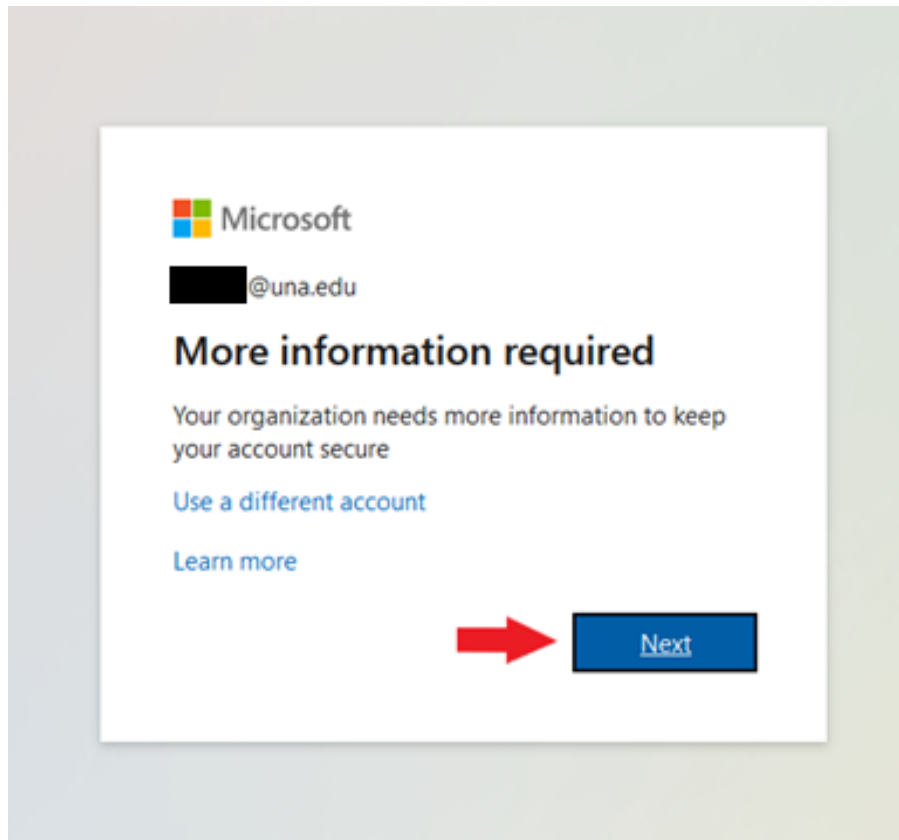
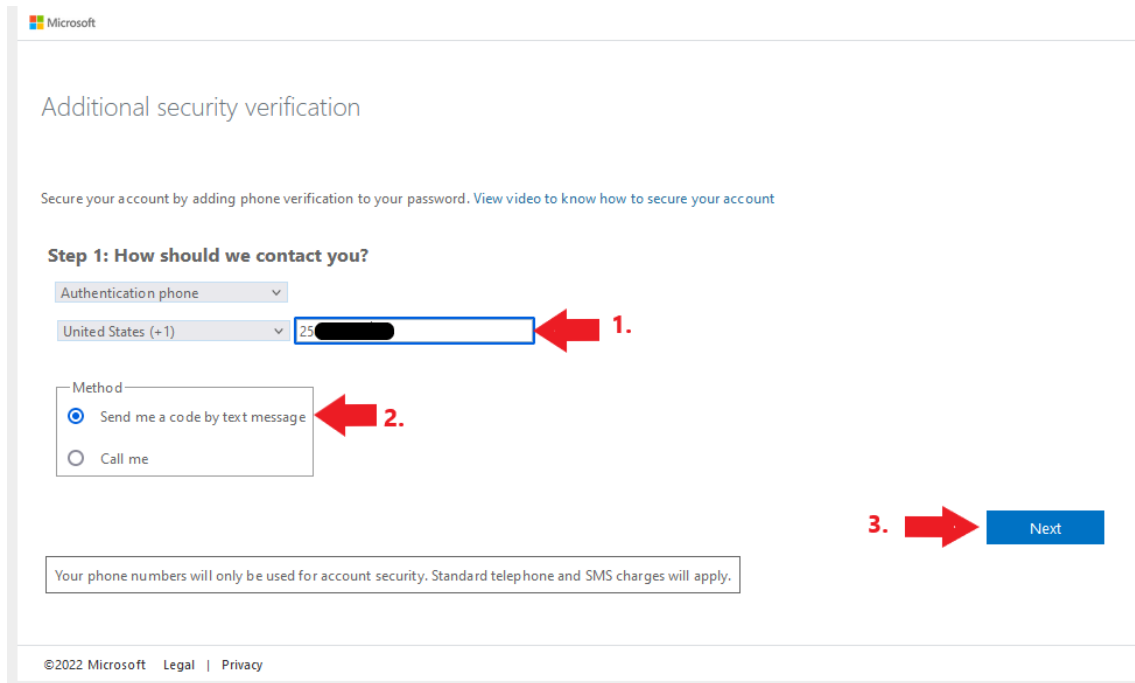


MFA (Multi-factor authentication) instructions using Microsoft authentication phone (Alumni/Retirees Only)

1. Go to <https://office.com/una.edu> and sign using your UNA username and password.
2. Upon sign in, you will see the following screen that will start the setup process for the multi-factor authentication. Click Next.



3. For Step 1, enter your phone number, then click the radio button “Send me a code by text message”, then click on Next.



Microsoft

Additional security verification

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

Step 1: How should we contact you?

Authentication phone

United States (+1) 256 [REDACTED] **1.**

Method

Send me a code by text message **2.**

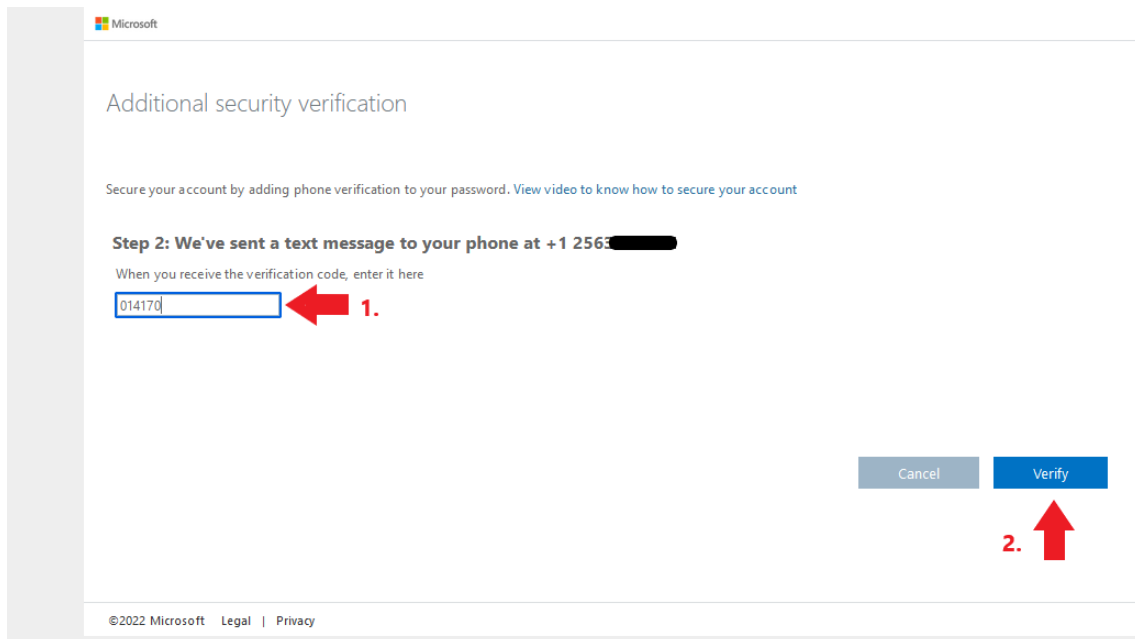
Call me

3. [Next](#)

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

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4. You should momentarily receive a text with a 6-digit verification code. Enter the code and then click the Verify button.



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 2563 [REDACTED]

When you receive the verification code, enter it here

014170 **1.**

[Cancel](#) [Verify](#)

2. 

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5. If you entered the code correctly, you should see “Verification Successful!” Click Done.

