with Microsoft 365, please follow the steps below:

1. Login to your Microsoft 365 account at Office.com using your @monsters.eac.edu email address and password.

2. Select your profile picture (or where the picture would be), then **View account**.

3. In the **Security Info** section, select **Update Info>.**

4. On the next screen you should be able to see the existing methods you've added to your account. From this screen, you can add more Methods or change any of your existing ones. It is highly recommended to have more than one MFA Method set up on your account.

5. **Adding** MFA Methods.

    a. The **recommended** method is the **Microsoft Authenticator App**.

        1. Click Add Method, select Authenticator app, and click Add.

        2. Click Next on the "Keep your account secure – Start by getting the app" window.

        3. On the "Keep your account secure – Set up your account" window, click next.

        4. This will bring up a screen with a QR code.

        5. On your iOS or Android device (if you don't already have the Microsoft Authenticator app):

            a. Navigate to: https://aka.ms/getMicrosoftAuthenticator and follow the instructions to install it.

            b. If prompted to Allow Notifications or Access to the Camera during install or use of the app, please agree.

            c. Open the app and click I agree on the Your privacy matters screen.

            d. Click add an account (or the + sign at top of app) and select "Work or School".

            e. Choose Scan a QR code and then use your phone to scan the QR code that is showing on your computer screen.

        6. On your computer screen, the window will change to one that says **Let's try it out**. Follow the directions and approve the notification that's showing on your phone from the Microsoft Authenticator app.

        7. You're all set and can now use the Microsoft Authenticator app for MFA when using your Microsoft 365 account for authentication.

    b. The next recommended method is using **Code Texting** on your mobile device.

1. Click Add Method, select Phone, and click Add.

2. Enter your mobile phone number, check the option **Text me a code**, and click Next.

3. On your mobile phone, open the text message you received so you can see the verification code.

4. Enter the code you received into the prompt on your computer screen and click next.

5. You will receive a Phone - SMS verified message. Click Done.

6. You're all set to use Code Texting for MFA when using your Microsoft 365 account for authentication.

c. The remaining methods you can choose, **Phone** and **Office phone** are similar in setup.

1. Click Add Method, select Phone or Office phone, and click Add.

2. Enter phone number, check the option Call me, and click Next.

3. You'll see a message on the screen about We're calling. The phone for which you entered the number will ring.

4. Pick up the call to hear the message about Microsoft calling you to verify that you are trying to authenticate into your account. Press the # key to verify.

5. You'll see a message on the screen about your phone being registered successfully. Click Done.

d. You may enter in your private email address (not your @monsters.eac.edu one) too as a method, but that will only be used for resetting your password which is still very handy. It just won't be available as a MFA method.

6. Changing any of your methods.

a. To change any of your existing methods, you can click the Change link on the same row. The prompts will lead you through the same process as when you initially set that method up.

b. To delete one your methods, click the Delete link on the same row.

7. Since MFA is a requirement for accessing your EAC accounts and the applications using your account for authentication, it is very important to keep these methods up to date.