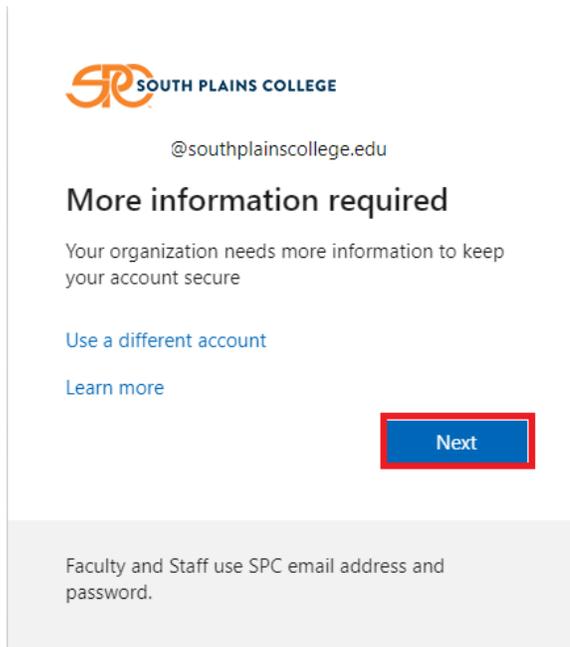


## Setting Up 2 Factor Authentication

1. The first time you sign into your Office365 account you will be prompted to set up two factor authentication. Select Next on the below screen.



  
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### More information required

Your organization needs more information to keep your account secure

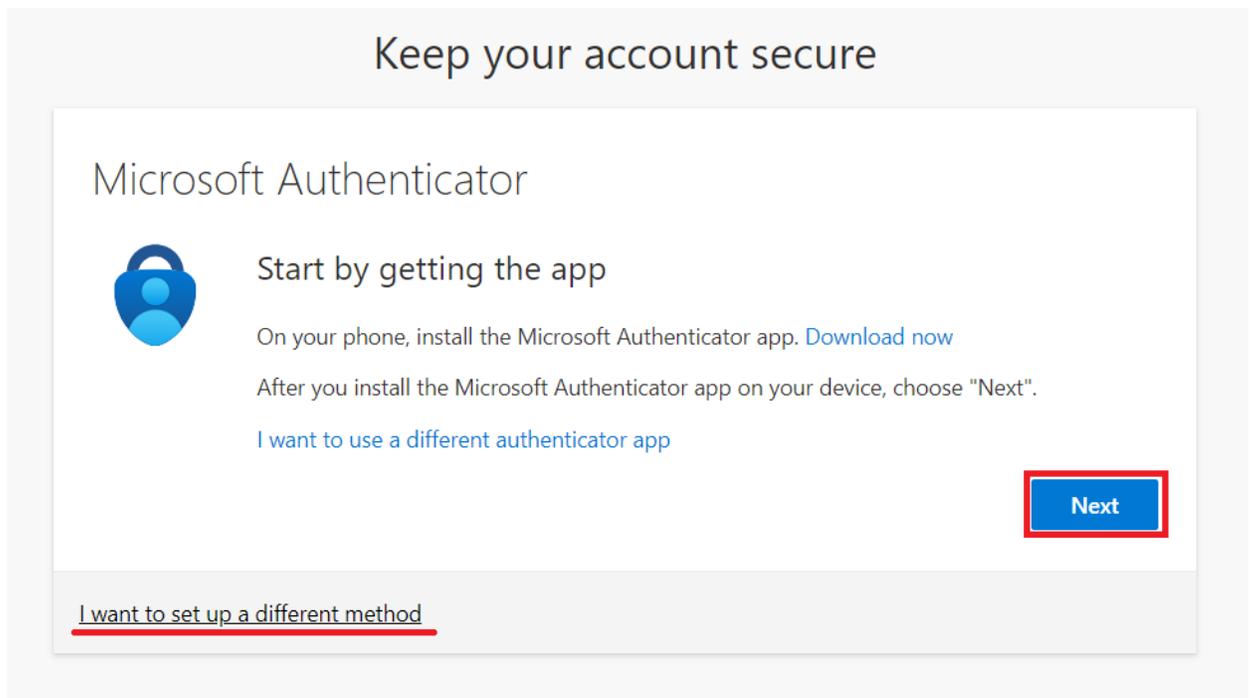
[Use a different account](#)

[Learn more](#)

**Next**

Faculty and Staff use SPC email address and password.

2. The next page will give you instructions for installing the Microsoft authenticator app. However, if you are student, we recommend choosing the “I want to set up a different method” option and enter your phone number in instead. We have seen a lot of issues with the authenticator app.



## Keep your account secure

### Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

**Next**

[I want to set up a different method](#)

3. If you want to use the app, please continue with the next button and follow the on-screen instructions.

### Microsoft Authenticator App

This option pushes a notification to the authenticator app on your smartphone or tablet. View the notification and, if it is legitimate, select **Authenticate** in the app.

- Download the Microsoft Authenticator to your smartphone. Be sure to look for this or a similar icon, and check that it is published by Microsoft.



- Select Add Method shown in the steps above.
- Open Authenticator and scan the QR code shown to you

### Microsoft Authenticator

#### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



[Can't scan image?](#)

Back

Next

- This should auto log-in to the authenticator app.
- Now when you login to applications you will get a notification asking you to approve or deny the request for login.

## Changing Method of Notification

- Click on the circle/picture on the upper right corner and select View Account. Select Security Info
- Select Change

South Plains College My Sign-Ins

Overview

Security info

Organizations

Devices

Privacy

Security info

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

Default sign-in method: Phone - text +1 [redacted] [Change](#)

+ Add method

Phone	+1 [redacted]	<a href="#">Change</a>	<a href="#">Delete</a>
App password	Initial app password20210126115707		<a href="#">Delete</a>

Lost device? [Sign out everywhere](#)

- Choose whichever method you would prefer. **\*Note** if you want to use the authenticator app you will need to select Add Method and set that feature up before choosing it as the default sign-in method.