SEATTLE COLLEGES | IT Services

Multi-Factor Authentication

To enhance your login security and to safeguard against security threats we now have multi-factor authentication (MFA) for Office 365 resources such as Outlook, Teams, One Drive, Word, Excel and other O365 apps. **Following are instructions for registering a phone number for MFA login verification.**

Go to URL <u>https://office365.seattlecolleges.edu</u> & log in with your MySeattleColleges credentials.

Navigate through the following windows:



3. Choose "**Phone**" from menu & Confirm.

Which method would	you like to use?
Choose a method	\bigcirc
Authenticator app	
Phone	
Office phone	
	Cancel

5. Enter the 6 digit code received on your phone.



 You can click off of the "SMS verified" & "Success!" messages that follow. Logins to O365 apps will now require you to enter a verification code sent to your phone.

For assistance contact the IT Help Desk - <u>ITHelp@seattlecolleges.edu</u> For more information - <u>https://itservices.seattlecolleges.edu/it-help-desk</u> North 206.934.3630 ♦ Central 206.934.6333 ♦ South 206.934.5844 ♦ Live Chat line <u>https://direct.lc.chat/11900901/3</u>



REQUEST help helpdesk.seattlecolleges.edu





4. Enter your phone number & choose Text or Call to receive a verification code. Click Next.

You can prove who you are by answering	a call on your phone or texting a code to your ph
What phone number would you like to us	se?
United States (+1)	← Enter phone number
Text me a code	