

Manage your Multi Factor Authentication options

Quick Reference Guide

Navigate to: <https://aka.ms/mysignins>

1

Click here to add new authentication methods.

2

Click here to change previously entered information.

The screenshot shows the 'My Sign-Ins' page for a Microsoft account. The page title is 'Security info' and it states 'These are the methods you use to sign into your account or reset your password.' The default sign-in method is 'Microsoft Authenticator - notification'. Below this is a table of authentication methods with 'Change' and 'Delete' buttons for each. A red box highlights the '+ Add sign-in method' button. Another red box highlights the 'Change' button for the first method. A third red box highlights the 'Delete' buttons for all methods. A fourth red box highlights the 'Lost device? Sign out everywhere' link.

Method	Details	Change	Delete
Phone	+1 #####	Change	Delete
Microsoft Authenticator	SM-S908U		Delete
Microsoft Authenticator	iPad		Delete
Security key	Fido		Delete
Email	personal@email.address	Change	Delete

3

Click here to sign your account out of all devices.

4

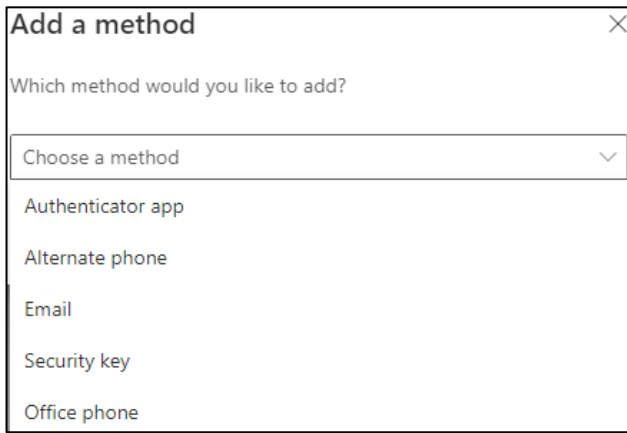
Click here to delete a device from your account.

1

Add a new sign-in method

+ Add sign-in method

When you click on “Add sign-in method,” you are presented with 4 options. During registration you were required to configure 2 options to fully secure your account. You can have multiple different sign-in methods to ensure you are always able to approve your sign-in.



- **Authenticator app** – This uses the “**Microsoft Authenticator**” app available from the Apple App Store, or Google Play Store. **(Recommended)**
- **Alternate phone** – This allows you to add another phone number to either receive a phone call or text message to approve your sign-in.
- **Email** – This allows you to add an email address to receive a 6-digit pin code to approve your sign-in.
****DO NOT USE YOUR DISTRICT EMAIL ADDRESS****
- **Security key** – This method uses a physical USB key that you plug into your device to approve your sign-in.
- **Office phone** – This method is currently not supported by our phone system.



Method: Authenticator App



Method: Alternate Phone

Add a method ✕

Which method would you like to add?

Alternate phone ▾

Phone ✕

You can prove who you are by answering a call on your phone.

What phone number would you like to use?

United States (+1) ▾ #####

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Phone ✕

Call answered. Your phone was registered successfully.

Method: Email

Add a method ✕

Which method would you like to add?

Email ▾

Email ✕

What email would you like to use?

Enter email

Email ✕

We just sent a code to personal@email.address

Enter code

[Resend code](#)

Method: Security Key

Add a method [Close]

Which method would you like to add?

Security key [Checkmark]

Cancel Add

Security key [Close]

To set up a security key, you need to sign in with two-factor authentication.

Cancel Next

Security key [Close]

Choose the type of security key that you have.

USB device [Arrow]

NFC device

Cancel

Security key [Close]

Have your key ready.

When you choose Next, you will be prompted to plug your security key into the USB port. Then, touch the button or the sensor on your security key to finish setting up your device.

For more detailed instructions, visit your key manufacturer's website.

Back Next

Security key [Close]

Your PC will redirect you to a new window to finish setup.

Windows Security [Close]

Security key setup

Set up your security key to sign in to login.microsoft.com as mfatest@sbcusd.k12.ca.us.

This request comes from Chrome, published by Google LLC.

OK Cancel

Windows Security [Close]

Continue setup

This will let login.microsoft.com see the make and model of your security key.

login.microsoft.com wants to create a credential on your security key. This lets you sign in without having to type your username.

Note: A record of your visit to this site will be kept on your security key.

OK Cancel

Windows Security [Close]

Continue setup

Insert your security key into the USB port.

Cancel

Windows Security [Close]

Continue setup

You'll need to create a PIN for this security key.

New Security Key PIN

Confirm Security Key PIN

OK Cancel

Windows Security [Close]

Continue setup

Touch your security key.

Cancel

Security key [Close]

Name your security key. This will help distinguish it from other keys.

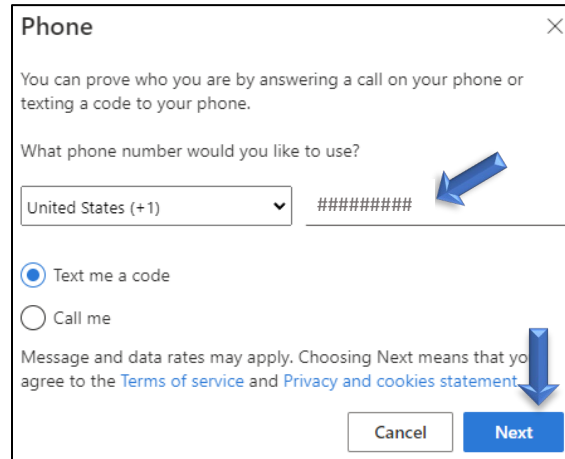
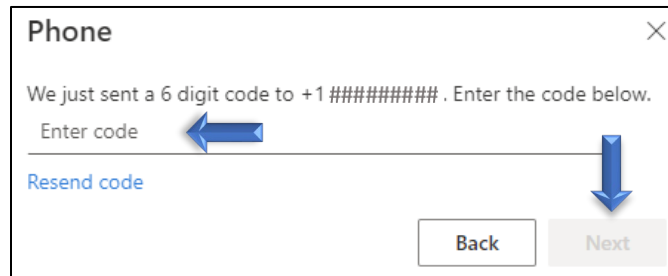
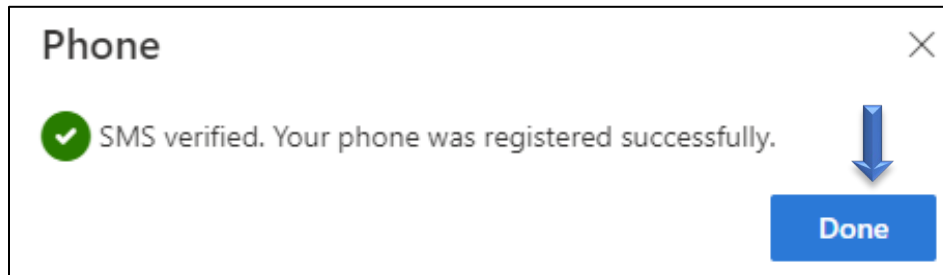
Enter a security key name [Arrow]

Cancel Next

2 Change an existing method



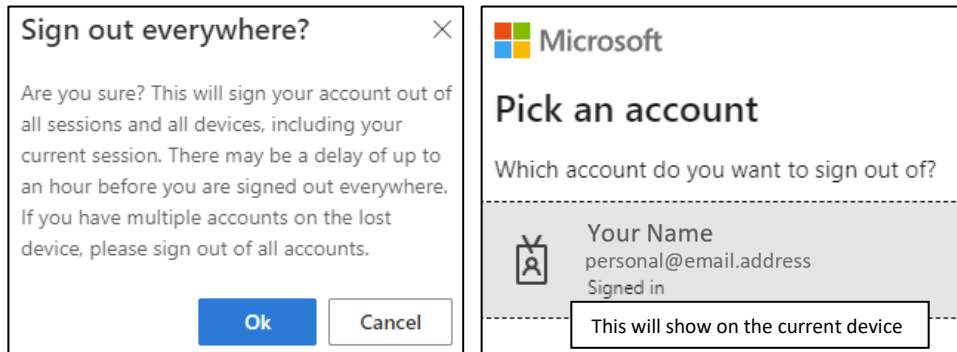
Clicking this option will give you the ability to change the phone number that will receive a text message or phone call for login verification.

A dialog box titled "Phone" with a close button (X) in the top right corner. The text inside reads: "You can prove who you are by answering a call on your phone or texting a code to your phone." Below this is the question "What phone number would you like to use?". There is a dropdown menu showing "United States (+1)" and a text input field containing "#####". A blue arrow points to the input field. Below the input field are two radio buttons: "Text me a code" (which is selected) and "Call me". At the bottom, there is a line of text: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." Below this text are two buttons: "Cancel" and "Next". A blue arrow points to the "Next" button.A dialog box titled "Phone" with a close button (X) in the top right corner. The text inside reads: "We just sent a 6 digit code to +1 #####. Enter the code below." Below this is a text input field with the placeholder text "Enter code". A blue arrow points to the input field. Below the input field is a link that says "Resend code". At the bottom are two buttons: "Back" and "Next". The "Next" button is disabled (greyed out). A blue arrow points to the "Next" button.A dialog box titled "Phone" with a close button (X) in the top right corner. The text inside reads: "SMS verified. Your phone was registered successfully." To the left of the text is a green checkmark icon. At the bottom right is a large blue button with the word "Done" in white text. A blue arrow points to the "Done" button.

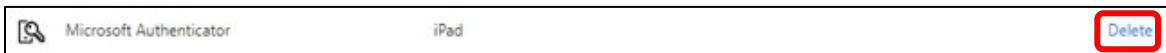
3 Sign out of all your devices

Lost device? [Sign out everywhere](#)

If you lose a device that was connected to your account, or you just want to make sure you are signed out of all current sessions, click this option and you will be signed out everywhere.



4 Remove a device from your account



If you lost a device, switched phones, or no longer want to receive authentication requests to this method, click “Delete” on the device to remove it from your account. This will prevent any authentication requests from reaching that device in the future.

