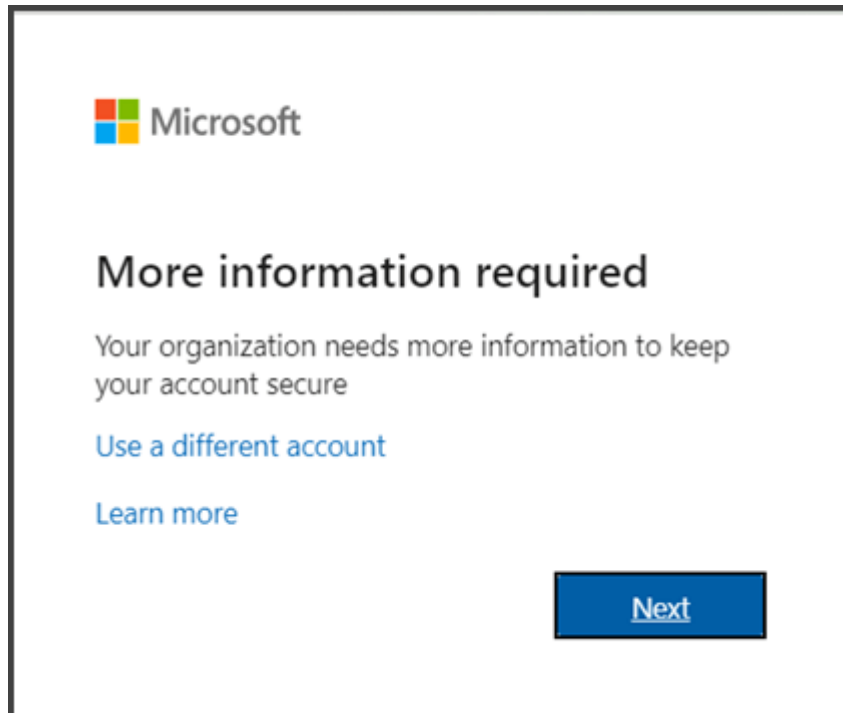


MULTI-FACTOR AUTHENTICATION – CHEAT SHEET

INITIAL SETUP

1. Sign into Microsoft 365 (<http://portal.office.com>) with your NTPC email address and Windows password. After you choose **Sign in**, you'll be prompted for more information.

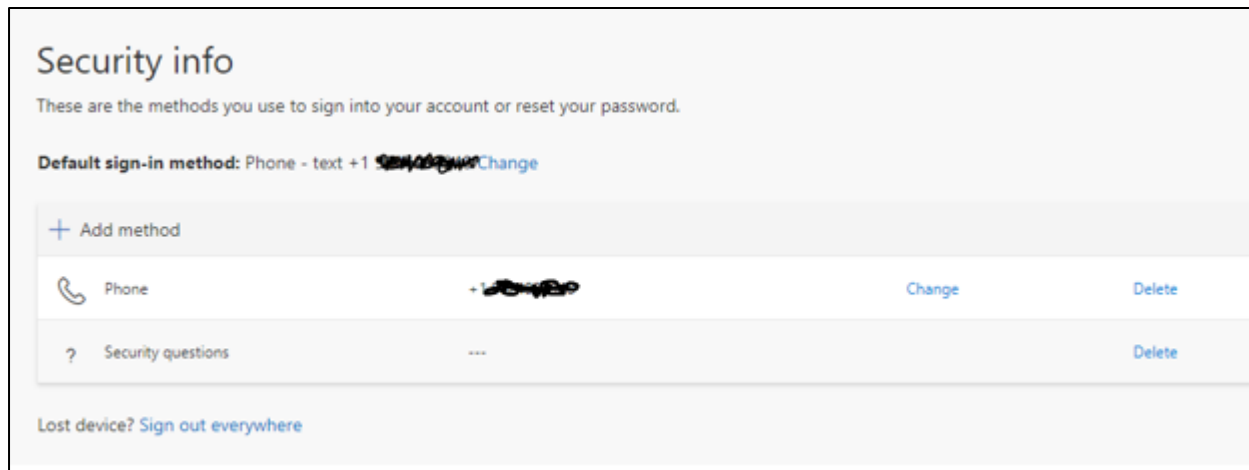


2. Choose **Next**.
3. The default authentication method is to use the free **Microsoft Authenticator app**. If you have it installed on your mobile device, select Next and follow the prompts to add this account. If you don't have it installed, there is a link provided to download it.
4. If you would rather use SMS messages sent to your phone instead, select "I want to set up a different method". Microsoft 365 will ask for your mobile number, then send you an SMS message containing a 6-digit code to verify your device.
5. Once you complete the instructions to specify your additional verification method, the next time you sign in to Microsoft 365, you'll be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.

MAKING CHANGES TO YOUR MFA SETUP

If you have set up Multi-factor authentication previously -- and have made changes (such as a new cell phone number) that needs to be updated – sign in to <https://aka.ms/mfasetup> with your NTPC email address and Windows password.

The screen will look like this – but with your info:



You can select “**Add Method**” to add a different cell phone, the Microsoft Authenticator app, or a series of questions as your preferred method of authentication.

You can also toggle your previously chosen preferred method of authentication (*change from Authenticator prompts to a text message with a code, for example*).

**** If you choose Microsoft Authenticator, please use the “Notification” option, not the “Token” option ****

In the screenshot above, choosing “**Change**” will allow you to update to your new preferred method – and will send a confirmation text message/prompt to your phone to prove you own that device.

As always – if you get stuck -- reach out to the NTPC Helpdesk at helpdesk@ntpc.com or by calling 867-874-5295.