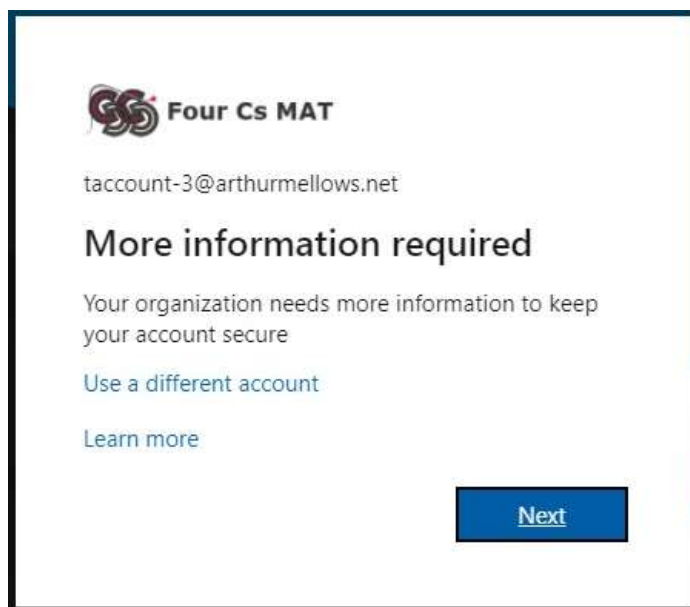
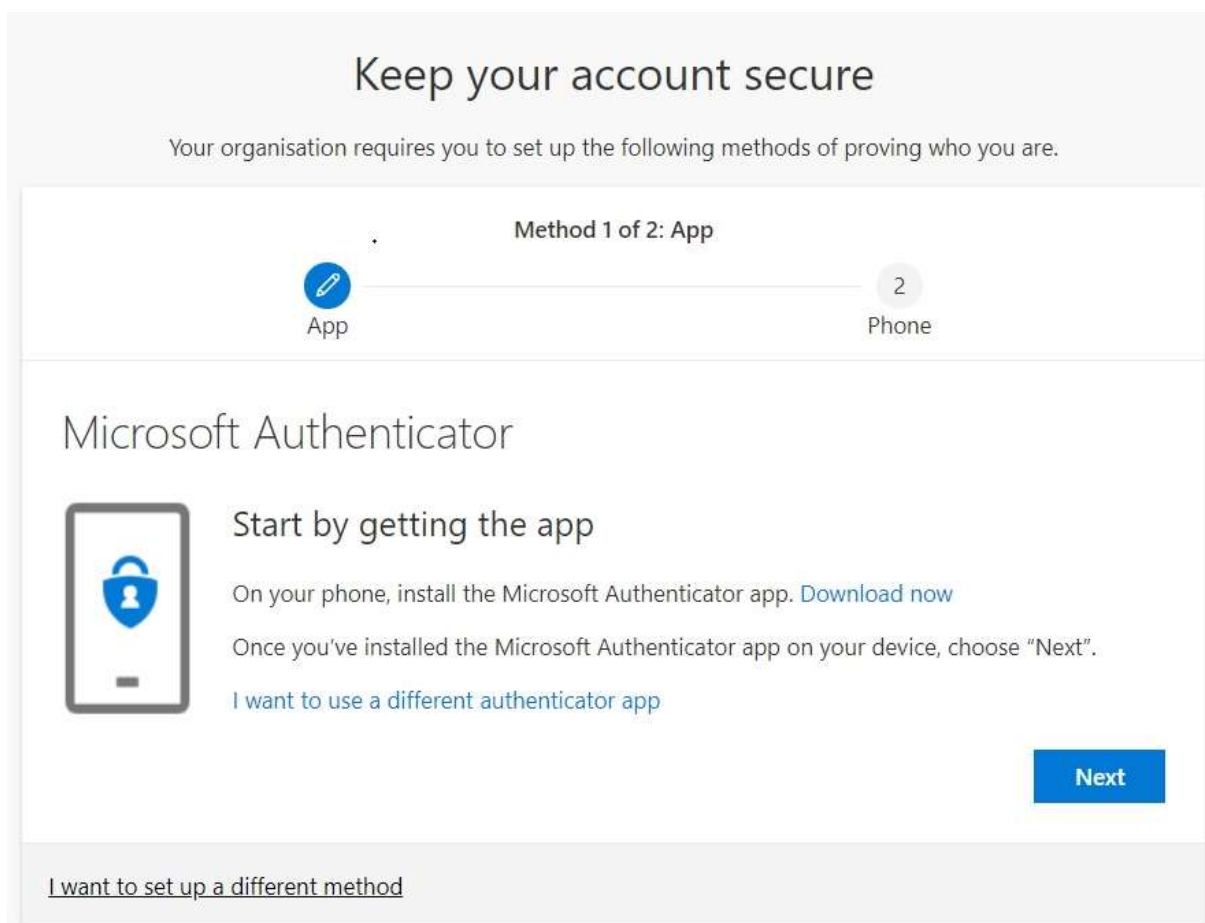


## Setting up *Multifactor Authentication (MFA)* and *Self-Service Password Reset*

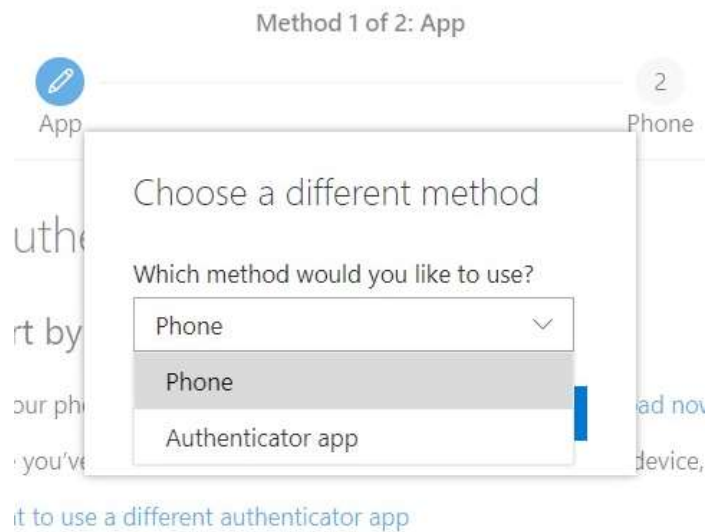
1. The next time you login to **Microsoft 365** at home, you will be prompted for more information:



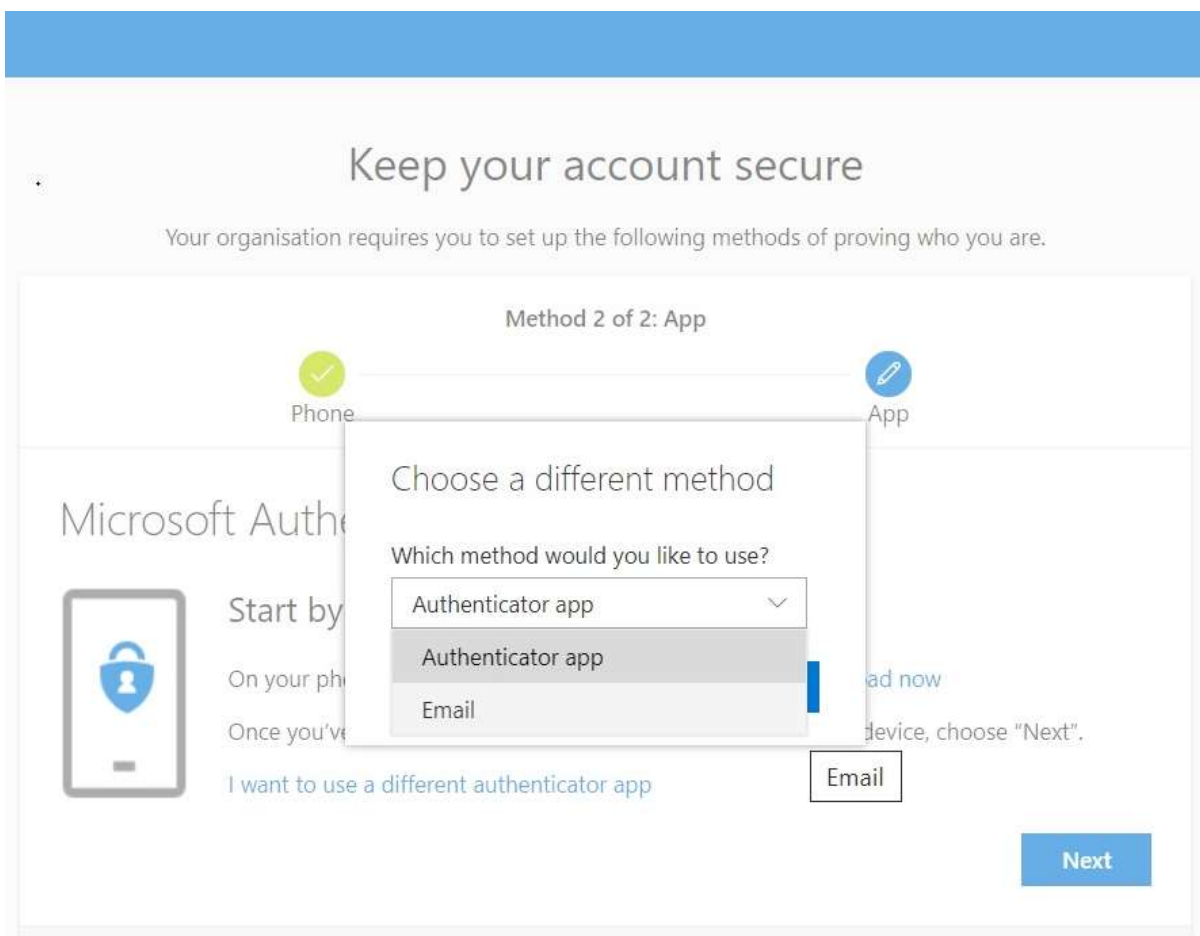
2. After clicking **Next**, you are prompted to begin the **Keep your account secure** setup. **Two verification methods must be chosen.** The first must be either via an authenticator app, or a call/text to a phone number. The second verification method can be an email address.



3. You can click on ***I want to set up a different method*** to choose which verification method you wish to use. Note – if choosing ***Phone***, when a call is received, the message may state to press the 'pound' key. This is the # symbol on your phone keypad.



4. As mentioned, the second verification method can be selected as ***Email***, however this cannot be a school issued address:



Configuration for ***Multifactor Authentication (MFA)*** and ***Self-Service Password Reset*** is only complete once two methods of verification have been setup, with a 'green tick' displayed for each.