



## Authenticate Phase

# Two Factor Authentication Setup Steps

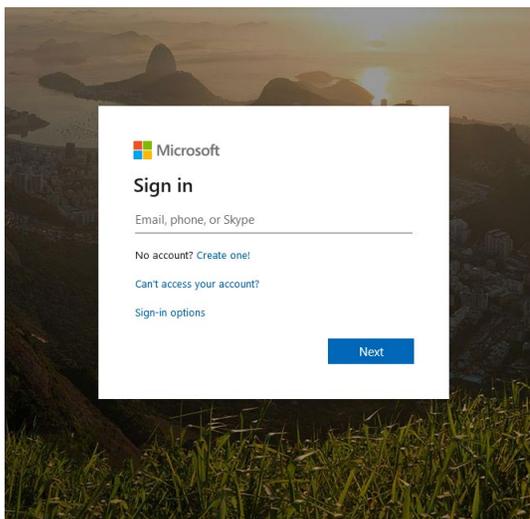
Two Factor Authentication (2FA) is a security process that requires more than one method of authentication to verify a user's identity. CCAD is implementing 2FA to help secure and protect your online college identity.

Listed below are the steps to set up Two-Factor Authentication.

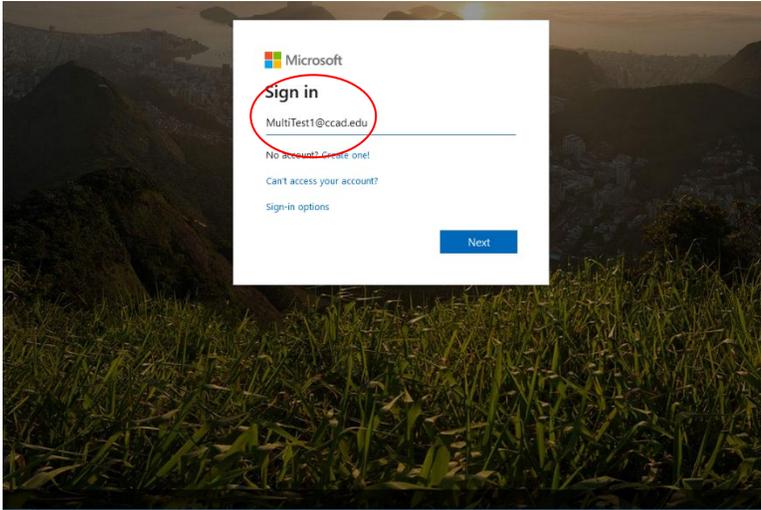
By following the steps below, your information will be secured and upon completion, you will be able to change your CCAD password in the future without having to contact the Help Desk.

## Step by Step Instructions to setup Two-Factor Authentication

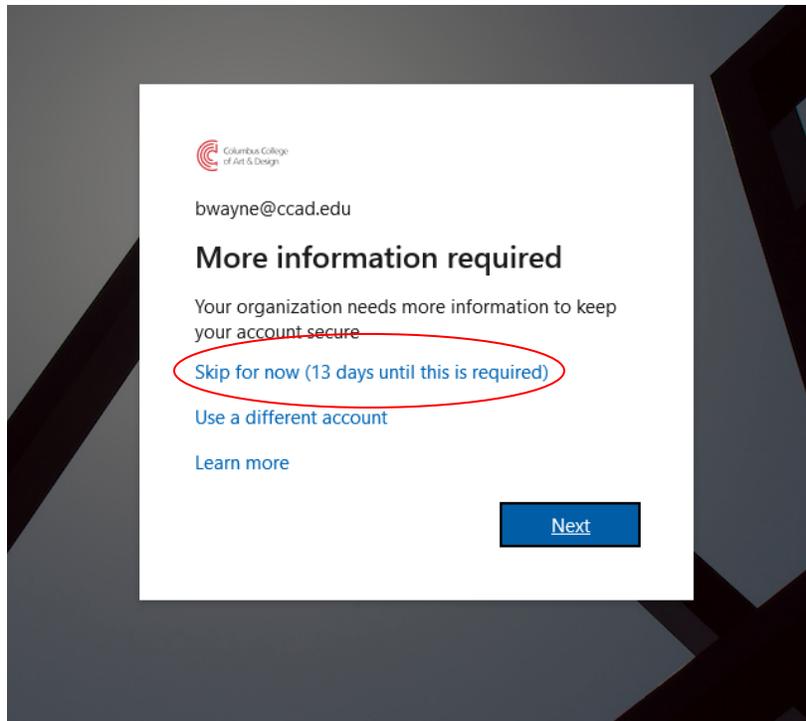
1. Go to <http://mysignins.microsoft.com>
  1. You may want to favorite/bookmark this URL to visit later
  2. A prompt window, as shown below, should appear



2. Sign in with your **CCAD** credentials
  1. Use your full **CCAD** employee email and password to sign in, including the “@ccad.edu”



3. After signing in, you will see a screen that says “More information required”
  1. Select “**Skip for now...**” when prompted
  2. This will take you to a page that has the heading “My Sign-ins (Preview)”
  3. In the event that the following page does not load, refresh the page, and click “Skip for now....” again. If you click “Skip for now...” and it doesn’t take you to the “My Sign-ins (Preview)” screen, click “Next” and “Skip for now...” until you get to the page shown in step 4.

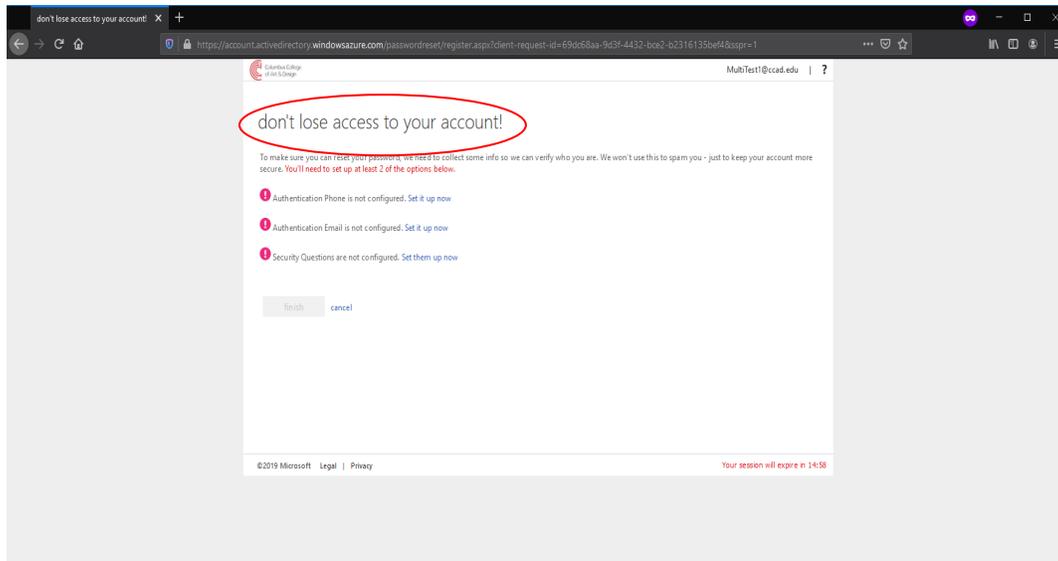


**4. Once you are on this page, click the BLUE link labeled “security info”**

- Overview
- Security info
- Organizations
- Devices

A screenshot of the 'My sign-ins (preview)' page in Microsoft Entra ID. The page title is 'My sign-ins (preview)'. Below the title is a message: 'You should recognize each of these recent activities. If one looks unfamiliar, you should review your security info'. A red circle highlights the link 'security info'. Below this is a table of sign-in activities. The first activity is 'Today at 3:03:30 PM' from 'Ohio, US' using the 'Microsoft App Access Panel'. The table also shows 'Operating System' and 'IP' information. A link 'What is this?' is visible at the bottom right.

5. You should now see the screen that says “don’t lose access to your account!”



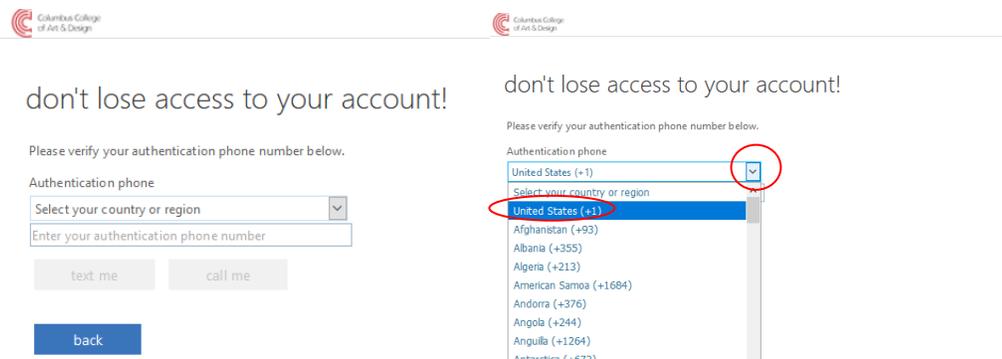
6. Select **2 out of the 3** available Two-factor registration steps. **Note: While only 2 out of the 3 options are required, you may choose to complete all 3 for additional account security.**

1. Phone, Email, or Security Questions

1. **For Phone - “Authentication Phone is not configured”**

1. Click “Set it up now.”

2. Select your region to be **United States**



3. Enter your **full mobile phone number**, then select “Text Me” or “Call Me”

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)  
6145552222

text me

call me

back

4. If you select **Text**, check your **messages** for a text that contains a **6-Digit Code**
5. If you select **Call**, answer your phone when the call comes through, and **listen for the 6-Digit Code**
6. Enter the Code and select **“Verify”**

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)  
6145552222

text me

call me

We've sent a text message containing a verification code to your phone.

207734

verify

back

7. When finished, a **green check** mark will replace the red exclamation point symbol

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up **at least 2 of the options below**.

✔ Authentication Phone is set to +1 6145552222. [Change](#)

❗ Authentication Email is not configured. [Set it up now](#)

❗ Security Questions are not configured. [Set them up now](#)

finish cancel

2. **For Email - “Authentication Email is not configured”**
  1. Click **“Set it up now”**
  2. You must enter a **NON CCAD** email, then select **“Email Me”**
    1. **If you do not have an email other than your CCAD email, you can create one for free at sites like Gmail, Yahoo, etc**



don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

hellobekahnunn@gmail.com

email me

back

3. Navigate to the email that you used
4. Look for an email from **“msonlineserviceteam@microsoftonline.com”**
5. Check the email and look for a **6-Digit Code**
6. Enter the code and select **“Verify”**



don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

hellobekahnunn@gmail.com

email me

We've sent an email message containing a verification code to your inbox.

576972

verify

try again

back

7. When finished, a **green check** mark will replace the red exclamation point symbol

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✓ Authentication Phone is set to +1 6145552222. [Change](#)

✓ Authentication Email is set to hellobekahunn@gmail.com. [Change](#)

! Security Questions are not configured. [Set them up now](#)

[finish](#) [cancel](#)

### 3. For Security Questions - "Security Questions are not configured."

1. Click "Set them up now"
2. Select **5 security questions** from the drop boxes and **answer each of them**, then click "**Save Answers**"
  1. We recommend **you store your answers in a secure place** for reference in the future when needed

don't lose access to your account!

Please select questions to answer below. **Your admin requires you to set up 5 questions, and answers must be at least 3 characters long.**

#### Security question 1

In what city did you meet your first spouse/partner?

Test



#### Security question 2

What was your first job?

Test



#### Security question 3

Who is the most famous person you have ever met?

Test



#### Security question 4

What was the make and model of your first car or motorcycle?

Test



#### Security question 5

In what city was your first job?

Test



[save answers](#)

3. When finished, a green check mark will replace the red exclamation point symbol

7. Click the blue "Finish" button



don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✓ Authentication Phone is set to +1 6145552222. [Change](#)
- ✓ Authentication Email is set to hellobekahunn@gmail.com. [Change](#)
- ✓ 5 Security Questions are configured. [Change](#)



8. You have completed the setup and should now be at your Microsoft Applications page. **NOTE: You may not see apps at this time.** When we begin onboarding apps for Single Sign-on, they will appear here.

