

Multifactor Authentication & Self-Service Password Reset Enrollment

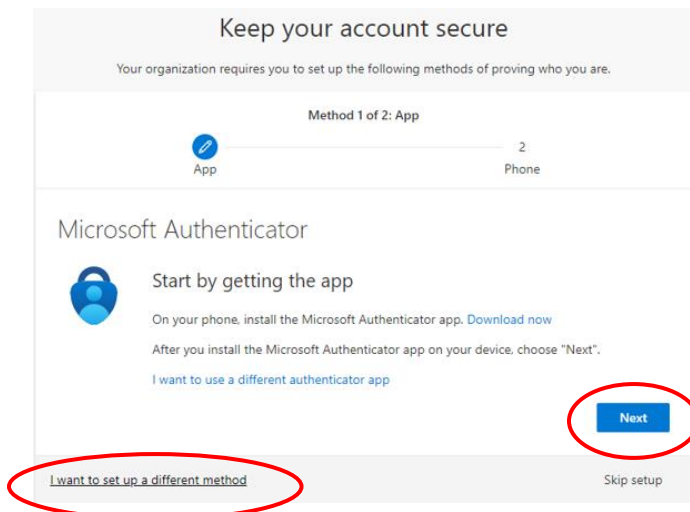
Multifactor Authentication (MFA) is mandatory and helps secure your MCC account. It requires you to present two or more authentication factors at login to verify your identity.

Self-Service Password Reset (SSPR) allows you to reset your MCC password.

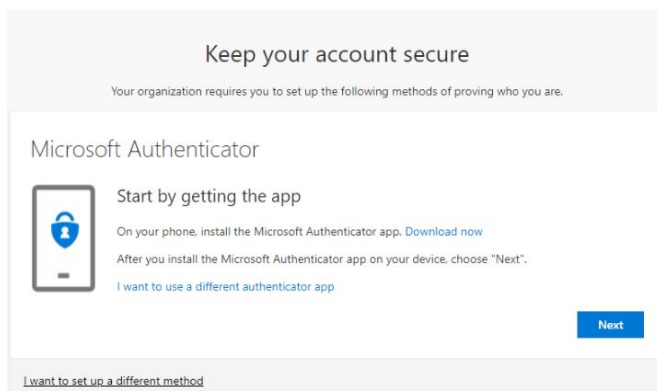
The personal information you provide will be used to verify your identity or reset your password.

To enroll in MFA and SSPR, go to <https://www.mchenry.edu/mymcc/> and click on any of the links for Canvas, Self-service, or Outlook.

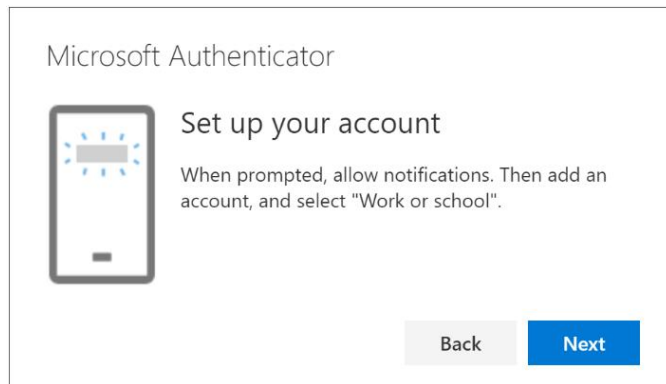
1. Enter your MCC username.
 - Students: (someone@students.mchenry.edu)
 - Employees: (someone@mchenry.edu)
2. Enter your password. If using a temporary password, you'll be prompted to create a new one after completing the steps below.
3. On the **More information required** screen, click **Next**.
4. On the **Keep your account secure** screen, either click **Next** to download the Microsoft Authenticator app OR click **I want to set up a different method**. NOTE: The Authenticator app is the most secure method.



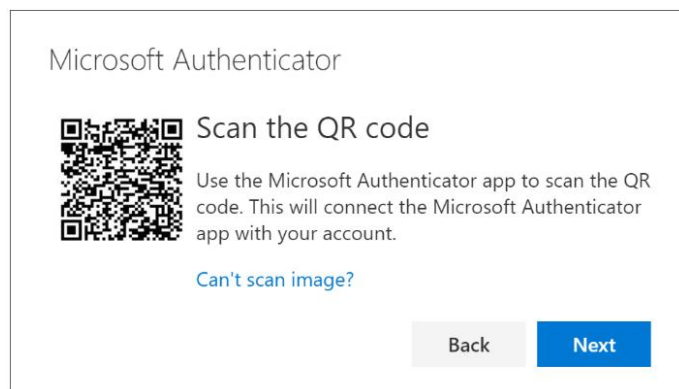
5. To set up the Authenticator app, go to your phone's app store and search **Microsoft Authenticator**. Make sure to select the official Microsoft Authenticator app.
6. Once the app is downloaded on your phone, allow notifications, and select **Scan QR code**. Alternatively, tap the + symbol in the upper right corner and select **Work or school account** and then **Scan QR Code**.
7. On the computer, click **Next** on the **Start by getting the app** screen.



8. On the computer, click **Next** on the **Set up your account** screen.



9. On the computer, there will be a QR code. Scan the QR code using the Microsoft Authenticator app on your phone. If the QR code doesn't work, click **Can't scan image?** and manually enter the code and URL provided on the screen into the authenticator app.



If you do not want to get the Authenticator app, click **I want to set up a different method** then select **Phone** from the drop down menu and click **Confirm**. Enter your cellphone number and choose to either be texted a code or called for verification. When you're finished, click **Done**. After registering your phone, you will be prompted to authenticate one more time.

You will be periodically prompted to authenticate when you log in.

In the future, if you need to reset your own password, enter your email address, and click the **Forgot my password** link.

Note: additional security authentication methods can be added or changed in the future by logging into www.office.com.

1. Click the circle in the upper right corner of the screen that has your initials or your profile picture.
2. Click **View Account**.
3. Go to the **Security Info** tile and click **Update Info**.
4. Click **+ Add sign-in method**. (You can add an email address, phone, alternate phone, office phone, or an authenticator app.) The more options you add, the better.
5. Select a method from the drop-down menu and follow the steps to add the method.