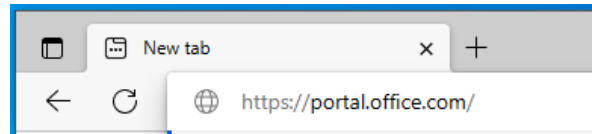# First Login Experience

1. Go to in a desktop or laptop browser to login for the first time at **https://portal.office.com** .
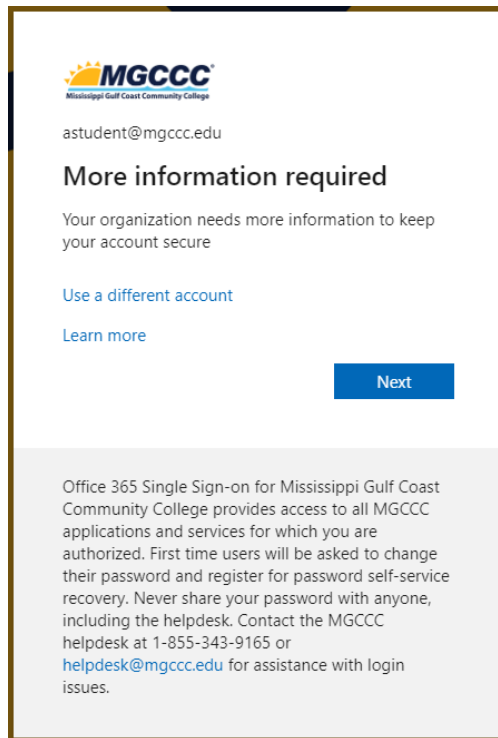

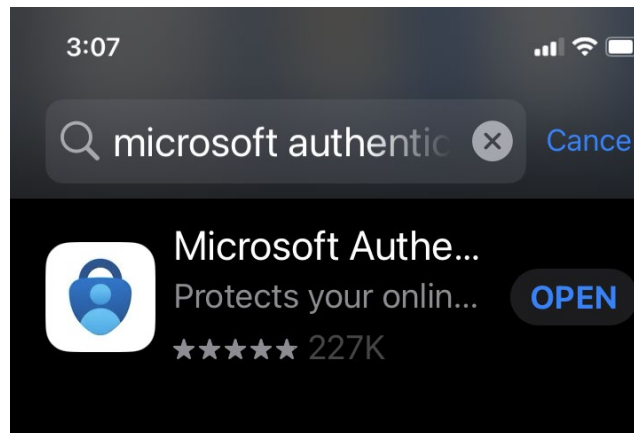2. Enter your email address and then click **Next**.
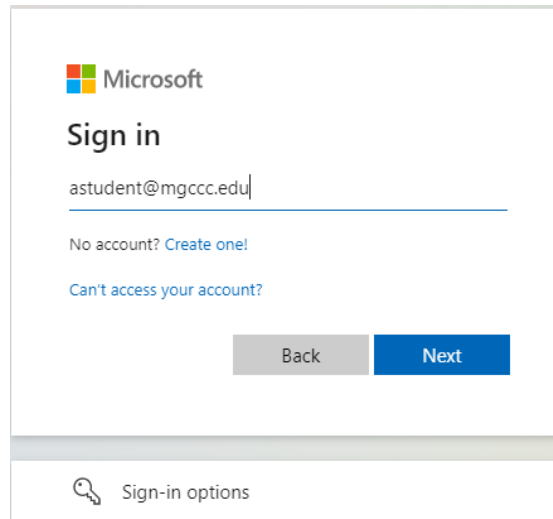
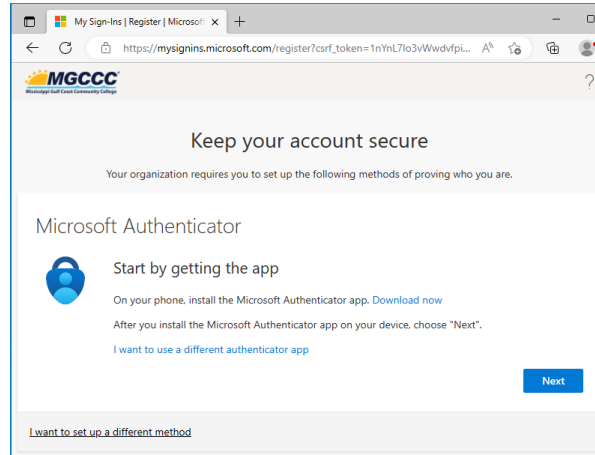3. Enter your temporary password and then click **Sign in**.
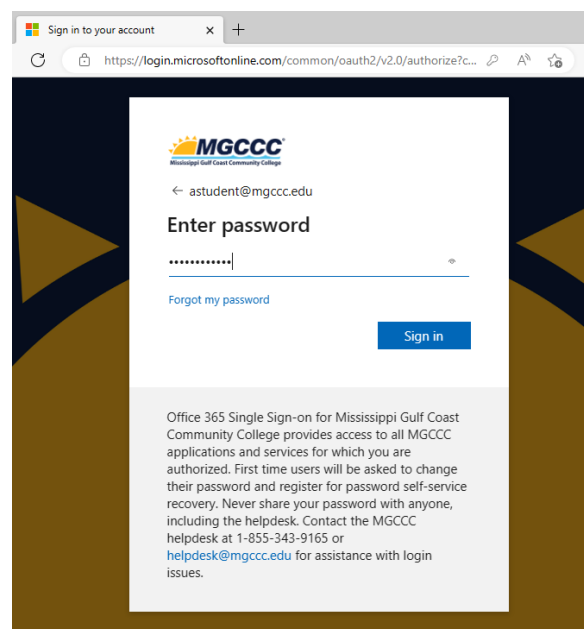
4. You will now be prompted to setup Multi-Factor Authentication. Click **Next**.
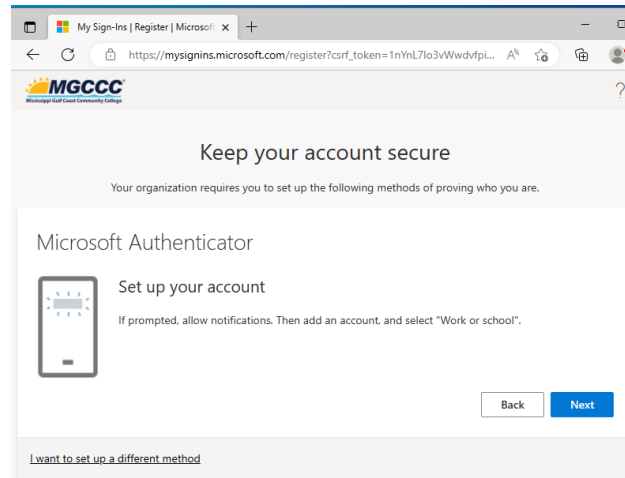

5. Install the Microsoft Authenticator App on your personal device. Be sure to select the app labeled Microsoft.
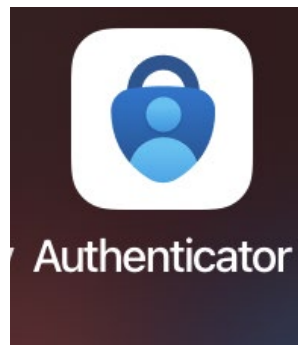
6. Click **Next** in the desktop browser after you have installed the Microsoft Authenticator App on your personal device.

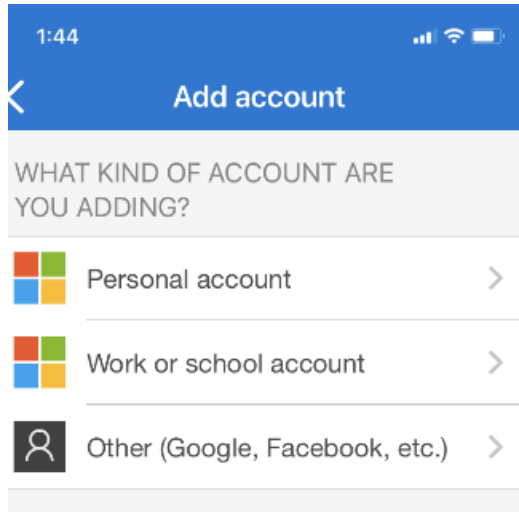7. Click **Next** in the desktop browser to setup your account with the Microsoft Authenticator App.

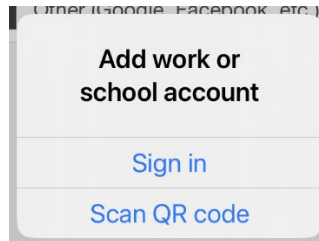8. Open the Microsoft Authenticator app on your personal device.

9. Click the **+** button in the Microsoft Authenticator App to add your MGCCC account.
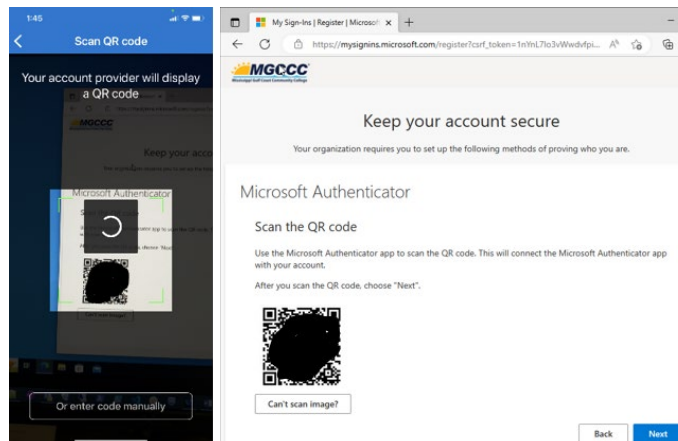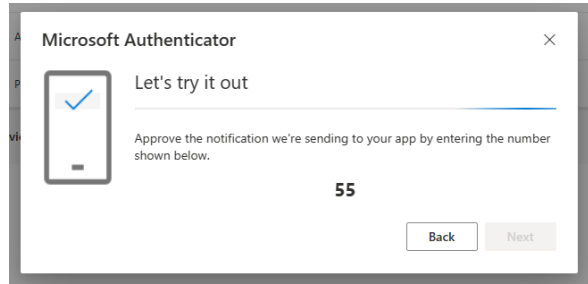

10. Select **Work or school Account**.

11. Select **Scan QR Code**.

12. Scan the QR code displayed in your desktop browser with your personal device and click Next on the destop/laptop.

13. After clicking Next, you will be prompted to try out Microsoft Authenticator. Make note of the number presented.
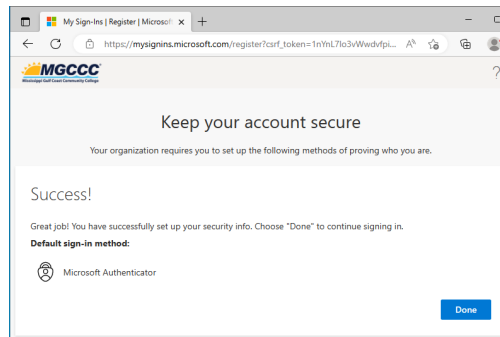

14. You should see a notification on your personal device from the Microsoft Authenticator App. Enter the number presented in your desktop browser and then click **Yes**.
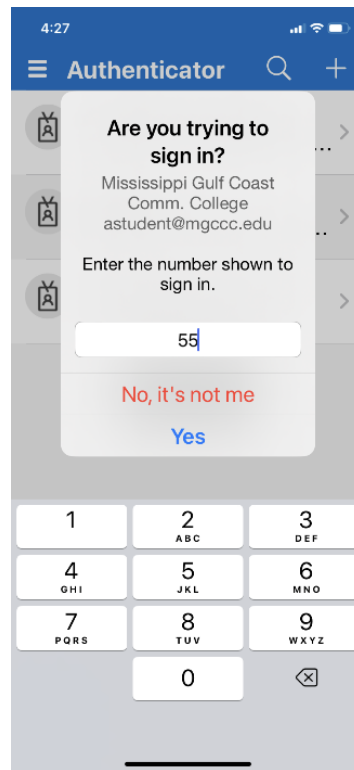
15. You should now see a screen letting you know that the Notification was approved. Click **Next**.
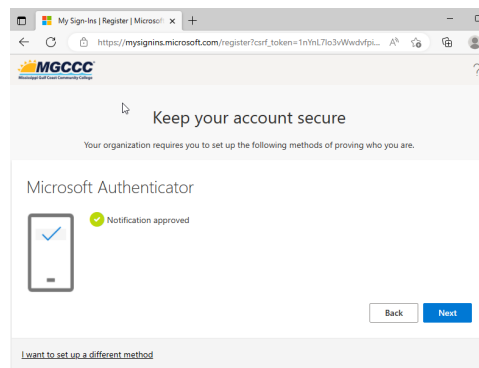
16. You are now setup for MFA with the Microsoft Authenticator App. Click **Done**.


17. You will now be prompted to change your password. Enter your temporary password in the Current password field. Enter the password that you would like to use in the New password field and again in the Confirm password field.
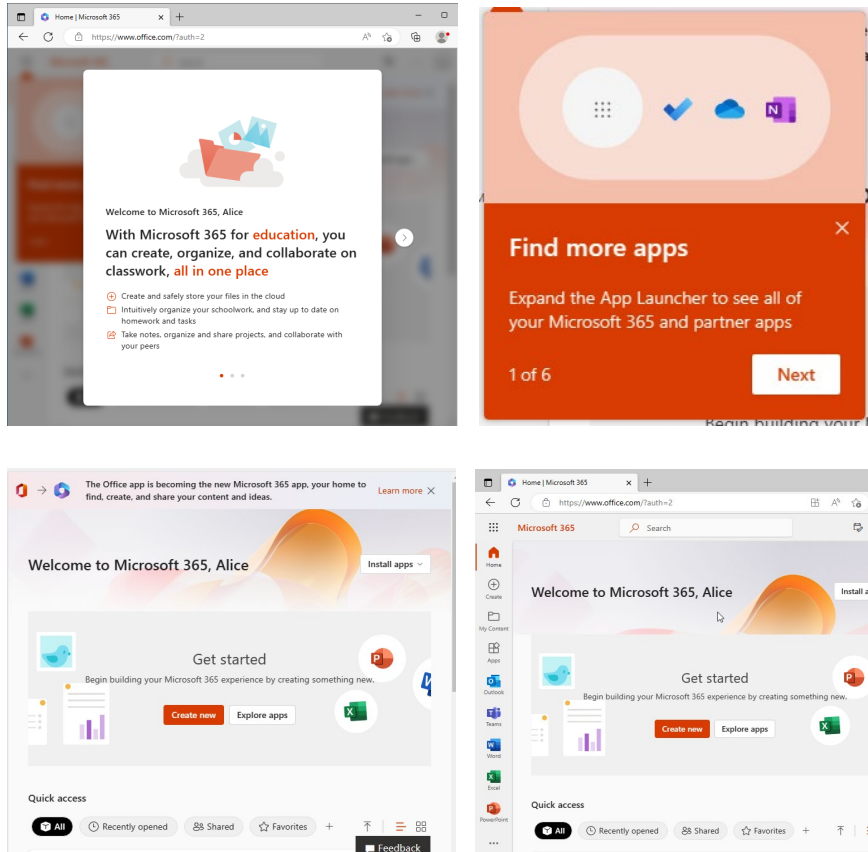
    Passwords require at least 8 characters with at least 3 of the following:
    - Uppercase characters
    - Lowercase characters
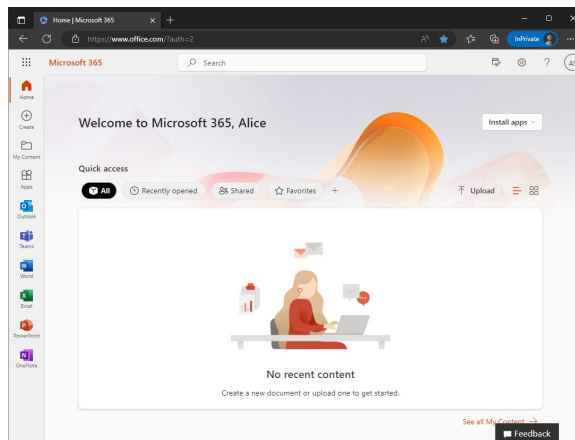   - Numbers
    - Special characters (symbols).

    Click **Sign in**.
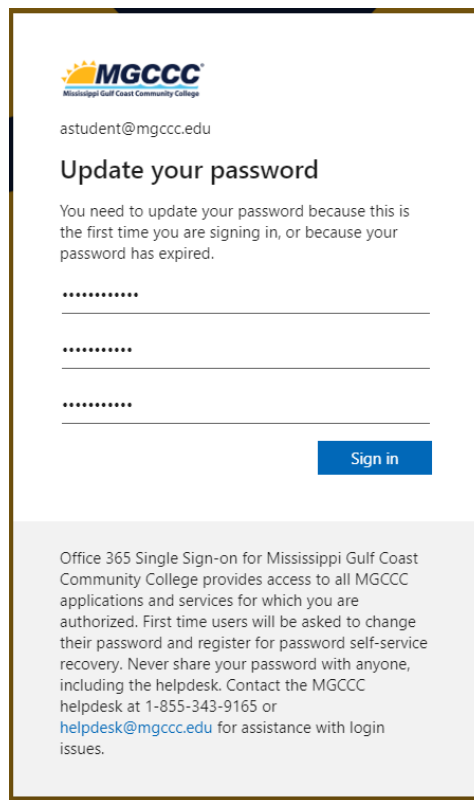
18. Click through all of the welcome screens.

19. You should now find yourself at the main Office 365 page.

20. We now recommend that everyone register more than one device for two-factor authentication. With more than one device registered, you will continue to be able to login to your account in the event that you are not able to access your primary device, for instance, losing your cell phone. You can find instructions for *Adding 2FA Sign-in Methods* at **https://mgccc.edu/2FA** .