

COMPLETE REGISTRATION FOR O365 SSPR and MFA

Created By: Technology Services

Self Service Password Reset (SSPR) Enrollment Guide and Multifactor Factor Authentication.

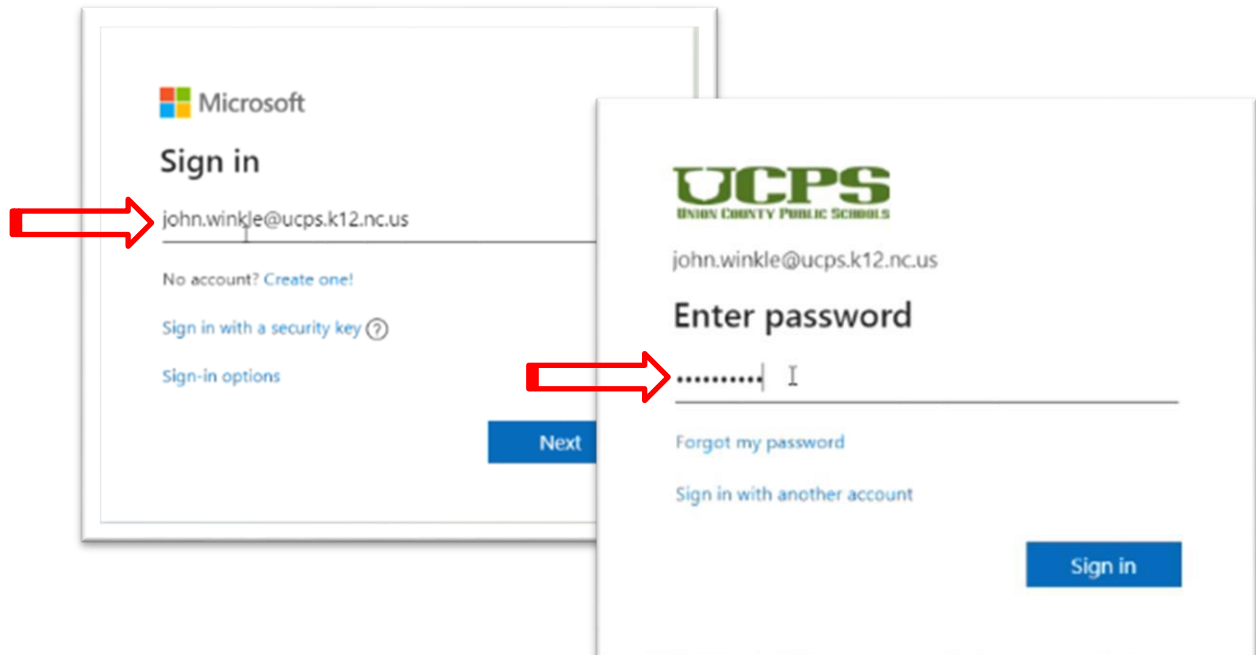
This guide is intended to aid and serve as a how-to for all users as they are enrolled in Self Service Password Reset (SSPR) and then will enable Multifactor Authentication (codes sent to phone or email). All district users will have this turned on for them automatically. After the initial enrollment settings can be modified by visiting the [Microsoft My Account](#) page under Security Info and you will be prompted for entering code with online Microsoft applications.

Navigate to Microsoft.com

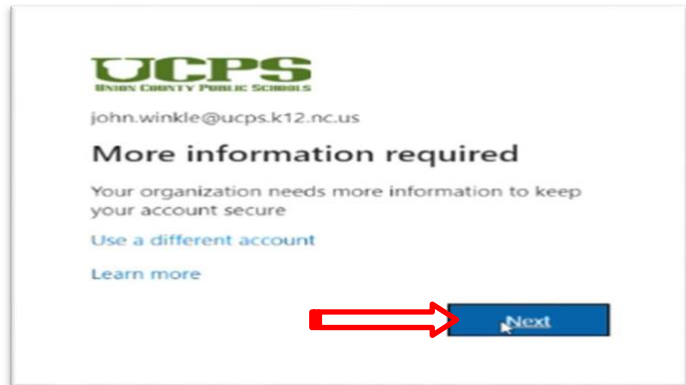
1. Click **Sign in**



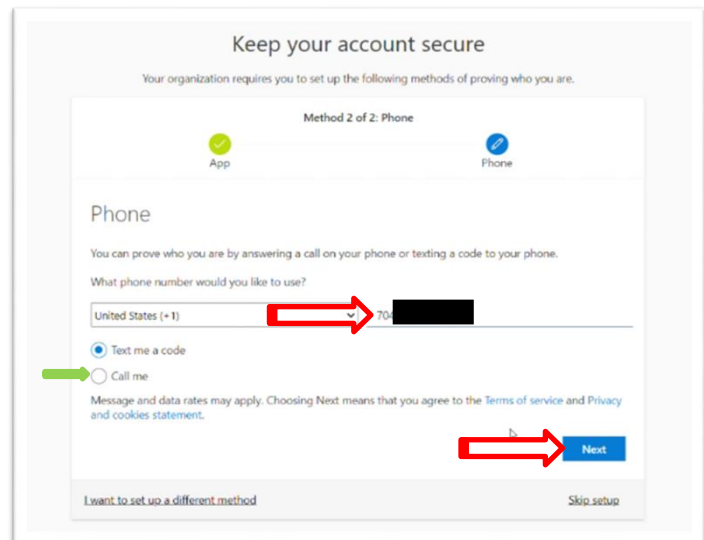
2. Enter your UCPS **username@ucps.k12.nc.us**
3. Enter your UCPS **password**



4. This prompt will now be displayed.
 - a. Click **Next**



5. The default method is to 'Text me a code' this can be changed to 'Call me' and a code will be given verbally.
 - a. **Enter a phone number**



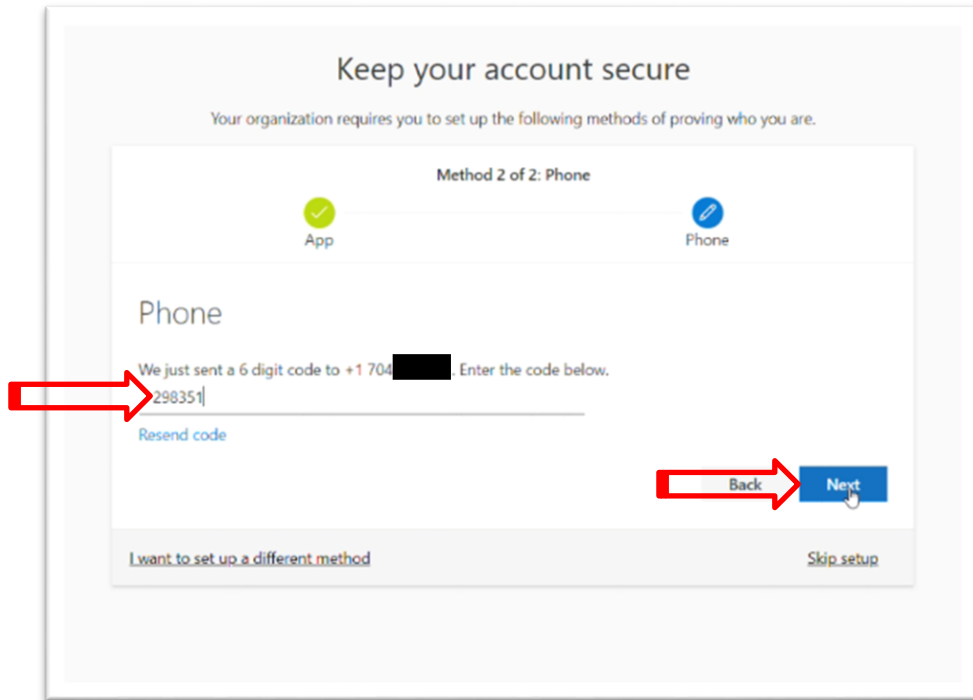
- b. Click **Next**

6. Retrieve the verification code that was sent to the phone number.

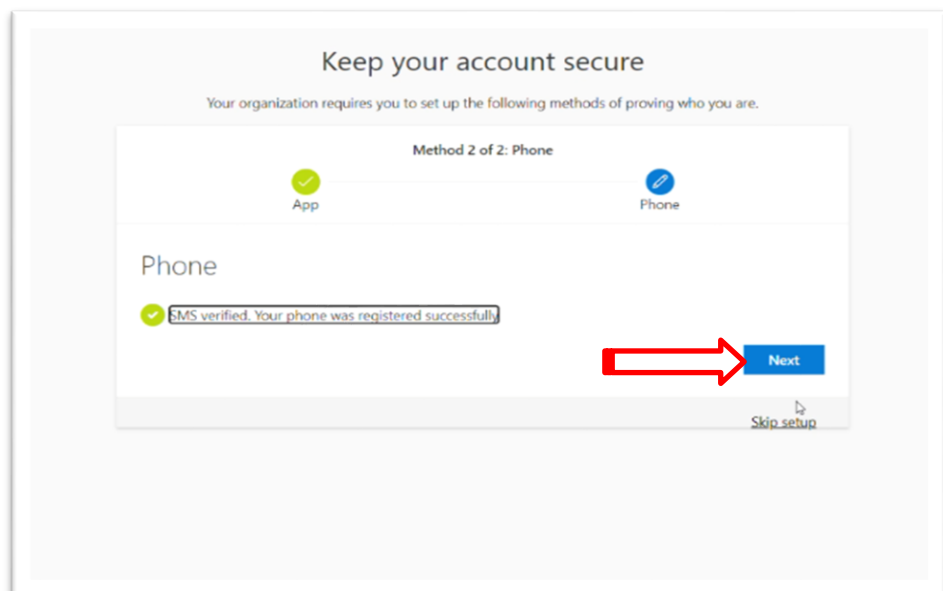


Enter the 6 digit code sent to the phone number via text or voice call.

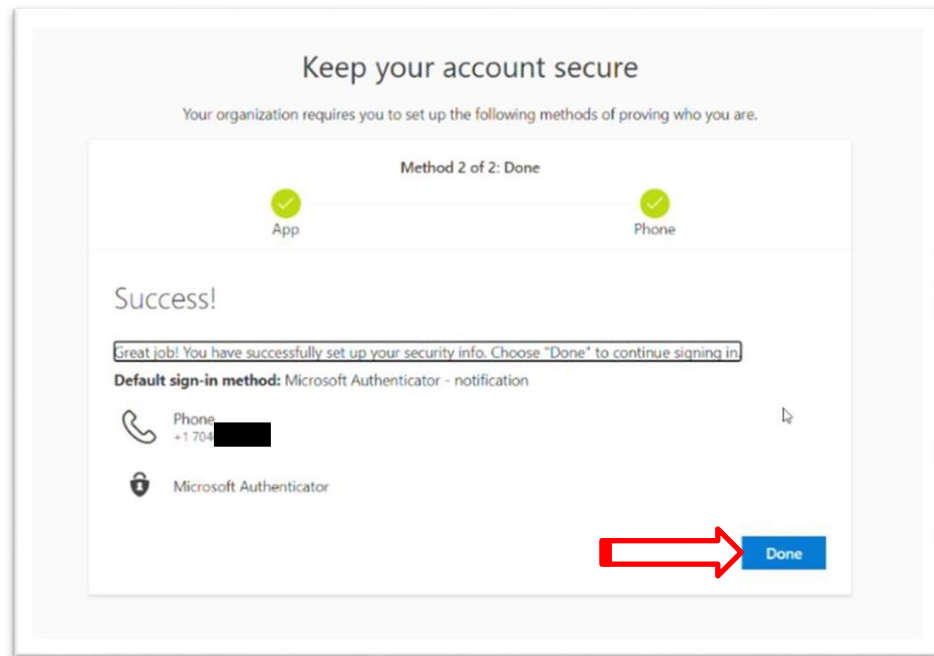
- a. Click **Next**



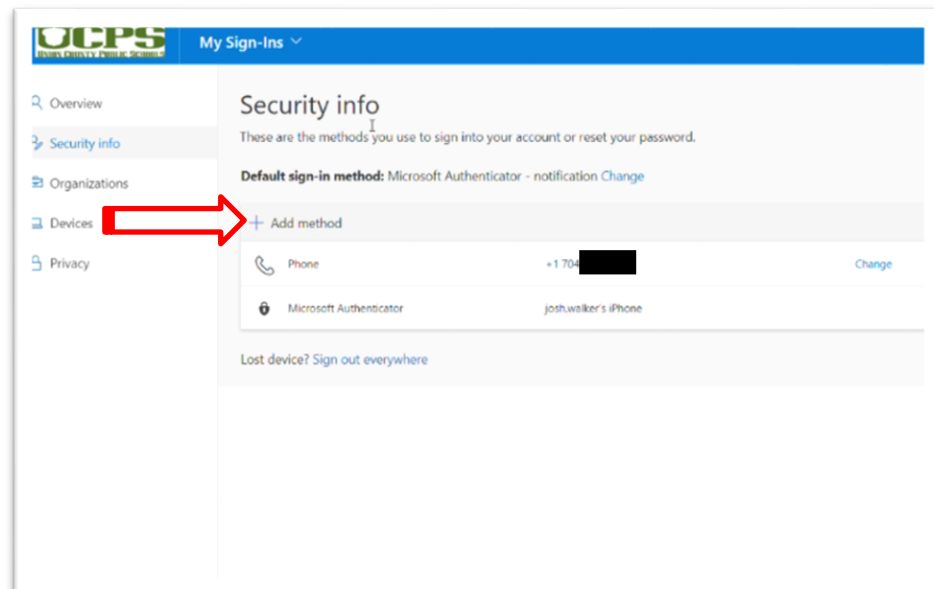
- 7. Click **Next** to complete the setup



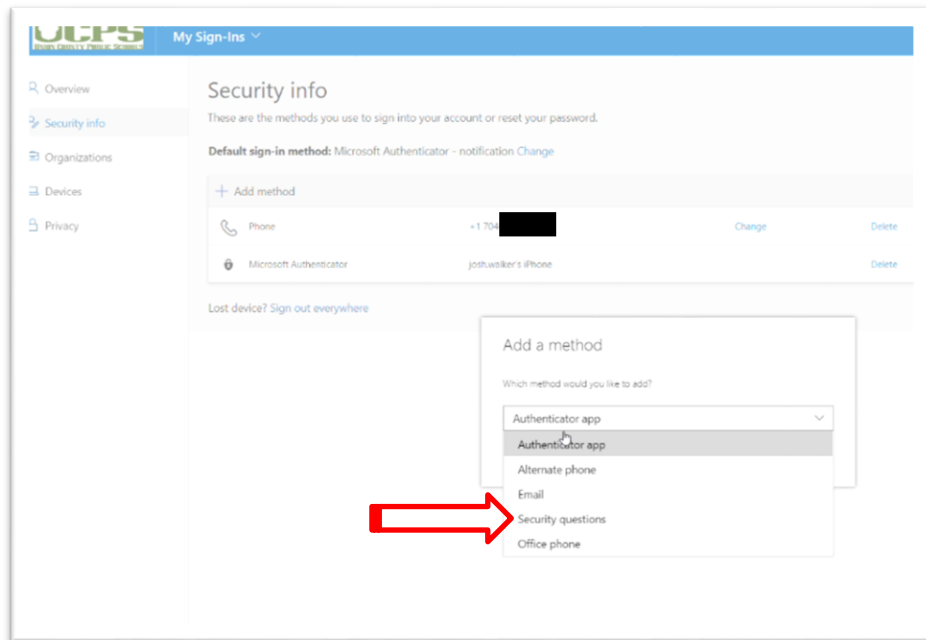
Setup is now complete. Click **Done**.



8. Additional methods for recovery can be added after this initial setup is completed.
 - a. [Visit the My Account page](#) to add these additional methods.
9. Click **+ Add method**.

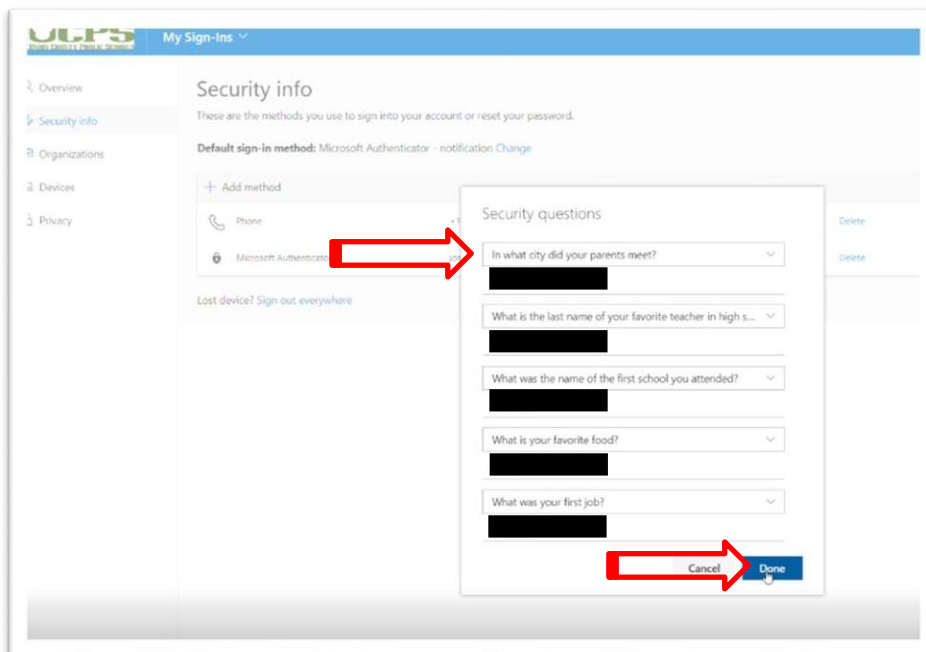


10. Select **Security Questions**

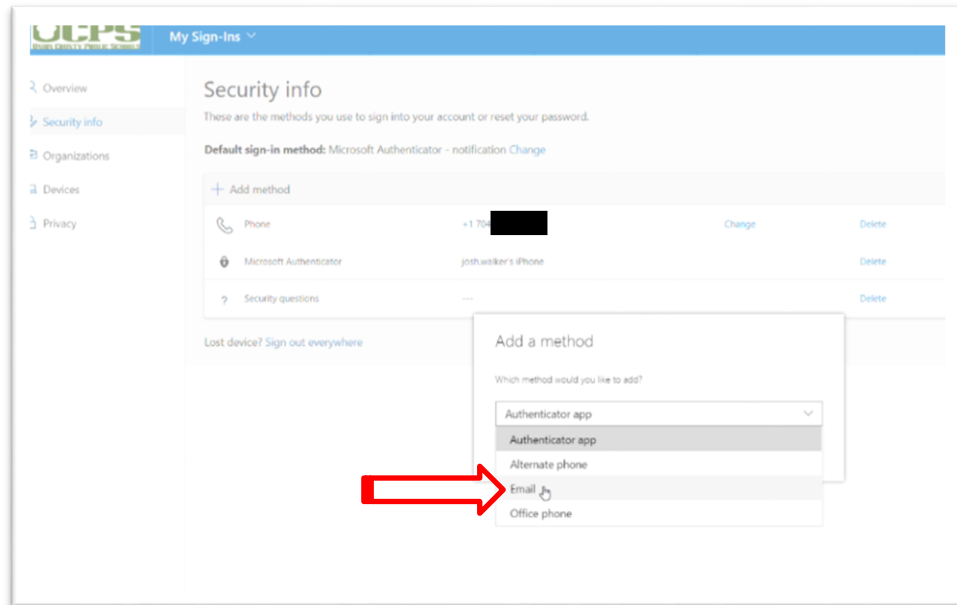


11. Select Security questions and then enter the answers.

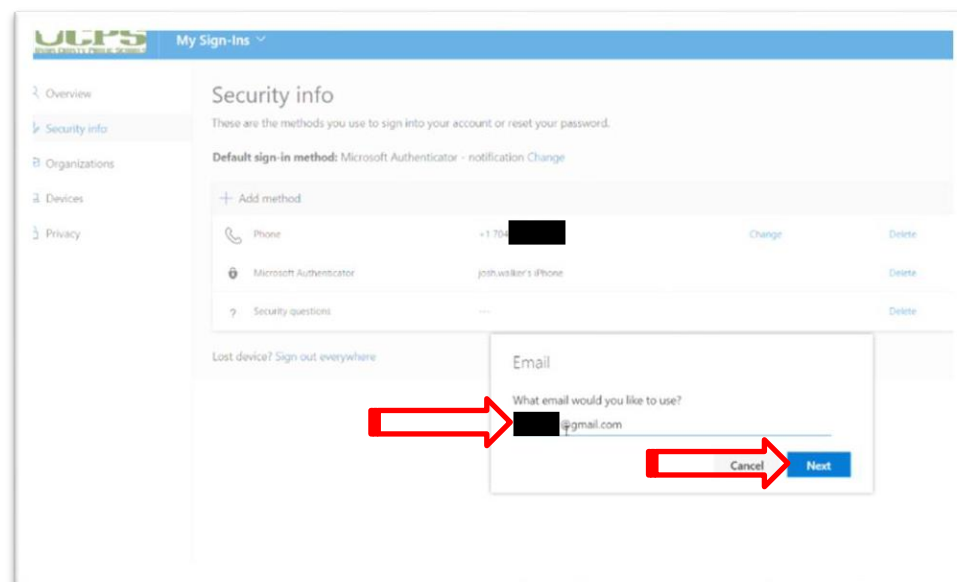
- a. No question can have the same answer. All answers must be unique.
- b. Click **Done**



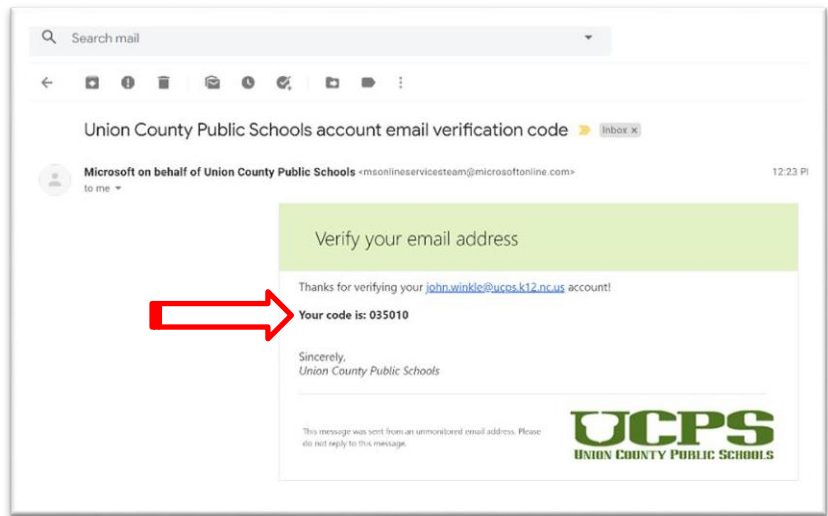
- 12. Click **+ Add method**
 - a. Select **Email**



- 13. Enter your **personal email address**.
 - a. Click **Next**
 - b. A code will be sent to that email address.

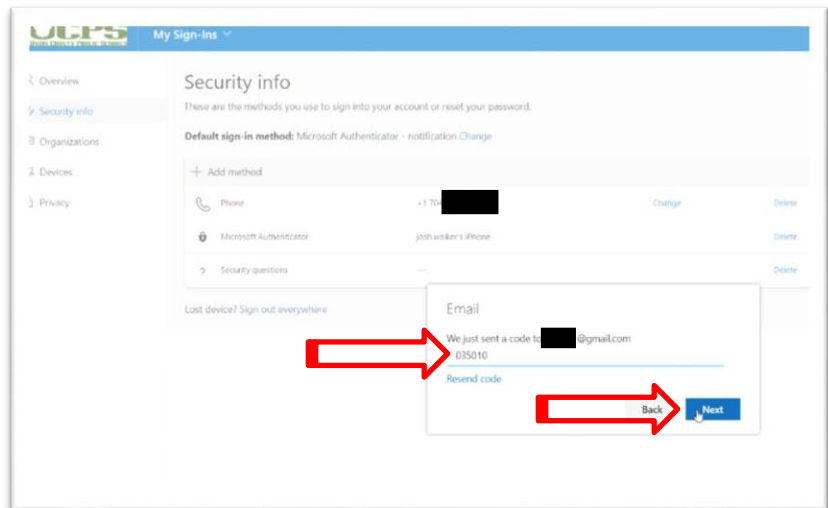


14. Sign in to the email address to **retrieve the code**.



15. **Enter the code**.

a. Click **Next**



16. Additional Methods are now setup and MFA codes will need to entered for email, Office 365, and Microsoft platforms.

17. [Microsoft Trouble Shooting Tips](#) can be found [here](#).

18. If you have any questions or problems, please [contact the Help Desk](#)