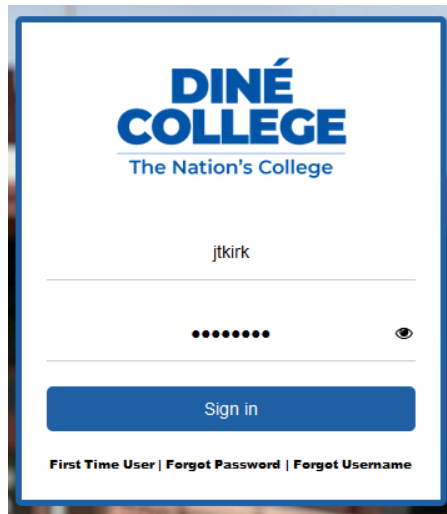


How to setup your Multi-Factor Authentication (MFA) methods

This document provides the instructions on setting up the Multi-Factor Authentication for your Diné College account. This is to ensure that all Diné College accounts are secure and protected. Please read through it carefully and follow the instructions.

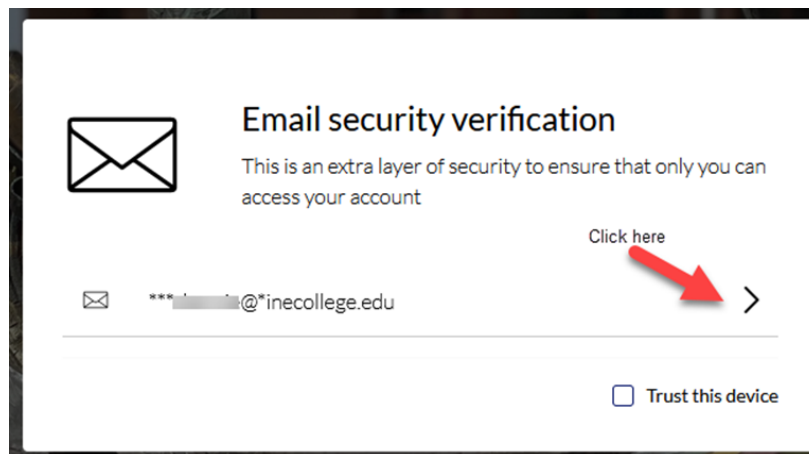
Need help? Contact the Diné College IT Department at 928-724-6675.

1. Navigate to 'MyDCPortal'.
2. Sign in using your Diné College credentials

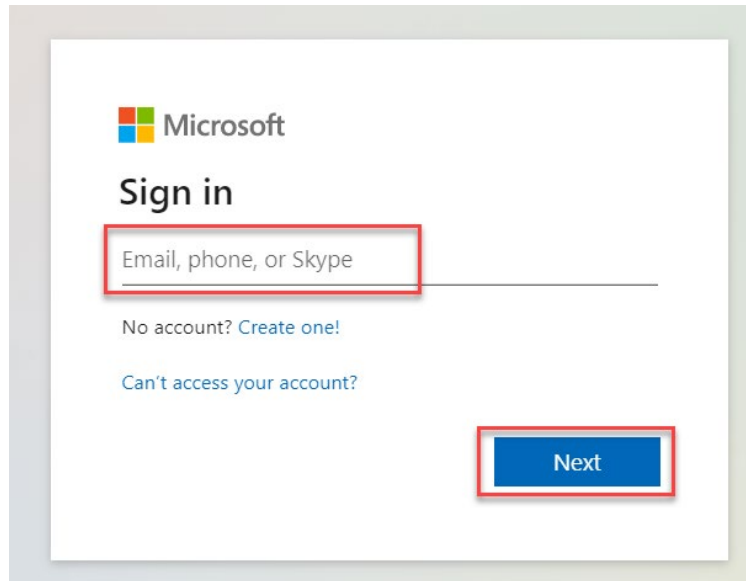


Once you sign in, you will be prompted to verify your Diné College email.

3. Click on your Diné College email address to send a code to your email.

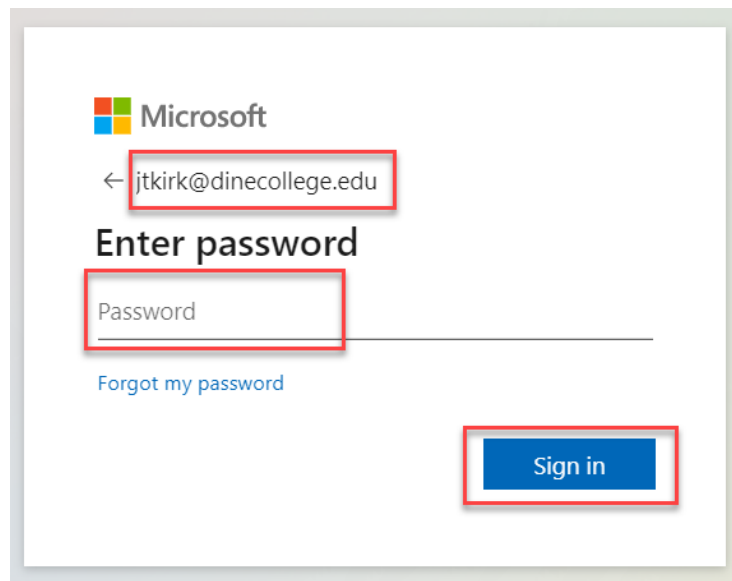


4. Open another tab in your web browser and go to <https://portal.office.com> (if you have your Diné College email setup on your mobile device you can receive the code from there).
5. Enter your Diné College email address then click *Next*.



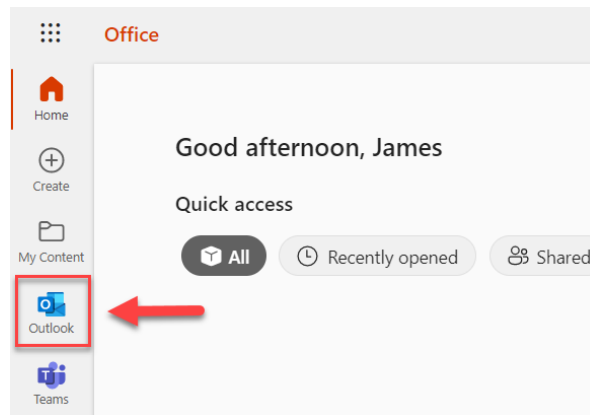
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is a text input field containing the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right is a blue button labeled "Next". Red boxes highlight the input field and the "Next" button.

6. Enter your Diné College password then click *Sign in*.

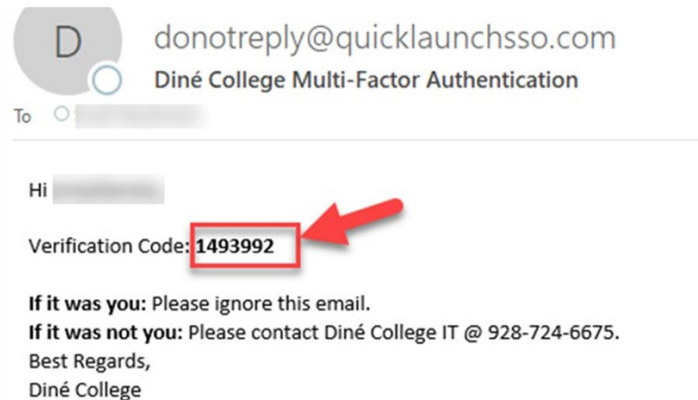


The image shows a Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it is the heading "Enter password". Above the password input field is a back arrow and the email address "jtkirk@dinecollege.edu". The password input field contains the placeholder text "Password". Below the input field is a link: "Forgot my password?". At the bottom right is a blue button labeled "Sign in". Red boxes highlight the email address, the password input field, and the "Sign in" button.

7. Once signed in, click on the *Outlook* icon on the left navigation to open your email.

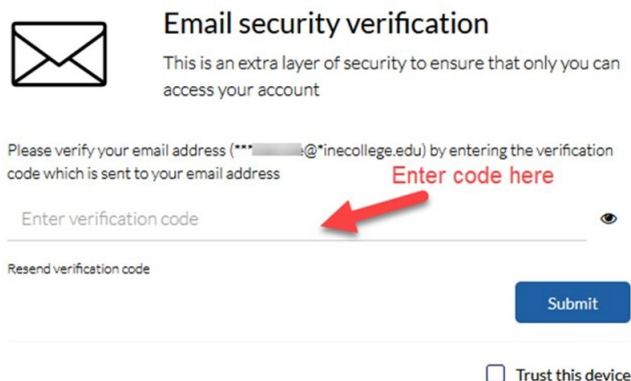


8. Navigate to the email that contains the verification code. Make note of the code. (**Be sure to check the Spam or Junk folders. If do not receive the code after 2-5 minutes, try sending the code again.**)



9. Go back to the verification screen (**it may be on the previous tab in your web browser**).

10. Enter in the verification code you received from your email in step 8.



11. Click *Submit*.

12. Fill in the **required** Security Questions and the answers. Click *Submit* and proceed to step 13.

The screenshot shows the 'Account Recovery Settings' page. At the top, there are four tabs: 'Security Questions', 'Email Recovery', 'Phone Recovery', and 'Authenticator'. The 'Security Questions' tab is selected and highlighted with a red box. Below the tabs, the text reads: 'Set up your security questions and answers to recover your Diné College password.' There are four question-answer pairs, each with a dropdown menu for the question and a text input for the answer. The first question-answer pair is highlighted with a red box. At the bottom, there is a 'Submit' button, also highlighted with a red box.

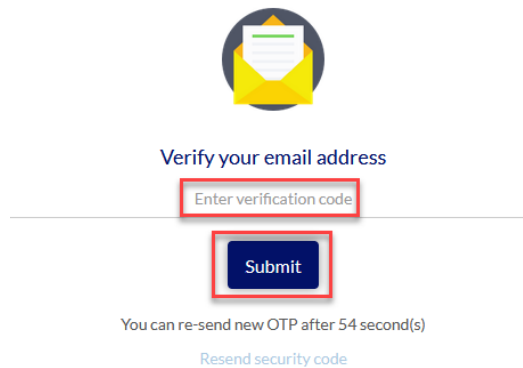
13. The following steps below are **optional (Steps 14-18)**. If you do not wish to setup your Email, Phone, and Authenticator verification methods, please proceed to step 19. Otherwise, proceed to step 14.

Email Recovery (Optional but recommended)

14. Click the Email Recovery tab. Input a personal email address. Click *Verify*. It will send a code to your personal email for verification.

The screenshot shows the 'Account Recovery Settings' page with the 'Email Recovery' tab selected and highlighted with a red box. The text reads: 'Set up your personal email address! You can recover your Diné College password using one of the verified email addresses.' There are two input fields: 'Personal Email Address' and 'Diné College Email Address'. The 'Personal Email Address' field is labeled 'Email Address' and is highlighted with a red box. The 'Diné College Email Address' field contains the email address 'jtkirk@dinecollege.edu' and has a green checkmark next to it. Below the input fields, there is a 'Verify' button, also highlighted with a red box. At the bottom right, there is a 'Go to My Apps' button.

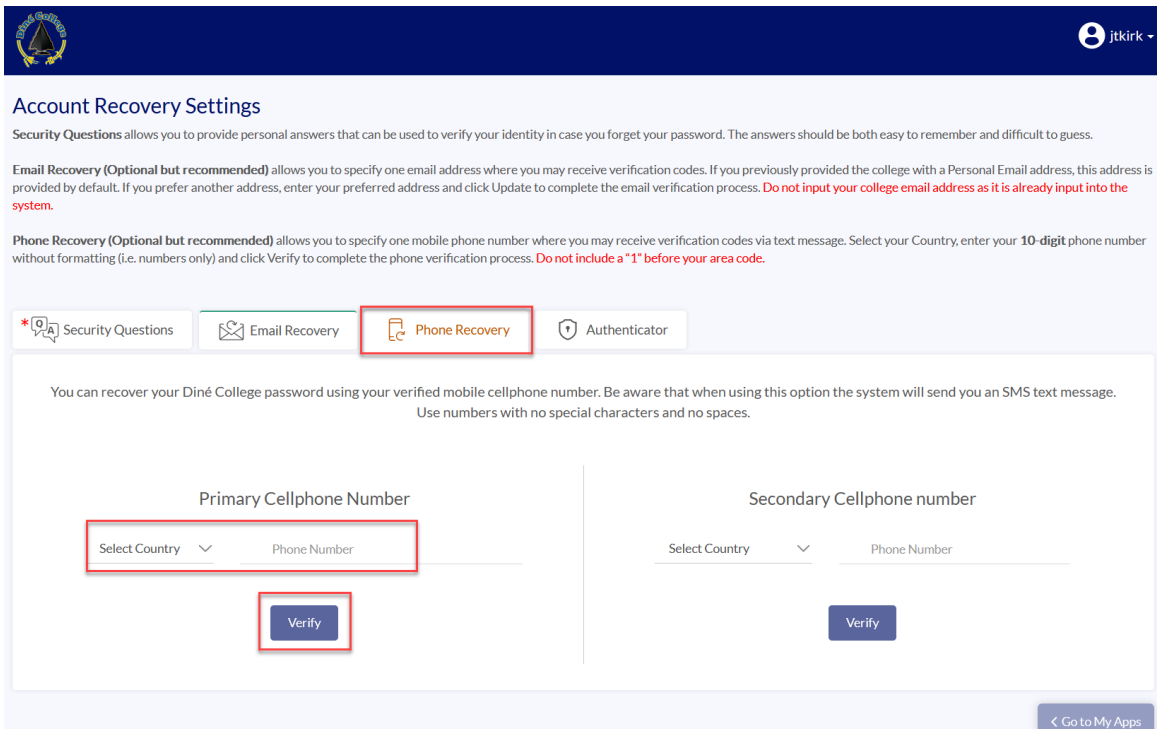
15. Enter the verification code that was sent to your personal email address and click *Submit*.



The image shows a verification form titled "Verify your email address". At the top is a yellow envelope icon with a white document inside. Below the icon is the title "Verify your email address". Underneath is a text input field with the placeholder text "Enter verification code". Below the input field is a blue "Submit" button. At the bottom of the form, there is a message: "You can re-send new OTP after 54 second(s)" followed by a blue link that says "Resend security code".

Phone Recovery (Optional but recommended)

16. Click on the Phone Recovery tab. Enter in a cellphone number that can receive text messages and select the country (e.g. *United States*). Click *Verify* and it will send you a text message with the required code.



The image shows a screenshot of the "Account Recovery Settings" page. At the top left is the Diné College logo. At the top right is a user profile icon labeled "jtkirk". The main heading is "Account Recovery Settings". Below the heading is a paragraph about "Security Questions". Then there is a paragraph about "Email Recovery (Optional but recommended)". Below that is a paragraph about "Phone Recovery (Optional but recommended)".

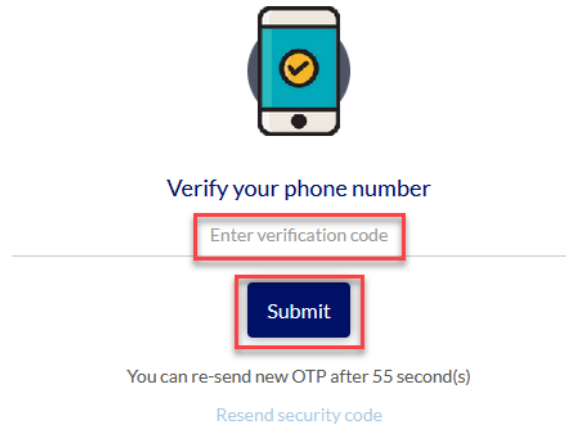
At the bottom of the page, there are four tabs: "Security Questions", "Email Recovery", "Phone Recovery", and "Authenticator". The "Phone Recovery" tab is selected and highlighted with a red border.

Below the tabs, there is a text block: "You can recover your Diné College password using your verified mobile cellphone number. Be aware that when using this option the system will send you an SMS text message. Use numbers with no special characters and no spaces."

There are two columns for entering phone numbers. The left column is titled "Primary Cellphone Number" and contains a "Select Country" dropdown menu, a "Phone Number" input field, and a blue "Verify" button. The right column is titled "Secondary Cellphone number" and contains a "Select Country" dropdown menu, a "Phone Number" input field, and a blue "Verify" button.

At the bottom right of the page, there is a blue button that says "Go to My Apps".

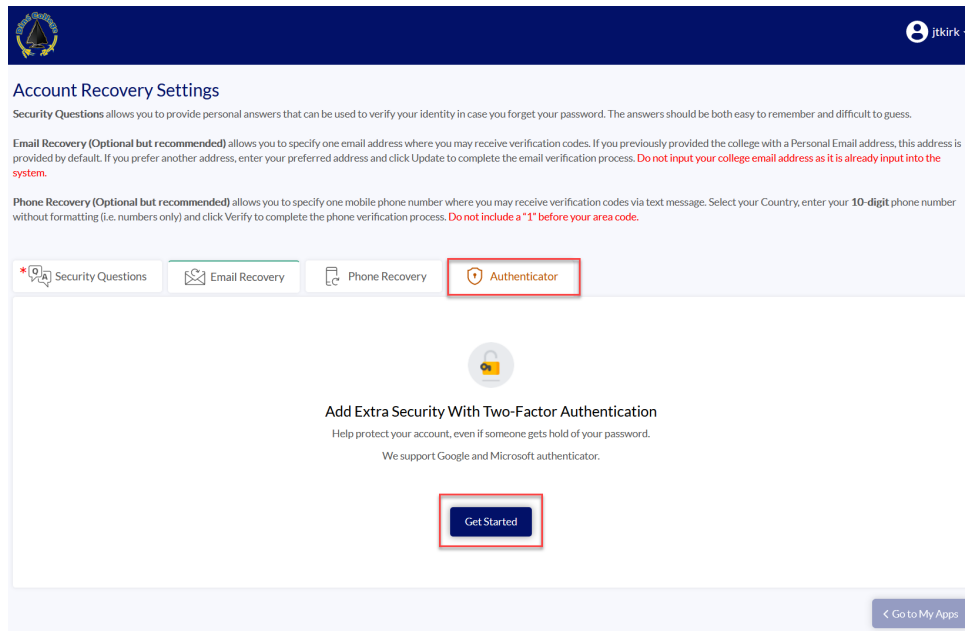
17. Enter in the verification code that was sent to your phone via text message and click *Submit*.



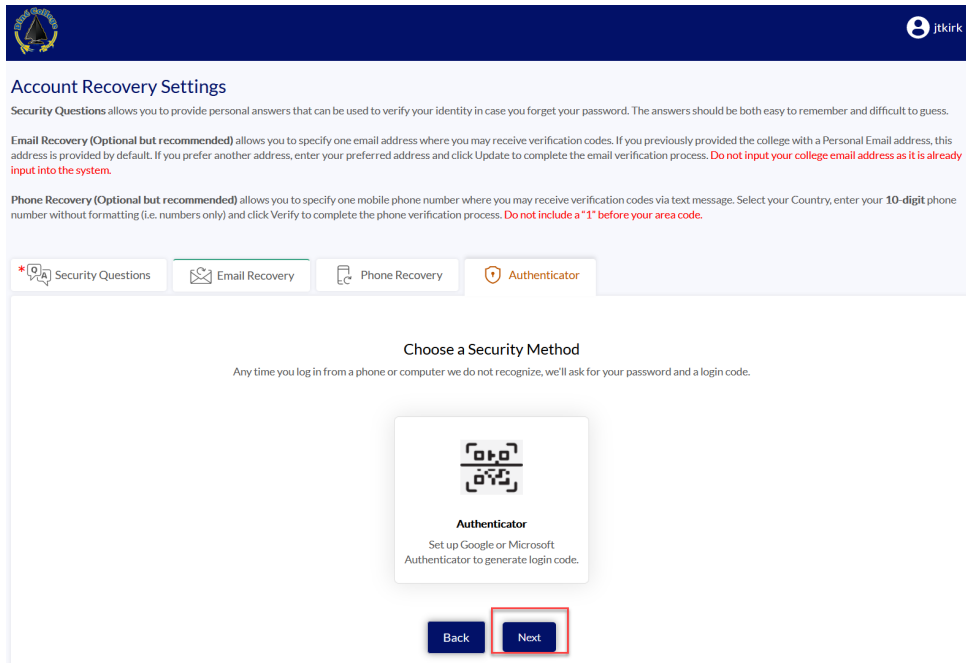
Authenticator (Optional Steps a-d)

18. Click on the Authenticator tab. Here you are able to setup an Authenticator App with the account. If you don't want this setup, skip to step 19. Click *Get Started*.

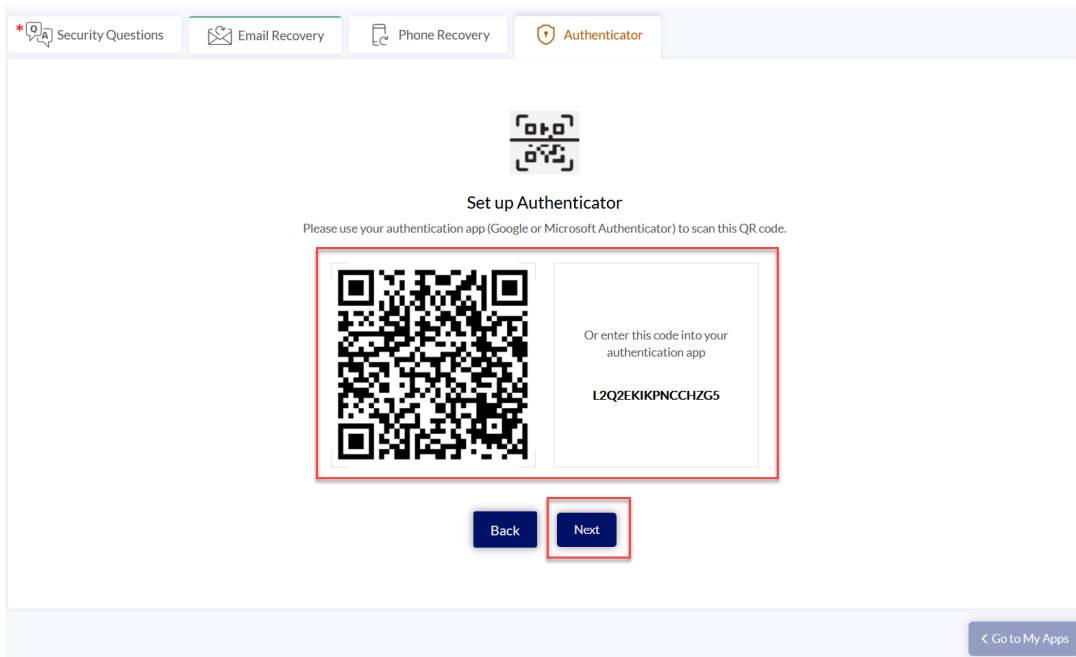
Apps that can used for Authenticator option: Google Authenticator, Microsoft Authenticator. These can be downloaded from your app store on your mobile device. (Android or iOS)



a. Click on *Next*.



b. Scan the QR code or enter the following code into the Authenticator App.



- c. Once the Authenticator App is connected it will give you a code. Enter the code here and click “Register Authenticator”.

Security Questions | Email Recovery | Phone Recovery | Authenticator



Enter Confirmation Code

Please enter the confirmation code you see on your authentication app

1 2 3 4 5 6

Back Register Authenticator

[Go to My Apps](#)



- d. You will get a confirmation message. Your App was setup successfully!

Security Questions | Email Recovery | Phone Recovery | Authenticator

Authenticator registered successfully

Authenticator

Any time you log in from a phone or computer we do not recognize, we'll ask for your password and a login code.

Authenticator
Set up Google or Microsoft Authenticator to generate login code.

De-register Authenticator

[Go to My Apps](#)

19. Once you complete all the verification methods of your choice they will show as **green** at the top of each tab. **Some tabs may not be green, depending on which methods you have setup.** Click on **Go to My Apps** located at the bottom right corner.

Account Recovery Settings

Security Questions allows you to provide personal answers that can be used to verify your identity in case you forget your password. The answers should be both easy to remember and difficult to guess.

Email Recovery (Optional but recommended) allows you to specify one email address where you may receive verification codes. If you previously provided the college with a Personal Email address, this address is provided by default. If you prefer another address, enter your preferred address and click Update to complete the email verification process. **Do not input your college email address as it is already input into the system.**

Phone Recovery (Optional but recommended) allows you to specify one mobile phone number where you may receive verification codes via text message. Select your Country, enter your **10-digit** phone number without formatting (i.e. numbers only) and click Verify to complete the phone verification process. **Do not include a "1" before your area code.**

* Security Questions Email Recovery Phone Recovery Authenticator

Set up your security questions and answers to recover your Diné College password.

Q	What is your favorite food?	▼
A	test	
Q	What were the last four digits of your childhood telephone number?	▼
A	test	
Q	What is your mother's date of birth? (mm/dd)	▼
A	test	
Q	Who is your childhood sports hero?	▼
A	test	

[Submit](#)

[Go to My Apps](#)

20. You are done! You have setup the Multi-Factor Authentication methods for your account.