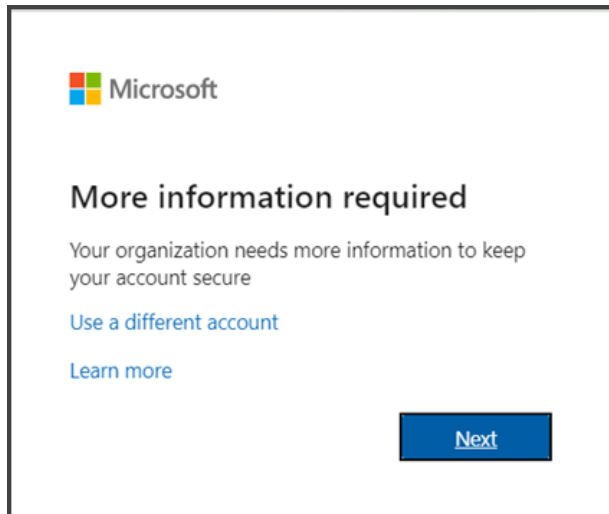


# CONFIGURE TWO-FACTOR AUTHENTICATION

All JSerra O365 accounts will have two factor authentication enforced. Please review the [Two-Factor Authentication](#) page to view the different methods. Once you have decided which method you will be using, please follow the below steps to configure it.

1. In a browser, go to [portal.office.com](http://portal.office.com)
  - a. Your username follows this format: `firstname.lastname@jserra.org`
  - b. Enter your JSerra email password. If you are a new student, your temporary password will have been sent to you.
    - a. If you are unsure of your password or need to reset it, please contact the IT Department at [support@jserra.org](mailto:support@jserra.org) or (949) 493-9010 or come to the IT Department located in Busch Hall next to the library.
2. After you enter your password, a window will pop up asking for “More Information”. Click Next.



3. Follow the linked instructions for your chosen authentication method:
  - a. [Text Message](#)
  - b. [Microsoft Authenticator Application](#)
  - c. [Authy Application](#)

## Text Message

1. For the Text Messaging option, choose “Authentication Phone” in the first dropdown, then “United States (+1)” in the second dropdown, then enter your cell phone number in the text field, including the area code.
2. Click Next.

### Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

#### Step 1: How should we contact you?

Authentication phone

Method  
 Send me a code by text message

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

3. Microsoft will text a code to your cell phone. Enter the code in the text field, then click Verify.

### Additional security verification

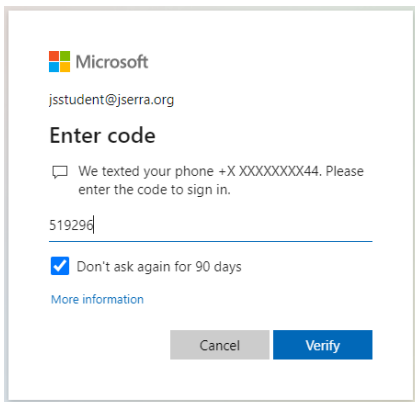
Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

#### Step 2: We've sent a text message to your phone at +1 949-████████

When you receive the verification code, enter it here

Cancel Verify

4. In the next window, click Done, and set up is complete.
5. You will be prompted to enter a new code to authenticate into your account. Click “Text +X XXXXXXXX”, then enter the code texted to your cell phone. If this is your personal laptop, check the box next to “Don’t ask again for 90 days”.



Microsoft  
jsstudent@jserra.org

**Enter code**

We texted your phone +X XXXXXXXX44. Please enter the code to sign in.

51929d

Don't ask again for 90 days

[More information](#)

Cancel Verify

6. Click Verify and you will be logged in.

## Microsoft Authenticator Application

Before performing the below steps, be sure you have the Microsoft Authenticator application installed on your cell phone. Click [here](#) for instructions.

1. If you are using the Microsoft Authenticator application, choose “Mobile App” in the dropdown, then select “Receive notifications for verification” or “Use verification code”.
  - a. Click Set up.

### Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

#### Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Please configure the mobile app.

Next

2. Open the Microsoft Authenticator application from your cell phone.
  - a. If this is the first time using this app, select the option to scan a QR code. Select the option to add an account.
  - b. If you have previously used the Microsoft Authenticator app, add a new account using the + button in the upper right corner (iPhone) or the 3 dots in the upper right corner (Android).
  - c. Select “Work or School account” and choose “Scan QR Code”
3. Using your cell phone, scan the QR code that is showing on your computer and click Next once it has been linked.

### Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose “Work or school account”.
3. Scan the image below.



Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

Code: 788 806 811

Url: <https://bit.ly/low00gphoneauthonnetpub788806811>

If the app displays a six-digit code, choose “Next”.

Next

cancel

4. Now, the authenticator app will send a notification to your cell phone or ask for a verification code as a test.
5. On your cell phone, select Approve if you chose to receive notifications, or type the 6-digit code into your computer from the Authenticator app and select Verify.
6. In the next window, click Done, and set up is complete.
7. You will be prompted to approve sign in or enter a code to authenticate into your account. Click approve on your cell phone, or enter the code displayed in your Authenticator application. If this is your personal laptop, check the box next to “Don’t ask again for 90 days”.
8. Click Verify and you will be logged in.

## Authy Application

The Authy application can be installed on your laptop if you do not have access to a mobile device or do not want to use your mobile device to configure two factor authentication. Instructions for installing and setting up Authy can be found in the [Two-Factor Authentication](#) page. Once the application is installed and verified on your laptop, follow the below steps to configure two factor authentication for your JSerra O365 account.

1. For the Authy authentication method, choose “Mobile App” in the dropdown, then choose Use Verification Code.
  - a. Click Set up.

### Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

#### Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

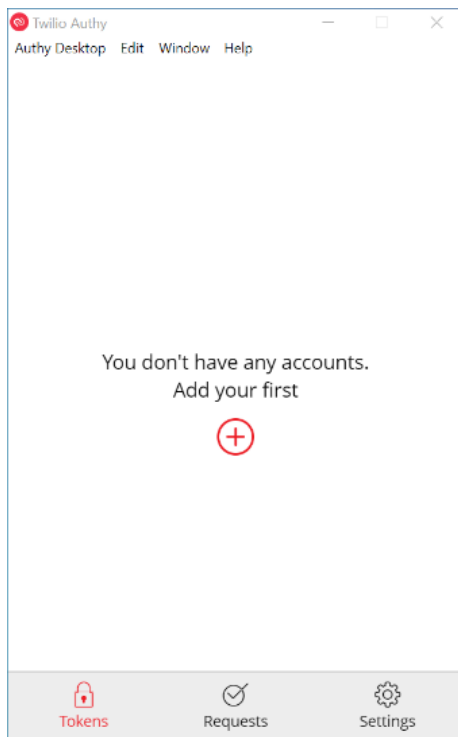
To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

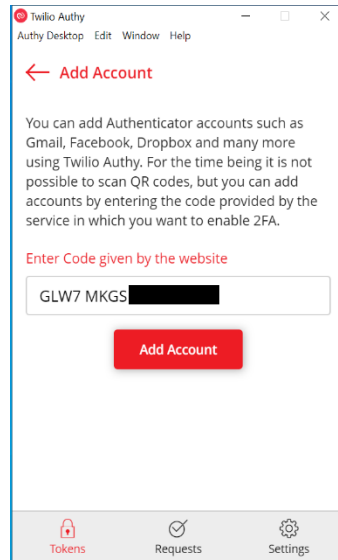
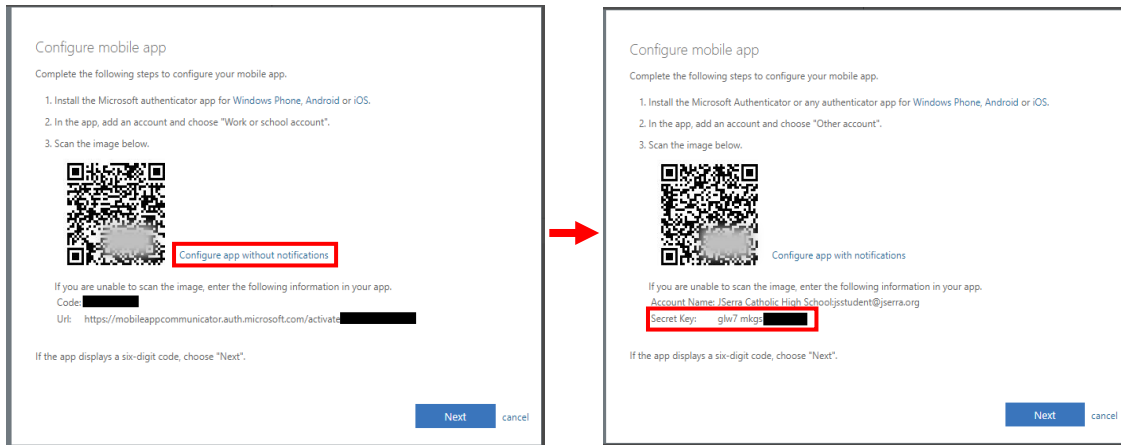
Please configure the mobile app.

Next

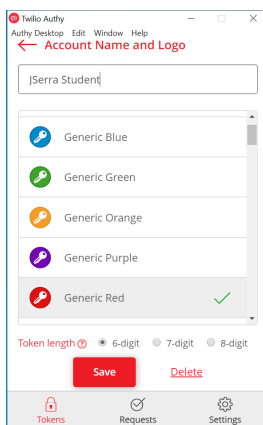
2. A window will pop up with a QR code.
3. Open the Authy application on your laptop and click the + button to add an account.



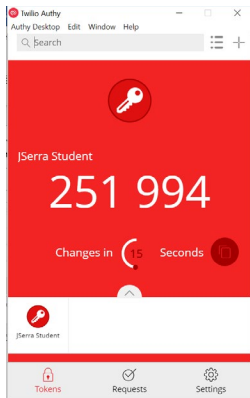
4. In the QR code window, click the link that says, "Configure app without notifications". A new, longer code will show under the QR code. Enter that code into the Authy application, then click Add Account.



5. Choose whichever settings you prefer for the account, then click Save.  
a. Ex. Name: JSerra, Logo: Generic Red, Token Length: 6-digit



6. Now that the app should display a 6-digit code.



7. Go back to the window with the QR code in it and click Next.

8. Click Next again.

9. Now enter the 6-digit code that is displayed in your Authy app and click Verify.

#### Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

#### Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

Cancel

Verify

10. In the next step, you are prompted to enter a phone number in case you lose access to the app.

You can enter a parent's phone number or a home phone number. **You will not be sent a verification code to this number.**

11. In the next window, click Done, and set up is complete.

12. You will be prompted to enter a code to authenticate into your account. Enter the code displayed in your Authy application and if this is your personal laptop, check the box next to "Don't ask again for 90 days".

13. Click Verify and you will be logged in.