How to Setup MFA for Text/Phone Verification

Hunter College has enabled Multi-Factor Authentication (MFA) for your Office 365 account. MFA is an authentication method that requires a two-step verification method for users when signing into Microsoft Office. Two-step verification allows you to use your accounts more securely since:

- passwords can be forgotten!
- passwords can be stolen!
- passwords can be compromised!

This guide will instruct you on how to accomplish MFA using text/phone for verification

Be advised:

- The following procedure is a one-time process and can take up to 5 minutes to activate (average less than 3 minutes).
- To perform this initial setup, both a mobile device and a desktop/laptop computer will be utilized.
1. Sign in to Microsoft 365
   a. Open a web browser and visit:
      www.office.com. Click on the Sign In button. This will re-direct you to the
      Microsoft Sign In page.
   
      or

      login.microsoftonline.com
      Enter in your CUNYfirst credentials.

   b. Click on the Next button.

1. You will be then re-directed to the CUNY Web Applications page (this will be very
   familiar):
   2. Log in using your complete CUNYfirst credentials (username & password).
   3. Click on the blue Login button.
4. You will then be prompted:
   
   “More Information required”

5. Click the blue Next button.

6. On the following screen, click on I want to set up a different method.

7. Click the Next button.

8. You will then be prompted select a method. Click the drop-down menu and select Phone.

9. Click Confirm.

10. On the following screen, Enter in the telephone number where you want to receive the authorization.

11. Select whether you would like the authorization via a text message of a phone call.

12. Click the Next button.
13. Once you receive the authorization code, you will enter it on the following screen. Enter the code you received in the text field labeled **Enter code**.

14. Click the **Next** button.

15. Once the authorization code has been verified, you will receive a success message.

16. Click on the **Next** button.

17. The system will then register the device.

   *This can take up to 30+ seconds to complete.*

18. Once the device has been registered and your account added, you will see the following screen.

19. Click the **Done** button.

20. You are all set! 😊
If you need further assistance, please visit the following support website:

https://hunter.cuny.edu/information-technology/support/