QUESTAR III

Multi-Factor Authentication

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MULTI-FACTOR AUTHENTICATION

Multi-factor authentication (MFA) is a security enhancement that allows you to present two or more pieces of evidence – your credentials – when logging in to an account. It is considered to be the single most effective security measure to protect against unauthorized account take overs and identity compromise.

Your credentials fall into any of these three categories: something you know (like a password or PIN), something you have (like a security card), or something you are (like your fingerprint).

You've used MFA if you've:

- swiped your bank card at the ATM and then entered your PIN (personal ID number).
- logged into a website that sent a numeric code to your phone, which you then entered to gain access to your account.

MFA helps protect you by adding an additional layer of security, making it incredibly harder for bad guys to log in as if they were you. Your information is safer because thieves now need more than just your username and password to access your account.

> "The single most effective security measure to protect against unauthorized account take overs"

PROTECTING OFFICE 365

With many services moving to the cloud, this makes it increasingly easy for you to access your data from any device and any location. In the event that your Office 365 account becomes compromised, the same holds true for the bad guys as well. Someone halfway around the world could just as easily access your account if they possess your username and password.

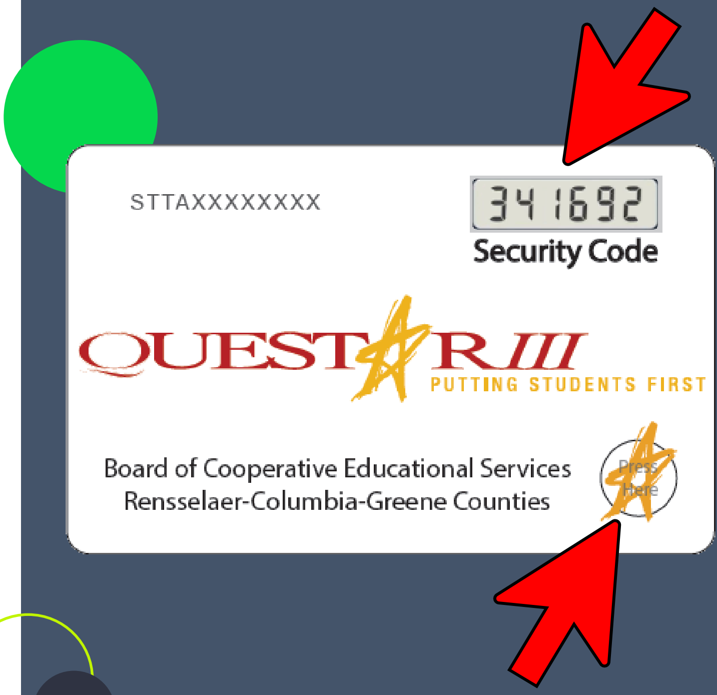
By enabling MFA on your Office 365 account, you are adding a significant layer of protection. Without access to your additional factor, your username and password alone, are worthless to the bad guys.

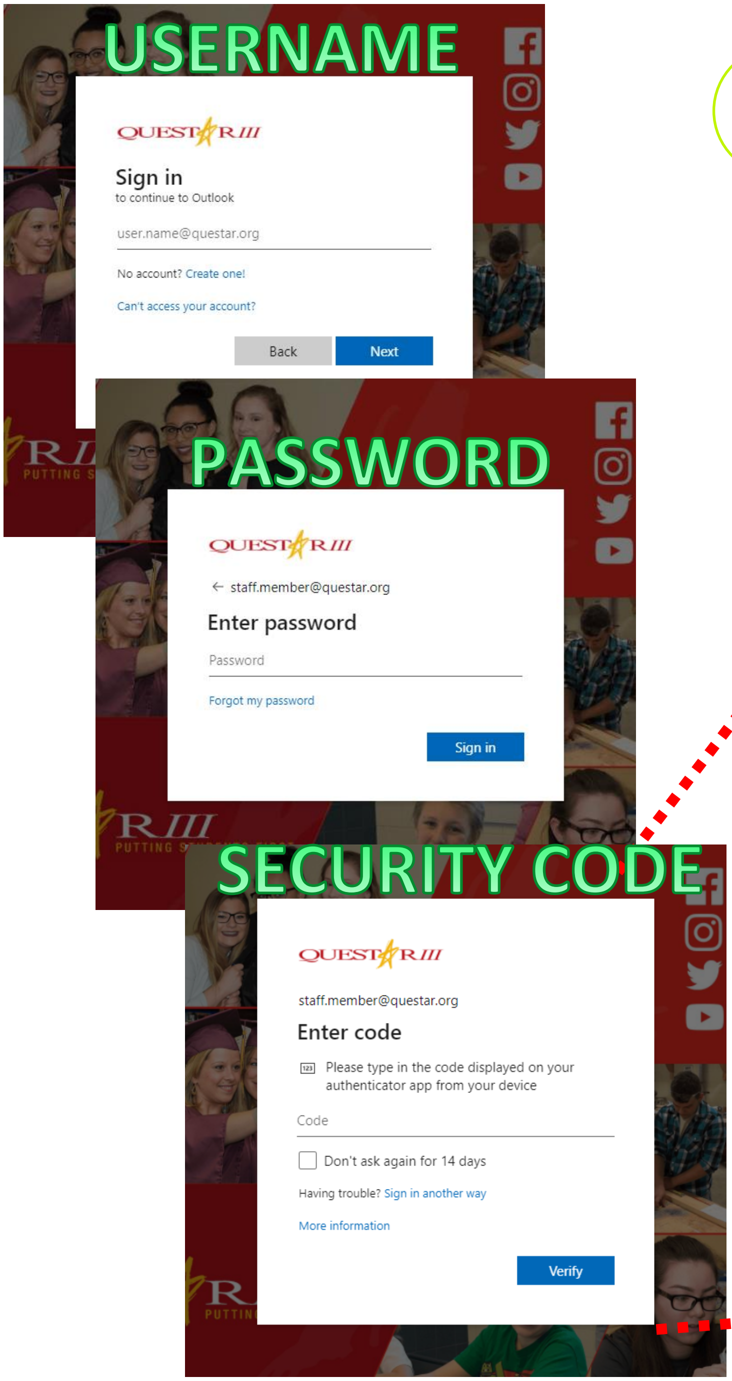
USING THE SECURITY CARD

By pressing the Questar "star", your new MFA card will be used to generate a random six-digit Security Code that will be used as your final authenticating factor, after entering your username and password.

This randomized Security Code is:

- Unique to only your account
- Valid for 30-seconds
- Single-Use only


STTAXXXXXXXXX
341692
Security Code
QUESTAR III
PUTTING STUDENTS FIRST
Board of Cooperative Educational Services
Rensselaer-Columbia-Greene Counties
Press Here


USERNAME

QUESTAR III

Sign in

to continue to Outlook

user.name@questar.org

No account? Create one!

Can't access your account?

PASSWORD

QUESTAR III

← staff.member@questar.org

Enter password

Password

Forgot my password

SECURITY CODE

QUESTAR III

staff.member@questar.org

Enter code

Please type in the code displayed on your authenticator app from your device

Code

□ Don't ask again for 14 days

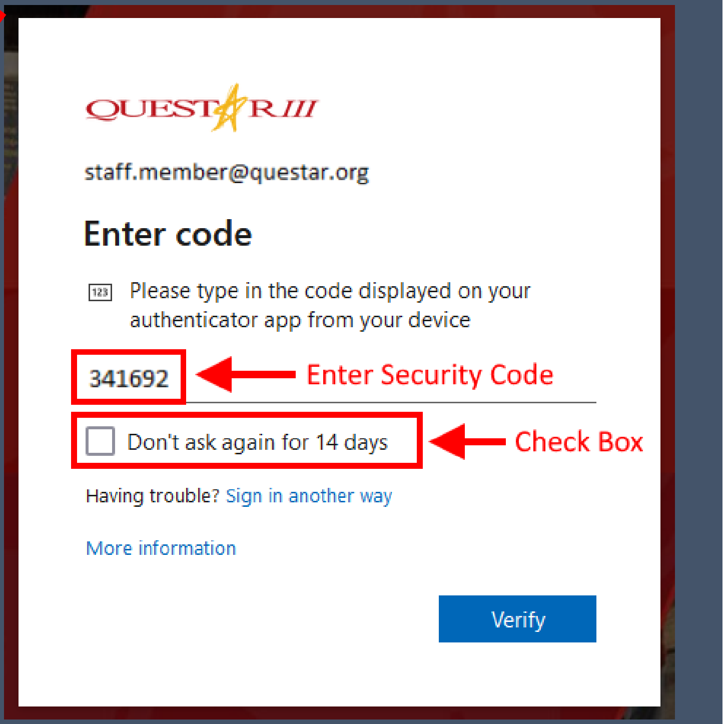
Having trouble? Sign in another way

More information

SIGNING IN

Whenever you sign into any Office 365 service on a new device, you will be prompted to enter a Security Code.

To reduce the number of times that you're prompted for a Security Code on that particular device, check the box indicating, "Don't ask again for 14 days", when offered.


QUESTAR III

staff.member@questar.org

Enter code

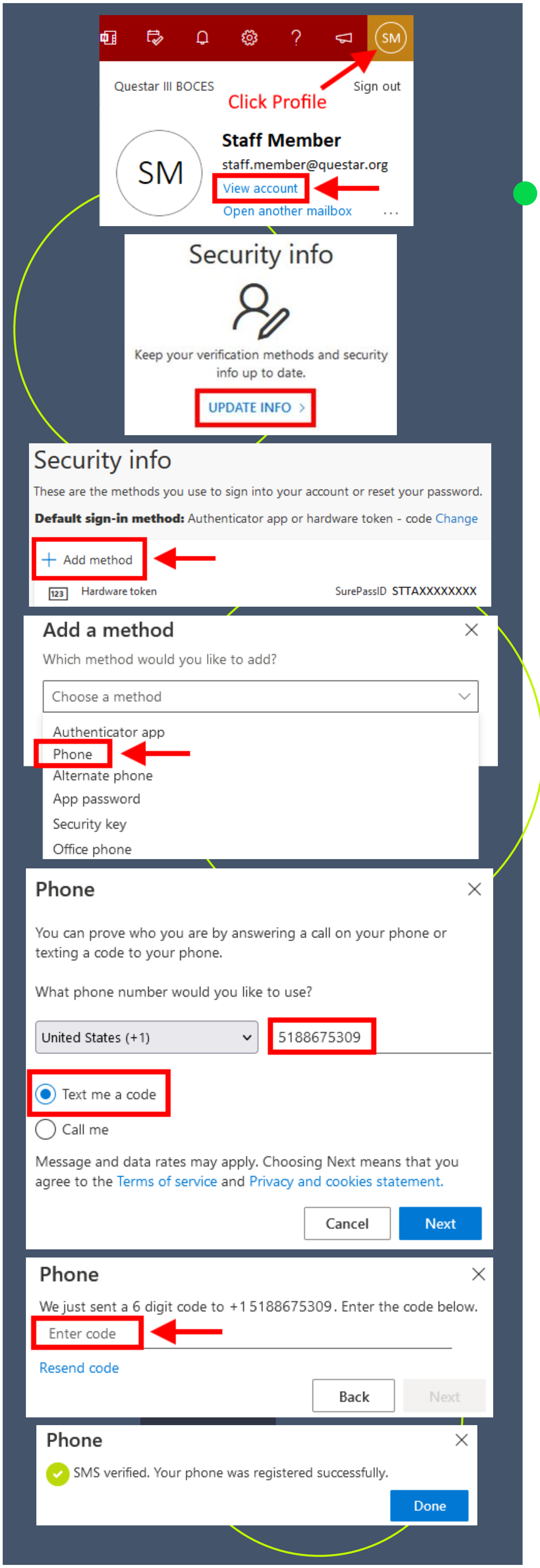
Please type in the code displayed on your authenticator app from your device

341692 ← Enter Security Code

□ Don't ask again for 14 days ← Check Box

Having trouble? Sign in another way

More information



Questar III BOCES

Sign out

Staff Member

staff.member@questar.org

View account

Open another mailbox

Security info

Keep your verification methods and security info up to date.

UPDATE INFO >

Security info

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

Default sign-in method: Authenticator app or hardware token - code Change

+ Add method

Hardware token SurePassID STTAXXXXXXXX

Add a method

Which method would you like to add?

Choose a method

Authenticator app

Phone

Alternate phone

App password

Security key

Office phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) 5188675309

● Text me a code

○ Call me

Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

Cancel Next

Phone

We just sent a 6 digit code to +1 5188675309. Enter the code below.

Enter code

Resend code

Back Next

Phone

SMS verified. Your phone was registered successfully.

Done

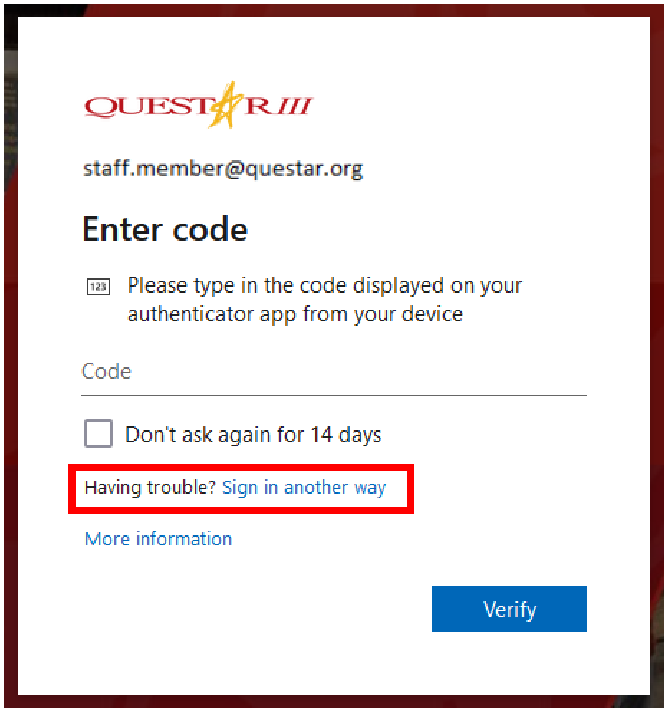
ADDING FACTORS

In addition to your Security Card, it is highly recommended that you add at least one more security factor method to your account. Doing so can help you avoid getting locked out of your account in the event that your Security Card becomes lost or damaged. This can be accomplished by navigating to your account settings within Office 365.

- Log into Office 365 (outlook.com/questar.org)
- Click on your initials in the top right of the screen
- Select "View account"
- Within the Security info pane, select "UPDATE INFO"
- Click on the "Add method" option
- Choose your preferred additional authentication method
  - We'll continue with the **Phone** option (Text Message)
- Enter your cell phone number when prompted
- Ensure the "Text me a code" is selected – Hit Next button
- Enter 6-digit code from your cell phone when prompted

USING ADDITIONAL FACTORS

When attempting to use any of your additional factor methods, click the link to "Sign in another way" when prompted for your Security Card code.



staff.member@questar.org

Enter code

Please type in the code displayed on your authenticator app from your device

Code

□ Don't ask again for 14 days

Having trouble? Sign in another way

More information

Verify