



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.	You will be then re-directed to the CUNY	S¥	
2.	Web Applications page (this will be very familiar): Log in using your complete CUNYfirst credentials (username & password).	Web Applications Login If you are logiply into a University dous service offening, such as Dropbox of Workshoff (Mice Side Toucartan, you agree to abide by the terms in the <u>CURY Accessate Use of University Data in the Clead</u> adic, Log in with your <u>CURY Login condentials</u> : Literaame fintrame istame/Side/pin.cury.edu Pasavord	
3.	Click on the blue Logi <u>n button.</u>	Login	



- On the following screen, click on I want to set up a different method.
- 7. Click the **Next** button.

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	Keep your account secure	
Your organization	requires you to set up the following methods of proving who yo	ou are.
Microsoft A	Authenticator	
Sta	art by getting the app	
On y	your phone, install the Microsoft Authenticator app. Downlead n	ow
Afte "Net	r you install the Microsoft Authenticator app on your device, cho st*.	lose
1 wa	nt to use a different authenticator app	
		Next
want to set up a diffe	rent method	

- 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.

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Keep your account	secure
Your organization requires you to set up the following	methods of proving who you are.
Phone	-
SMS verified. Your phone was registered successfully.	
	Next
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17. The system will then register the device. *This can take up to 30+ seconds to complete. Het or white or register the device will be a register the device of the second se

 Once the device has been registered and your account added, you will see the following screen. 	X You're all set! We're adde you account accessfully. You now have access to your organization's apps and services.
19. Click the Done button.	
20. You are all set! 😊	b;
	Dear

If you need further assistance, please visit the following support website:

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