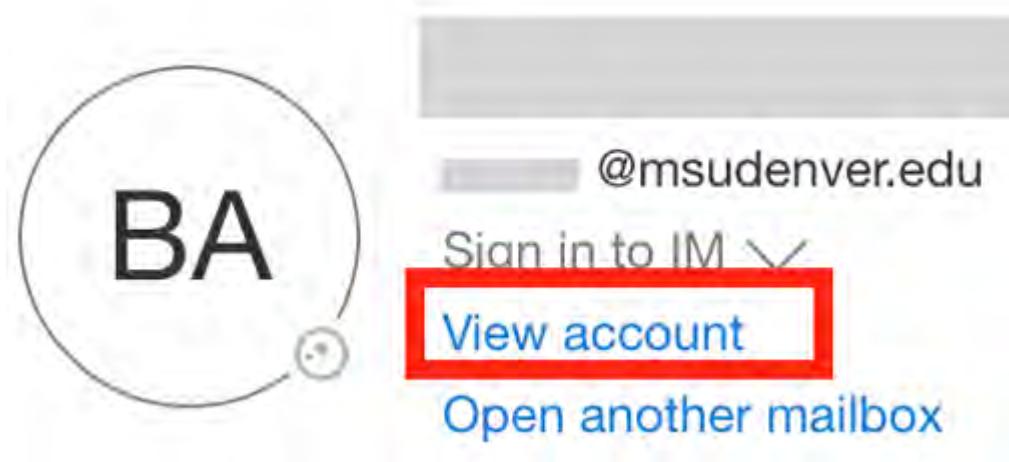


Before you begin...

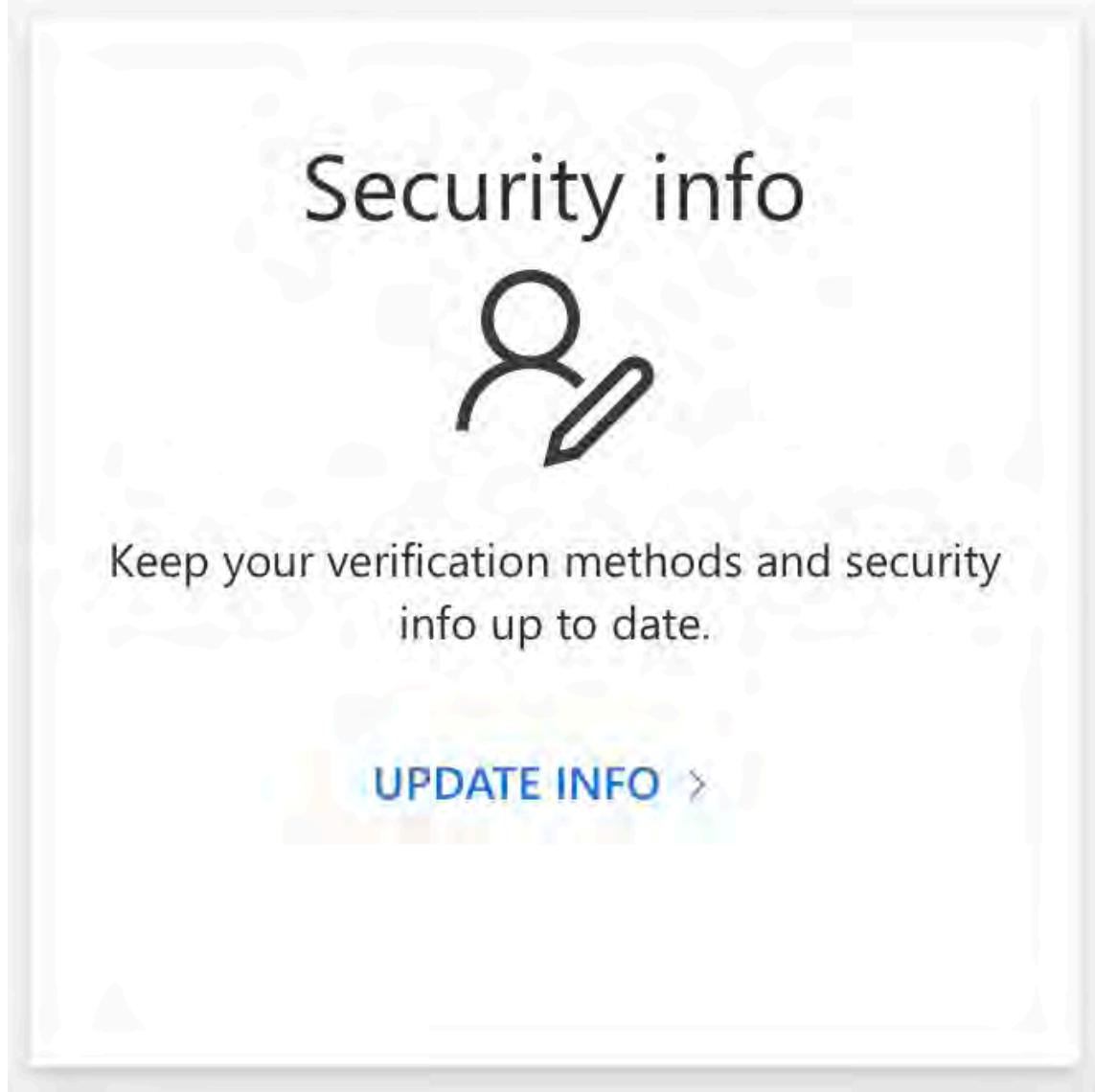
You will need to be able to log in to your Sandhills Community College Office 365 account to follow these steps. If you are unable to log in, please open a ticket from the MySCC webpage.

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?](#)

+ Add method				
	Phone		Change	Delete
	+1 [REDACTED]		Change	Delete
	Microsoft Authenticator	Pixel XL		Delete
	Email	[REDACTED]	Change	Delete

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*.

Email

We just sent a code to

[Resend code](#)

[Back](#)

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 +1 703-555-0000 Change

The screenshot shows a 'Change default method' dialog box overlaid on a list of authentication methods. The dialog box has a title 'Change default method' and a sub-question 'Which method would you like to use to sign in?'. A dropdown menu lists four options: 'Microsoft Authenticator - notification' (selected), 'Phone - call +1 703-555-0000', 'Authenticator app or hardware token - code', and 'Microsoft Authenticator - notification' again (disabled). The background shows a list of methods: 'Phone' (selected), 'App password', 'Microsoft Authenticator' (disabled), and 'Email'. Each method has a 'Change' button to its right.

+ Add method

Phone

App password

Microsoft Authenticator

Email

Change

Delete

Change

Delete

Change

Delete

Change

Delete

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.