

# **MFA for ACM Students**

Go to allegany.edu and choose MyACM.



Choose Email(takes you to a Microsoft Office 365 Sign In page).

Sign in		
Email, phone, or Sk	уре	
No account? Create or	ne!	
Can't access your acco	ount?	
	Back	Next
	Back	Next

Sign in using your ACM student email credentials.

Click Next

Type in your password:



Click Sign In



#### **Click Next**

You will be required to choose two authenticating methods.

	ur organization requir	es you to set up the following met	hods of proving who you are.	
		Method 1 of 3: App		
	App	Questions	3 App password	
Micros	oft Authenti	cator		
IVIICIOS		Cator		
	Start by getting the app			
	On your phone, install the Microsoft Authenticator app. Download now			
	2 I			
	After you install th	ne Microsoft Authenticator app on y	your device, choose "Next".	
	After you install th	ne Microsoft Authenticator app on s ferent authenticator app	your device, choose "Next".	

You can download the Microsoft Authenticator app to your smart phone, or click on the link for setting up a different method.

We will go through each method:

Method 1: Download the app on your smartphone. Go to the app store on your phone and find 'Microsoft Authenticator' App. Be sure the icon matches the icon on your computer screen (like the one above). Click next. Follow the prompts on your phone and on your computer screen.

Microso	oft Authenticator
-	Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back Next
l want to set up	a different method

#### Scan the QR Code and click next.

Microsoft Authenticator
Scan the QR code
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.
After you scan the QR code, choose "Next".
QR Code will appear here.
Can't scan image? Back Next
<u>I want to set up a different method</u>

You will be prompted to "try it out". Follow the prompts and enter the number that appears on the screen, into the app on your phone.

Notification Approved:

Notification approved	I			
		_		
			Back	Next

## Click Next.

Create an App password.

App password	
Start by creating a name for your app password. This will help differentiate it from others. What name would you like to use? Minimum length is 8 characters.	
Enter app password name	
	Next

### Take note of the next screen.

App password		
App password was successfully created. Copy the return here and choose 'Done' Name:	password to clipboard and paste into your app. Then	
This will show your app password name.		
Password:	-	
This will be a password for the app.		
Note: Keep this password in a safe place. It will no	ot be shown again.	
	Back Done	

Click Done.

Suc	ccess!	
Great j <b>Defau</b>	job! You have successfully set up your security info. Choose "Done" to continue signing in. I <b>lt sign-in method:</b>	
•••	App password Passwordname	
٢	Microsoft Authenticator	
?	Security questions	
	Do	ne

Method 2: Click the link that says, I want to set up a different method.

Then choose Phone.

Here you will have the space to put in your phone number. Choose a number that you will have readily available to you (like your cell phone). As this is the number that Microsoft will use to verify authenticity.

Phone
You can prove who you are by answering a call on your phone or texting a code to your phone.
What phone number would you like to use?
United States (+1)
Text me a code
Call me
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.
Next
l want to set up a different method

Then Choose text me a code or call me. You will need to answer the call and follow the prompts, or type in the code that was texted to you.



Click next.

Method 3: Click the link that says, I want to set up a different method.

Then choose Security questions.

? Security questions

You will be prompted to provide three questions and answers for security question authentication.

Once you have provided those, click Done.

Once you have two methods of authentication completed you will be able to sign into your email! You will need to always provide your password, and one other method of authentication to sign into your school email.

If you ever need to reset, edit, or change the default method, you can login to your student email, click on your initials or profile picture in the upper right corner, then choose, View Account, and Security Info (update Info). Here you have the options to Delete, Change, and select a default method for your authenticators.

If you have any questions, or can't get logged into your student email, please contact <u>ithelpdesk@allegany.edu</u>.