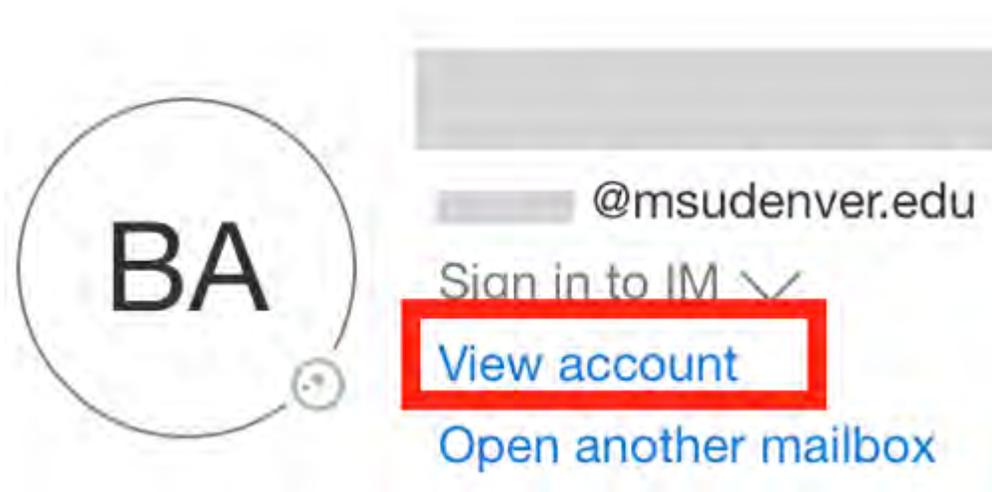


Before you begin...

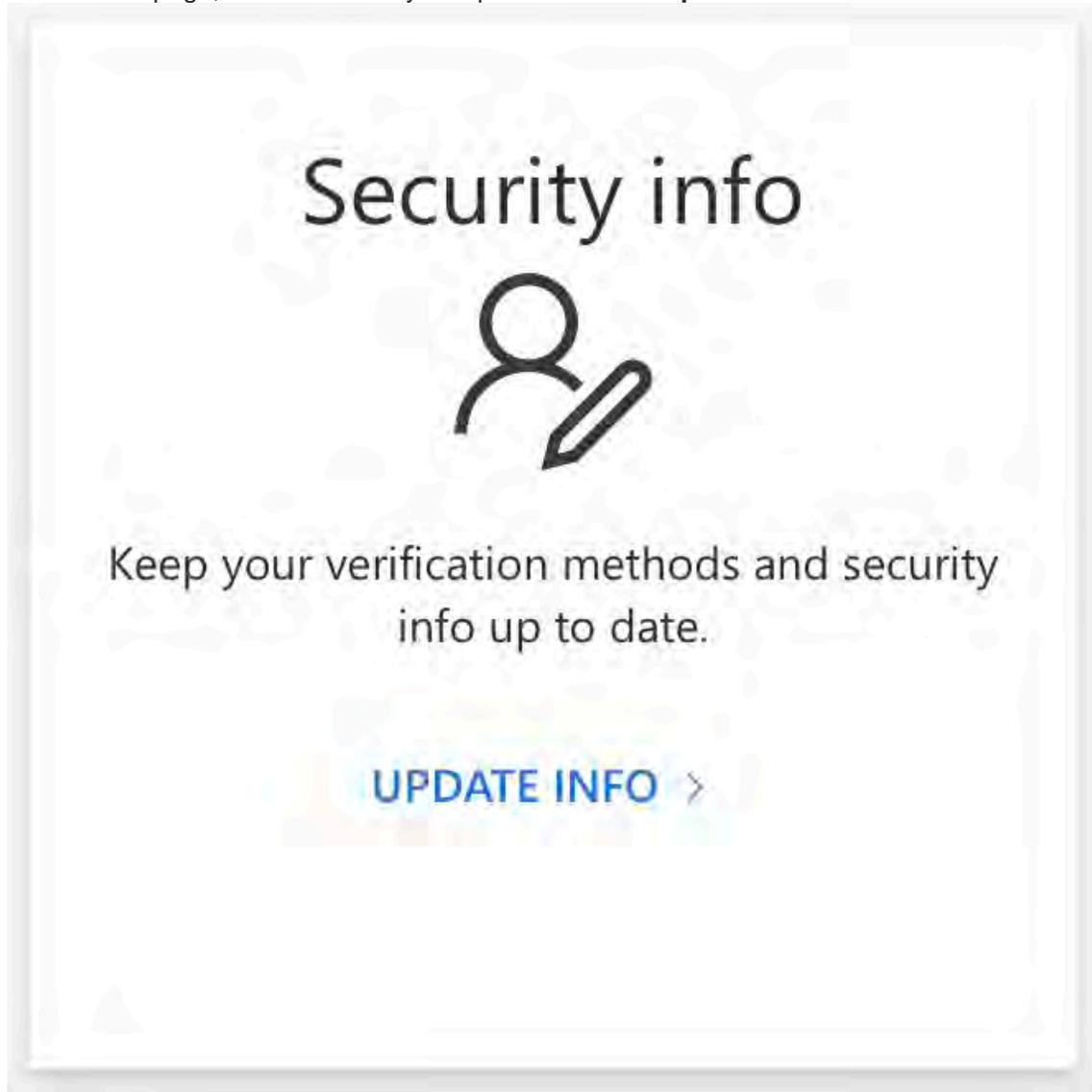
You will need to be able to log in to your Sandhills Community College Office 365 account to follow these steps. If you are unable to log in, please open a ticket from the MySCC webpage.

Instructions

1. Login into your SCC Webmail account from the MySCC page.
2. Log in using your Sandhills email address and password.
3. *Click* the **bubble** in the top-right corner of the window where either your picture or your initials are displayed.
4. From the menu that opens, *click* **View Account**.



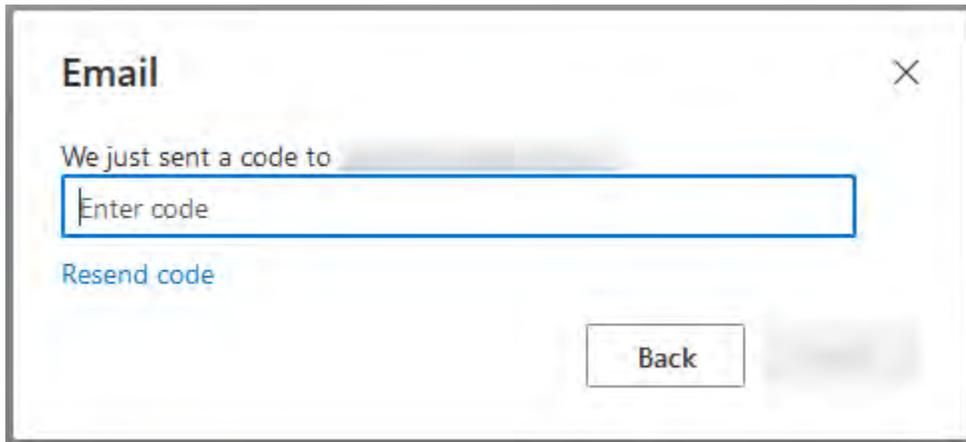
5. On the next page, find the Security info panel and *click* **Update info**.



6. You will see a list of authentication methods that have already been set up on your account. To add a new method, *click Add method*. To change an existing method, *click Change* next to its name.
 - o You can also delete methods by clicking Delete next to a method's name, but **please note you must have at least one account recovery method at all times**.
 - o If you are setting up the Microsoft Authenticator App, we suggest following the instructions at [How do I set up MFA for the first time using the Authenticator App?](#)



7. In the screen that follows, provide your desired contact method. Once you have done so, *click Next*.
8. Check the device or account you provided for a code.
9. *Enter* that code into the **Enter code** box.
10. *Click Next*.



11. (Optional) If you want to set this as your default authenticator, *click **Change*** next to "**Default sign-in method:**". You will be given a drop-down menu of all your available methods. Select the one you just set up, then *Click **Confirm***.

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - call +1 [redacted] [Change](#)

The screenshot shows the 'Security info' settings page. On the left, there is a list of methods: '+ Add method', 'Phone', 'App password', 'Microsoft Authenticator', and 'Email'. A modal dialog box titled 'Change default method' is open in the center. It asks 'Which method would you like to use to sign in?' and has a dropdown menu with the following options: 'Microsoft Authenticator - notification' (selected), 'Phone - call +1 [redacted]', 'Microsoft Authenticator - notification', and 'Authenticator app or hardware token - code'. To the right of the dialog, there is a table of methods with 'Change' and 'Delete' buttons. At the bottom left, there is a link: 'Lost device? [Sign out everywhere](#)'.

Result

Once you enter the verification code, you will see a prompt in green saying verification was successful. You can now use the method you provided as a second authentication factor, or to recover your account.