

# Introducing Multi-Factor Authentication

Ensure the security of your account with MFA!

## Getting Started

To get started with setting up MFA today:

- First login to office.com using your SHU credentials
- Select your profile icon at the upper right-hand corner
- Select **View Account**
- Select **Update Info** under the **Security information**
- From this page you will be able to setup additional factors to use for MFA verification



## How will this impact my sign-ins?

On your primary device you will be prompted **every 90 days** for MFA of your account. If you utilize other devices such as lab/classroom computers you will be prompted to use MFA for each new device.



## When will this take effect?

MFA will be rolled out for everyone starting **October 31st**. This means those who have not enter additional factors for MFA will be prompted to do so before logging in. Those who have already setup MFA will be prompted to verify their logins.



## Get IT Help

Our Help desk can assist any week day from 8:00 to 5:00!

Phone: 517-264-7655

Email: [helpdesk@sienaheights.edu](mailto:helpdesk@sienaheights.edu)

