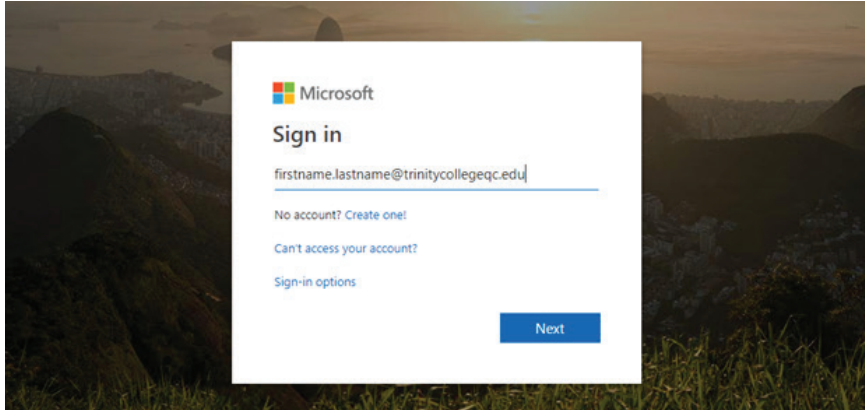




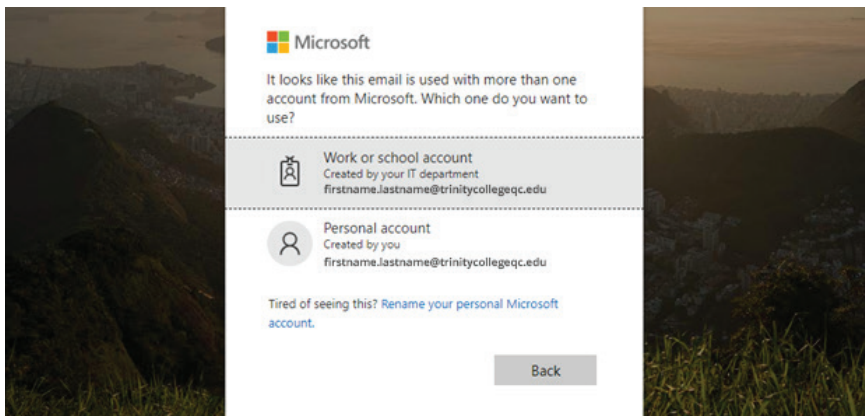
Multi-Factor Authentication (MFA) - Sign Up Tip Sheet

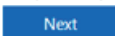
1. Click on the following link to start the enrollment process
<https://account.activedirectory.windowsazure.com/Proofup.aspx>

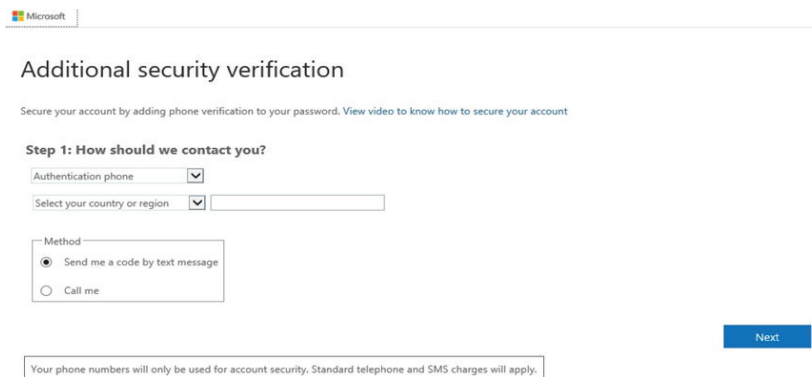
2. In the Microsoft Sign In window, **enter** your trinitycollegeqc.edu email address then click 



3. Select **Work or school account**



4. Select Authentication phone - Select United States for country or region - Type in your personal phone number - In the Method box select send me a code by text message. Then click 





Multi-Factor Authentication (MFA) - Sign Up Tip Sheet

- Microsoft will send a text to your phone with a verification code.
Enter the 6 digit code into the text box then click **Verify**

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at 1-XXX-XXX-XXXX

When you receive the verification code, enter it here

Cancel Verify

- Update successful will appear, select **Close**

We'll use this verification option by default.

Text code to my authentication p

how would you like to respond?

Set up one or more of:

- Authentication ph
- Office phone
- Alternate authenti
- Authenticator app

Save cancel

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Updates successful

Your settings were configured successfully.

Close

- If an error occurs while performing any of these steps, please contact IT at (309) 779-2371
Tell the IT specialist that you had an error during the MFA enrollment and that your account may have been "forced enrolled". The specialist will ask you verification questions and will work with you to get your enrollment activated.