

**Selecting Microsoft Security Information – Which Verification Method is Right for You?**

Using Multi-Factor Authentication (MFA) or Self-Service Password Reset tools require you to have registered security information for your account to verify your identity. This reference covers what options are available and which you should consider using.

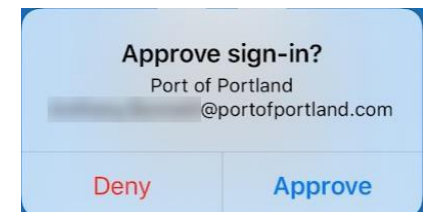
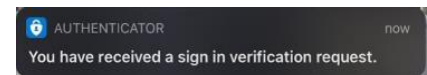
**IMPORTANT:** To use Self-Service Password Reset, you must configure **at least two** types of security information.

**Microsoft Authenticator App Verification**

**This app is the recommended method of verifying your identity at the Port.** When configured, if you are required to login, you'll receive a notification on your device with a simple Approve/Deny prompt.

**Tips:**

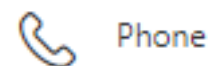
- Install the app on a device that always has connectivity to the Internet either via Wi-Fi or cellular connection. It's usually best to use your smartphone.
- If you have more than one device, configure the app on the device you have with you most often.
- Set up app lock to use fingerprint unlock in the app. This makes it even more secure.



**Text Message Verification**

An SMS text message is sent to the mobile phone number containing a verification code. To complete the sign-in process, enter the verification code provided into the sign-in window on your computer.

- SMS messages are a good backup method for verification.
- Message and data rates may apply.

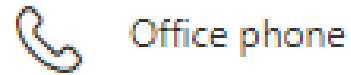


### Office Phone Verification

An automated voice call is made to the phone number registered. To complete the sign-in process, you'll be prompted to enter the pin number followed by # on your phone keypad.

- If you have a Port desk phone assigned, this number will automatically be populated.
- The same process applies to Alternate phone configuration.

**IMPORTANT:** You must be able to receive calls on your Port desk phone if using this as a verification method. If working remotely, you will need EC500 enabled on your desk phone to forward calls. Contact the IT Service Desk to enable this feature if needed.



### Email Verification

You can configure a non-Port email address to receive a code to validate identity.

**IMPORTANT:** This must be a **non-Port** e-mail address e.g., personal e-mail.



### Other Authenticator Apps

If you already use an alternate authenticator app on your mobile device, you may configure it to verify your identity and authenticate access to the Port.

**Note:** The Port does not recommend using other authenticator apps unless you are comfortable with configuring and using multi-factor security.

Which method would you like to add?