



# Modifying Your Multi-Factor Authentication Settings



**A Cyber Security Guide**



# Multi-Factor Authentication

## Overview

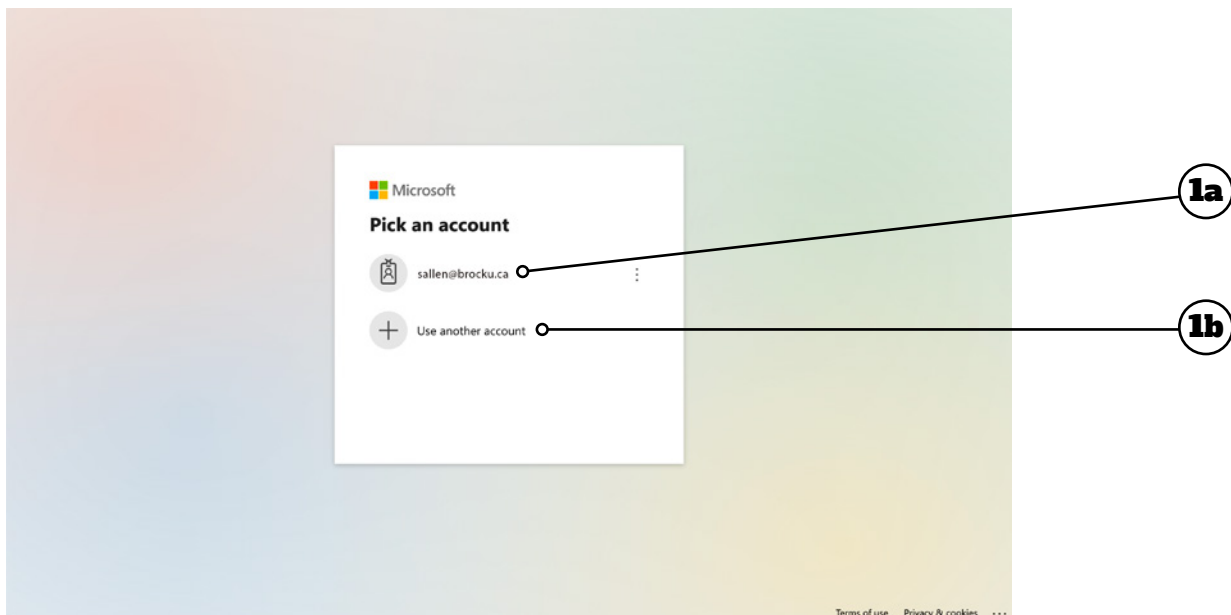
**Multi-Factor Authentication (MFA)** is a security system that requires you to provide more than one form of identification at the time of login to ensure you are who you claim to be. It combines at least two forms of authentication: something you know (e.g., a password) and something you have (e.g., a cell phone or a code generator).

Use this guide to modify the Multi-Factor Authentication settings for your Brock account.


This guide assumes that you have already set up Multi-Factor Authentication on your account and that you want to make changes to your existing settings. If you have not set up Multi-Factor Authentication on your account, close this guide and refer to the **Multi-Factor Authentication Setup Guide**.


## Modifying your Multi-Factor Authentication settings

1. Go to [mysignins.microsoft.com](https://mysignins.microsoft.com) and select your **account (1a)**. If your account is not listed, select **Use another account (1b)** and follow the prompts.



2. Enter your **username** (2a) and **password** (2b), then click **Sign In** (2c).





Sign in with your Campus ID.

CampusID@brocku.ca

Password


Sign in

To change your password [click here](#)

To activate a new account, or if you forgot your password, go to the [Account Activation and Reset Password](#) page.


To review collection notices, go to the [Collection Notice](#) page.

3. Authenticate your login using the MFA method you previously set up on your account - you will proceed to the next screen automatically. If you encounter problems, click **Sign in another way**.

 Microsoft

sallen@brocku.ca

**Approve sign in request**

 We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

☐ Don't ask again for 30 days

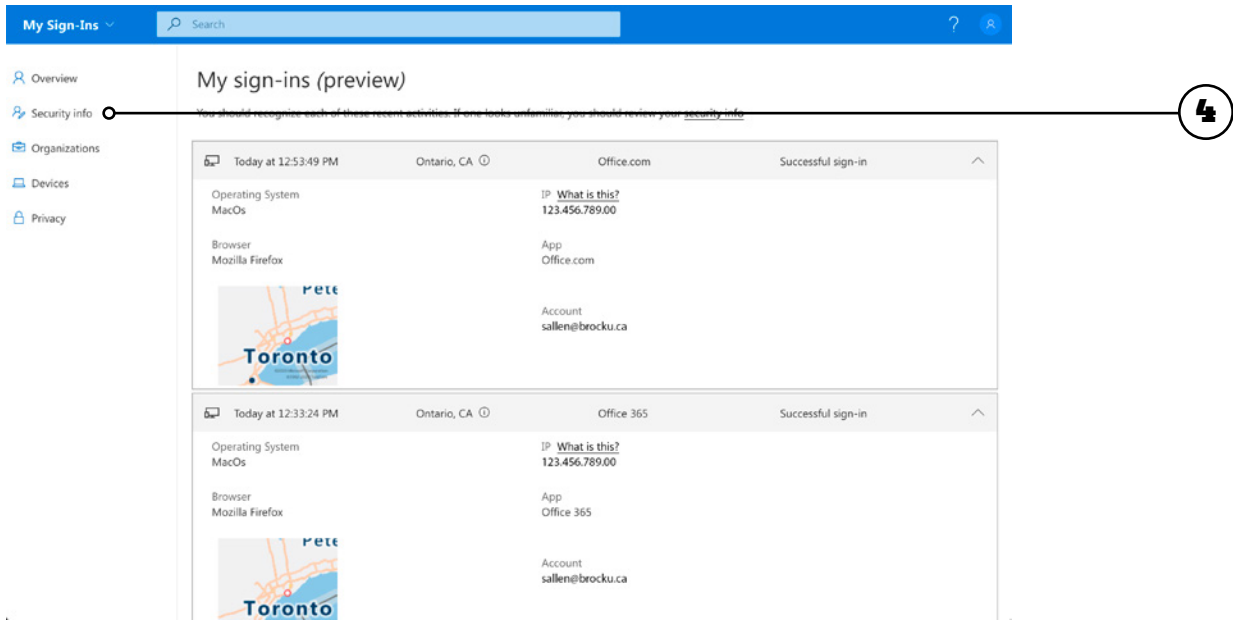
Having trouble? [Sign in another way](#)

[More information](#)

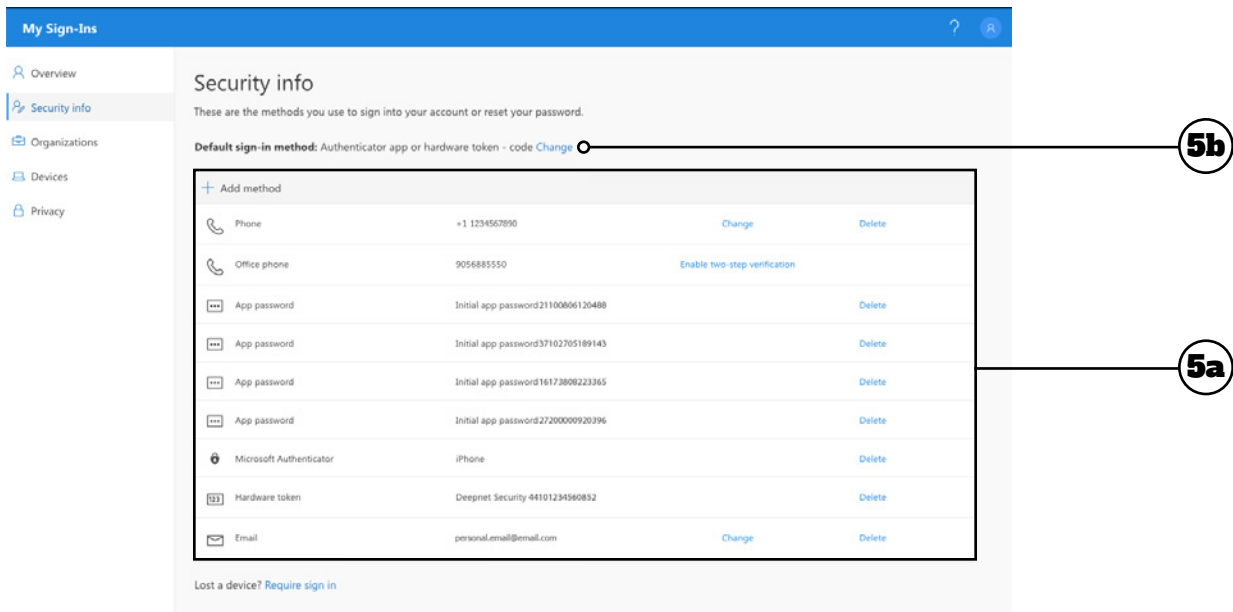
Published November 8, 2023

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4. Click **Security info**.

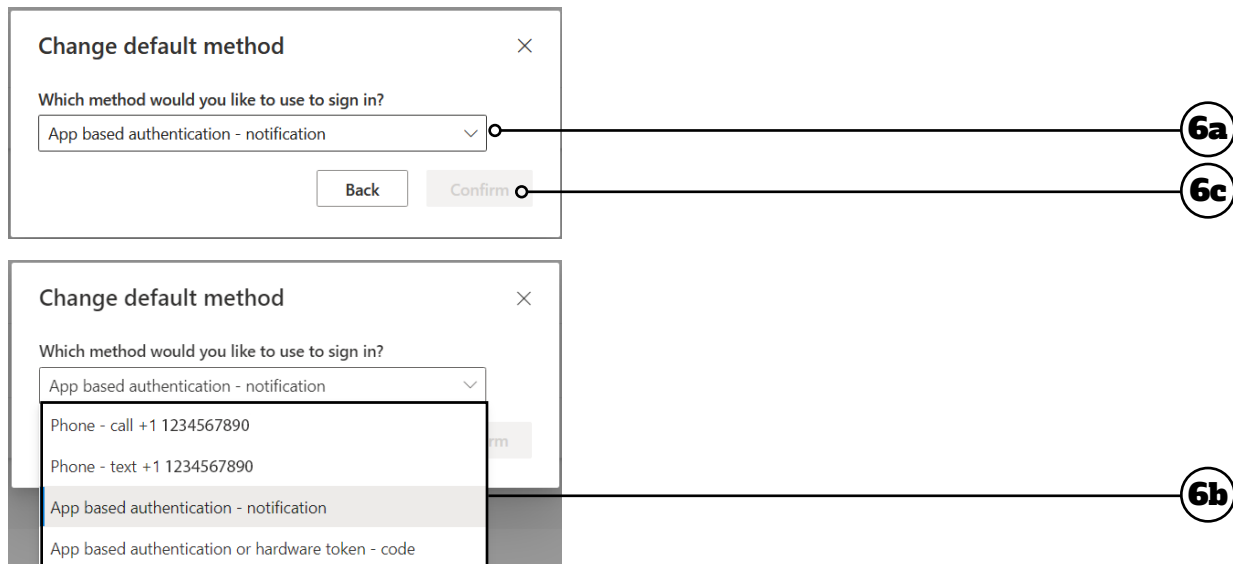


5. From this screen you can manage the various authentication methods available to you (5a). You can add a new method, change or delete an existing method, or change the default method used. To change your default sign-in method, click **Change** (5b) beside **Default sign-in method**.

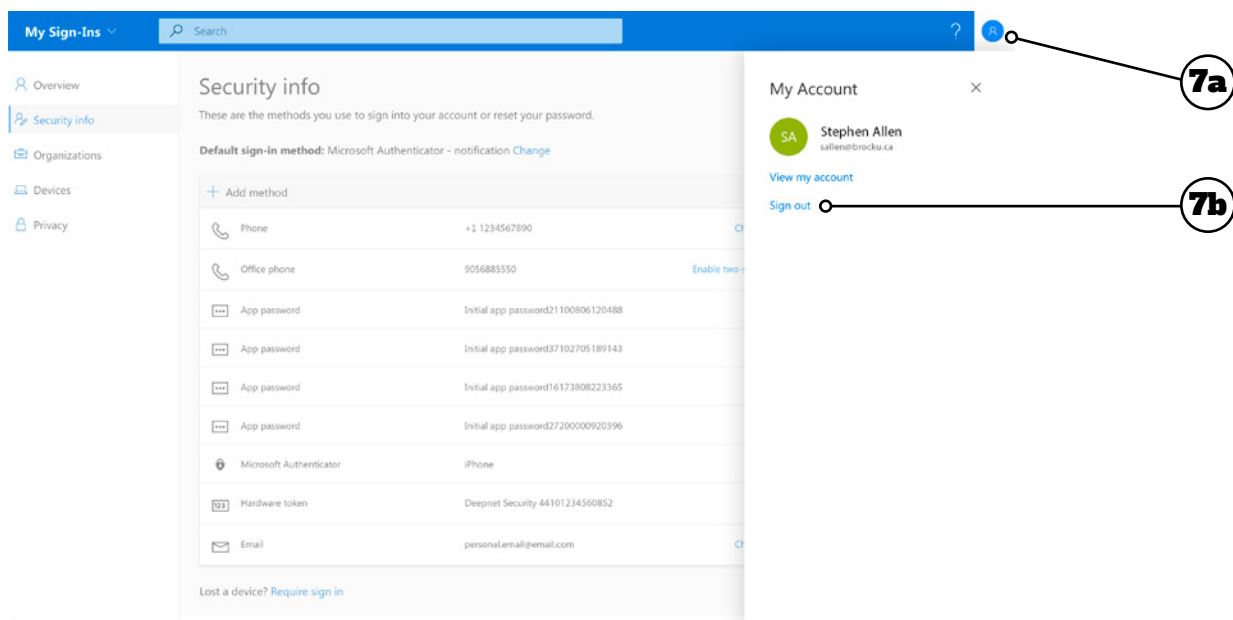


6. In the pop-up window that appears, click the **drop-down arrow (6a)** to see the menu (6b). Choose the authentication method you want to set as your default, then click **Confirm (6c)**.

**NOTE:** It is highly recommended that you select **App based authentication - notification** as your default sign-in method. Microsoft will be moving away from the less secure telephony methods (call and text).



7. Changes are automatically saved. Click your **portrait/initials (7a)** in the upper right corner and then click **Sign out (7b)** to finish.



# Additional Resources



## More Information

You can find more information about Multi-Factor Authentication at [brocku.ca/information-technology/service-catalogue/security-and-access/multi-factor-authentication/](https://brocku.ca/information-technology/service-catalogue/security-and-access/multi-factor-authentication/).



## Help Desk Support

If you require technical assistance with Multi-Factor Authentication, please contact the Help Desk at x4357 or [ithelp@brocku.ca](mailto:ithelp@brocku.ca).



## Other Learning Support

For additional learning support resources, go to [brocku.sharepoint.com/information-technology](https://brocku.sharepoint.com/information-technology).