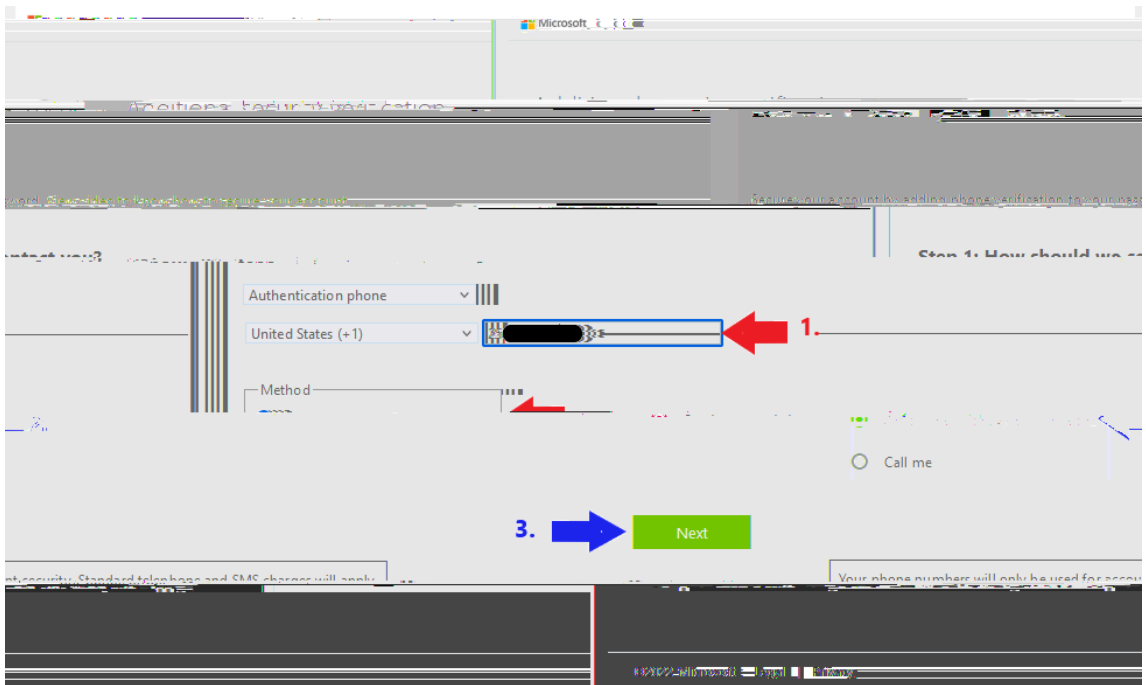


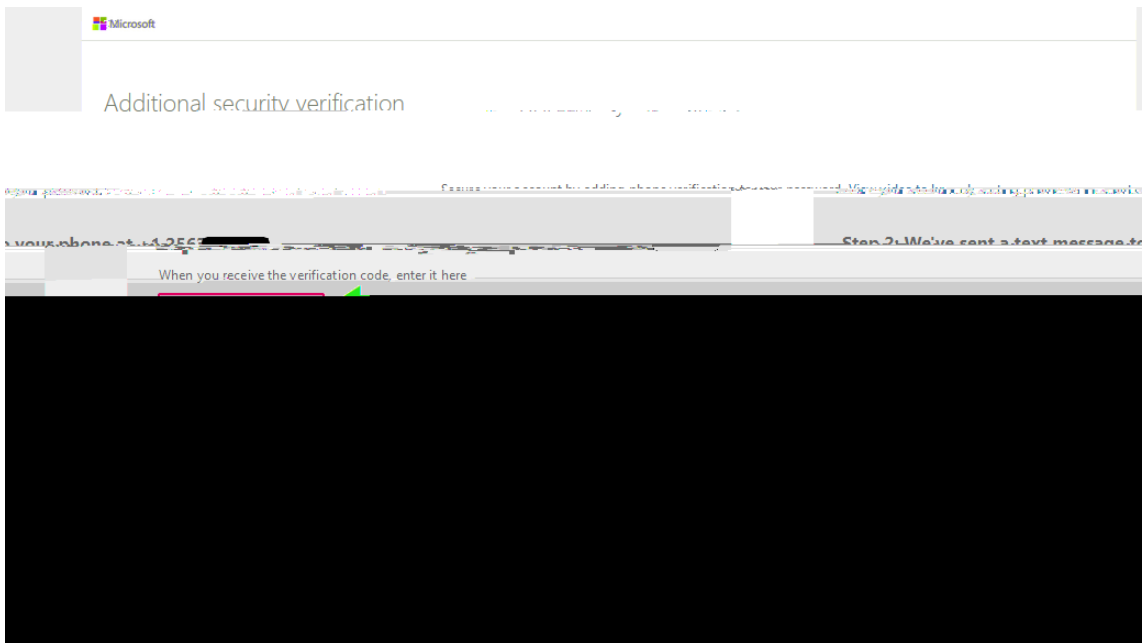
## **MFA (Multi-factor authentication) instructions using Microsoft authentication phone (Alumni/Retirees Only)**

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

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



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



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

