(MFA) Multi-Factor Authentication Setup

- 1. In a web browser with INPRIVATE or INCONGNITO mode
 - a. Navigate to portal.office.com
 - b. Sign in with username and password

.com	
?	
Back	Next
	.com

2. Select Next to setup Authentication methods



3. Set up you authentication method by downloading the Microsoft Authenticator App on an iOS or Android smartphone.



- 4. Instructions for Option 1: Setup with Authenticator App
 - a. Download App



- 5. Open the Authenticator App
 - a. Click the + at the top right corner
 - b. Select Work or School account
 - c. Scan the QR Code on the screen

Microsoft Authenticator		Your account provider will display a QR code.
Scan the QR code		Microsoft Authenticato
Use the Microsoft Authenticator app to scan the QR code. This will connect the Micro app with your account.	soft Authenticator	Scan the QR code
After you scan the QR code, choose "Next".		App Lock enabled
	¢	To better protect Authenticator, we've enabled App Lock by default. To turn it off, go to the app settings or Cart scan image?
Can't scan image?		
Ba	ck Next	OR ENTER CODE MANUALLY

6. Authenticator App will walk you through testing the number matching.



7. Success -- Continue on next page to Reset Password.



How to Change your Password

1. Once MFA has been setup, **Sign out** of the session.



- 2. In a web browser with INPRIVATE or INCONGNITO mode
 - a. Navigate to portal.office.com
 - b. Enter the username and this time select FORGOT MY PASSWORD

Microsoft	
Enter password	.om
Password	
Forgot my password	
	Sign in

3. Enter the CAPTCHA code and click Next

Ē

Get back into your account
Who are you?
To recover your account, begin by entering your email or username an
Email or Username: *
wvduser@lenderstitle.onmicrosoft.com
Example: user@contoso.onmicrosoft.com or user@contoso.com
<pre> Enter Text Next Cancel Cancel</pre>

4. Now you will be prompted to verify the process using the Authentication Method you set up previously. Enter the information and click **Next**

Get back into your account	
verification step 1 > choose a new password	
Please choose the contact method we should use for verification:	

- 5. Enter a new password must be at least 10 Characters.
 - a. Must use at least a combination of Uppercase, Lowercase and Number characters.
 - b. Cannot use your username in the password.

Get back into your account
verification step 1 ✓ > choose a new password
* Enter new password: Confirm new password:
Finish Cancel

6. Your password is now reset. **SUCCESS**!