

Multi-Factor Authentication

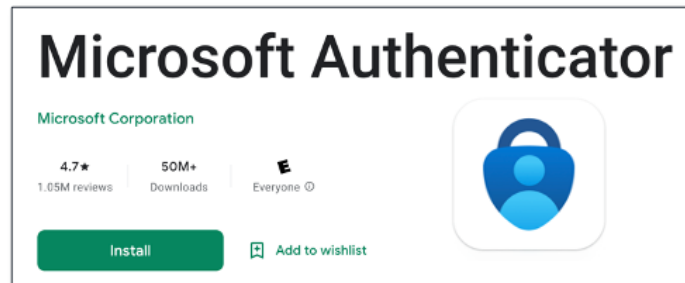
Step 1: Adding Authentication Methods for MFA

1. Before you add authentication methods, download the Authenticator App to your mobile device. Search for the Microsoft Authenticator App in the Apple Store or Google Play. The logo is the same for both.

Apple Devices:

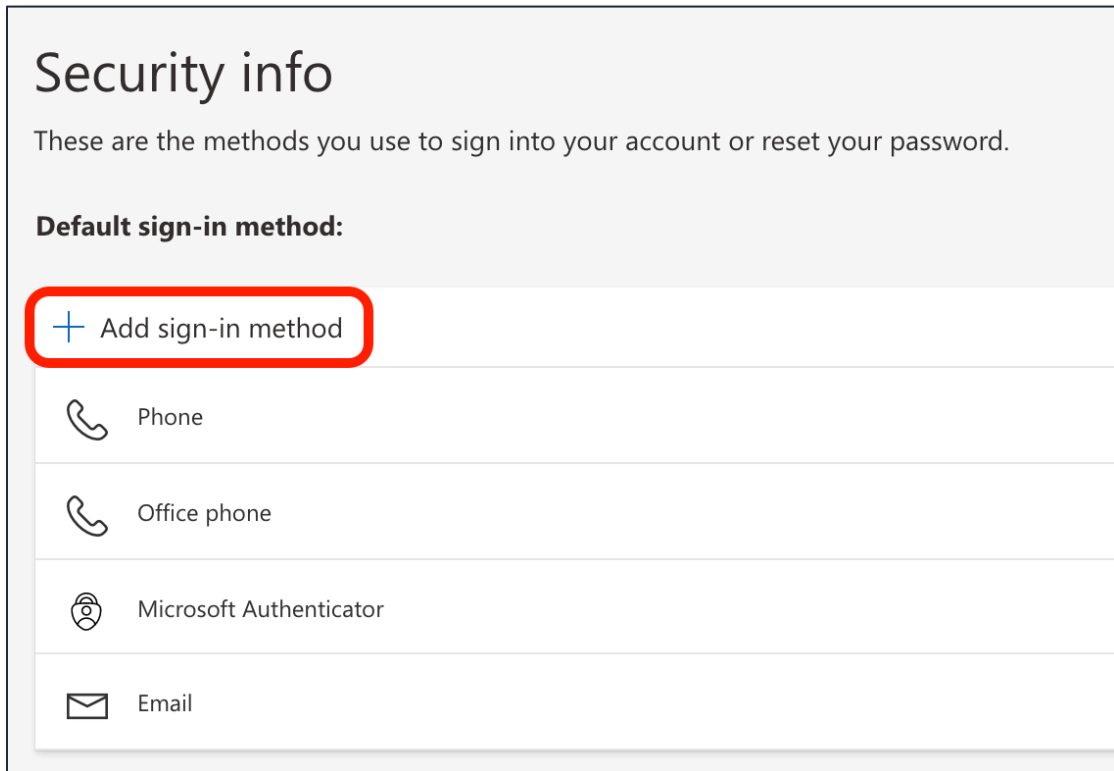


Android Devices:

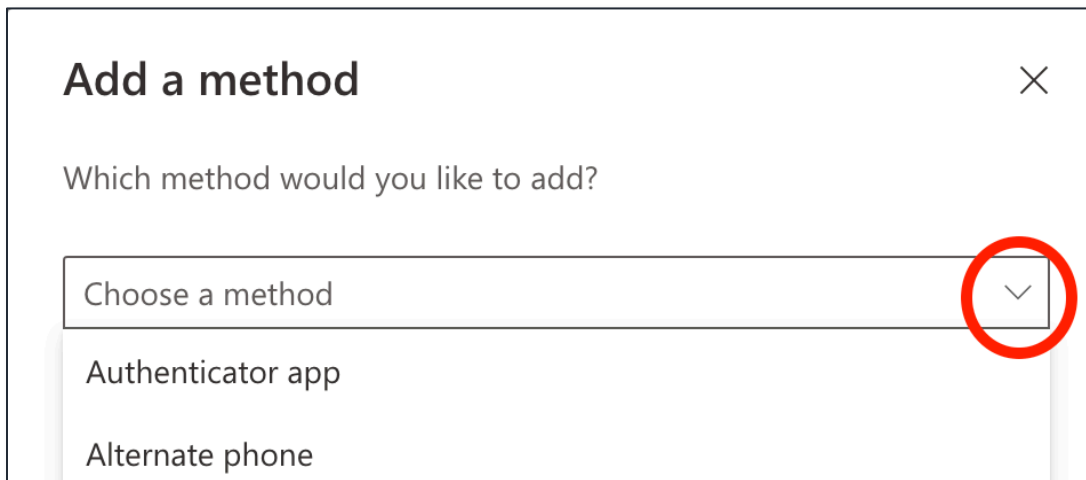


2. Follow the instructions within the app to set up your account using your Delaware Tech credentials.
3. To begin adding authentication methods, log into Microsoft Office with the following link: <https://mysignins.microsoft.com/security-info>

4. Select “Add sign-in method”



5. Select the drop-down menu and choose which method you would like to use. (We recommend the Authenticator App.) You can add as many as you would like.



6. Once you have added your Authentication methods, go to Default sign-in method, and select “Change.”

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

7. Select whichever authentication method you would like to have as your main way of verification. You are now ready for MFA.

Step 2: Updating your contact information with additional phone numbers

1. Log into MyDTCC at <https://my.dtcc.edu>. Under “Services/Resources,” select “General Apps.” (This could be next to or below the announcements depending on your browser.)

The screenshot shows the MyDTCC website interface. At the top, there is a search bar and navigation icons. The main content area is titled "Employee Resources" and features a "Request Announcement" button. Below this, there are two tables: "Office of the President" and "Collegewide", both with columns for "Date", "Title", and "From". On the right side, there is a "Services / Resources" menu with an "Expand All" button. The "General Apps" option is highlighted with a red box, and the "Services / Resources" header is also highlighted with a red box. Other options in the menu include "College Initiatives", "Academic Affairs", "Campus Safety", "Employee Professional Learning", "Finance / Facilities", "Human Resources", "Information and Instruction", "Institutional Effectiveness & Assessment", "Legal Affairs", "Library", "Marketing", "Office of Research & Analytics", and "Student Affairs".

2. Select "Manage My Account"

The screenshot shows a 'Services / Resources' menu with an 'Expand All' button in the top right. A dark blue header bar contains the text 'General Apps' and a downward arrow. Below this, a list of services is displayed in two columns. The service 'Manage My Account' is circled in red. Other services include Courses / D2L, Degree Works, Delaware Tech Alert, Delaware Tech Mobile App, Email, Employee Directory, Google Calendar, Google Drive, Office 365, Remote Access, Student Information System, and Zoom.

3. Select "Personal Info" followed by, "Change Email or Address/Phone"


The screenshot shows the Delaware Technical Community College logo at the top. Below the logo is a green navigation bar with links for Account, Email, Directory Photo, Password, Personal Info, and MyDTCC. The 'Personal Info' link is circled in red, and a dropdown menu is open below it, showing 'Change Email or Address/Phone' and 'Electronic Consent'. The 'Change Email or Address/Phone' option is also circled in red. Below the navigation bar, the text 'Welcome to Your Account!' is visible.

4. Select "Update Address and Phone Number"

The screenshot shows a 'Personal Information' page with three tabs: 'Personal Information', 'Student Services & Financial Aid', and 'Faculty Services'. The 'Personal Information' tab is active. Below the tabs is a search bar with a 'Go' button. The main content area is titled 'Personal Information' and contains a list of links: Social Security Number Change Information, Name Change Information, Update Marital Status, Update Email, View and Update Ethnicity and Race, Update Address and Phone Number, Veteran Classification Information, and Update Emergency Contacts. The 'Update Address and Phone Number' link is circled in red. At the bottom of the page, the text 'RELEASE: 8.9.1.5' is displayed.

5. Select "Add a Phone Number Only"

Current Address and Phones For:

 If you would like to update your information, click

****When changing your personal information**

Addresses and Phones

Mailing	Phones
Current:	Primary:

Additional Phones

Phone Type	Area Code	Phone Number	Ext.
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[Update Mailing Address and Phone](#)
[Add a Phone Number Only](#)

RELEASE: 8.8

6. Add any additional phone numbers to your personal information.

For more information on MFA visit: <https://iit.dtcc.edu/multi-factor-authentication/>