

Multi-Factor Authentication

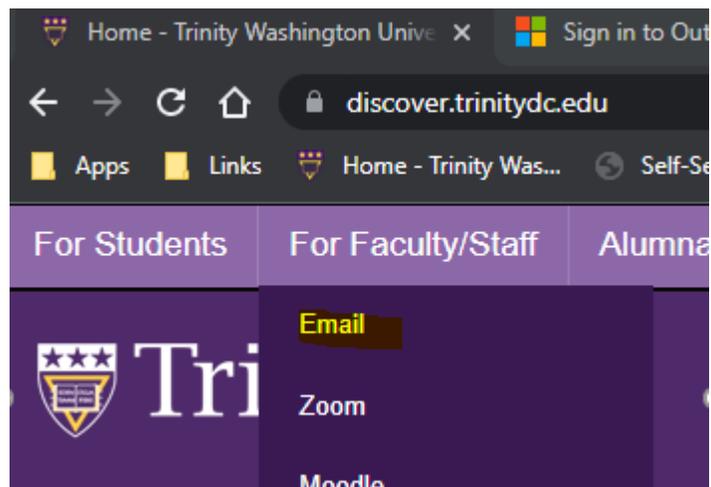
At Trinity Washington University, multi-factor authentication (MFA) is enforced for:

- Staff
- Faculty
- Adjuncts

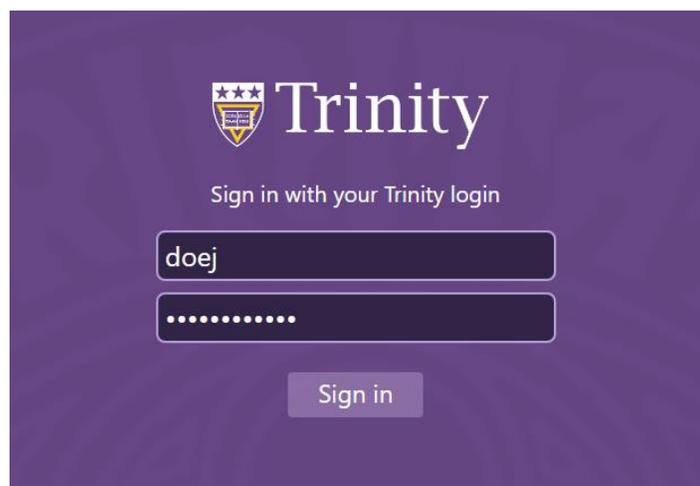
MFA prevents attackers from gaining access to your Trinity email accounts and to sensitive academic, financial, and human resources information in case your password credentials are compromised.

Initial MFA Setup Using MS Authentication Phone

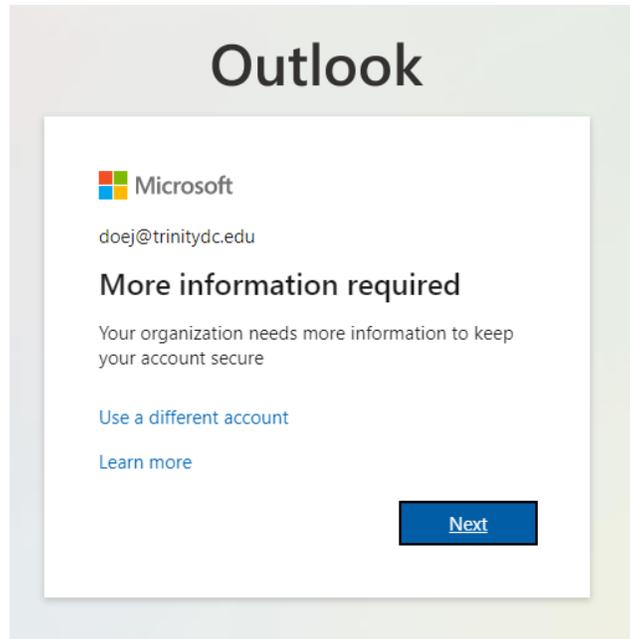
Log into your Trinity email account by going to the *Trinity* website – selecting **For Faculty/Staff** – selecting **Email**.



You will be prompted to enter your Trinity credentials.



Select the **Next** button when presented with a pop-up box from Microsoft stating more information is required.



Select **Authentication phone** and choose your country or region code. Next, enter your 10-digit phone number and select the **Method** you would like to be contacted. If you choose **Send me a code by text message**, you will receive a text message with the verification code. If you select **Call me**, you will receive an automated phone call with the verification code. Click the **Next** button.

Step 1: How should we contact you?

Authentication phone

Method

Send me a code by text message

Call me

Once you receive the verification code, enter it into the provided box.

Step 2: We've sent a text message to your phone at +1 [REDACTED]

When you receive the verification code, enter it here

Once verified, click **Done**, and you will be logged into your Email.

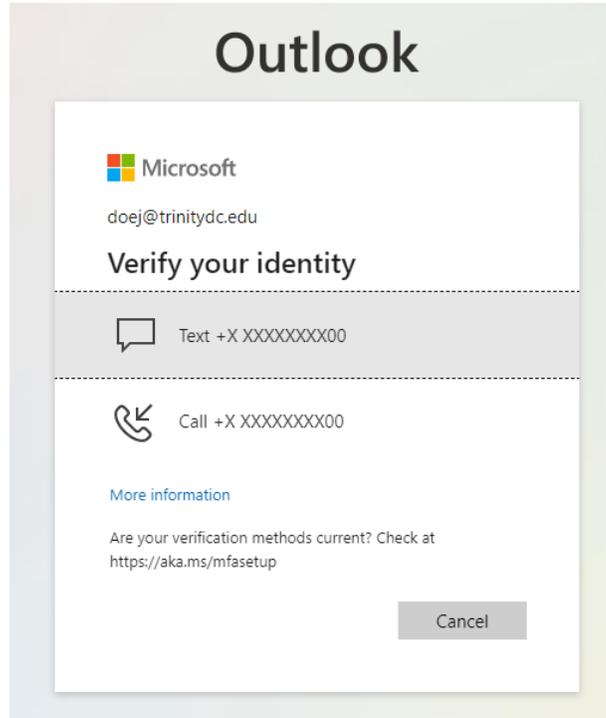
Additional security verification

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 [REDACTED]

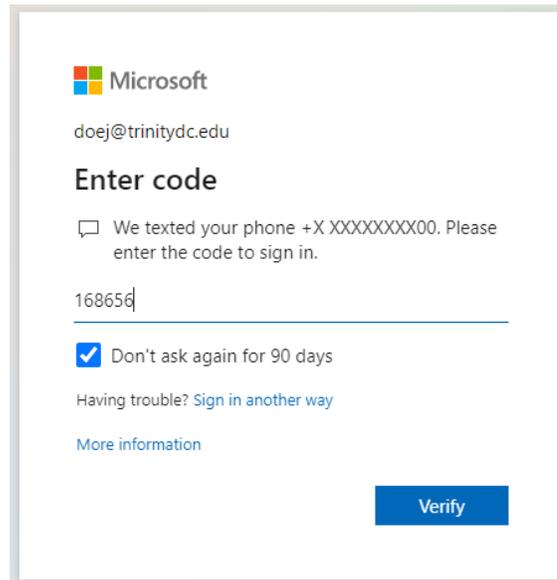
Verification successful!

You will be prompted to verify your identity if you log out or log into your Email from a different device. Since the **Authentication phone** was used, you will be prompted to verify by text or call. Click on either **Text** or **Call**.

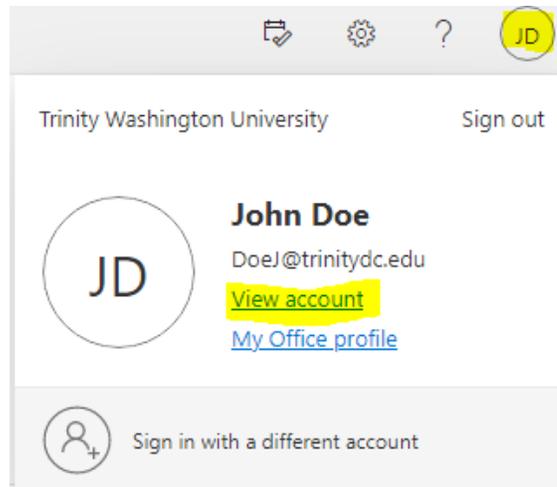


Once you receive the verification code, enter it into the provided area. Please note that you can check the **Don't ask again for 90 days** checkbox to eliminate having to verify every log-in from this device. New devices will still prompt verification.

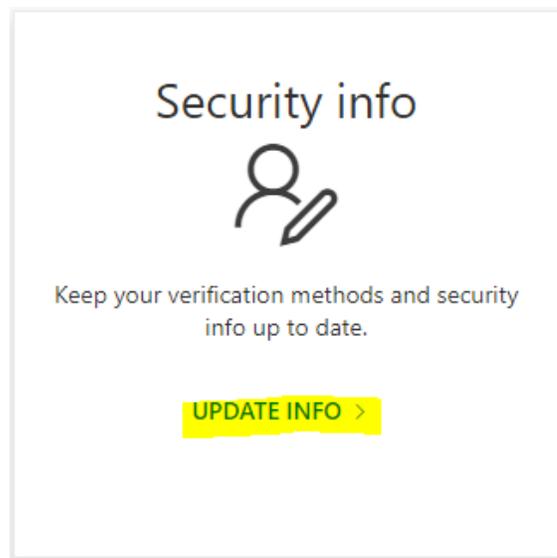
Once logged into your email account, add an alternative authentication phone to recover from lost phone.



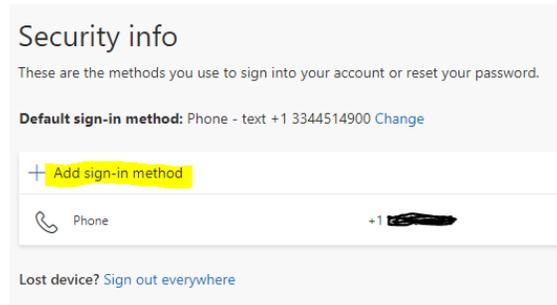
Select your initials or photo to display a dropdown box in the upper right-hand corner—select **View account**.



On the **Security info** box, select **UPDATE INFO >**

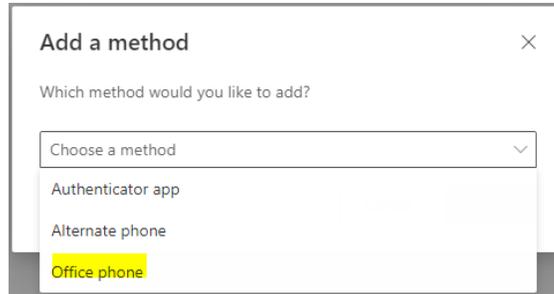


The **Security info** page will show your authentication method(s). – Select **Add sign-in method**.

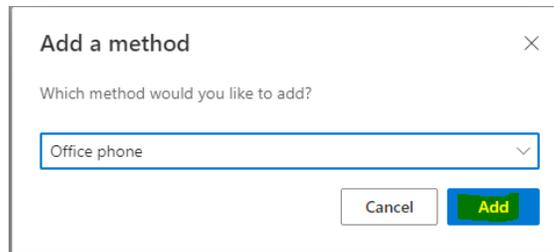


A pop-up will display -- Select **Office phone**.

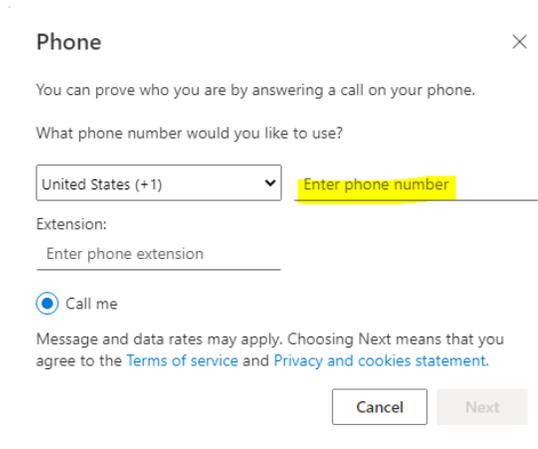
You may repeat these steps to add an additional phone by selecting **Alternate phone**.



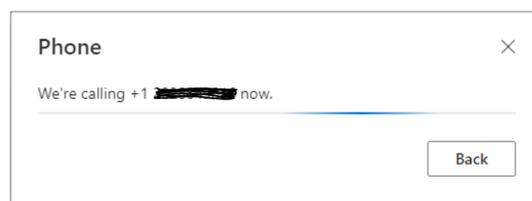
Select the Add button.



Enter your 10-digit phone number and extension, if required.



You will receive a Microsoft automated call. Answer and follow the prompts.



When complete, your number will be added to the **Security info** page.

