



Purpose:

Multi-Factor Authentication is a security mechanism that requires you to provide a second method of authentication to confirm your identity for access to your Microsoft Office 365 account. All students, faculty and staff at CDU are required to setup Multi-Factor Authentication the first time you log onto your CDU Microsoft Office 365 account.

Steps:

1. Go to: <https://portal.office.com>
2. Sign in with your **CDU Email Account**

Microsoft
Sign in
johndoe@cdrewu.edu
No account? [Create one!](#)
[Can't access your account?](#)
[Sign-in options](#)
Back Next

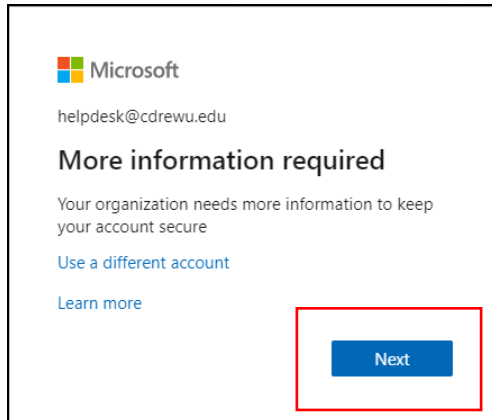
3. Type your CDU Password

Microsoft
← johndoe@cdrewu.edu
Enter password

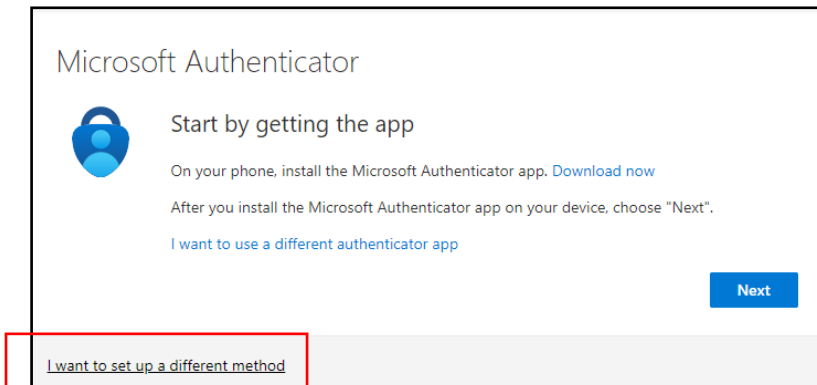
[Forgot my password](#)
Sign in



4. Click on **NEXT** to begin the enrollment process



5. Click on **I WANT TO SET UP A DIFFERENT METHOD**





6. Click on the down arrow and select **PHONE**

Choose a different method ×

Which method would you like to use?

Choose a method

Phone

Authenticator app

7. Click on **CONFIRM**

Choose a different method ×

Which method would you like to use?

Phone

Cancel Confirm



8. KEEP YOUR ACCOUNT SECURE

You are required to select the **Region**, **provide mobile phone number with area code**, and the **method for contacting you**. When ready click **NEXT**.

9. You will receive a Text from MICROSOFT providing a six-digit code. Type the six-digit code, then click on **VERIFY**.



10. Click on **DONE** to dismiss message

