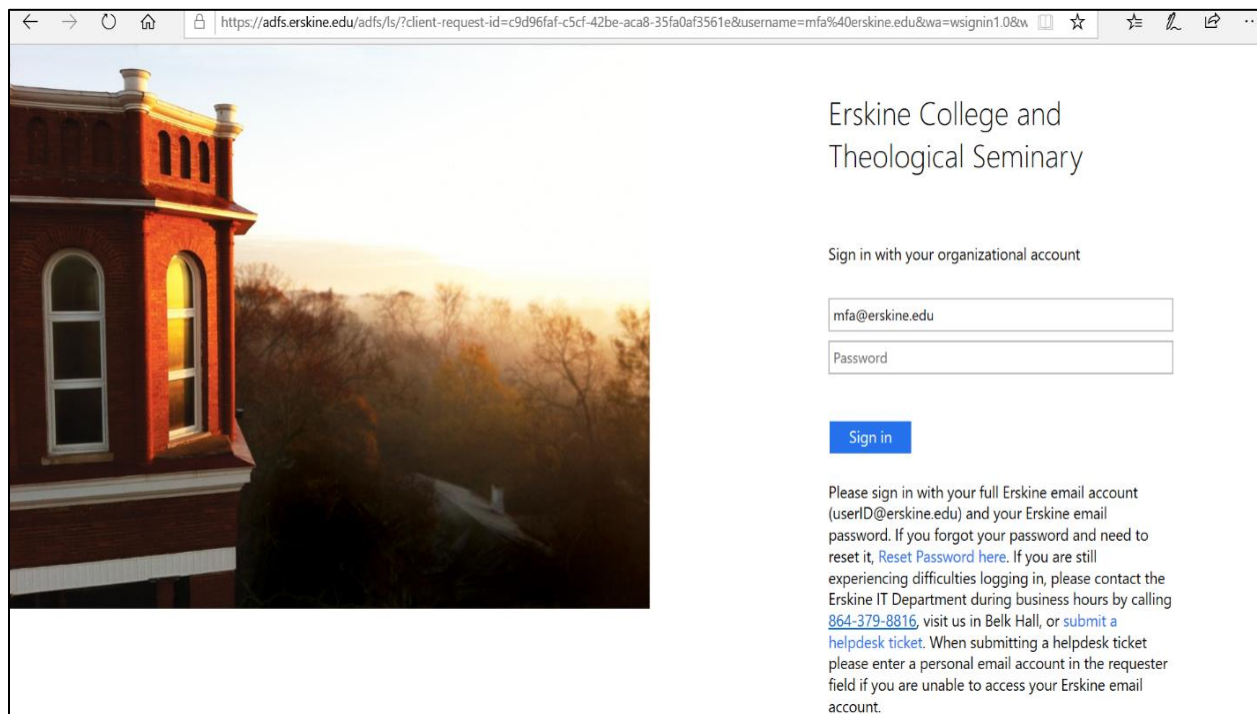


Multi-Factor Authentication Setup Guide

Erskine College and Theological Seminary is taking steps to help protect yours and others Erskine Email. By enabling two-factor verification, your Erskine Email account sign-in requires both your user name and password as well as a mobile device or phone. This method is more secure than just using a password since the user relies on **two forms of authentication: something you know (Username and Password), and something you have with you (a phone or tablet)**. Two-factor verification can help to stop hackers because it is unlikely they have your device even if they have your password. The following steps will help guide you through the process of setting up the two-factor verification and will give freedom to control the safety of your own account.

Step 1: Signing In

In this first step, you will need to Sign into your Erskine Email. You can access the Erskine Email log in page from the Erskine College or Seminary webpages or by going to:
<https://outlook.office.com/erskine.edu>



Erskine College and Theological Seminary

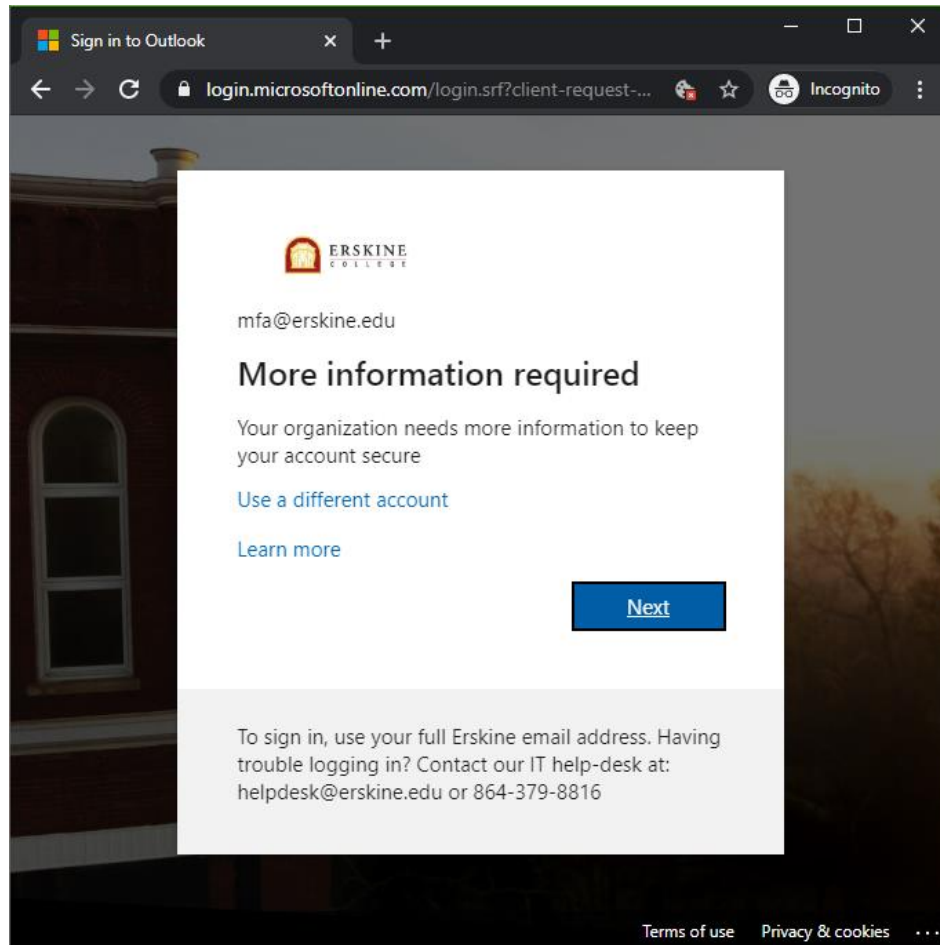
Sign in with your organizational account

[Sign in](#)

Please sign in with your full Erskine email account (userID@erskine.edu) and your Erskine email password. If you forgot your password and need to reset it, [Reset Password here](#). If you are still experiencing difficulties logging in, please contact the Erskine IT Department during business hours by calling [864-379-8816](#), visit us in Belk Hall, or [submit a helpdesk ticket](#). When submitting a helpdesk ticket please enter a personal email account in the requester field if you are unable to access your Erskine email account.

Step 2: More Information Required

Once you sign in, you will be asked to provide more information. Selecting next will direct you to where you will be able to set up the Preferred methods of authentication.



Step 3: Additional Security Verification

This page will allow you to set up your primary method of authentication and gives you an opportunity to identify multiple contact methods.

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 ▼

Select your country or region ▼

Method

☐ Send me a code by text message

☒ Call me

Next

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

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On this page you have the option to set the default verification method along with multiple contact options.

Below you will find a description of each option:

Table:1 Methods of two-factor Authentication

Mobile app	<ul style="list-style-type: none">• Receive notifications for verification. 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. Your work or school may require that you enter a PIN before you authenticate.• Use verification code. In this mode, the app generates a verification code that updates every 30 seconds. Enter the most current verification code in the sign-in screen. The Microsoft Authenticator app is available for Android and iOS.
Authentication phone	<ul style="list-style-type: none">• Phone call places an automated voice call to the phone number you provide. Answer the call and press the pound key (#) on the phone keypad to authenticate.• Text message sends a text message containing a verification code. Following the prompt in the text, either reply to the text message or enter the verification code provided into the sign-in interface.
Office phone	<ul style="list-style-type: none">• Places an automated voice call to the phone number you provide. Answer the call and press the pound key (#) on the phone keypad to authenticate.

<https://docs.microsoft.com/en-us/azure/active-directory/user-help/multi-factor-authentication-end-user-first-time>

Depending on the option that you select you will see a different screen.

Mobile App:

The screenshot shows a web browser window with the title 'Additional security verification App Passwords'. The address bar shows the URL: `account.activedirectory.windowsazure.com/Proofup.aspx?BrandContextID=O365&ruO365=https%3a%2f...`. The page content includes a sidebar on the left with options like 'Notify me through app', 'Authentication phone', and 'Authenticator app or'. The main content area is titled 'Configure mobile app' and contains the following text:

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.

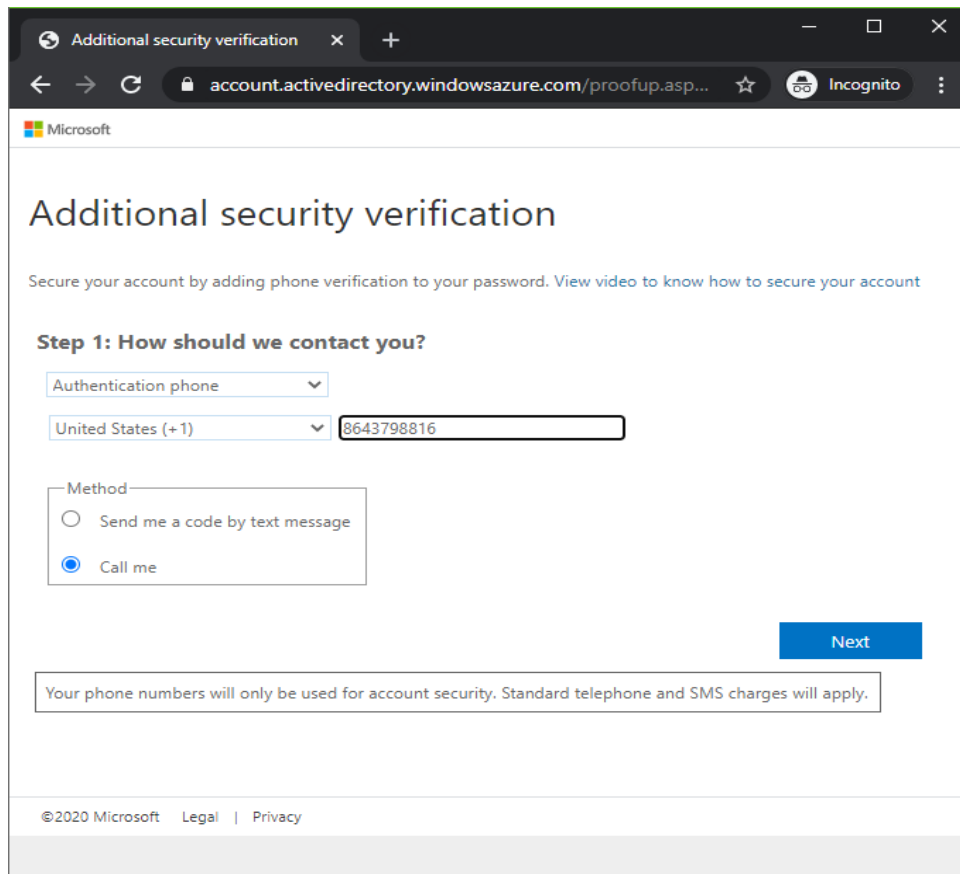
Below the list is a QR code. To the right of the QR code is a link: [Configure app without notifications](#).

If you are unable to scan the image, enter the following information in your app.
Code: 104 136 935
Url: <https://co1napad03.na.phonefactor.net/pad/359350499>

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

At the bottom right, there are two buttons: 'Next' and 'cancel'.

Phone:



A screenshot of a web browser window showing the 'Additional security verification' page for a Microsoft account. The browser's address bar shows the URL 'account.activedirectory.windowsazure.com/proofup.asp...'. The page title is 'Additional security verification'. Below the title, there is a sub-header 'Step 1: How should we contact you?'. The form includes a dropdown for 'Authentication phone' set to 'United States (+1)', a text input for the phone number '8643798816', and a 'Method' section with two radio buttons: 'Send me a code by text message' (unselected) and 'Call me' (selected). A blue 'Next' button is positioned to the right of the form. A disclaimer box states: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' The footer contains copyright information: '©2020 Microsoft Legal | Privacy'.

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 ▼

United States (+1) ▼ 8643798816

Method

☐ Send me a code by text message

☒ Call me

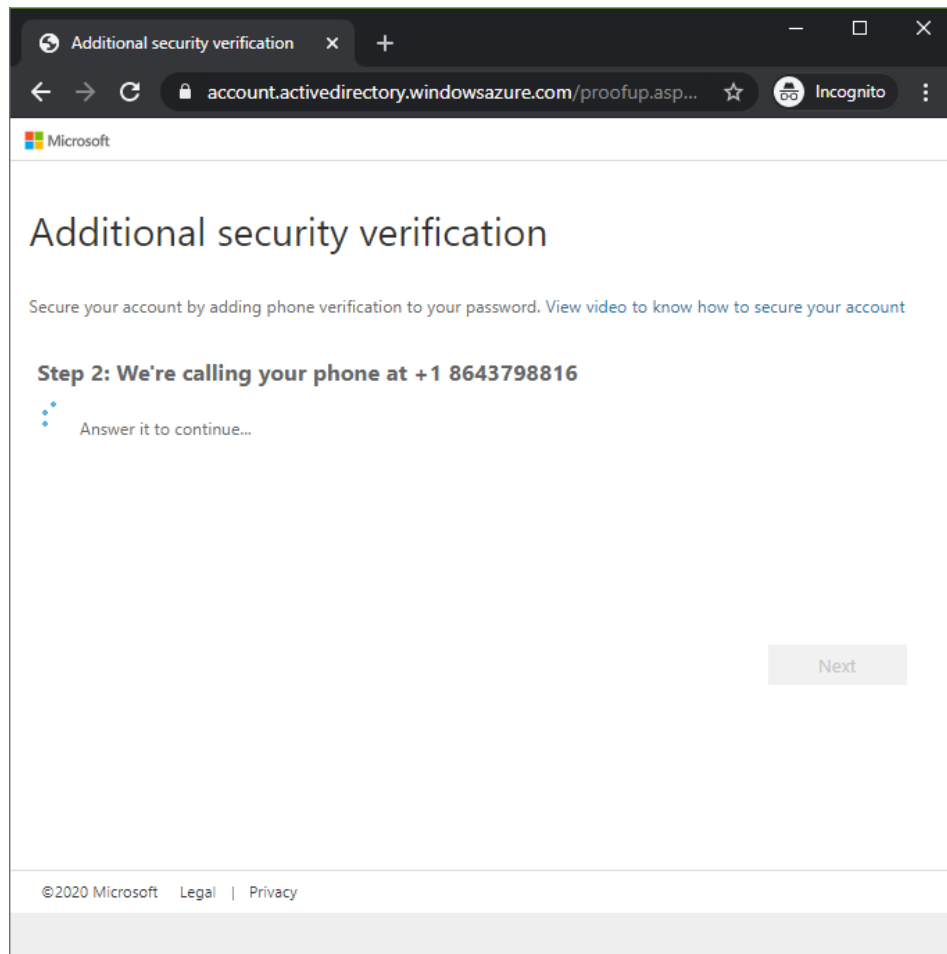
Next

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

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Step 4: Verify Information

Once you have selected the verification method and filled in the corresponding information, you will need to verify that the authentication method will work. Once selecting next you will be sent to a screen asking for you to verify using the method you selected.



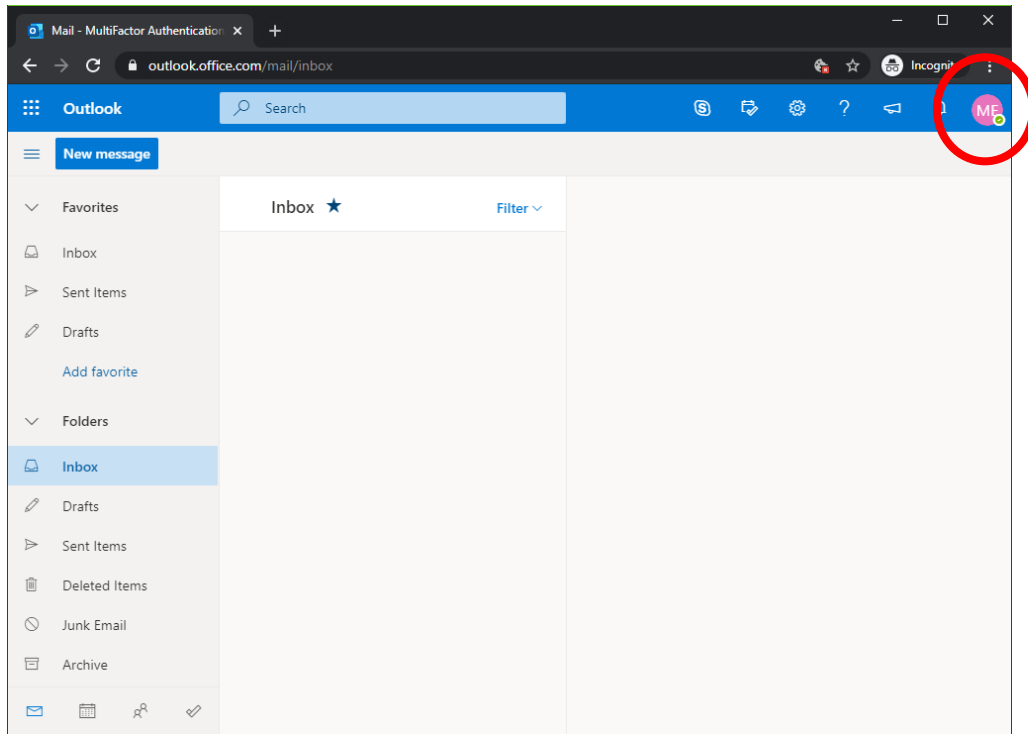
Once you finish you just need to select **next** and then **done** on the following page.

Additional Verification Information:

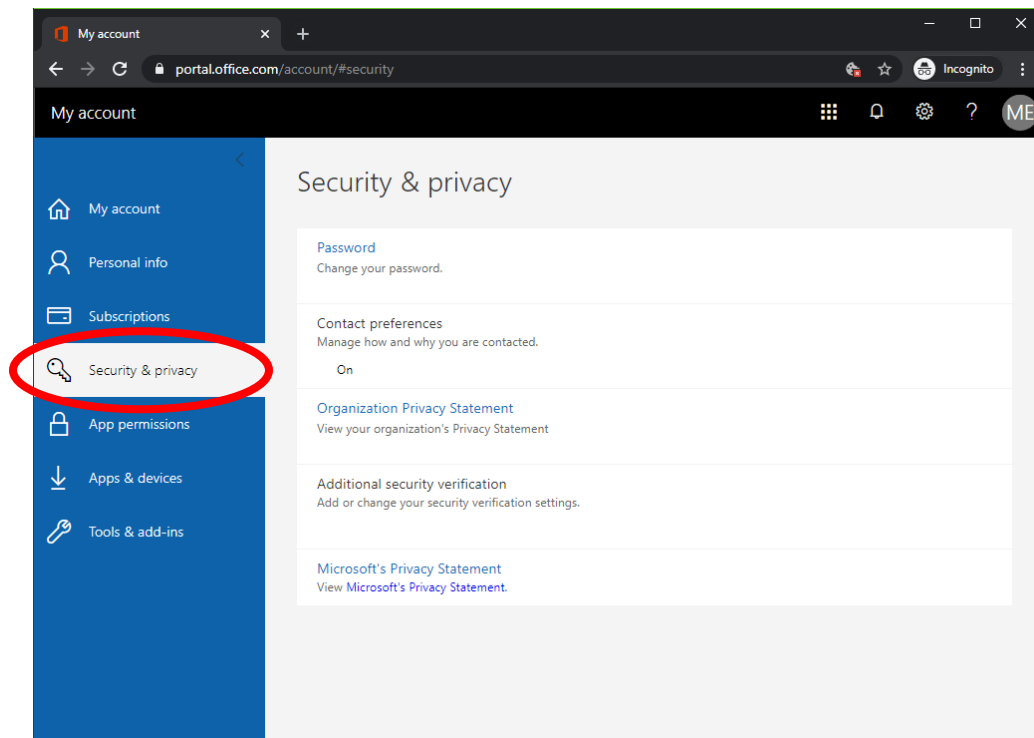
You have access to set up more than one authentication method and are encouraged to set up more than one if able. To set up additional information you will need to:

- **Log into your Erskine email.**

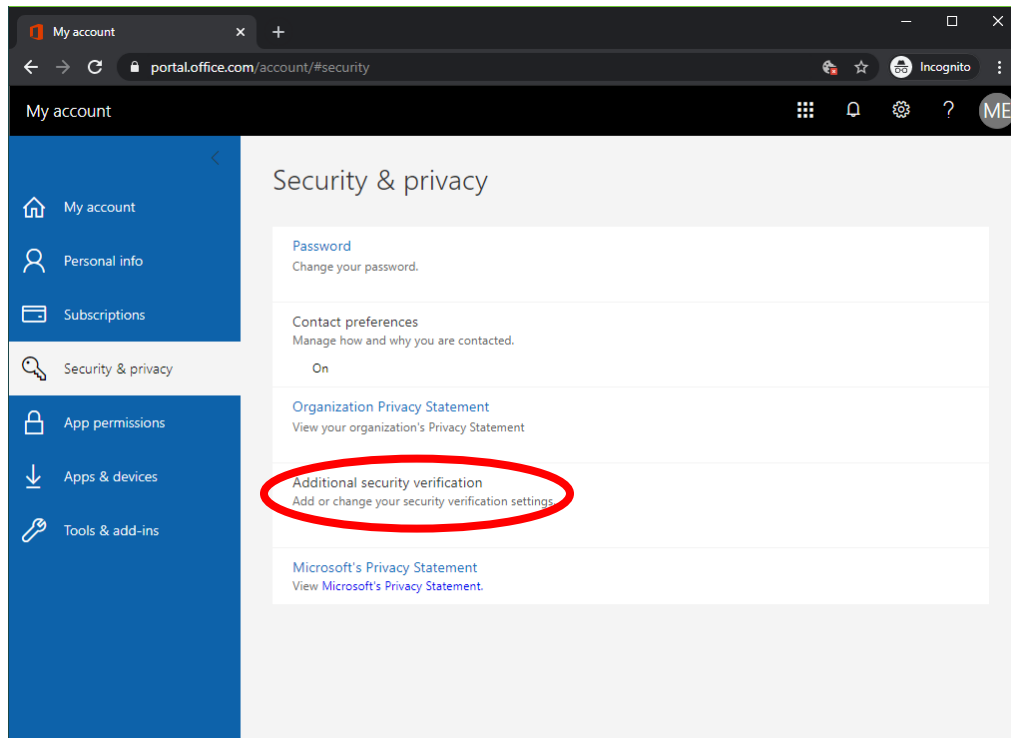
- **Go to My Account (Initials in upper right of email screen)**



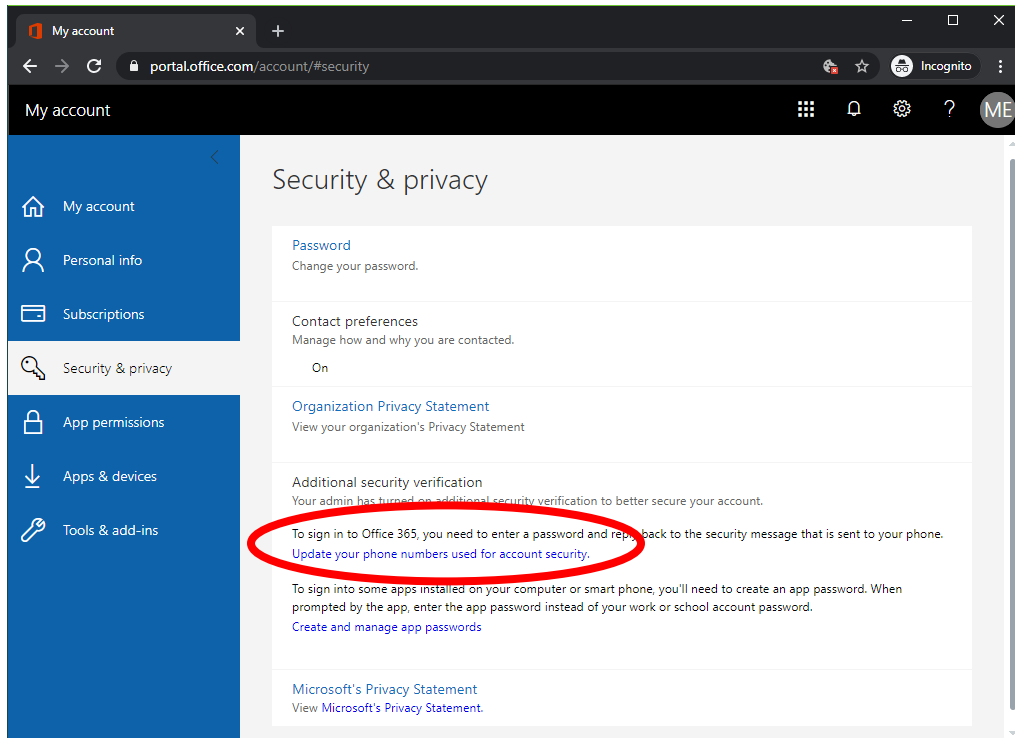
- **Security and Privacy**



- **Additional Security Verification**



- **Update your phone numbers used for account security**



- **Additional Security Verification**

My account

Additional security verification

account.activedirectory.windowsazure.com/Proofup.aspx?BrandContextID=0365&ru0365=https%3a%2f...

Incognito

ME

Additional security verification App Passwords

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.

Call my authentication phone

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

☒ Authentication phone

☐ Office phone

☐ Alternate authentication phone

☐ Authenticator app or Token

United States (+1)

8643798816

Select your country or region

Extension

Set up Authenticator app

Save

cancel