

## Combined Registration Set Up

The following guide will help you setup your security information which will be used for security verification or password reset or both based on the chosen method

### Security verification versus password reset authentication

Security info methods are used for both Multi-Factor Authentication (MFA) and for Self Service Password Reset (SSPR). However, not all methods can be used for both.

Method	Used for
Authenticator app	Multi-Factor Authentication (MFA) and for Self Service Password Reset (SSPR)
Text messages	Multi-Factor Authentication (MFA) and for Self Service Password Reset (SSPR)
Phone calls	Multi-Factor Authentication (MFA) and for Self Service Password Reset (SSPR)
Email account	Self Service Password reset authentication only. You'll need to choose another method for Multi-Factor Authentication.

### Sign in

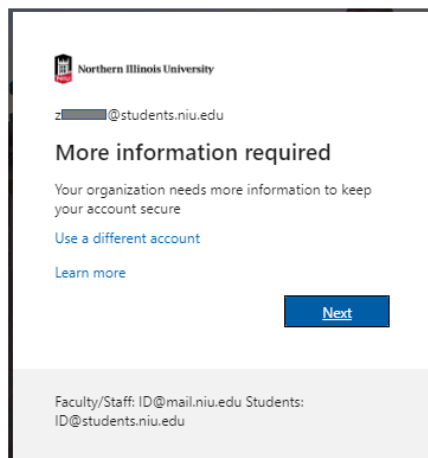
Optional: To prevent having to sign out of an existing o365 account, based on your browser, you can use a private or incognito window.

1. Go to <https://aka.ms/mfasetup> and Click Sign In using your NIU user ID (your [ZID@students.niu.edu](mailto:ZID@students.niu.edu) (for students) OR [AccountID@mail.niu.edu](mailto:AccountID@mail.niu.edu) (for other accounts)) and password

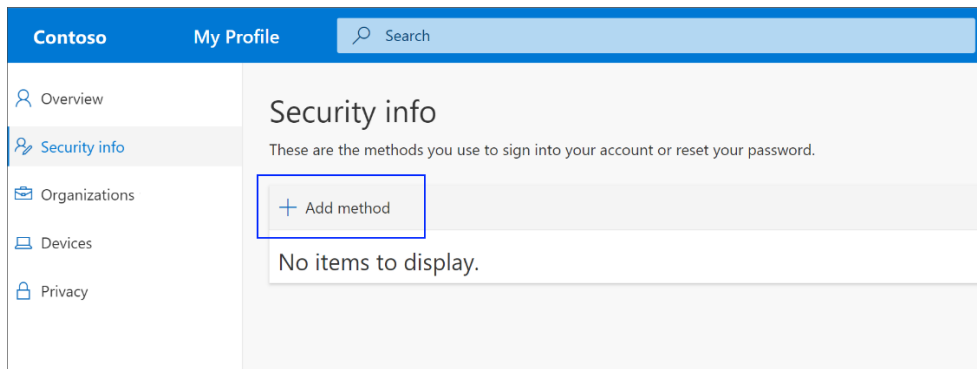
When your account has been enabled with MFA, you will be asked to provide more information to keep your account secure (Step 2)

For Retiree accounts for whom MFA is scheduled to be enabled on a later date, you can also pre-register your account here (Step 3)

2. On the More information is required pop up, Click Next



3. The following screen will show up for Accounts for which MFA is not enabled yet



USER OPTIONS for MFA and SSPR setup:

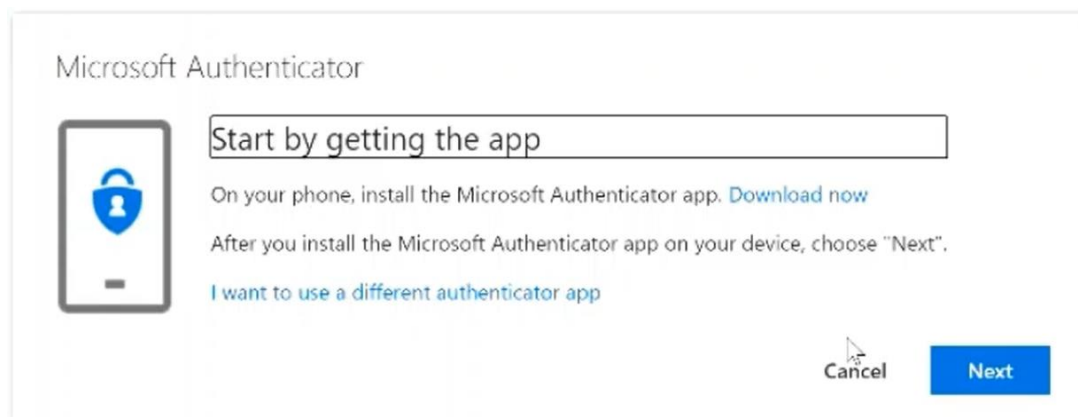
- To get the code by using Microsoft Authenticator App (Recommended) – click Next – Go to [Step 4](#)
- To get the code by using Text – click on the link at the bottom “I want to set up a different method” and select “Text me a code” – [Go to Step 10](#)
- To get the code by using Call – click on the link at the bottom “I want to set up a different method” and select “Call me” – [Go to Step 13](#)

USER OPTIONS for SSPR setup:

- For setting up SSPR using email method, [Go to Step 16](#)

## Microsoft Authenticator setup

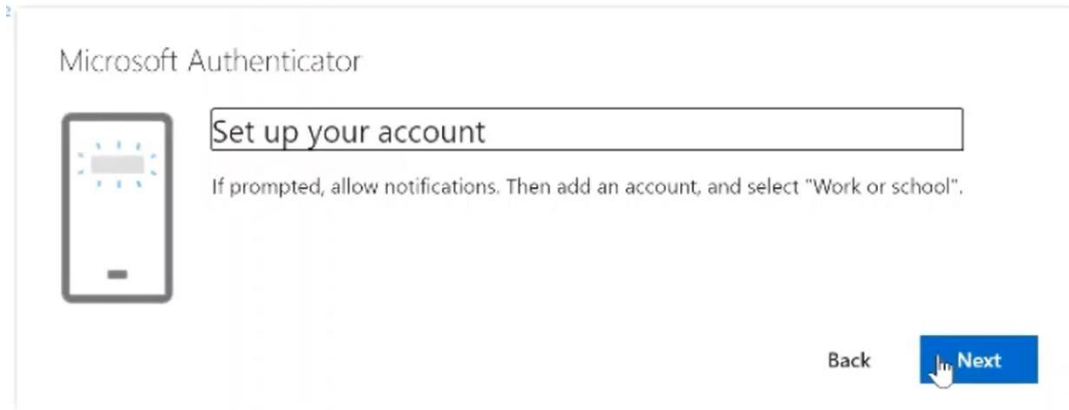
4. Click on ‘Add Method’ if the next screen doesn’t show up automatically



Get the App ready on Android phone / Apple iPhone:

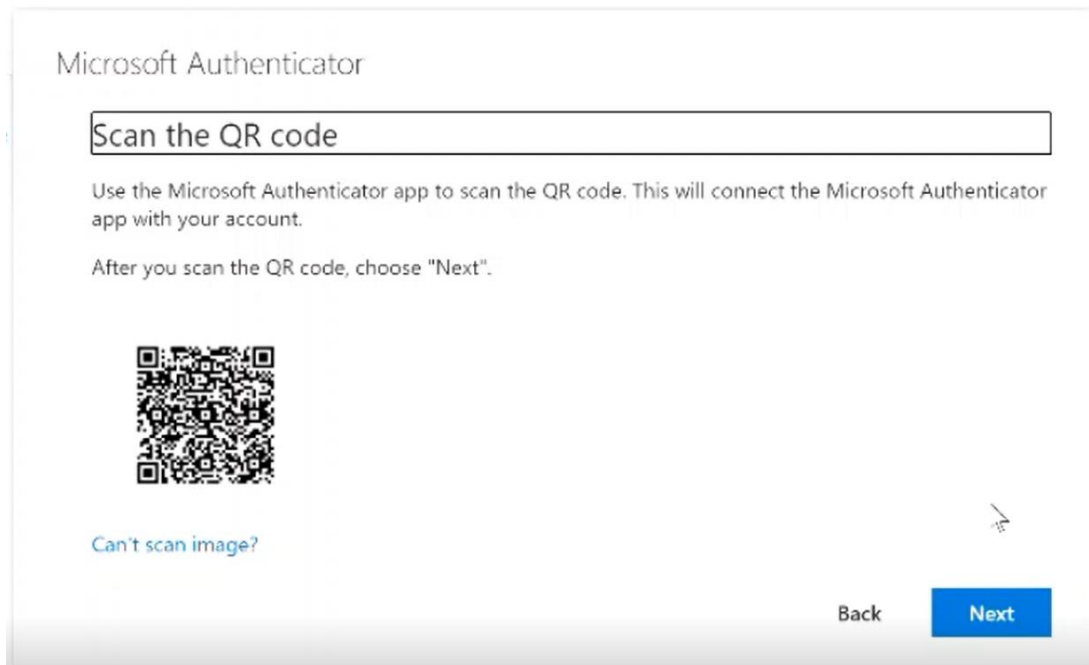
- Download ‘Microsoft Authenticator’ app from Apple App store or Google Play store

5. After clicking Next from above screen – (for Authenticator App Set up)

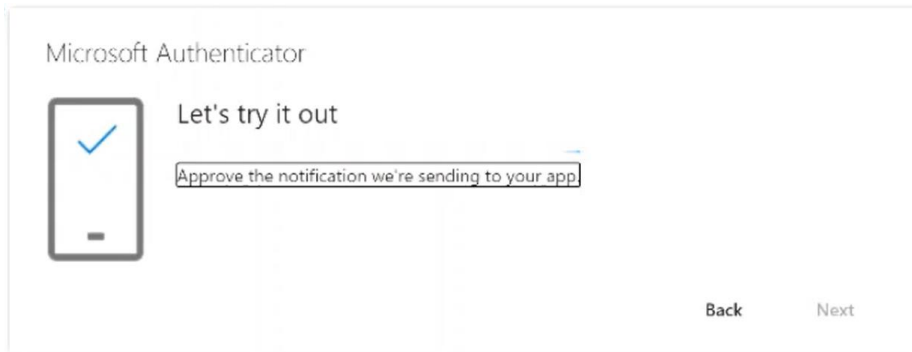


1. Open the Microsoft Authenticator app
2. Click on three vertical dots in upper right-hand side
3. Click on Add account
4. Select Work or school account
5. The app will activate your camera so you can take a photo of the QR code
6. Click on Allow if your app requests for permission to access Camera
7. If the QR code timed out, then from your PC, click the back button to get a new code and scan again.

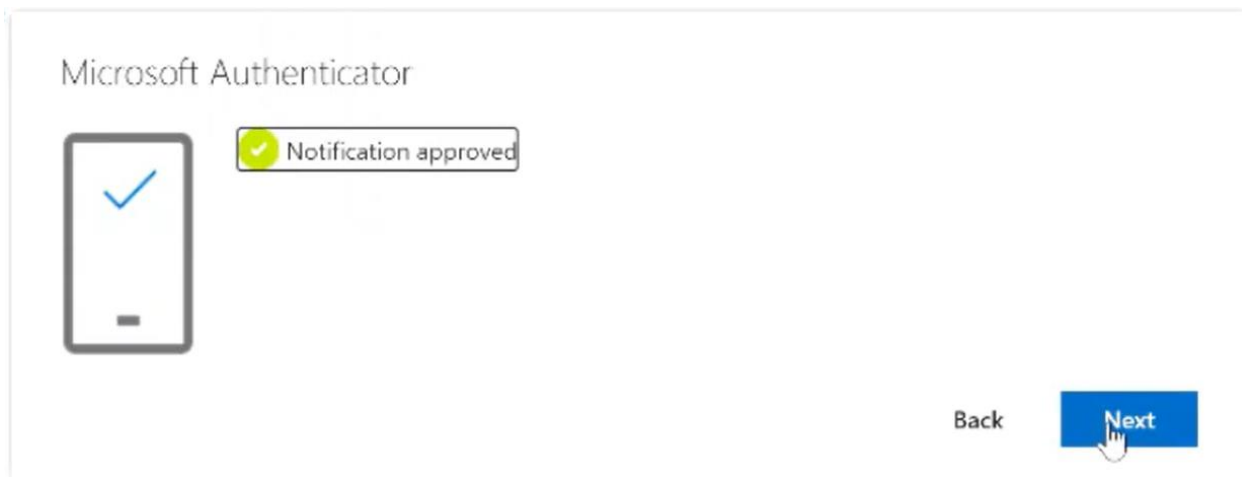
Click Next (if you want to proceed with the Authenticator App set up).



6. The system will automatically send you a code to your phone or you should see a pop up that says "Approve" or "Deny"



7. Click "Approve"
8. On the below popup, click Next

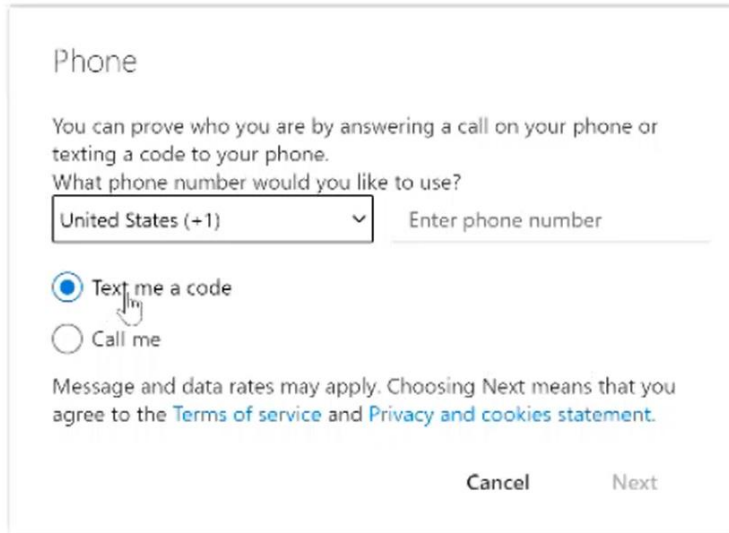


9. You will see a "Success!" message, along with your Default sign-in method listed.

## Phone (Text) method setup

10. Click on 'Add Method' and select Phone from the drop down

On the phone setup screen, choose 'Text me a code', enter your phone number which supports text messaging and click 'Next'



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?

United States (+1) Enter phone number

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](#).

Cancel Next

11. A text message will be sent to your phone number. Enter the code provided in the text message and click 'Next'



Phone

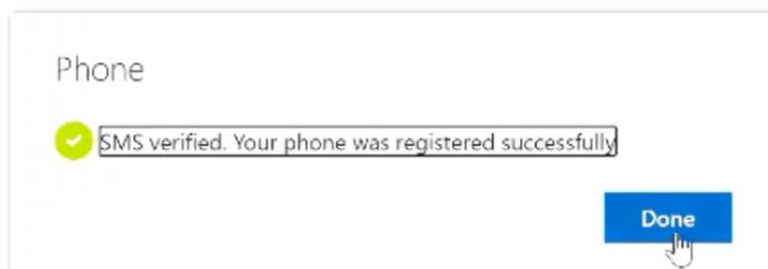
We just sent a 6 digit code to +1 [redacted] Enter the code below.

Enter code [redacted]

[Resend code](#)

Back Next

12. Review the success message and click on 'Done'



Phone

SMS verified. Your phone was registered successfully

Done

## Phone (Call) method setup

13. Click on 'Add Method' and select Phone from the drop down

On the phone setup screen, choose 'Call me' and enter your phone number and click 'Next'

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?

United States (+1)

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](#).

Cancel Next

14. Your phone will receive a call and will ask to press # sign to confirm. After the confirmation, disconnect the phone call and the screen will automatically move to next message

Phone

We're calling +1 0123456789 now.

Back

15. Review the success message and click on 'Done'

Phone

Call answered. Your phone was registered successfully

Next

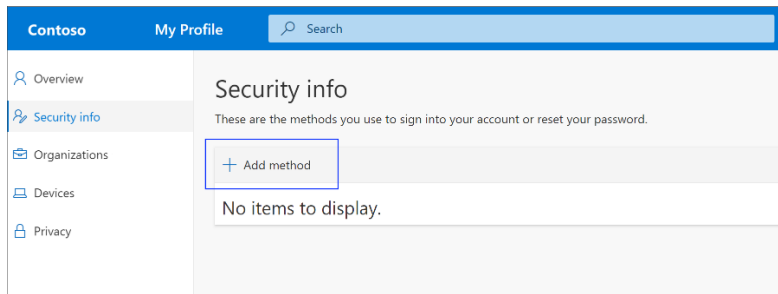
## Email method setup

Note:

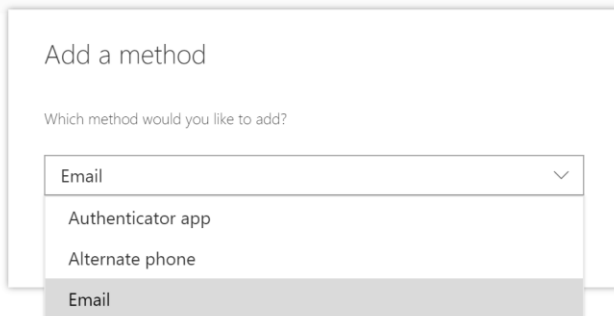
This method is only used for setting up SSPR. For MFA, please use the other three methods described above.

We recommend using an email address that doesn't require your network password to access (e.g. Personal email)

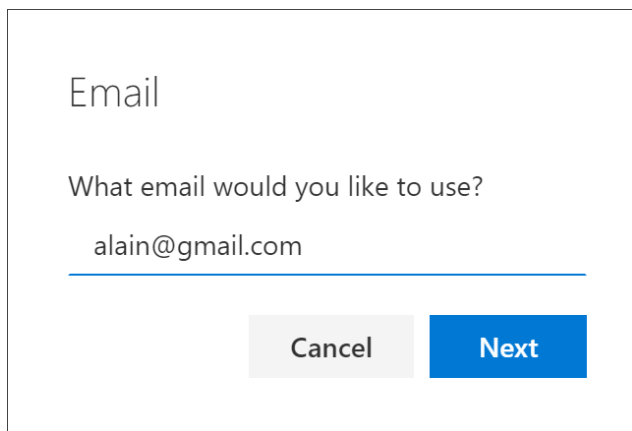
16. Go to <https://aka.ms/mfasetup> page and sign in to your work or school account for which you are setting up SSPR.
17. Select 'Add method' from the Security info page.



18. On the Add a method page, select Email from the drop-down list, and then select Add.



19. On the Email page, type your email address (for example, alain@gmail.com), and then select 'Next'.



**Important:** This email address cannot be your work or school email.

20. Type the code sent to your specified email address, and then select 'Next'.

Email

We just sent a code to alain@gmail.com

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[Resend code](#)

21. Your security info is updated, and you can use your email address to verify your identity when using Self Service Password Reset.

Even after following this guide, if you are still having issues setting up MFA or SSPR, please call service desk on 815-753-8100 Monday through Friday 8 AM to 5 PM Central Time.