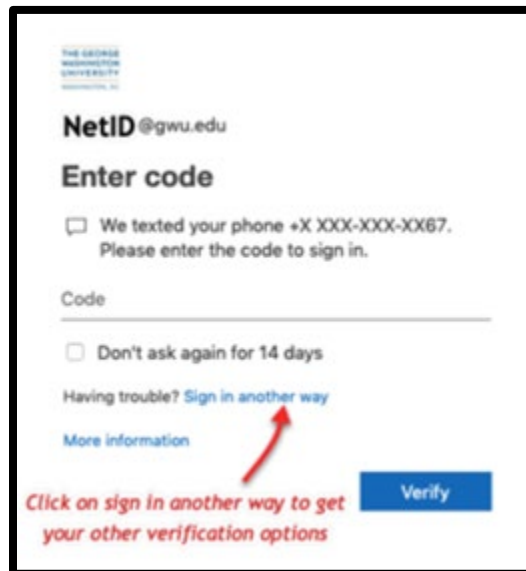


Modify Two-Step Authentication Settings with Microsoft

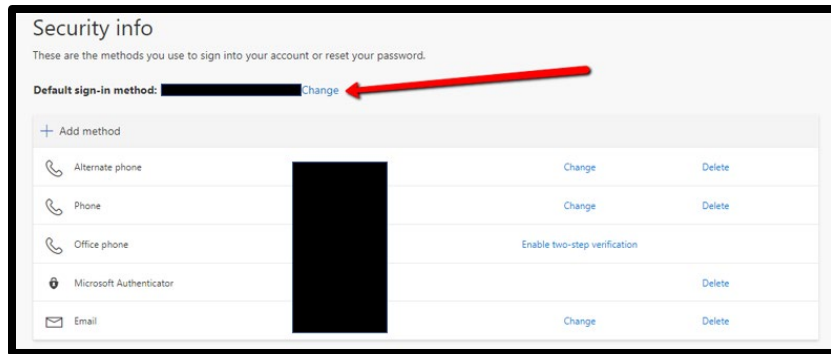
Some important things to note before you get started

- If this is your first time setting up your 2SA, visit the initial setup knowledge article
- **It is recommended that you configure multiple authentication methods, in the event there is an issue with one method, you can utilize an alternate method to sign-in**
- After setup, the code in the Authenticator App will automatically generate every 30 seconds
- If your mobile device doesn't support the application and you are traveling out of the country, **you can add your international number as a second number under alternate authentication phone**. This way you can be ready once you arrive at your destination
- The "Use verification code from app" method will always work even if your mobile device has no data plan or cellular coverage
- You will be able to switch between devices and applications as long as you are connected to the Internet via WIFI (if more than one 2SA method is setup) by clicking on "Sign in another way" from the screen shown below

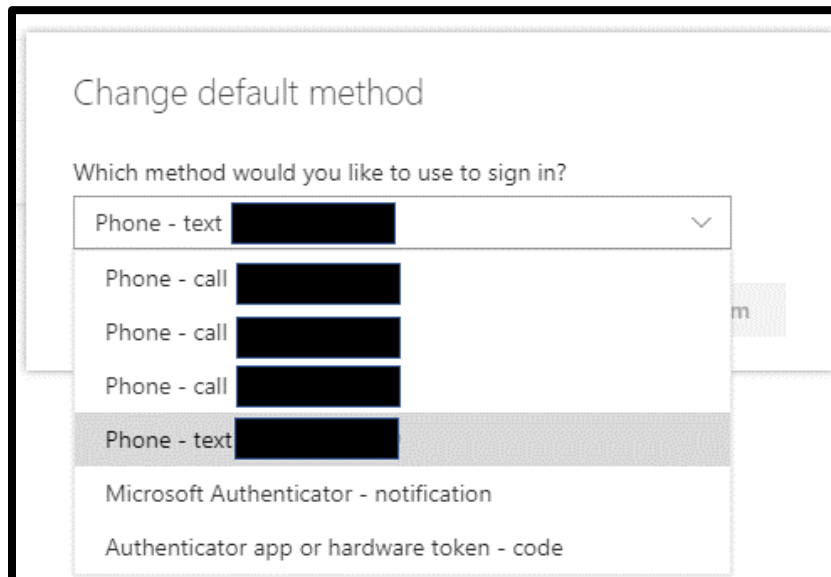


Change your Default Method

1. Go to <https://go.gwu.edu/TwoStepAuthentication> to access your 2SA method information
2. Click **Change** beside the Default sign-in method text



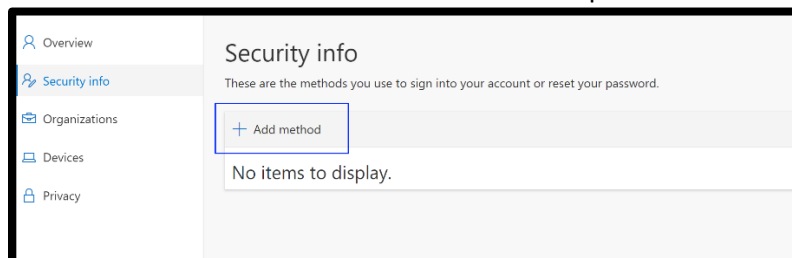
3. On the **Change default method** page, select the method you would like to use to sign in



4. Click **Confirm**

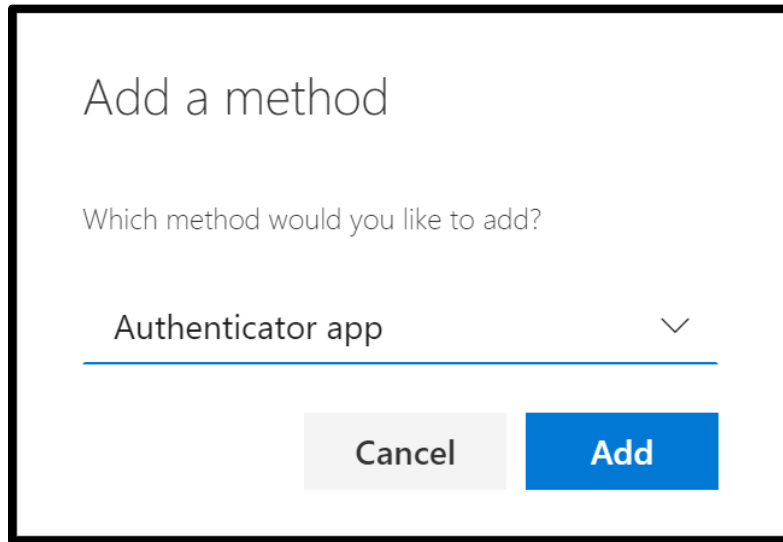
Adding Additional 2SA Methods

1. Go to <https://go.gwu.edu/TwoStepAuthentication> to access your 2SA method information
2. Click **+ Add Method** and select the method to add in the presented overlay

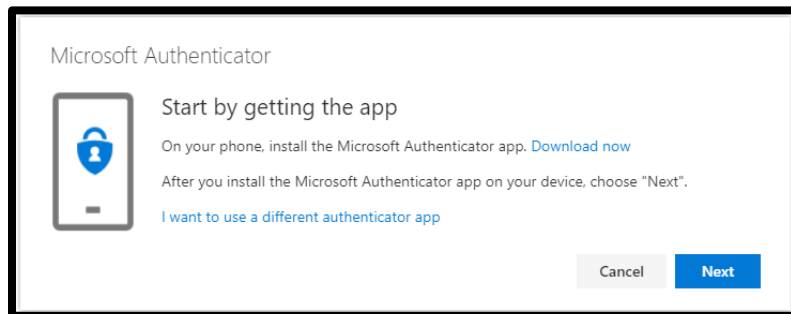


Authenticator App (Preferred Method)

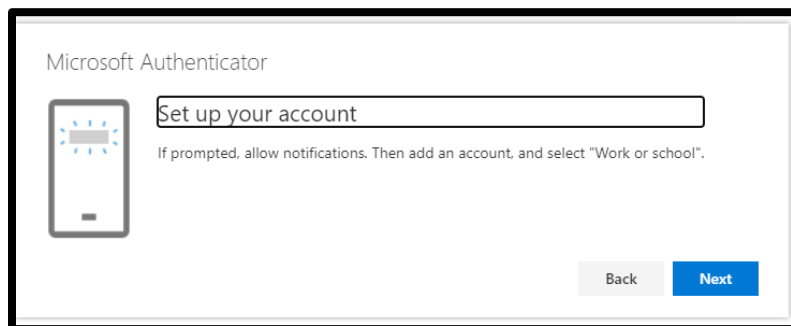
1. On the **Add a method** page, select **Authenticator app** from the drop-down list, and then select **Add**



2. On the **Start by getting the app** page, select **Download now** to download and install the Microsoft Authenticator app on your mobile device, and then click **Next**

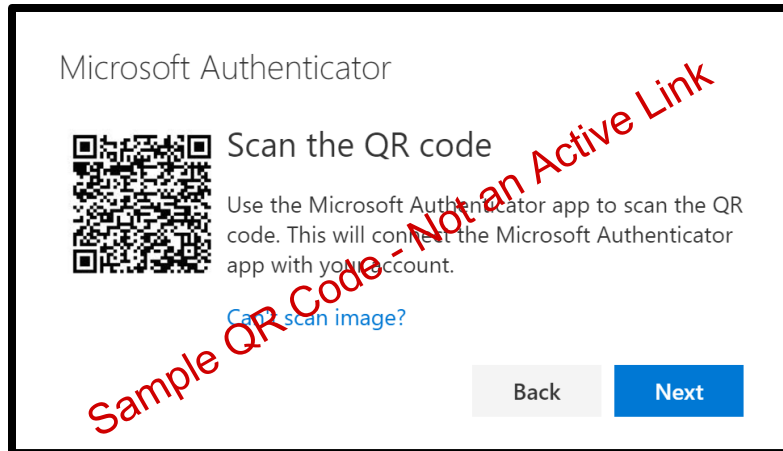


3. Remain on the **Set up your account** page while you set up the Microsoft Authenticator app on your mobile device



4. Open the Microsoft Authenticator app, select to allow notifications (if prompted), select **Add account** from the **Customize and control** icon on the upper-right, and then select **Work or school account**
5. Return to the **Set up your account** page on your computer, and then select **Next**

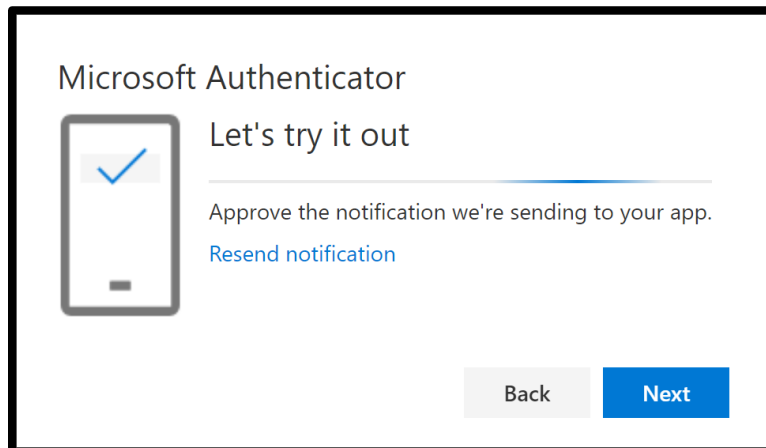
6. The **Scan the QR code** page appears



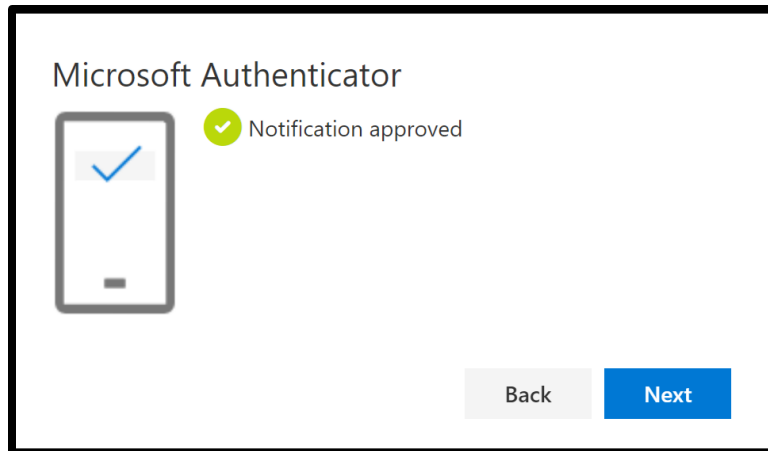
7. Scan the provided code with the Microsoft Authenticator App QR code reader, which appeared on your mobile device after you created your work or school account

The authenticator app should successfully add your work or school account without requiring any additional information from you. However, if the QR code reader can't read the code, you can select the **Can't scan the QR code link** and manually enter the code and URL into the Microsoft Authenticator app.

8. Select **Next** on the **Scan the QR Code** page on your computer. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account

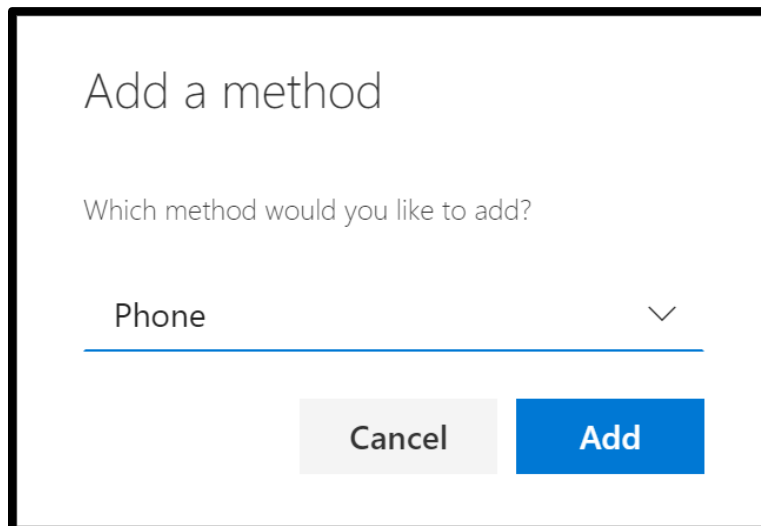


9. Approve the notification in the Microsoft Authenticator app, then select **Next**



SMS Text

1. On the **Add a method** page, select **Phone** from the drop-down list, and select **Add**



2. On the **Phone** page, type the phone number for your mobile device, choose **Text me a code**, and then select **Next**

Phone

Which phone number would you like to use?

+1 1234567890

Call me

Text me a code

Cancel Next

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) Enter phone number

United States (+1)

Afghanistan (+93)

Albania (+355)

Algeria (+213)

American Samoa (+1684)

Andorra (+376)

Angola (+244)

Anguilla (+1264)

Next

3. Type the code sent to you through text message to your mobile device, and then select **Next**

Phone

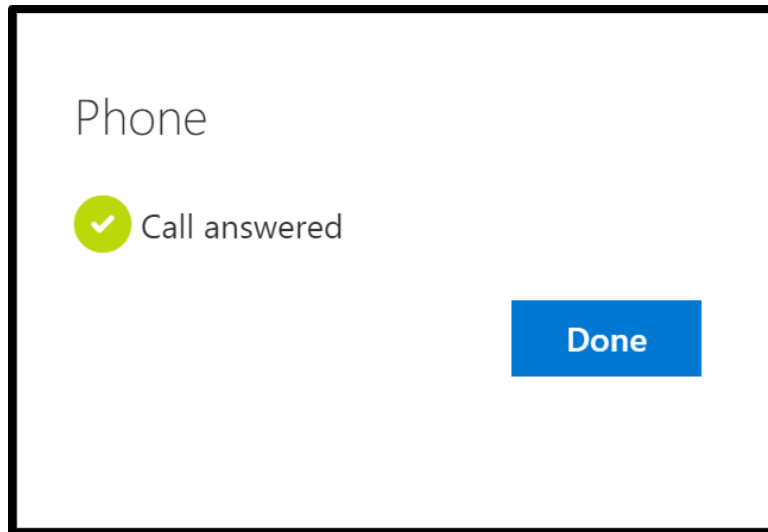
We just sent a code to +1 1234567890

Enter code

Resend code

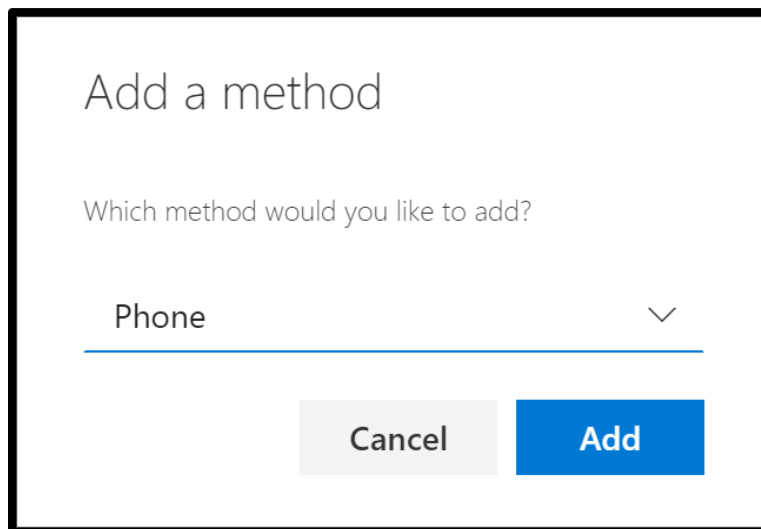
Back Next

4. The page changes to show your success



Phone Call

1. On the **Add a method** page, select **Phone** from the drop-down list, and select **Add**



2. On the **Phone** page, type the phone number for your mobile device, choose **Call me**, and then select **Next**

Phone

Which phone number would you like to use?

+1 1234567890

Call me

Text me a code

Cancel Next

3. Answer the verification phone call, sent to the phone number you entered, and follow the instructions.
4. The page changes to show your success

Phone

Call answered

Done

For any additional instructions or assistance please contact the IT Support Center at 202-994-4948