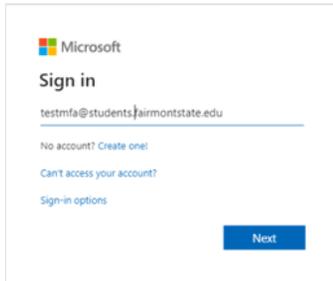




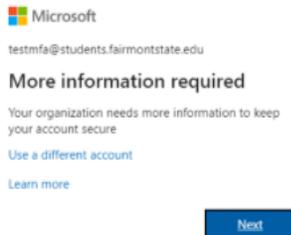
For additional assistance please contact Technology Commons at 304-367-4810

Instructions to complete University Credential Set Up

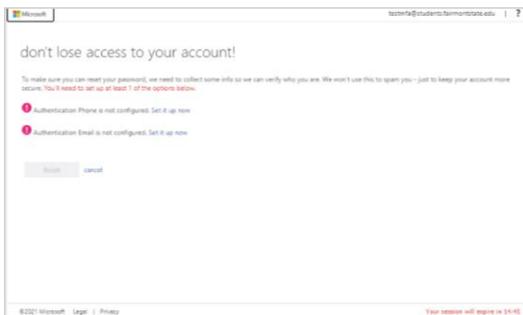
1. Once you have clicked the link on your Status Page to complete the process of setting up your Fairmont State University credentials, you will be presented with a sign in page; enter your Fairmont State email address and temporary password then select sign in.



2. You will then be notified that more information is required – select next.



3. You will then be directed to the following page to set up your contact information



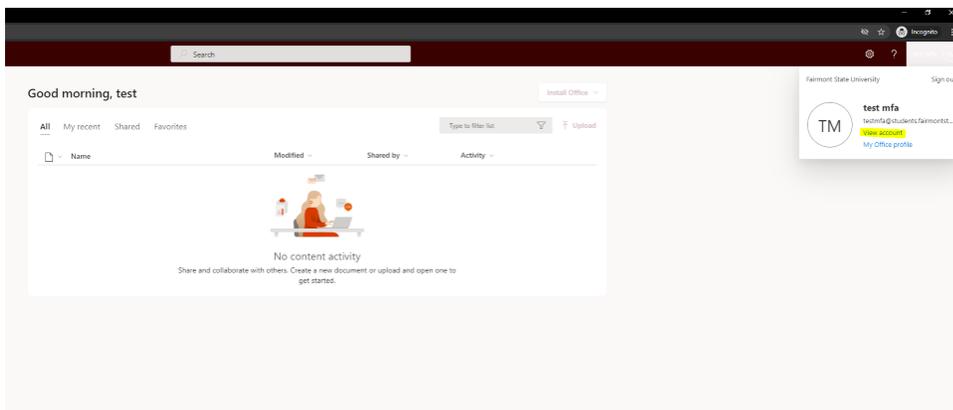
4. On the next screen, set up your preferred method(s) of authentication

The screenshot shows the 'Additional security verification' page for a Microsoft account. It prompts the user to secure their account by adding phone verification. Under 'Step 1: How should we contact you?', there is a dropdown for 'Authentication phone' set to 'United States (+1)' and a masked phone number. Below that, there are radio buttons for 'Method': 'Send me a code by text message' (unselected) and 'Call me' (selected). A blue 'Next' button is on the right. At the bottom, there is a note: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' The footer shows '©2021 Microsoft | Legal | Privacy'.

5. Enter the code for your authentication

The screenshot shows the 'Enter code' verification screen. It displays the Microsoft logo and the email address 'testmfa@students.fairmontstate.edu'. The main heading is 'Enter code'. Below it, a message says: 'We texted your phone +X XXXXXXXXXX33. Please enter the code to sign in.' There is a text input field with a cursor and the placeholder text 'Code'. Below the input field, there is a checkbox for 'Don't ask again for 14 days'. There are links for 'Having trouble? Sign in another way' and 'More information'. A blue 'Verify' button is at the bottom.

6. To update your password click the settings 'cog wheel' button on the top right corner



7. Click Change Password

