

What is Multi-Factor Authentication (MFA)?

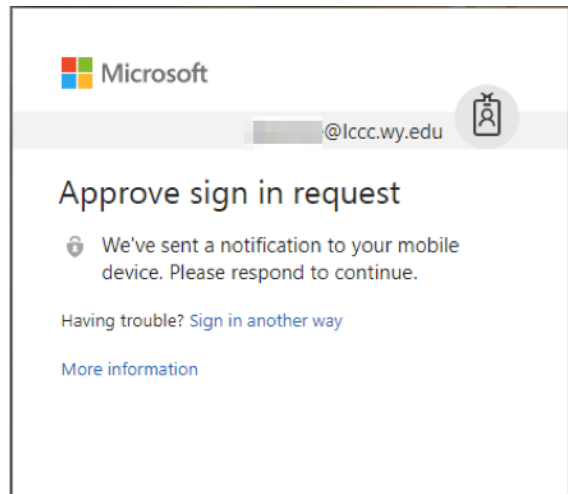


LCCC uses Multi-Factor Authentication (MFA) for all accounts. This prevents someone from stealing your account in the event that your password becomes compromised. The way it works is that you now need two things to get into your LCCC account: something that you know, which is your password, and something that you have, such as your cell phone.

What does this mean for me?

Initially, you will be prompted to register next time you try to use your account. Please refer to the instructions below for detailed registration steps. Once the registration is complete, and MFA is enabled for your account, this is what is going to happen:

- When you're **on the LCCC Campus network**, it will act the same way as before (no MFA required), unless you need to update the security information.
- When you're **not connected to the LCCC Campus network**, you would enter your username and password as normal. After this, however, you will be asked to provide a single-use verification code to complete the login. This will happen each time you log in on an off-campus network. Microsoft will automatically send you this verification code using whatever method you configured when first setting up MFA (a text message, a phone call, etc.) This verification code is one-time-use and only valid for a short period of time. After you log in with it, it can no longer be used.



This will happen for each device you use.

Note: You may need to use special “App Passwords” in certain situations (Outlook 2013 and below, Android mail applications, etc.). These passwords are used **in place of** your normal password. For more information, please refer to [“Creating and Using App Passwords”](#)

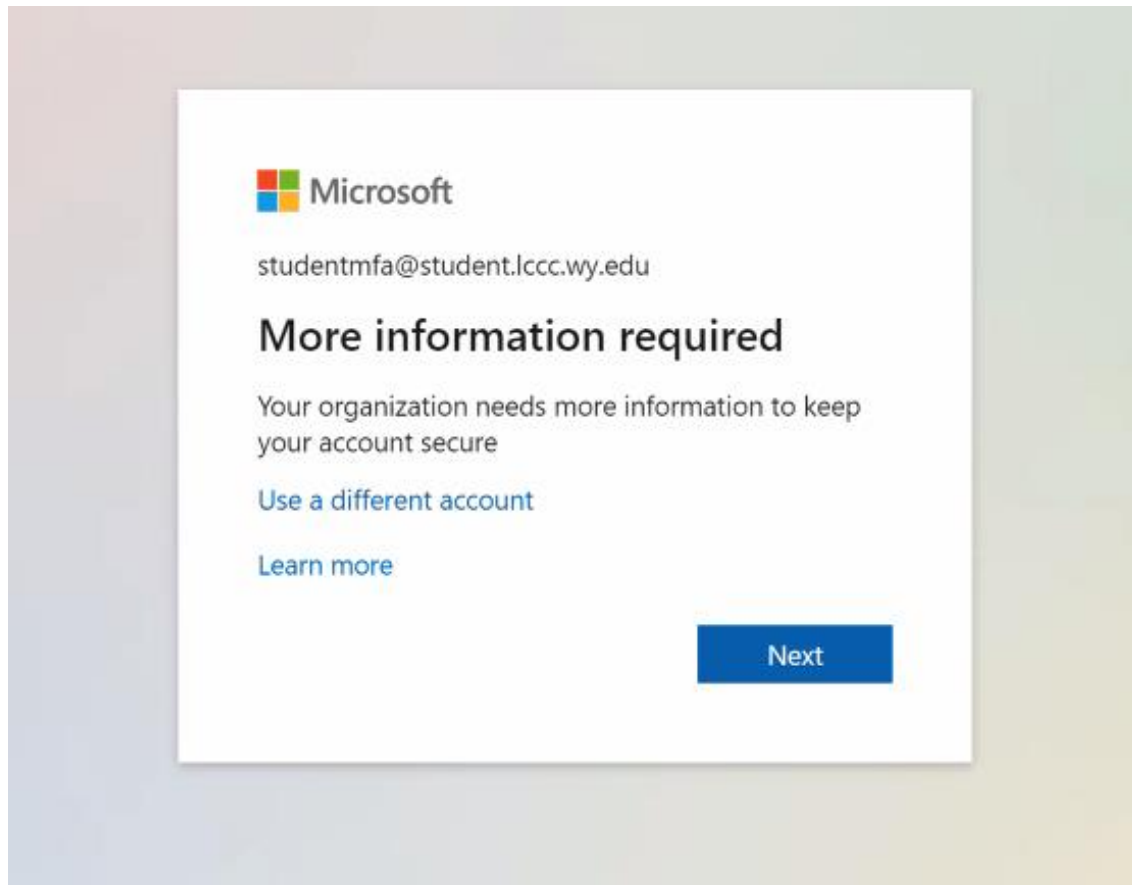
If you are having trouble setting up an authentication option, please contact the ITS Support Desk at 307.778-4357 or itssupport@lccc.wy.edu.

Reminder: It is important that your password and access to your account remains protected and secret. Sharing credentials or configuring MFA in such a manner that allows unauthorized use of your account can lead to serious disciplinary and/or legal action.

MFA Registration

Getting Started

The first time you log into your LCCC account (using MyLCCC or Office 365) you will be prompted to register a mobile device or phone number in order to continue logging into your account. This will happen regardless of whether you are on campus or not. Alternatively, you can go directly to the MFA registration by going here: <https://aka.ms/mfasetup>



You will have to register for MFA before you will be allowed into any LCCC online services, even when on campus. When you are ready to register, choose “Next”. You’ll be taken to a form to


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choose your authentication method. Avoid clicking the “Use a different account” link as this will take you out of the registration process.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

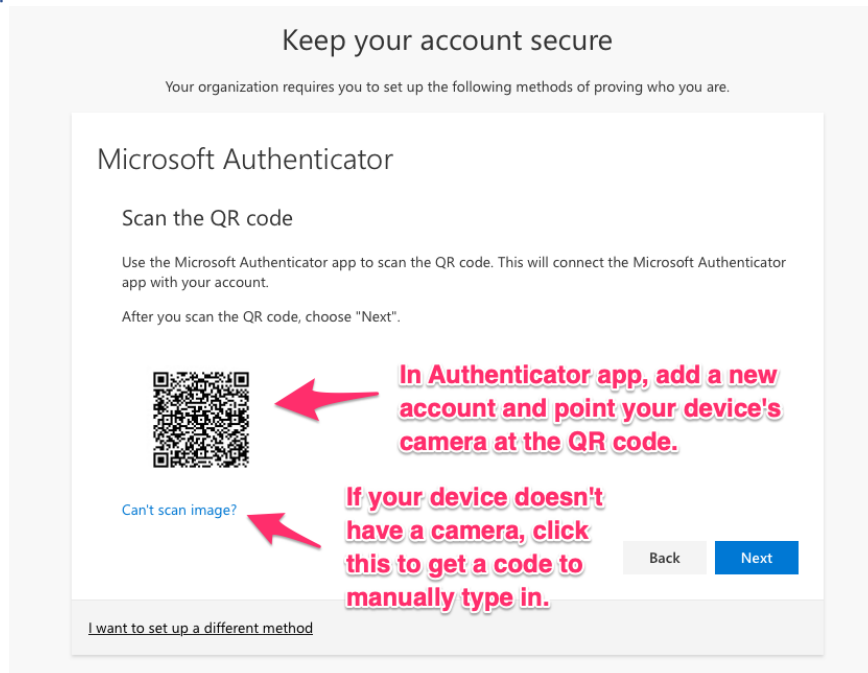
Get the app for your iOS or Android device and then click Next

Click here if you don't have a smart phone or tablet

You can choose to set up a mobile app (default) or you can select “I want to set up a different method” to choose a phone number to use with SMS\Text Messaging or to receive an automated phone call instead. Since MFA prompts will only occur when you log in from off-campus, be sure to choose a phone number that’s accessible from your off-campus location if choosing the automated phone call method.

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Mobile App Method

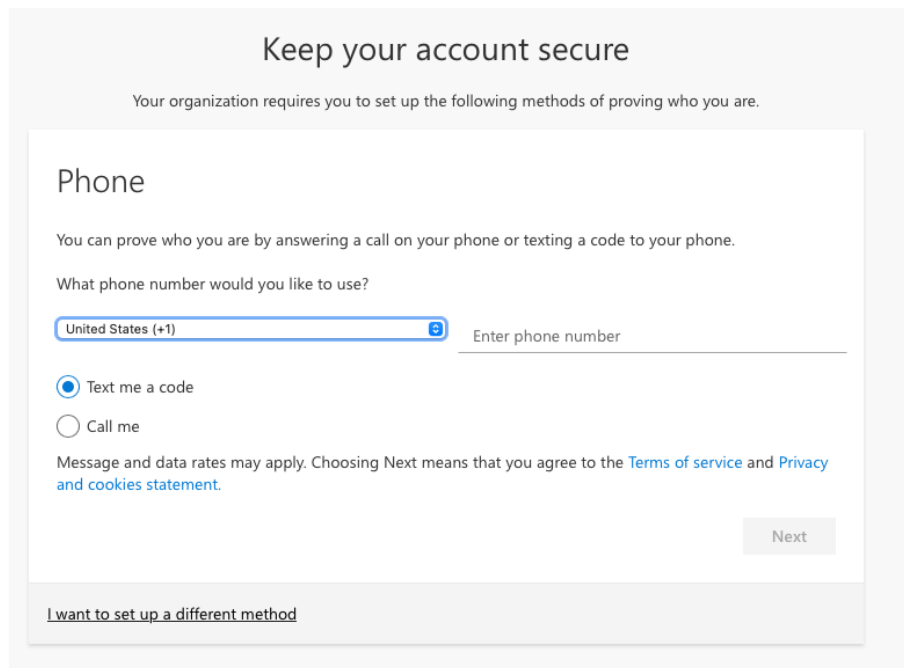


- Open the Microsoft Authenticator app on your mobile device. You can find it free on the Google Play or iOS App stores.
- Click the '+' icon in the top right corner of it.
- Select "Work or school account".
- Select "Scan QR code".
- Point the camera of your device at the QR code on the computer screen.
- Once the app has added the account, click Next on the web form displaying the QR code.
- It will send a notification to the mobile app to approve the sign in. Tap the button to verify the process is completed.

In the future, if your phone ever has issues getting the push notification to approve a sign in, you can also manually open the app and get the rotating One Time Passcode to use instead when signing into your account.

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Phone Methods



The screenshot shows a web interface titled "Keep your account secure" with the subtitle "Your organization requires you to set up the following methods of proving who you are." The main heading is "Phone". Below this, it says "You can prove who you are by answering a call on your phone or texting a code to your phone." The question "What phone number would you like to use?" is followed by a dropdown menu showing "United States (+1)" and a text input field labeled "Enter phone number". There are two radio button options: "Text me a code" (selected) and "Call me". A note states "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." A "Next" button is at the bottom right, and a link "I want to set up a different method" is at the bottom left.

If you choose “Phone” method you must choose your county code “United States (+1)” and then enter your 10-digit cell phone number in the box to the right. Below, you can then choose “Text me a code”. This will mimic how most banks and other sites do MFA by sending you a short numeric code when you log into your account from a different device when you log in from off campus.

You can also choose “Call me” which causes an automated phone call when logging into your account from a different device. When you get these phone calls, you simply press # to finish authenticating.

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