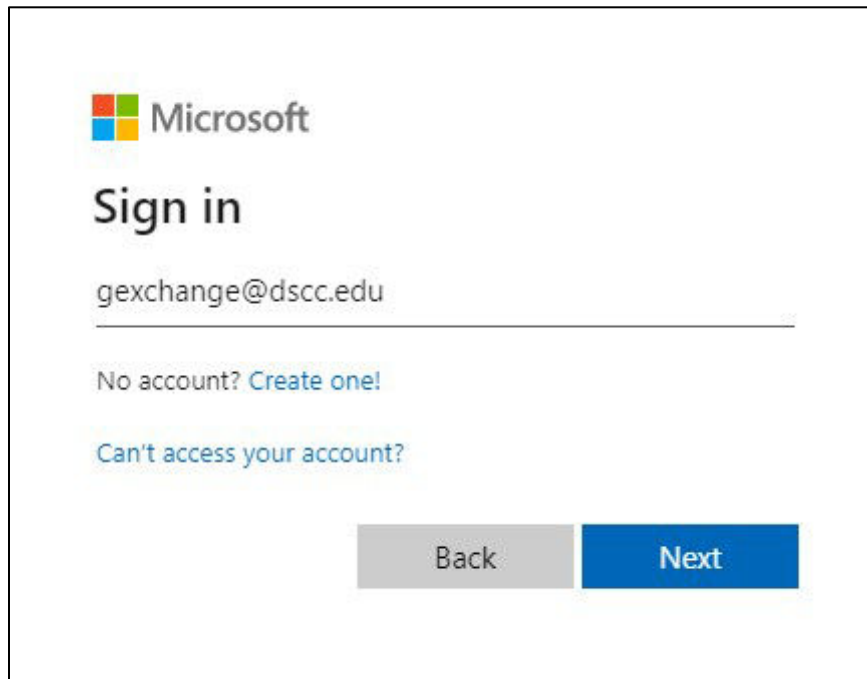


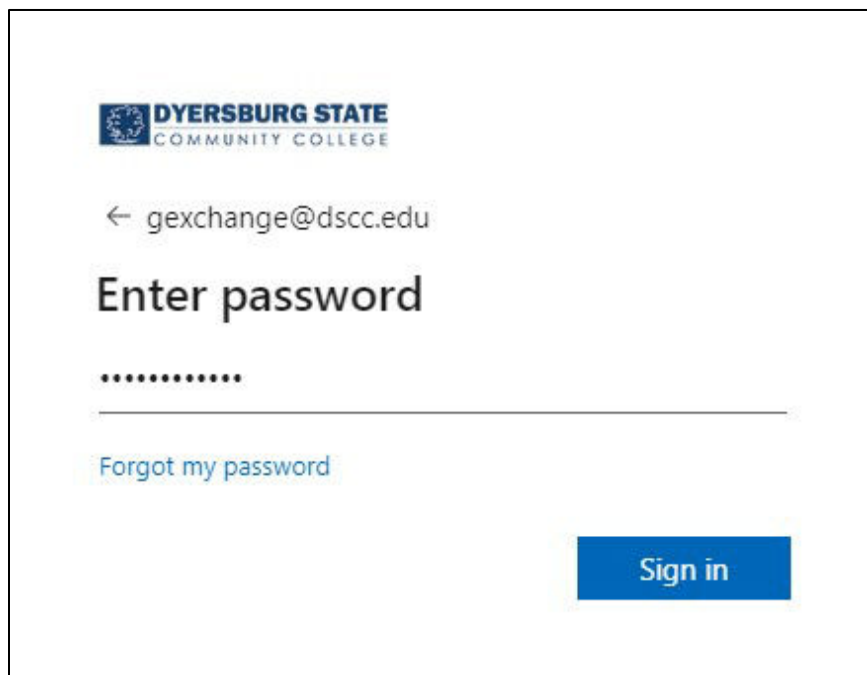
How to Add Additional MFA Sign-In Options to a DSCC Microsoft Account

1. Navigate in a web browser to <https://office.com>. Sign in with your DSCC email address (Students remember to use @my.dsc.edu). After entering your DSCC email address press "Next".




The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "gexchange@dsc.edu". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button.

2. Enter your DSCC password and press "Sign in".




The screenshot shows the password entry screen for Dyersburg State Community College. At the top left is the college's logo, which includes a circular emblem and the text "DYERSBURG STATE COMMUNITY COLLEGE". Below the logo, there is a back arrow and the email address "gexchange@dsc.edu". The main heading is "Enter password". Below this is a password input field with a series of dots representing the masked password. A link "Forgot my password" is located below the input field. At the bottom right, there is a blue "Sign in" button.


3. Select your MFA authentication option.

 **DYERSBURG STATE**
COMMUNITY COLLEGE

gexchange@dsc.edu

Verify your identity


 Text +X XXXXXXXXX73

 Call +X XXXXXXXXX73

[More information](#)


Are your verification methods current? Check at
<https://aka.ms/mfasetup>

4. Enter the requested authentication information.

 **DYERSBURG STATE**
COMMUNITY COLLEGE

gexchange@dsc.edu

Enter code

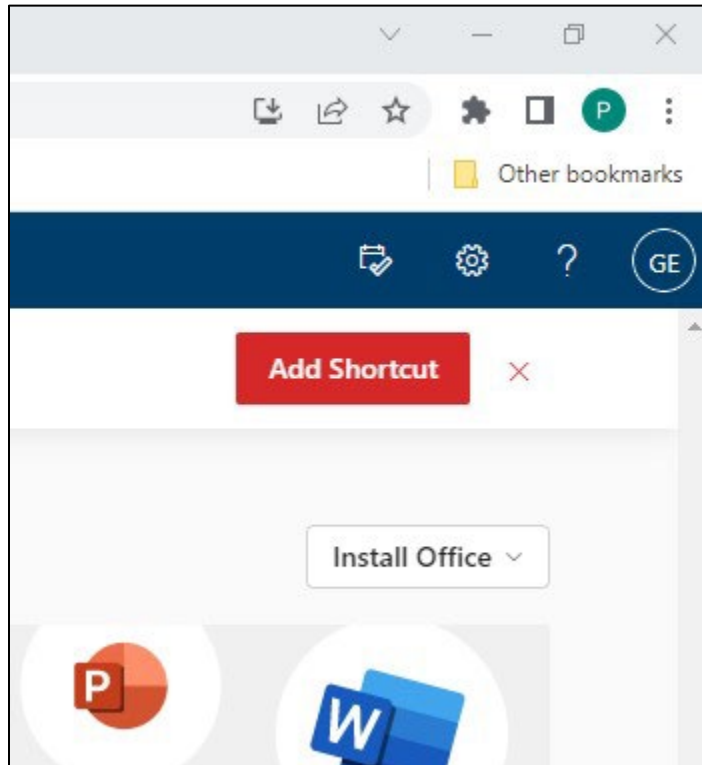
 We texted your phone +X XXXXXXXXX73. Please enter the code to sign in.

533194

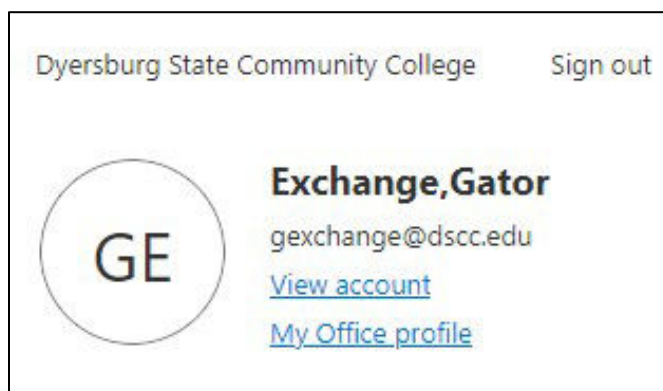
Having trouble? [Sign in another way](#)

[More information](#)

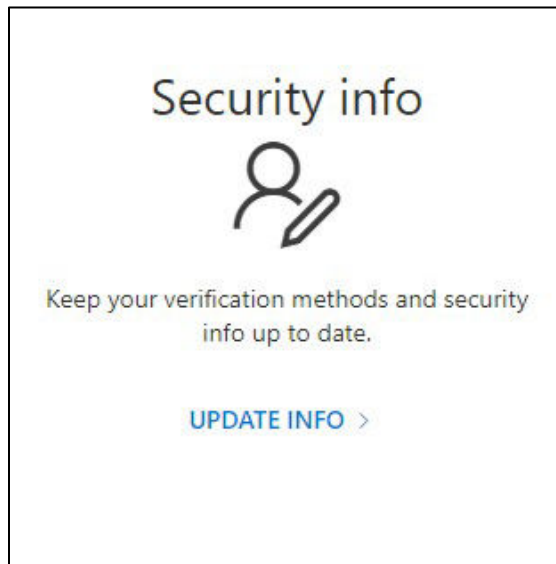
5. On the main Microsoft Office page, click on the circle with either your initials or profile picture.



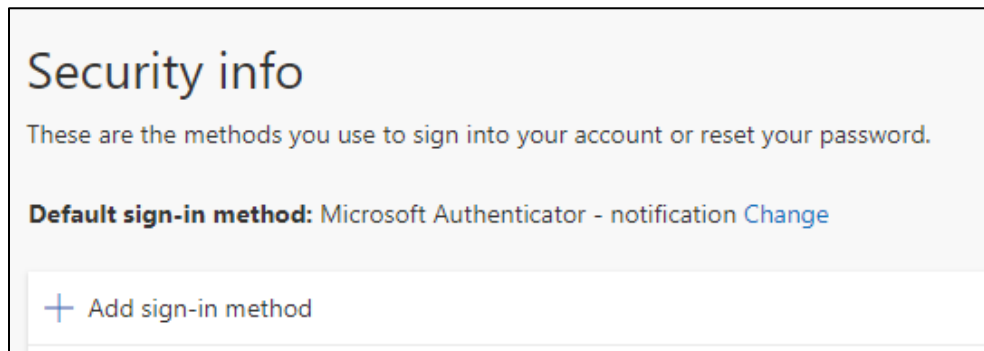
6. Click on the “View account” link.



7. In the Security info box, click on “UPDATE INFO” link.



8. On the Security info page choose “+ Add sign-in method”. (You may also change your default sign-in method on the Security info page.)



9. Use the drop-down box to select from the method options.

