



# Patrick Henry College

## Configure Multi-Factor Authentication

1. Access your MFA settings at the following link: [aka.ms/MySecurityInfo](https://aka.ms/MySecurityInfo)
2. Sign in using your PHC email (make sure you include the @students.phc.edu after your username) and current MFA method.
3. You should be taken to the webpage pictured below. Here, you can add, change, or delete MFA sign-in methods associated with your PHC account.

## Security info

These are the methods you use to sign into your account or reset your password.

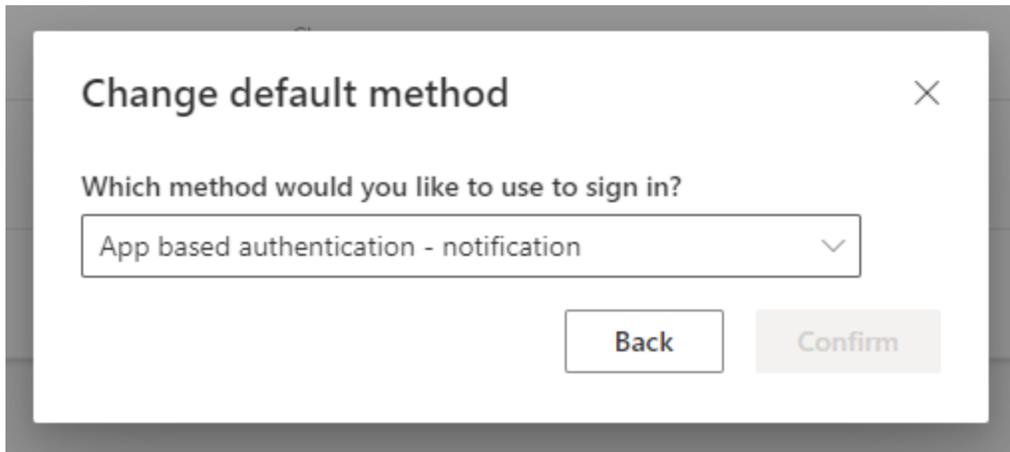
You're using the most advisable sign-in method where it applies.

Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification [Change](#)

<a href="#">+</a> Add sign-in method			
	Phone	<a href="#">Change</a>	<a href="#">Delete</a>
	Password ⓘ	<a href="#">Change</a>	
	Microsoft Authenticator Push multi-factor authentication (MFA)		<a href="#">Delete</a>
	Authenticator app Time-based one-time password (TOTP)		<a href="#">Delete</a>

Lost device? [Sign out everywhere](#)

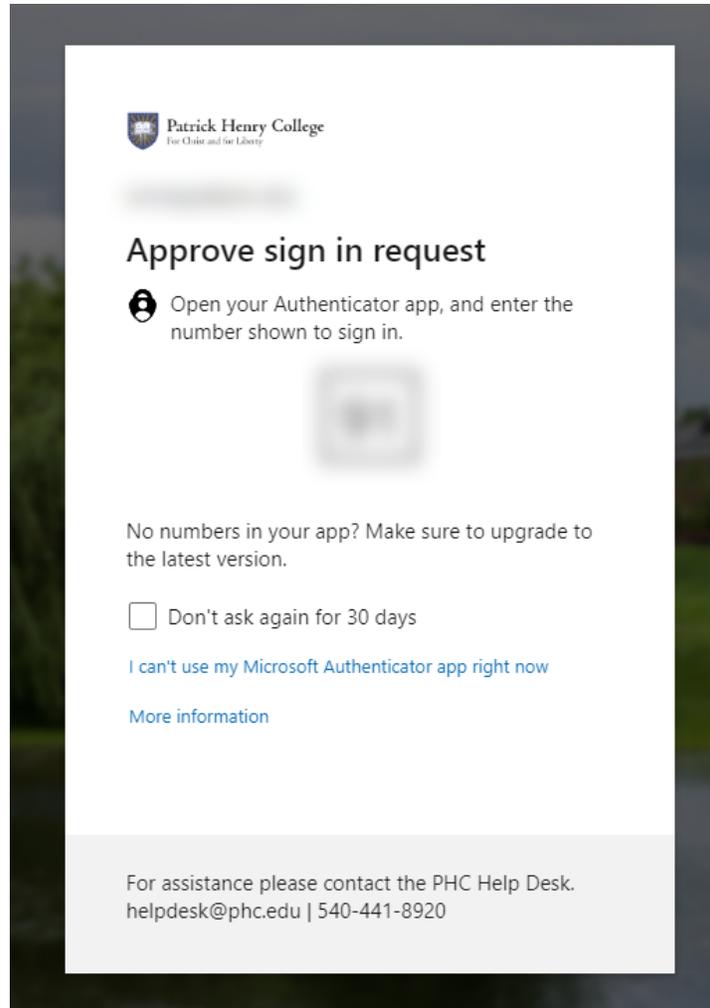
4. To set which MFA method you will be prompted for by default, select **Change** next to “Sign-in method when most advisable is unavailable.” A dropdown menu will appear allowing you to choose the method you want. If you are unable to sign in with the default method, you will be able to choose one of the other methods you have configured.



The image shows a dialog box titled "Change default method" with a close button (X) in the top right corner. Below the title is the question "Which method would you like to use to sign in?". A dropdown menu is open, showing the selected option "App based authentication - notification" with a downward arrow on the right. At the bottom of the dialog, there are two buttons: "Back" and "Confirm".

## How to Use MFA

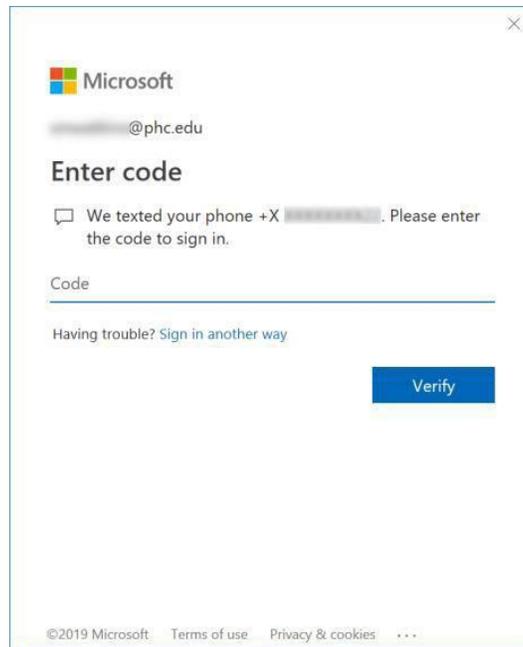
1. When it is time for you to verify your identity<sup>1</sup> you will see a pop up that asks you to enter a number into your authenticator app. Open the app on your other device (usually your phone), enter your number, and confirm you are attempting to sign into your account. Check “Don’t ask again for 30 days” if you are signing into a device you commonly use.



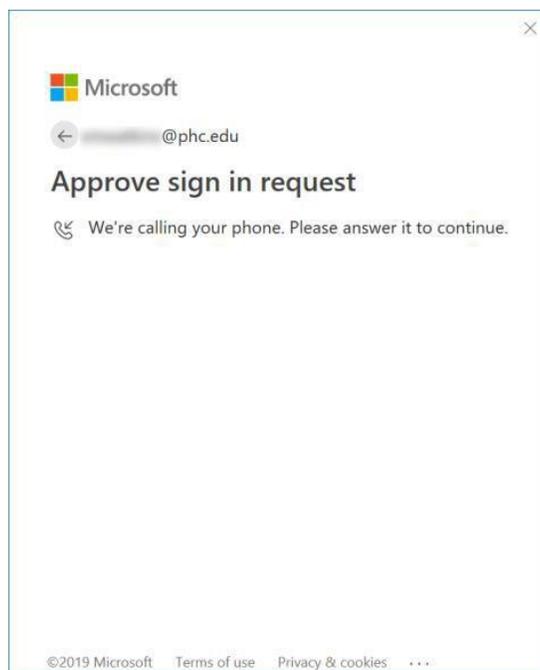
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<sup>1</sup> This will periodically happen whenever you attempt to sign into services that utilize our Microsoft 365 sign-in. This includes Office apps, Teams, Canvas, and others.

This is what the prompt will look like if you have set up your phone number to be texted. You will receive a six-digit code that you need to enter. After typing it in, click “Verify” and you will be signed in.



This is what the prompt will look like if you have set up a phone call. You will hear an automated voice that asks you to press the # key to complete the verification. Simply tap the key and hang up, and after a few seconds you will be signed in.



2. If you are unable to sign in with your default MFA method, you can select another method by selecting **I can't use my Microsoft Authenticator app right now** (option will be named differently if using a different method). You will be shown a list of the other MFA methods you have configured for your account.

