

First time MFA/SSPR setup

If you have never set up Multifactor Authentication you can access the combined security info registration page at <https://aka.ms/setupsecurityinfo>. This will allow you to not only set up but also manually manage your account security settings

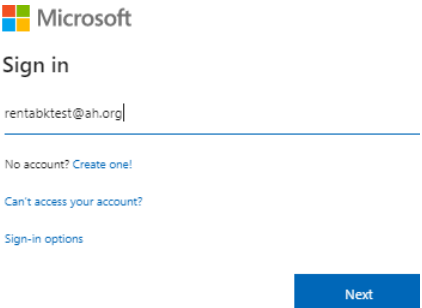
Quick how to register your security information video:

[SSPR and MFA setup video](#)

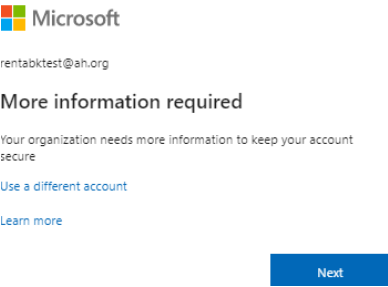
Step by Step wizard

When you try to log on to any Microsoft Portal you will be walked through the following steps via the wizard.

1. You will need to enter you full email address



2. You will then be prompted for more information go ahead and click next



- Here you will enter your mobile number and select how you would like to authenticate choose Text or Phone call and click next.

We will be using SMS Text message for this walkthrough example

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.
What phone number would you like to use?

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Next](#)

[I want to set up a different method](#) [Skip setup](#)

- You will be sent a code to your mobile device you will enter that code and click next.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 9164701202. Enter the code below.

[Resend code](#)

[Back](#) [Next](#)


[I want to set up a different method](#) [Skip setup](#)

5. Your setup is now completed click next.

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

6. Now Click Done.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method: Phone - text 9164701202

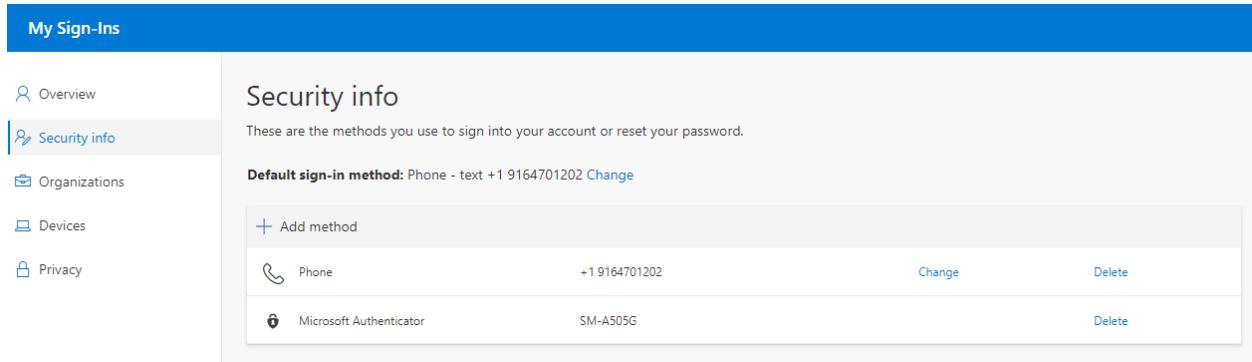


Phone
+1 9164701202

Done

Add or Manage your account Security manually

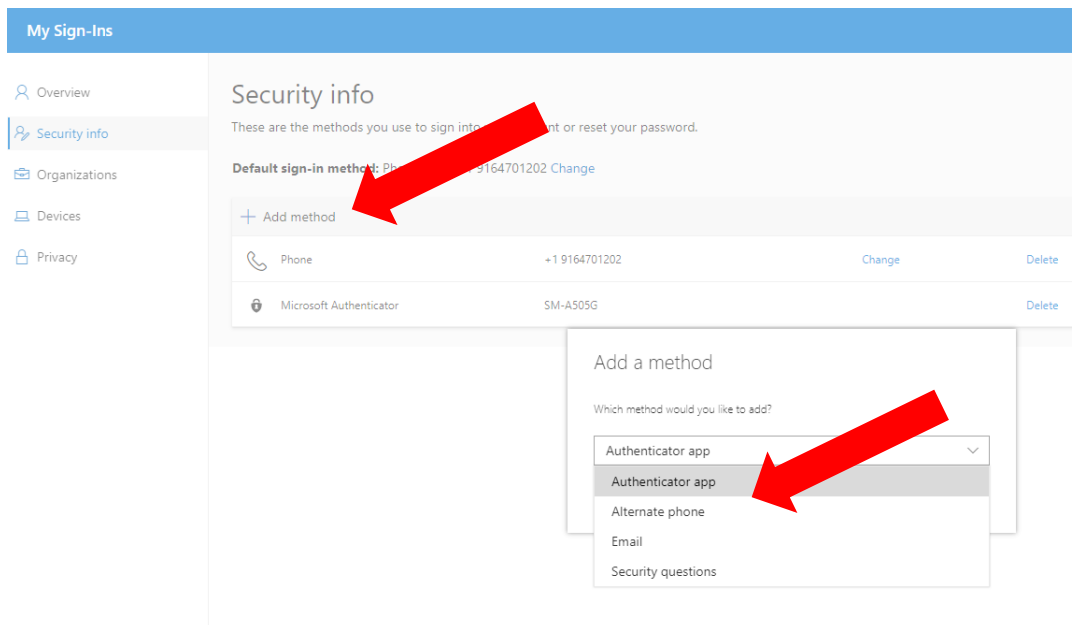
1. access the combined security info registration page at <https://aka.ms/setupsecurityinfo>



2. At this point you can add one of the other methods depending on your prior configuration

Available Methods

- Mobile app notification
- Email
- Mobile phone
- Alternate phone
- Security questions



3. Here we will be walking through security questions so make that selection.

Add a method

Which method would you like to add?

Security questions

Cancel Add

4. Select the questions you would like to supply answers to and input your answers and click done.

Security questions

What is your father's middle name?

In what city was your mother born?

What was your first job?

Cancel Done

5. Now you have successfully added an alternate authentication method.

My Sign-Ins

Overview

Security info

Organizations

Devices

Privacy

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - text +1 9164701202 [Change](#)

+ Add method

Phone	+1 9164701202	Change	Delete
Microsoft Authenticator	SM-A505G		Delete
Security questions	---		Delete

