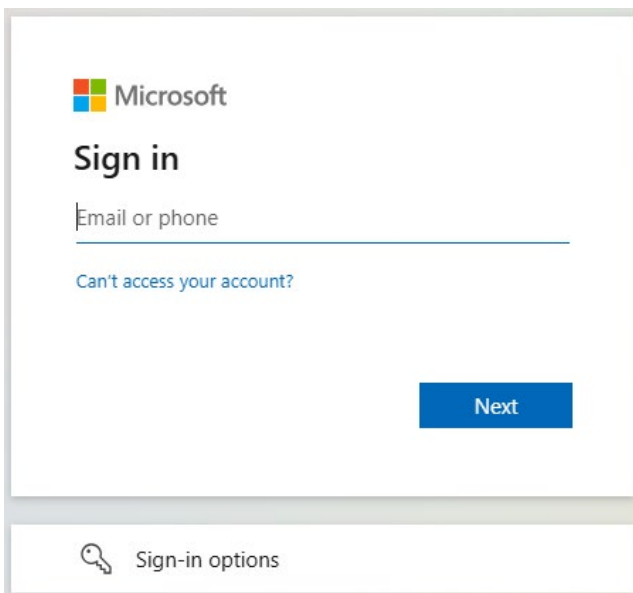
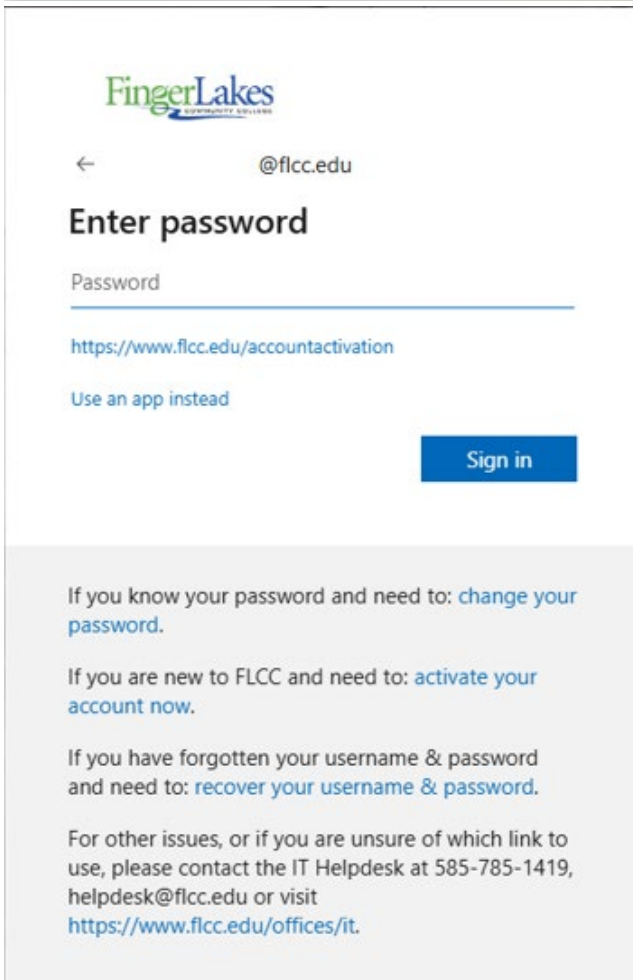


## ADD ADDITIONAL MULTIFACTOR AUTHENTICATION METHOD

1. Open a browser of your choosing, i.e., Chrome, Edge, Safari, and navigate to ***mysignins.microsoft.com***  
Sign in using your FLCC email address and password. When prompted to authenticate use the primary method you have set up previously.



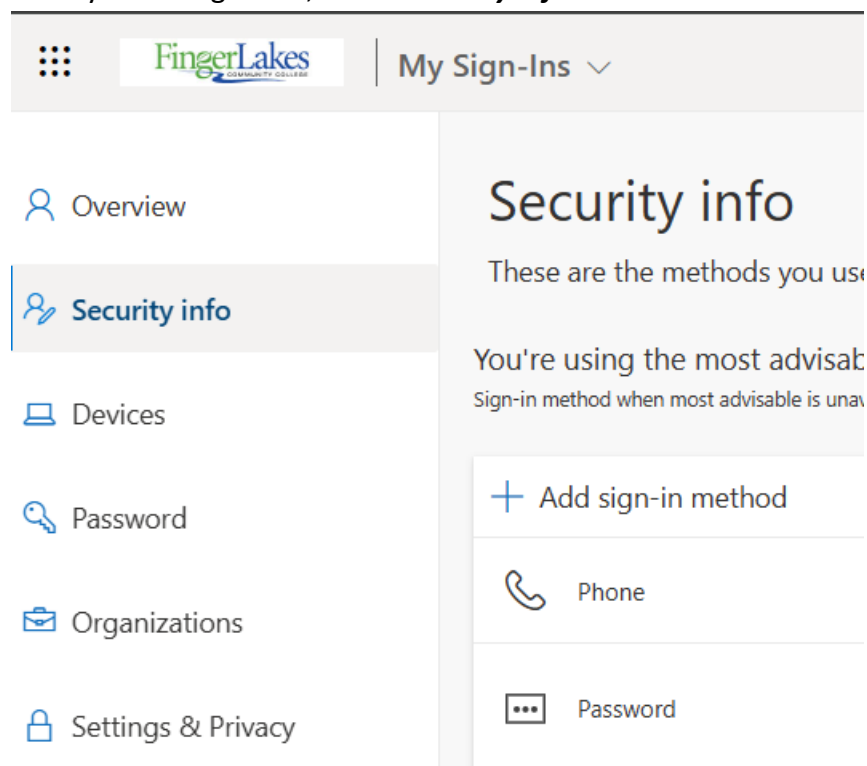
The image shows the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field labeled "Email or phone". Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button labeled "Next". Below the main sign-in area is a section titled "Sign-in options" with a key icon.



The image shows the FingerLakes account activation page. At the top is the FingerLakes logo. Below it is a back arrow and the text "@flcc.edu". The main heading is "Enter password". There is a text input field labeled "Password". Below the input field is a link that says "https://www.flcc.edu/accountactivation". Below that is a link that says "Use an app instead". At the bottom right is a blue button labeled "Sign in". Below the main sign-in area is a grey box containing the following text: "If you know your password and need to: [change your password.](#)" "If you are new to FLCC and need to: [activate your account now.](#)" "If you have forgotten your username & password and need to: [recover your username & password.](#)" "For other issues, or if you are unsure of which link to use, please contact the IT Helpdesk at 585-785-1419, [helpdesk@flcc.edu](mailto:helpdesk@flcc.edu) or visit <https://www.flcc.edu/offices/it>."

## ADD ADDITIONAL MULTIFACTOR AUTHENTICATION METHOD

2. Once you are signed in, select **Security Info** from the side bar.



3. Select **Add sign-in method**



## ADD ADDITIONAL MULTIFACTOR AUTHENTICATION METHOD

4. Select the type of method you would like to add and follow the prompts.

### Add a sign-in method



#### Passkey in Microsoft Authenticator

Sign in with your face, fingerprint, PIN



#### Security key

Sign in using a USB, Bluetooth, or NFC device



#### Microsoft Authenticator

Approve sign-in requests or use one-time codes



#### Hardware token

Sign in with a code from a hardware token



#### Alternate phone

Get a call to sign in with a code



#### Office phone

Get a call to sign in with a code



#### Security questions

Answer these to reset your password