

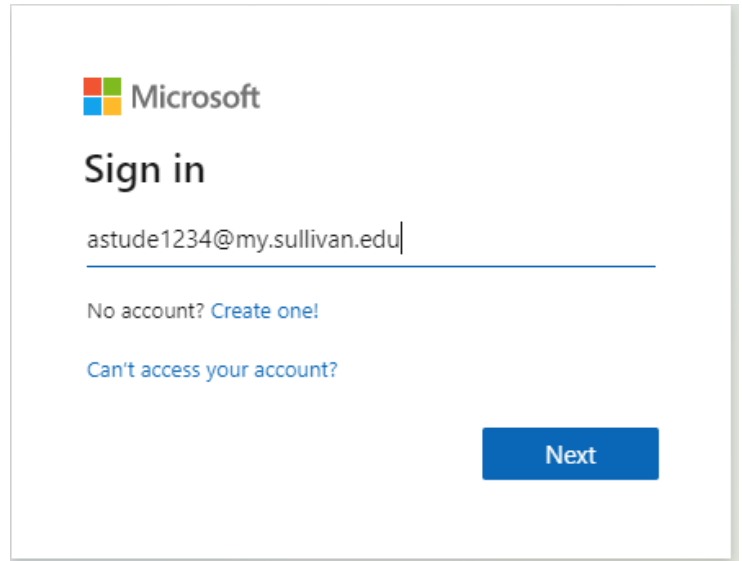
Office 365 Initial Login Instructions

Open a modern web browser and visit:

portal.office.com

Enter your Sullivan University student email address and initial password

(Full social security number with no dashes or spaces.)

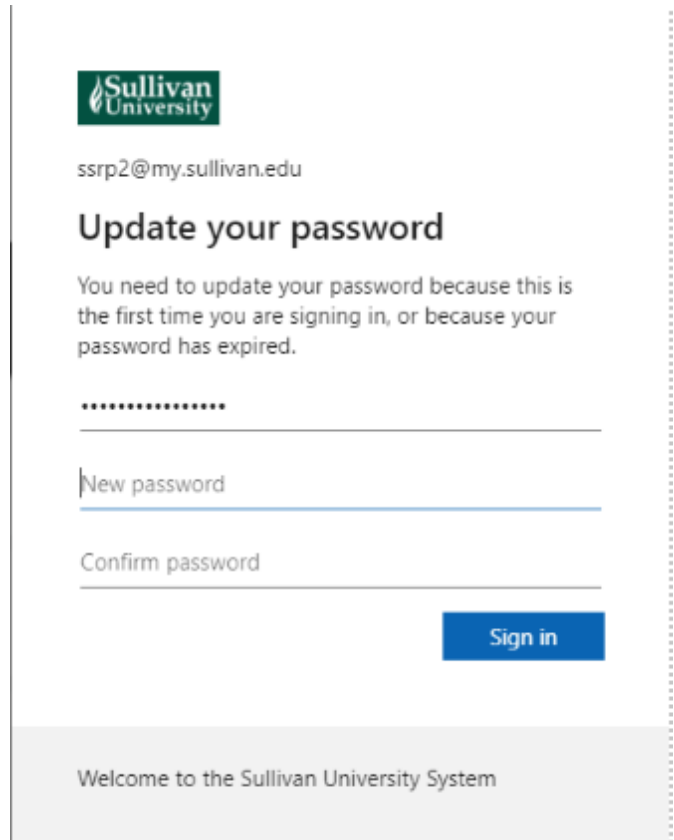


The screenshot shows the Microsoft Office 365 sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "astude1234@my.sullivan.edu". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right is a blue button labeled "Next".

You will now be asked to update and set your student password.

Your new password should meet the following criteria:

- 16 characters long
- A capital letter
- A number
- At least one special character



The screenshot shows the Sullivan University password update page. At the top left is the Sullivan University logo. Below it is the email address "ssrp2@my.sullivan.edu". The main heading is "Update your password". Below this is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are two password input fields: the first is masked with dots and labeled "New password", and the second is labeled "Confirm password". At the bottom right is a blue button labeled "Sign in". At the bottom of the page is a grey bar with the text "Welcome to the Sullivan University System".

Please note:

This password will be used for all main accounts (Student Portal, VDI, Blackboard and O365) once set

MFA (Multi-Factor Authentication) Setup

Once your student password has been updated, you will be asked to enroll in **MFA** (Multi-Factor Authentication.)

This will help keep your account secure. **You will need a cell phone to complete this process.**

The recommended method for MFA is to use the **Microsoft Authenticator App**.

The app is free and is available to download from the Apple App store and Android Play store.

Click next on this screen



ssrp2@my.sullivan.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

Welcome to the Sullivan University System

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

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](#)

[Skip setup](#)

If you would like to use another method (such as text) or application for Multi-factor Authentication, click either the "I want to use a different authenticator app" or "I want to set up a different method" link and follow the wizard.

MFA (Multi-Factor Authentication) Setup

Select next on the following screen:

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

The screen below will be presented to you (it will have a QR code on it.)

Microsoft Authenticator

Scan the QR code

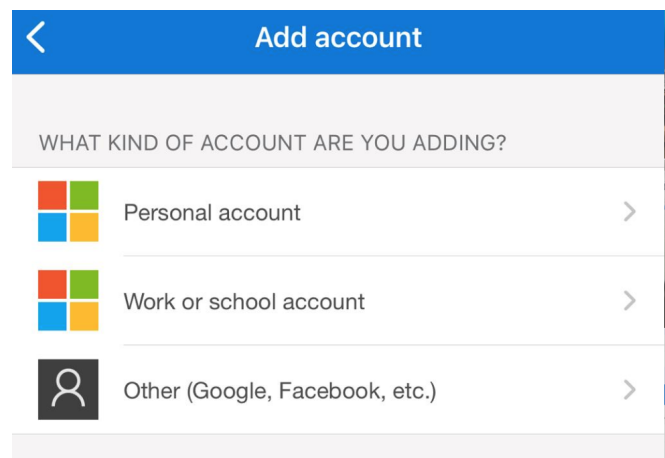
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Now switch to your phone and follow the instructions:

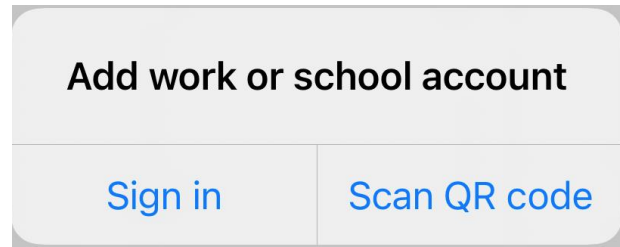
Once downloaded, open the **Microsoft Authenticator App** on your cell phone.

Select add account and then select "Work or School" account



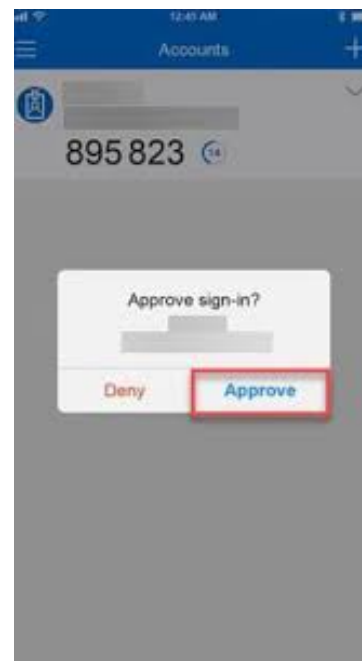
MFA (Multi-Factor Authentication) Setup

Choose Scan QR code. Your camera will now be up and ready to scan the QR code found on your computer screen.



Once scanned, click next on your computer.

You will receive an MFA prompt notification on your phone. Select **Approve**



Please note:

If you ever receive an unexpected approval request, *do not* select approve. Someone could be attempting to access your account.

MFA is now enabled for your account. You will need your cell phone in order to approve future login attempts.

To manage MFA options or set up a different method or new device, open a modern web browser and navigate to:

aka.ms/setupsecurityinfo