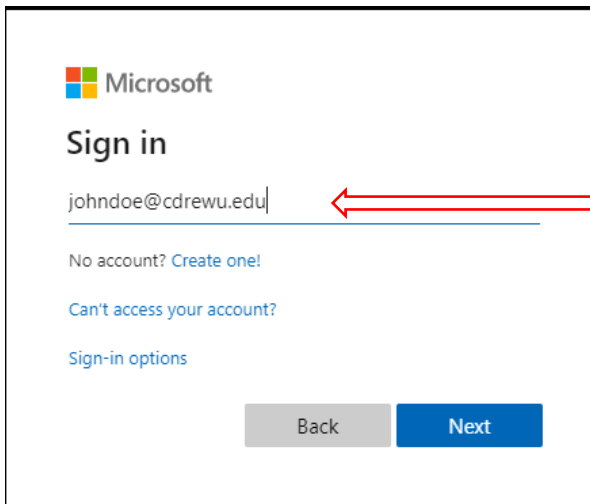




Multi-Factor Authentication is a security mechanism that requires you to provide a second method of authentication to confirm your identity for access to your Microsoft Office 365 account. All students, faculty and staff at CDU are required to setup Multi-Factor Authentication the first time you log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

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



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "johndoe@cdrewu.edu". A red arrow points to the right side of this input field. Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom are two buttons: "Back" (grey) and "Next" (blue).



3. Type your **CDU Password**

Microsoft
← johndoe@cdrewu.edu
Enter password

[Forgot my password](#)
Sign in

A red arrow points to the password input field.

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

Microsoft
helpdesk@cdrewu.edu
More information required
Your organization needs more information to keep your account secure
[Use a different account](#)
[Learn more](#)
Next

A red arrow points to the 'Next' button.



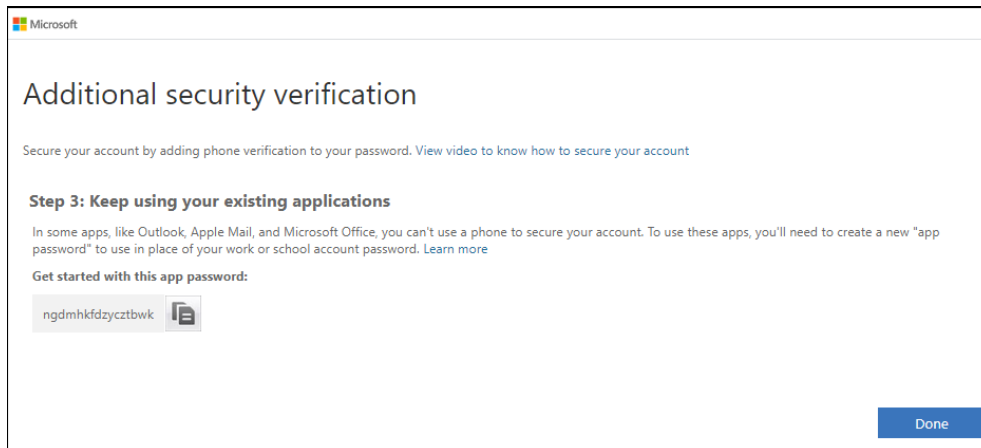
5. Additional Security Verification

You are presented with **Step 1** where you are required to select the Region, provide mobile phone number with area code, and the method for contacting you. When ready click **NEXT**.

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



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



A screenshot of a Microsoft security notification window. The window has a white background and a thin border. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below it is a sub-heading: "Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)". The next section is titled "Step 3: Keep using your existing applications". Below this is a paragraph: "In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new 'app password' to use in place of your work or school account password. [Learn more](#)". Underneath is the text "Get started with this app password:" followed by a text box containing the alphanumeric string "ngdmhkfdzycztbkw" and a copy icon. In the bottom right corner, there is a blue button labeled "Done". A red double-headed arrow points to this button from the right side of the image.