

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 <u>mysignins.microsoft.com</u> and select your **account** (1a). If your account is not listed, select **Use another account** (1b) and follow the prompts.

Microsoft Pick an account		la
sallen@brocku.ca		<b>lb</b>
	Terms of use Privacy & cookies	

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



**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		
<ul> <li>We've sent a notification to your mobile device.</li> <li>Please open the Microsoft Authenticator app to respond.</li> </ul>		
Don't ask again for 30 days		
Having trouble? Sign in another way		<b>— (3</b> )
More information		Ŭ
	Terms of use Privacy & cookies	

#### **4.** Click Security info.

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erview	My sign-ins (previe	ew)			
Security info	You should recognize each of these r	ecent activities. If one looks c	infamiliar, you should review your <u>securi</u>	ty info	
ganizations	Today at 12:53:49 PM	Ontario, CA 🛈	Office.com	Successful sign-in	^
rivacy	Operating System MacOs		IP What is this? 123.456.789.00		
	Browser Mozilla Firefox		App Office.com		
	Toronto		Account sallen⊜brocku.ca		
	Today at 12:33:24 PM	Ontario, CA 🛈	Office 365	Successful sign-in	^
	Operating System MacOs		IP What is this? 123.456.789.00		
	Browser Mozilla Firefox		App Office 365		
	Toronto		Account sallen@brocku.ca		

**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**.

My Sign-Ins					8
R Overview	Security info These are the methods you use to sign into	) your account or reset your password.			
Organizations	Default sign-in method: Authenticator ap	p or hardware token - code Change O			
🖴 Devices	+ Add method				7
🖰 Privacy	& Phone	+1 1234567890	Change	Delete	
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	••• App password	Initial app password 16173808223365		Delete	
	App password	Initial app password 27200000920396		Delete	
	Microsoft Authenticator	iPhone		Delete	
	123 Hardware token	Deepnet Security 44101234560852		Delete	
	Email	personal.email@email.com	Change	Delete	

**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 signin method. Microsoft will be moving away from the less secure telephony methods (call and text).

Which method would you like to use to sign in?		
App based authentication - notification	~O	
Back	Confirm <b>O</b>	
Change default method	×	
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Change default method Which method would you like to use to sign in? App based authentication - notification Phone - call +1 1234567890	×	
Change default method Which method would you like to use to sign in? App based authentication - notification Phone - call +1 1234567890 Phone - text +1 1234567890	× ~	
Change default method Which method would you like to use to sign in? App based authentication - notification Phone - call +1 1234567890 Phone - text +1 1234567890 App based authentication - notification	× m	

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

My Sign-Ins $^{\vee}$	₽ Search				? 80	
Q Overview Security info Organizations	Security info These are the methods you use to sign into your account or reset your password. Default sign-in method: Microsoft Authenticator - notification Change + Add method			My Account SA Stephen Allen salienebrocka.ca View my account	×	
Devices	+ Add method	+1 1234567890	cr	Sign out		(7
	& Office phone	9056885550	Enable two-r			
	App password	Initial app password21100806120488				
	App password	Initial app password37102705189143				
	App password	Initial app password16173808223365				
	App password     Microsoft Authenticator	Initial app password27200000920396				
	123 Hardware token	Deepnet Security 44101234560852				
	Email	personal.email@email.com	c			
	Lost a device? Require sign in					

## **Additional Resources**

### **More Information**

You can find more information about Multi-Factor Authentication at <u>brocku.ca/information-technology/</u> <u>service-catalogue/security-and-access/multi-factor-</u> <u>authentication/</u>.



### **Help Desk Support**

If you require technical assistance with Multi-Factor Authentication, please contact the Help Desk at x4357 or <u>ithelp@</u> <u>brocku.ca</u>.

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### **Other Learning Support**

For additional learning support resources, go to <u>brocku.sharepoint.com/information-</u> <u>technology</u>.