



MULTI-FACTOR AUTHENTICATION REGISTRATION

Welcome to The Cooper Union!

To access your Office 365 (O365) online cloud services, you are required to set up multi-factor authentication by downloading and installing the Microsoft Authenticator app to your mobile device.

Multi-factor authentication (MFA) is a method to better secure your email account and access to your O365 account by adding verification steps to prove your identity. This additional security comes from having to APPROVE the sign-ins to your accounts using a mobile device. This way, if a hacker has somehow managed to get your password, they will not be able to access your email or O365 account, since they will not have your mobile device to approve the sign-in.

The Microsoft Authenticator app can be used for two different types of MFA, verification code or receive notification.

- If you use the verification code option, the MFA won't use the phone network or internet on your phone. This is ideal if you frequently travel abroad. You will need to click on the mobile app to retrieve the code each time you sign in.
- With the receive notification option, MFA requires a phone or internet signal to work. You will receive a pop-up notification on your phone to approve or deny access. You may wish not to use this option, unless you have a local SIM card and data plan.

How to complete the MFA registration process:

Sign in to <https://portal.office.com> with your Cooper email and password which has been provided to you through the [applicant portal](#). Follow the prompts to set up MFA.

Example of MFA screen:

Keep your account secure

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

Cooper IT advises using the Microsoft Authenticator Mobile app as it is more secure and will also work abroad with 'use verification code' as the authentication method.

You can select 'I want to set up a different method' and choose phone as an alternative to the Mobile app. However, if you plan to travel outside of the US you will need to switch to using the mobile app so that you can avoid any email access disruption. You can switch your authentication method at any time before traveling:

https://cooper.edu/sites/default/files/uploads/assets/IT/Managing_your_MFAsetup.pdf

After you complete the registration process you will be able to access Outlook web email and Office online applications.

[Outlook Email Web version](#)

[Change your O365 password](#)

[OneDrive Cloud Storage](#)

Going forward, please ensure you keep your mobile phone charged and accessible so that you can access these services when needed.

If you do not have a mobile device or are unable to set up the authentication application, please reach out to itsupport@cooper.edu.