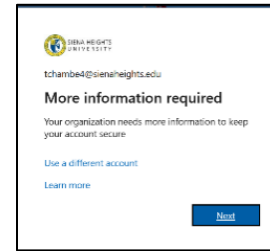


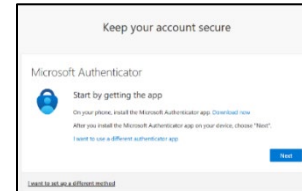
First-Time Setup Microsoft Authentication

1. Log into the office.com
2. After entering your password, the **More Information Required** menu appears, tap on the **Learn More** link.

Using your username sienaheights.edu



3. In the **Keep your Account Secure** menu you can select the **Microsoft Authenticator**, or **I want to use a different method**.
4. **The Microsoft Authenticator** is an app, and you will open one extra menu to get your codes.
5. The **phone number** is set up **quickly** to give you a **phone call** or **text** on your phone.



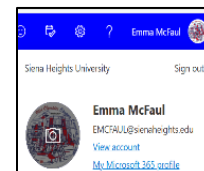
6. After you get a code on the phone, a code from the **Authenticator app**, or a phone call, from your secure selection, type the code on the menu, and you are all set.

Successfully log in to your account.

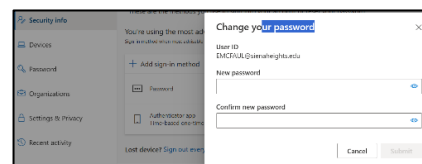
Switch Authentication for Microsoft codes Changing your password for MYSiena

1. Log into the Office.com
2. Tap on your **Circle account** in the upper right-hand corner of the screen.
3. Next, tap on the **View Account** link.

Using your username@sienaheights.edu



4. On the left side of the menu, tap on the **Password link**. Proceed to change your password using **the Change your Password menu**. If not, tap on the **Cancel button**.



5. The **Security info** menu, allows you to change your **phone number**, select the **Microsoft Authenticator app**, tap on the **delete link**, and switch to use your **phone number** for **text messages**.

