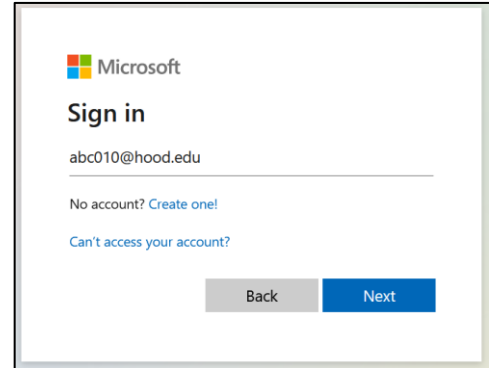


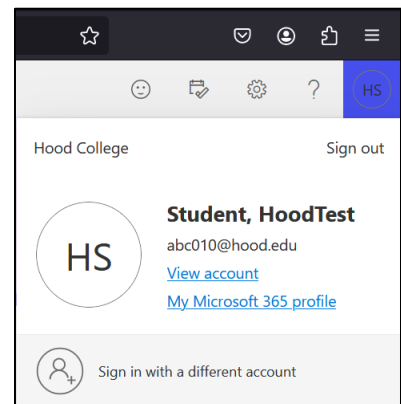
Create an additional MFA (multi-factor authentication) sign in method

The preferred primary multi-factor authentication sign in method is the Authenticator App. It is recommended to have a secondary multi-factor authentication sign in method for your Hood College account. The instructions below will help you complete that task. If you have any questions about this process, please contact the IT helpdesk (helpdesk@hood.edu or 301-696-3622)

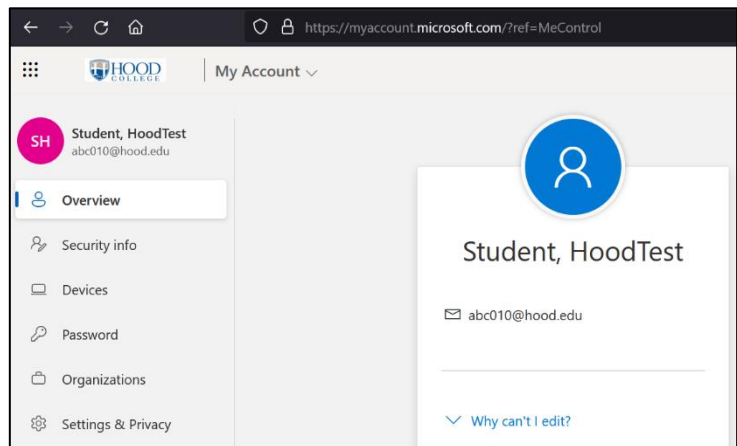
1. From any web browser, go to <https://portal.office.com>
2. Complete the normal login process (email address, password, MFA authentication)



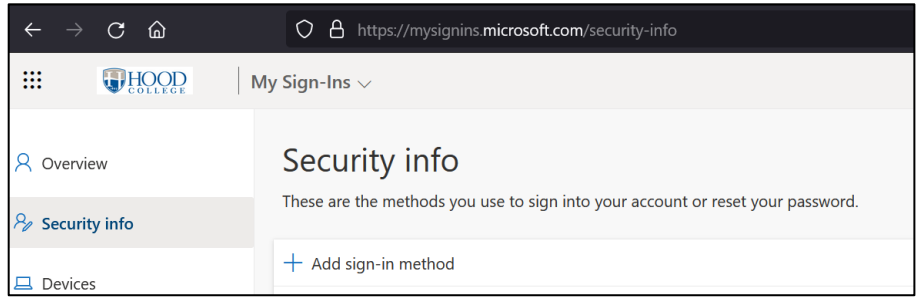
3. Once logged in, click the avatar icon in the upper right corner (the avatar should be a circle with your initials). Then select **VIEW ACCOUNT**



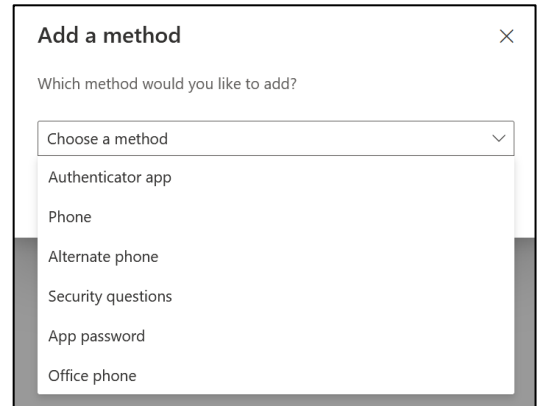
4. Select **SECURITY INFO** from the left side menu



5. Select **ADD SIGN-IN METHOD**



6. Select the **CHOOSE A METHOD** drop down menu and the choose the method you would like to use as your secondary authentication sign in method the select **ADD**



7. Complete the verification steps to add the additional MFA sign in method

8. NOTE: If you want, you can setup more than two methods; simply repeat the steps.