MFA (Multi-factor authentication) instructions using Microsoft authentication phone (Alumni/Retirees Only)

- 1. Go to <u>https://office.com/una.edu</u> and sign using your UNA username and password.
- 2. Upon sign in, you will see the

3. For Step 1, enter your phone number, then click the radio button "Send me a code by text message", then click on Next.



4. You should momentarily receive a text with a 6-digit verification code. Enter the code and then click the Verify button.

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When y	ou receive the verification code, enter it	here	 <u>Stan Julia's cant a tavt ma</u>	t.oncas

- 5. If you entered the code correctly, you should see "Verification Successful!" Click Done.