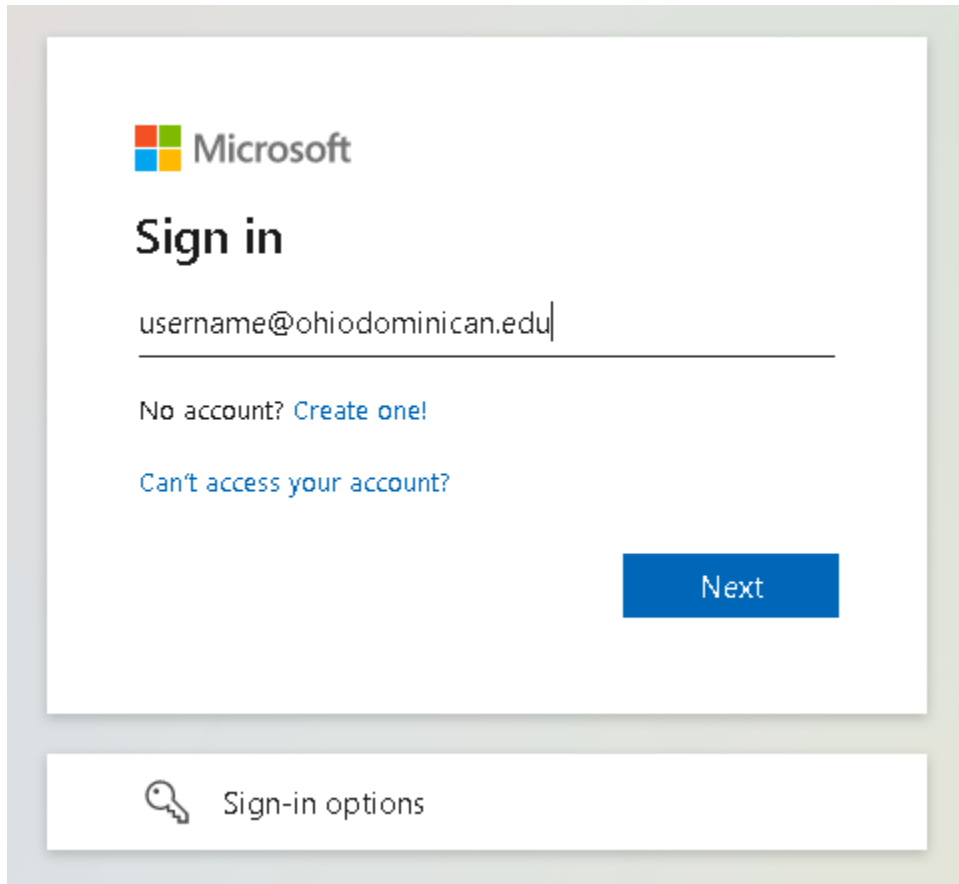


Multi-Factor Authentication (MFA) Instructions

1. Click the following link: <https://aka.ms/MFASetup>
2. Once the page loads, you will enter in your ODU email address and click Next

A screenshot of the Microsoft Sign in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the email address "username@ohiodominican.edu". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". A blue button labeled "Next" is positioned to the right of the input field. At the bottom of the page, there is a section titled "Sign-in options" with a key icon to its left.

3. It will take you to ODU's login page for your email. Once you have entered your password, you will click Sign in

Ohio Dominican University


Sign in with your organizational account

Sign in

4. Once the page loads, you will select which option you will want to receive your verification option before you choose how you would like to receive the code

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p 

- Call my authentication phone
- Text code to my authentication phone**
- Call my office phone
- Notify me through app
- Use verification code from app or token

id?

Set up one or more of these options. [Learn more](#)

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input type="checkbox"/> Authentication phone	<input type="text" value="United States (+1)"/>	<input type="text"/>
<input type="checkbox"/> Office phone (do not use a Lync phone)	<input type="text" value="Select your country or region"/>	<input type="text"/> Extension <input type="text"/>
<input type="checkbox"/> Alternate authentication phone	<input type="text" value="Select your country or region"/>	<input type="text"/>
<input type="checkbox"/> Authenticator app or Token	<input type="button" value="Set up Authenticator app"/>	

5. Once you have selected the best option for you, you will click on Save

<input type="button" value="Save"/>	<input type="button" value="cancel"/>
-------------------------------------	---------------------------------------

Congratulations! You have completed the MFA registration process!