Microsoft Multi-factor Authentication

Why?

To protect the university
To protect employees
To protect students

From damage related to account compromises

By requiring an additional layer of authentication known as **multi-factor authentication.**

Who?

The policy applies to all faculty and staff as well as any third party or contractor that is issued a university credential.

This is in support of University Regulation **Article 9 Part 1: Information Technology Security Plan.**

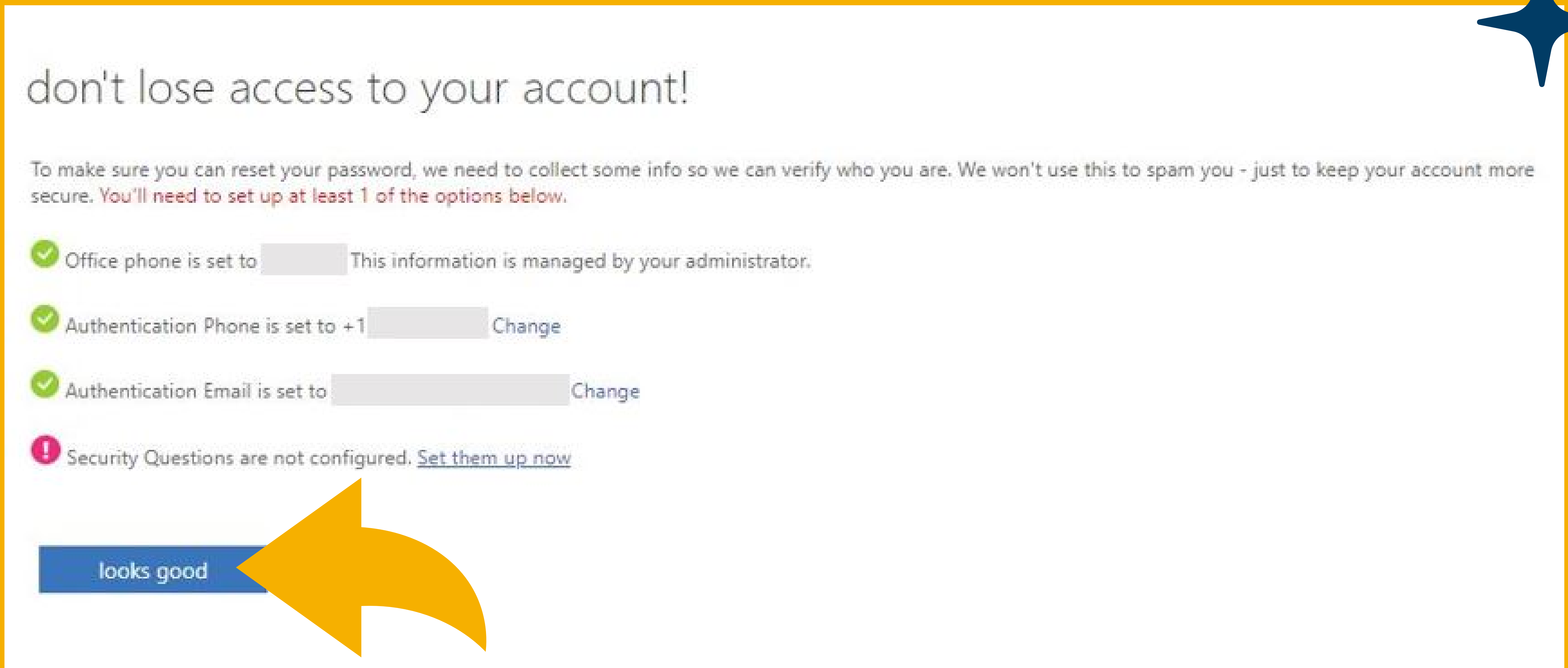
Account Set up 1

Password Setup

Begin by checking your online password reset options.

**** Password Reset Set up ****
Click Here

2 Verify your authentication contacts.



don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

✓ Office phone is set to [redacted] This information is managed by your administrator.

✓ Authentication Phone is set to +1 [redacted] Change

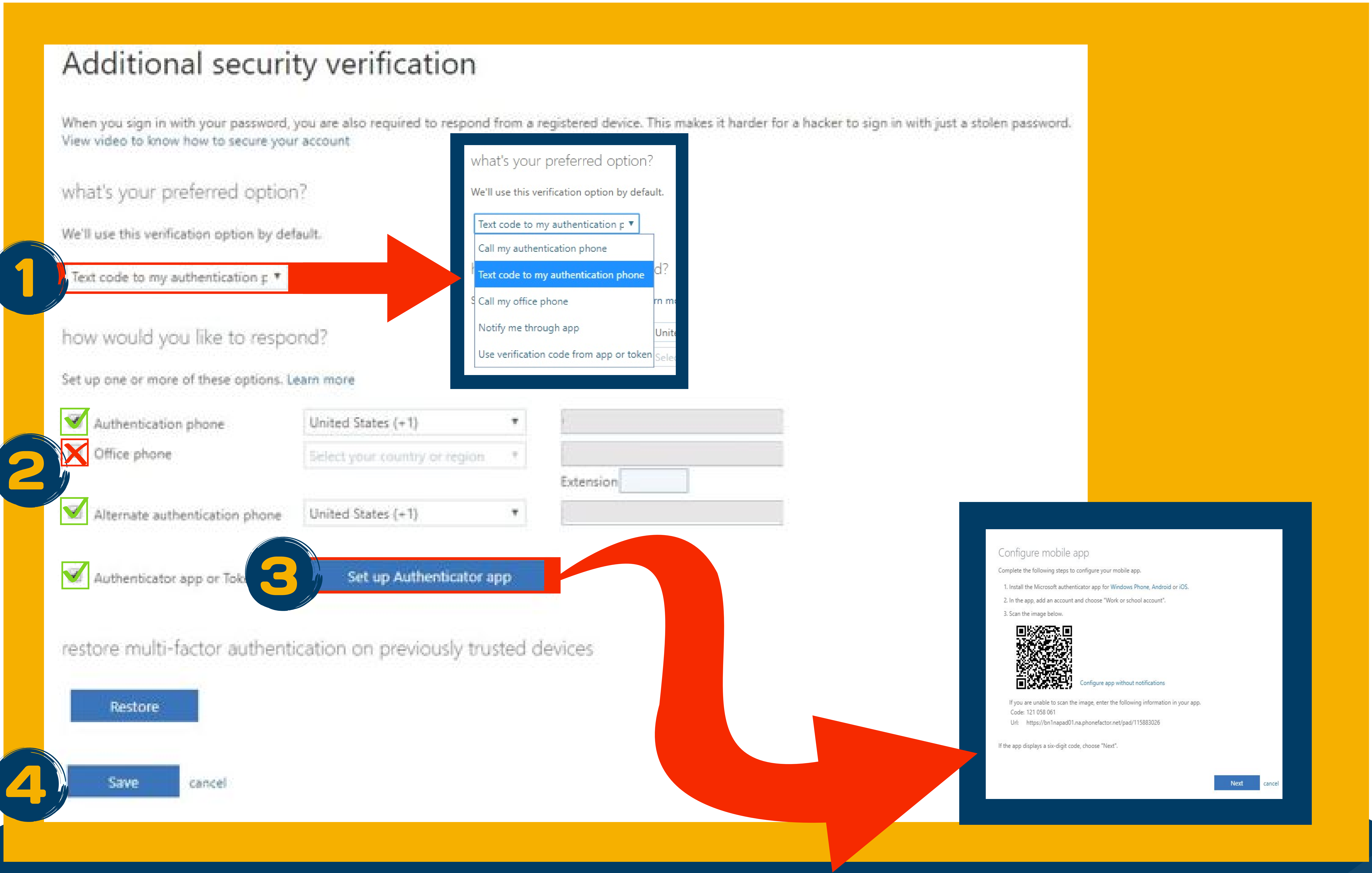
✓ Authentication Email is set to [redacted] Change

! Security Questions are not configured. Set them up now

You **cannot** use your @unco.edu email as an backup or authentication email.

3

Go to https://aka.ms/MFASetup



Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. View video to know how to secure your account

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p ▾

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p ▾
- Call my authentication phone
- Text code to my authentication phone
- Call my office phone
- Notify me through app
- Use verification code from app or token

how would you like to respond?

Set up one or more of these options. Learn more

☑ Authentication phone	United States (+1) ▾	
☒ Office phone	Select your country or region ▾	 Extension
☑ Alternate authentication phone	United States (+1) ▾	
☑ Authenticator app or Tok	Set up Authenticator app	

restore multi-factor authentication on previously trusted devices

Restore

Save cancel

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: 121 058 061
Url: https://bn1napad01.na.phonefactor.net/pad/115883026

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

Next cancel

Note The purpose of MMFA is protect your account by verifying your information **BEFORE** you login to UNC accounts; therefore you cannot use UNC accounts as additional security verification.

1. We'll use this verification option by default.

First, you will need to choose which verification method you would prefer to receive notifications. You may choose between text codes, a phone call, or notification through the app.

2. How would you like to respond?

Then, you will need to check the box (or boxes) of your preferred contact method. This should correspond to step one.

- You can chose to receive authentication via cell phone - please include your cell number.
- You can also choose a backup number (in case you don't have access to your cell phone).
- OR, you can choose to use the app to receive authentication notifications.
- Please do **NOT** choose to receive a call to your office phone. Authentication will only happen when you are off campus, so an authentication call to your office phone line may not reach you.

3. Setup Authenticator app

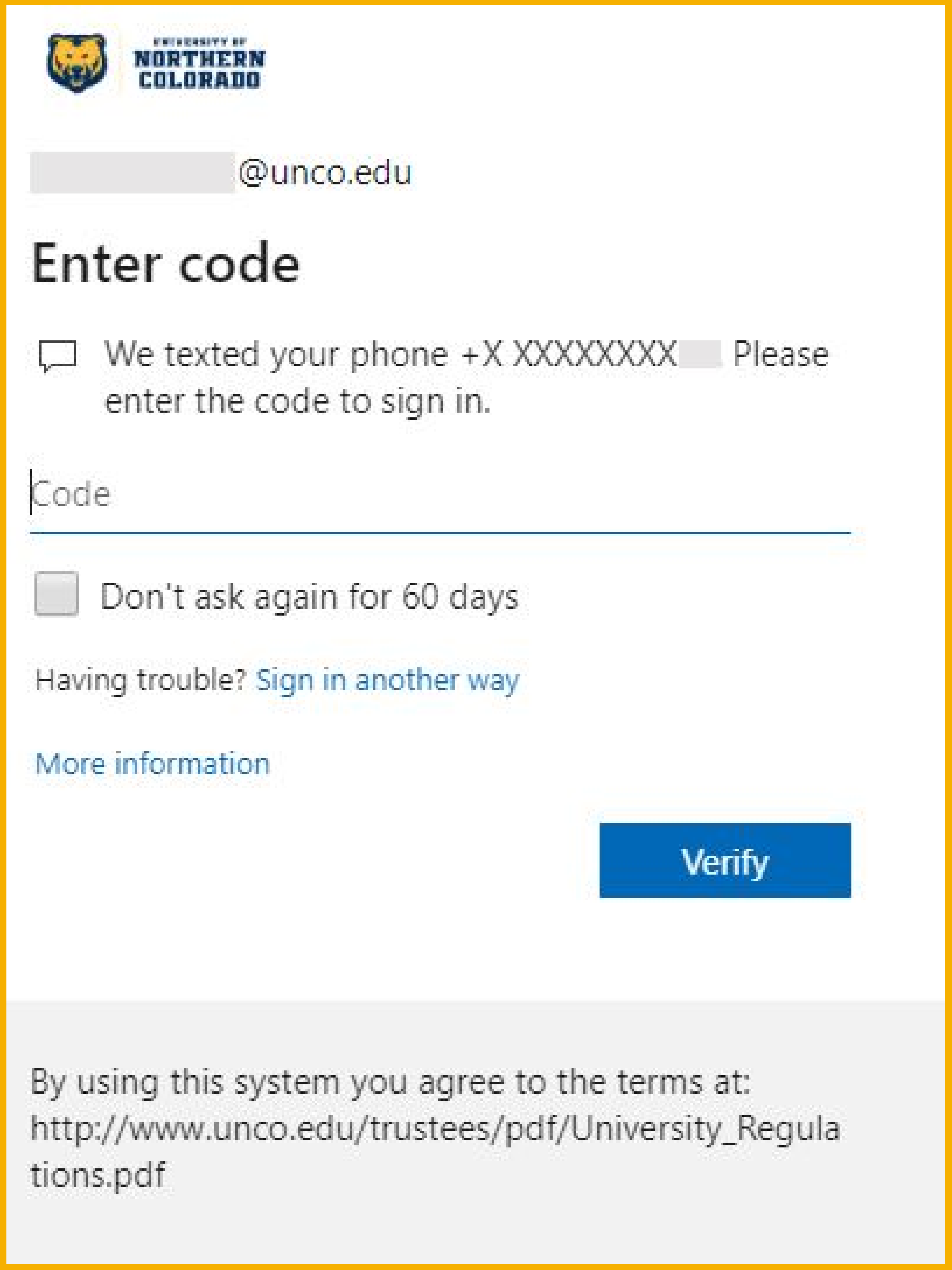
If you choose to use the authenticator app as a means of verification, you will need to set up the app on your phone or tablet. The authenticator set up will give you a QR code. Use your phone's camera to scan the code.

4. Save

Save your settings to make them effective. You can also "restore" your preferences to reset your settings.

4 Verification Code

When you attempt to access UNC websites from an off campus location, you will receive an authentication prompt. If you have completed your verification setting, you will receive a code in the manner you've specified. After entering your code, you will be allowed to access your accounts as usual.



[redacted]@unco.edu

Enter code

We texted your phone +X XXXXXXXX[redacted] Please enter the code to sign in.

Code

□ Don't ask again for 60 days

Having trouble? Sign in another way

More information

By using this system you agree to the terms at: http://www.unco.edu/trustees/pdf/University_Regulations.pdf