How to update your current MFA methods

This tutorial will show you how to update your current MFA methods

Note: When you sign in you'll go through Multi Factor Authentication, MFA, which is the extra security step of needing a second piece of information (factor) in addition to your password when logging into secure sites. Everyone should be familiar with MFA as it is becoming increasingly common across the web, especially with banking/financial websites. Usually the second factor in MFA will be a passcode sent to your phone as a text message or to an alternate email address. There are also authenticator apps that can be used as well. Microsoft and Google authenticator apps can be downloaded from app stores.
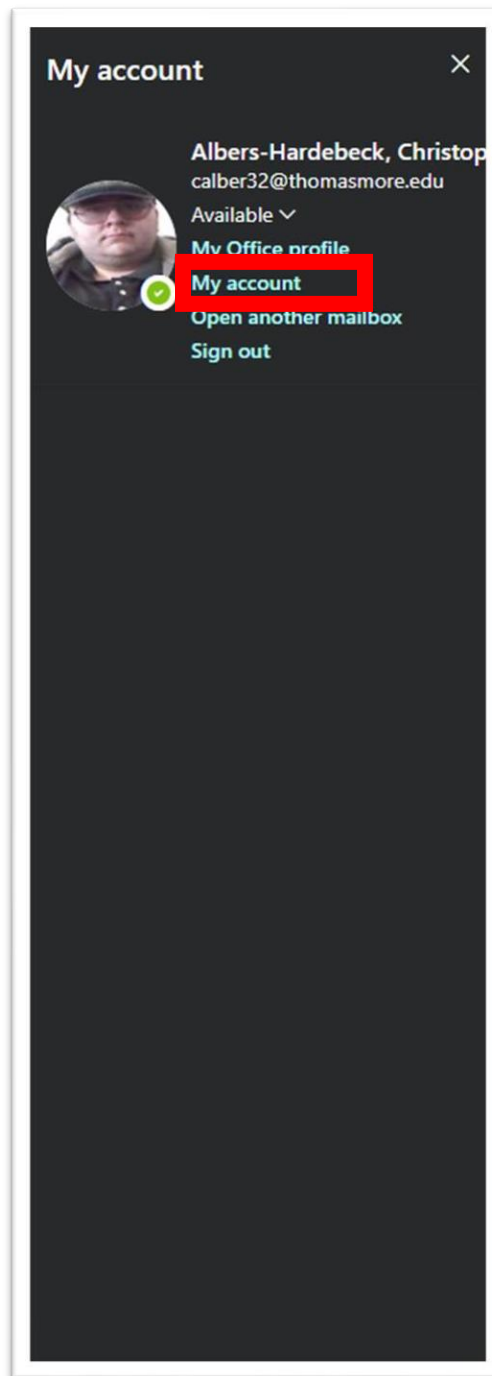
Contents

If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

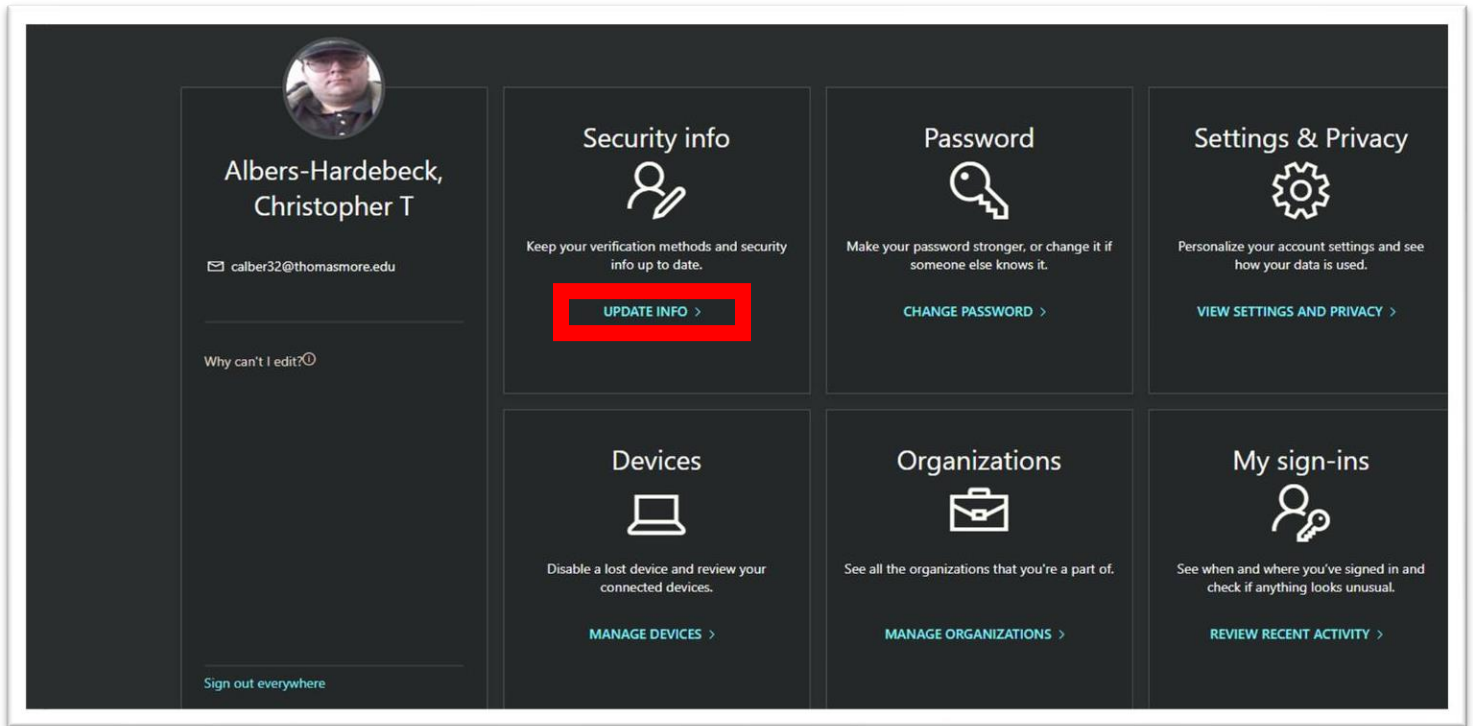First login into your email via the web, click on your profile picture ,and then select "My account"

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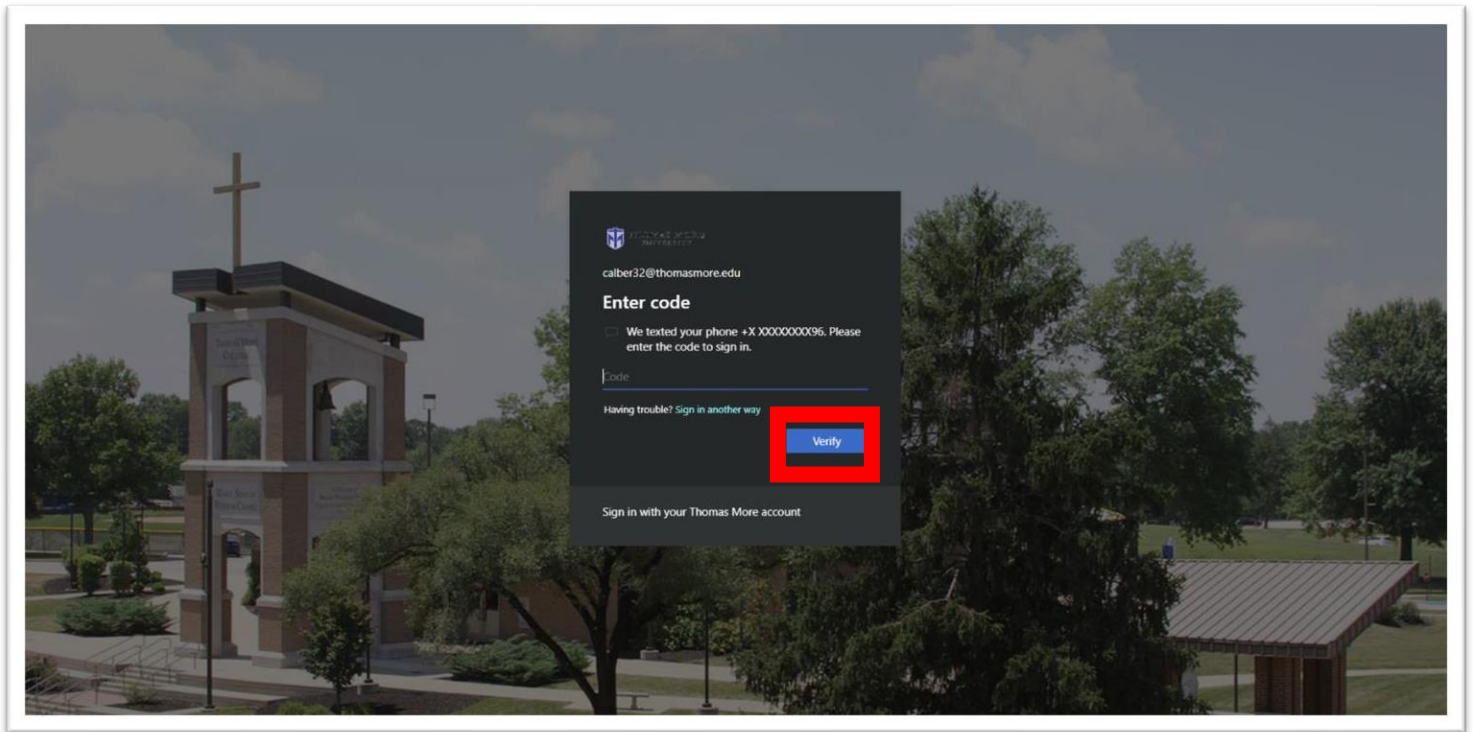
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Select "Update Info" in the Security info box

Select which of your current MFA methods you would like to use and then select "Verify"
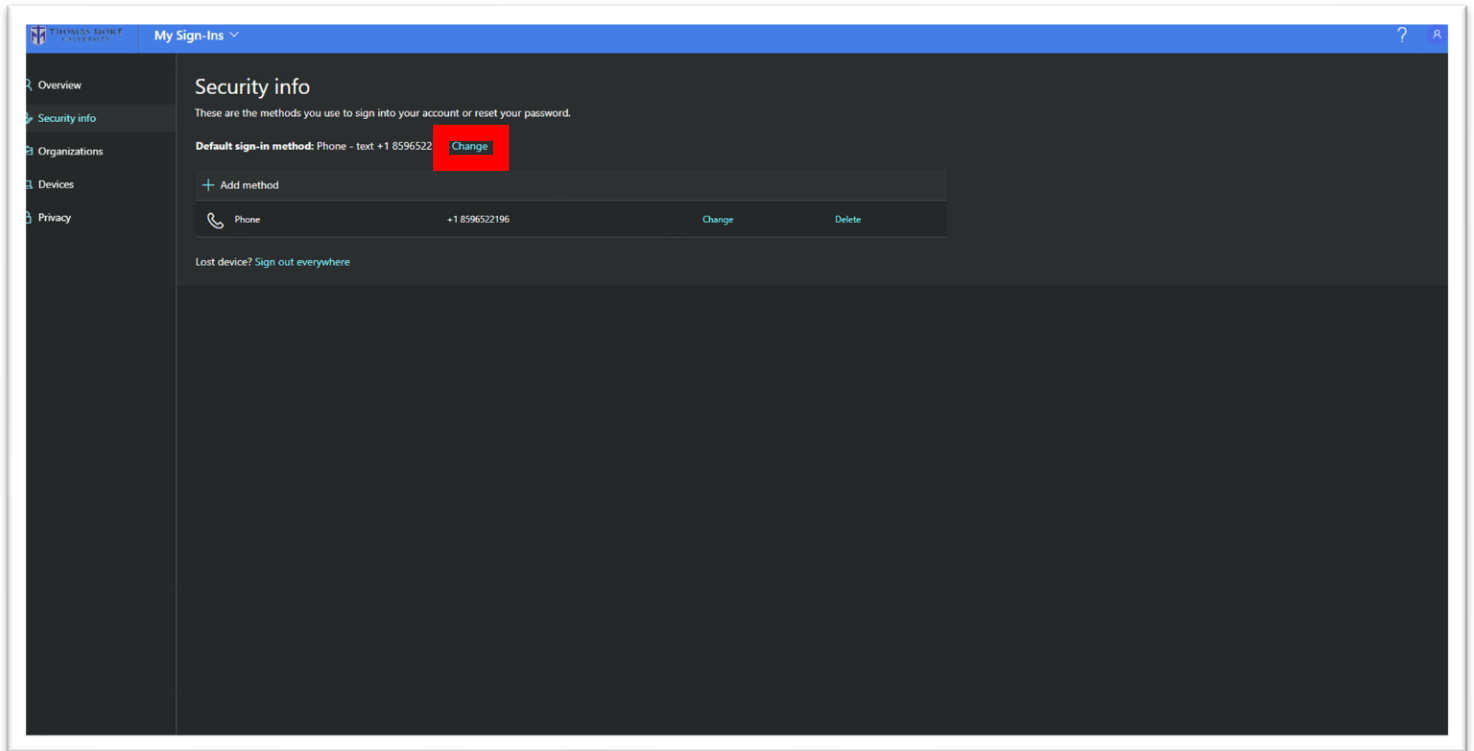

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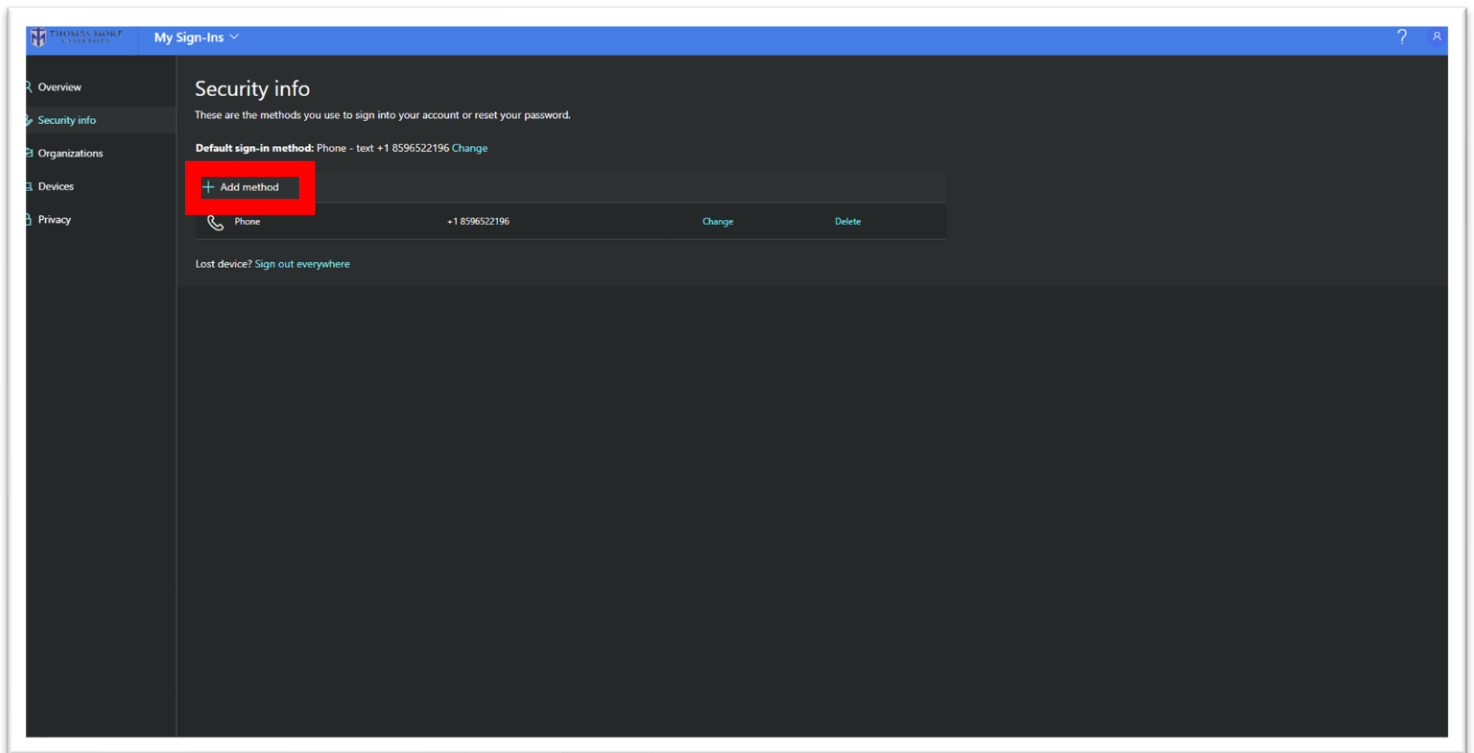From this screen you can select "Change" to decide which MFA method you would prefer to use

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You can select "Add method" to add another MFA method such as an Authenticator app, Alternate Phone, Email, or Office phone

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