# MFA (Multi-factor authentication) instructions using Microsoft authentication phone (Alumni/Retirees Only)
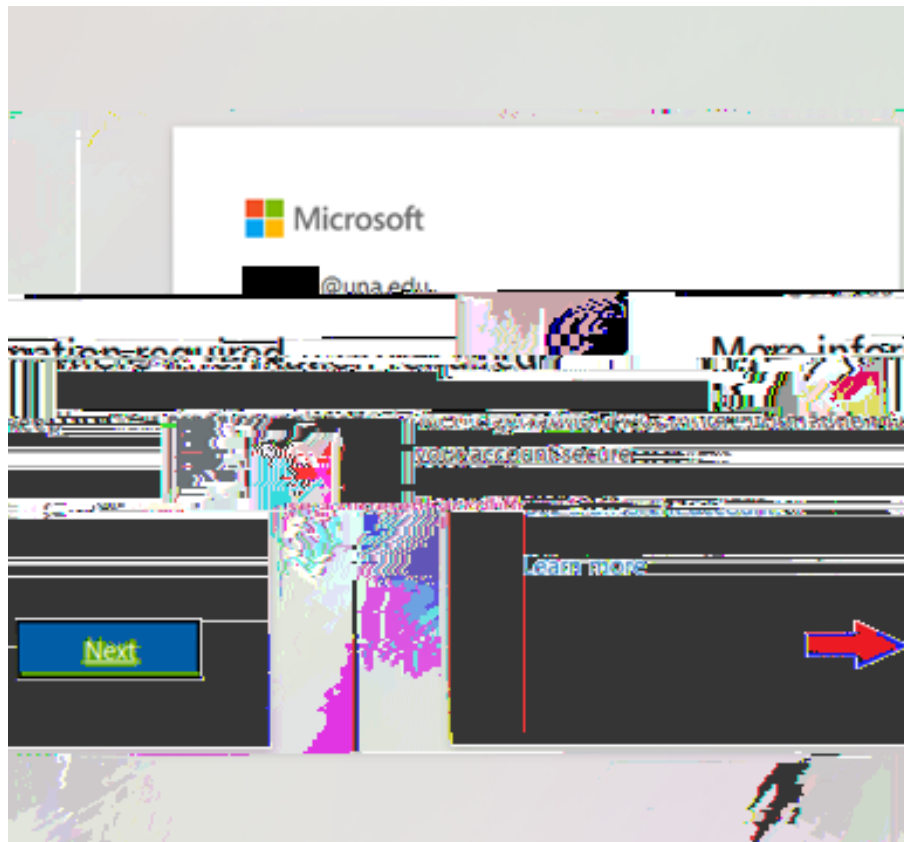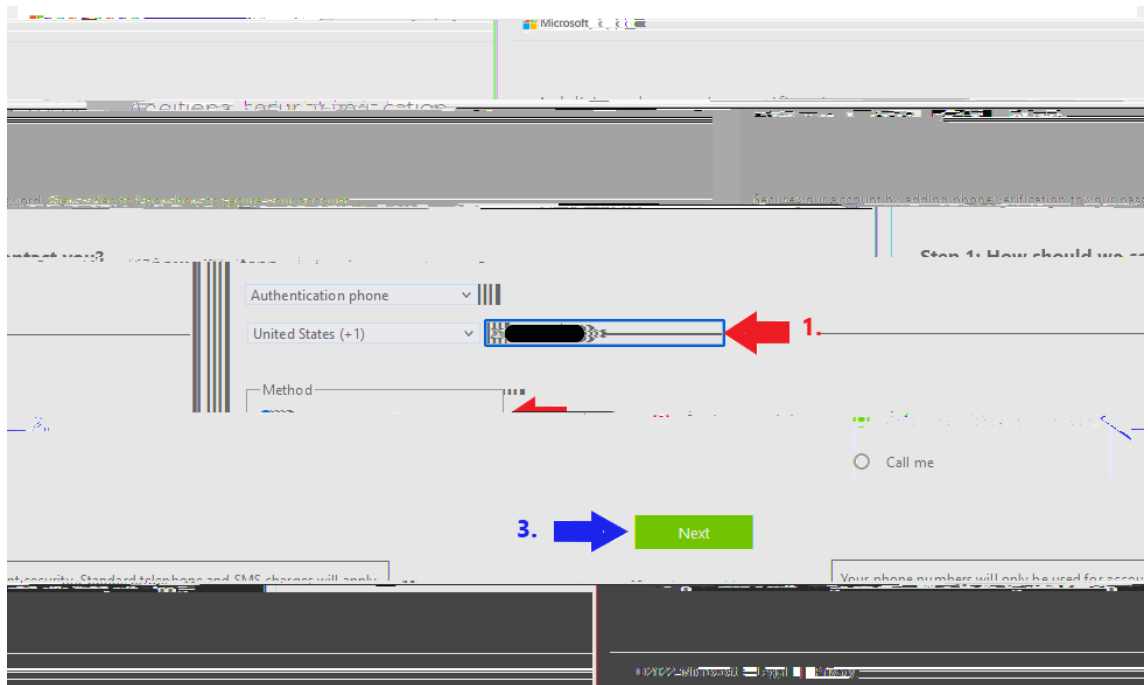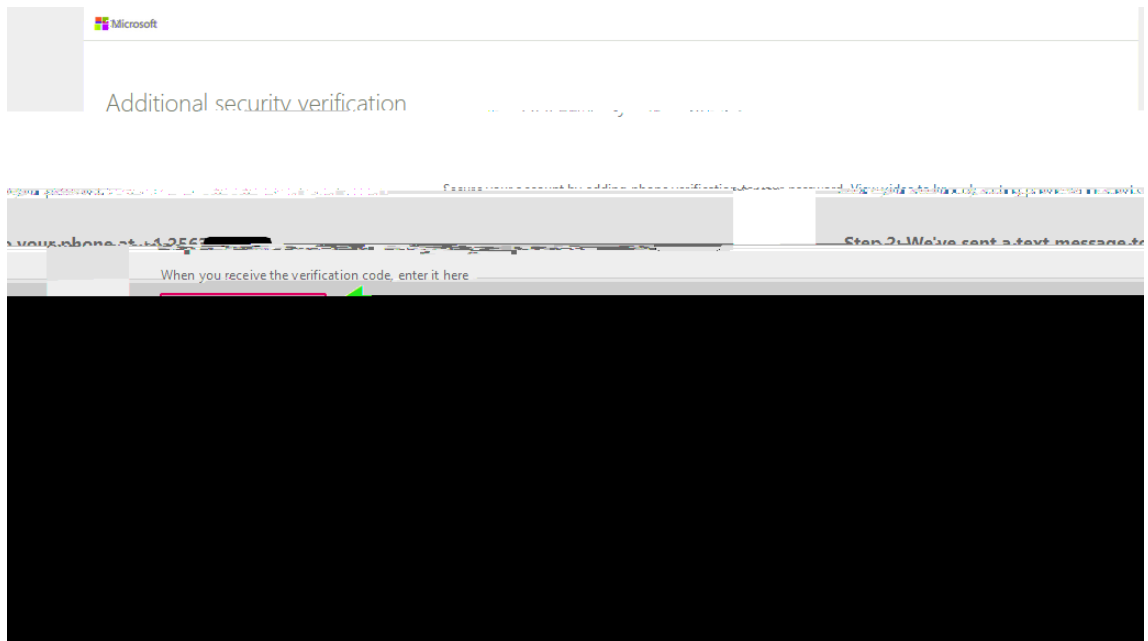
1. Go to https://office.com/una.edu and sign using your UNA username and password.

2. Upon sign in, you will see the following screen that will start the setup process for the multi-factor authentication. Click Next.

3. For Step 1, enter your phone number, then click the radio button "Send me a code by text message", then click on Next.



4. You should momentarily receive a text with a 6-digit verification code. Enter the code and then click the Verify button.

5. If you entered the code correctly, you should see "Verification Successful!" Click Done.