

# Technology Orientation for Students – Part I

Step-by-Step Guide to Microsoft 365, Setting up MFA & Changing your password.

## 1. Logging into Microsoft 365

Sign in to <https://office.com> from a web browser and start using the apps on the web or access other web services associated with your account such as OneDrive.

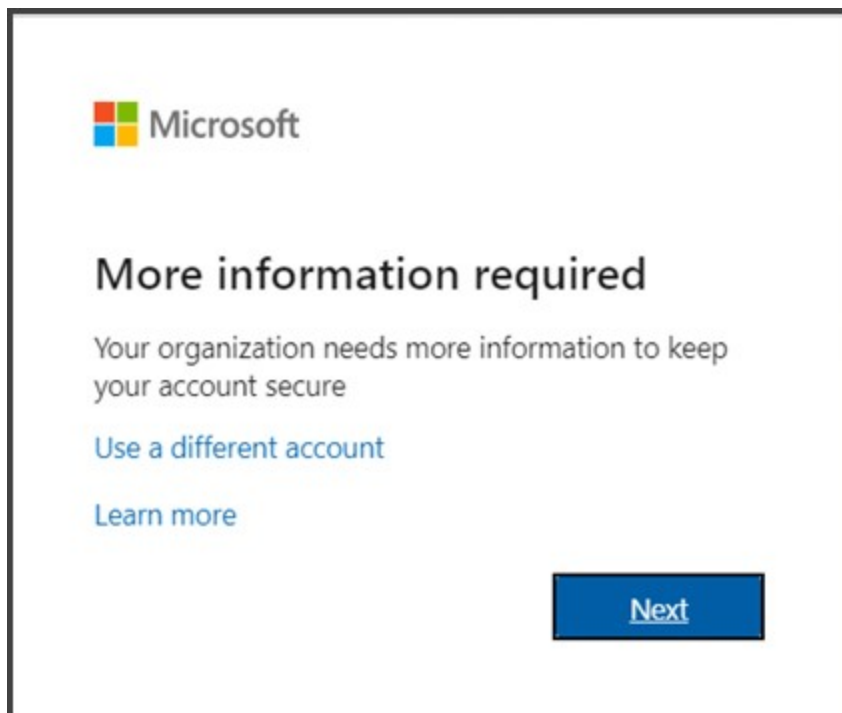
1. Go to <https://office.com/> and select **Sign In**.
2. Enter your email address and password. This will be the username and password you received during registration.

**Note:** If this is your first time logging in, you should be prompted to set up multi-factor authentication.

## 2. Setting Up Multi-Factor Authentication (MFA)

By setting up MFA, you add an extra layer of security to your Microsoft 365 account sign-in. For example, you first enter your password and, when prompted, you also type a dynamically generated verification code provided by an authenticator app or sent to your phone.

1. Sign in to Microsoft 365 with your work or school account with your password like you normally do. After you choose **Sign in**, you'll be prompted for more information.



2. Choose **Next**.
3. The default authentication method is to use the **free Microsoft Authenticator app**. If you have it installed on your mobile device, select **Next** and follow the prompts to add this account. If you don't have it installed there is a link provided to download it.

If you would rather use SMS messages sent to your phone instead, select **I want to set up a different method**. Microsoft 365 will ask for your mobile number, then send you an SMS message containing a 6-digit code to verify your device.


**Tip:** For a faster, and more secure, experience we recommend using an authenticator app rather than SMS verification.

4. Once you complete the instructions to specify your additional verification method, the next time you sign in to Microsoft 365, you'll be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.

**Note:** Generally, you'll only need the additional verification method the first time you sign into a new app or device, or after you've changed your password. You shouldn't be asked for the additional verification code on a daily basis, however, if you are, please contact the Help Desk.

### 3. Changing Your Password

Now that you have successfully set up MFA, you will need to change your password, follow these steps:

1. Navigate to <https://www.office.com/>.
2. Go to the  icon on the top right hand corner **Settings > Password**.
3. Enter your old password.
4. Create a new password and confirm it.
5. Select **Submit** to finish and change your password.

**Note:** If you are having trouble following the steps above, please view the following video <https://www.microsoft.com/en-us/vidoplayer-nocookie/embed/RWe8JR?pid=ocpVideo1&maskLevel=20&market=en-us> or contact the Help Desk.

### 4. Download the OpenLMS App

1. On your mobile device, please go to the App store and download the **OpenLms App**
2. Open the App, once it is downloaded
3. Enter <http://moodle.cw.edu> for the site
4. Click the **Connect** button
5. You will be prompted to logon with your credentials



**Connect to your Open LMS app**

Your site

Your site

<https://campus.example.edu>

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## 5. Download the CW Everywhere App

1. On your mobile device, please go to the App store and download the **CollegeofWestchester**
2. Click the **Log in** button
3. Enter your username and password
4. Click **Log in**
5. Choose **Active Student** as your experience
6. At the Allow Notifications window, click **Allow**

