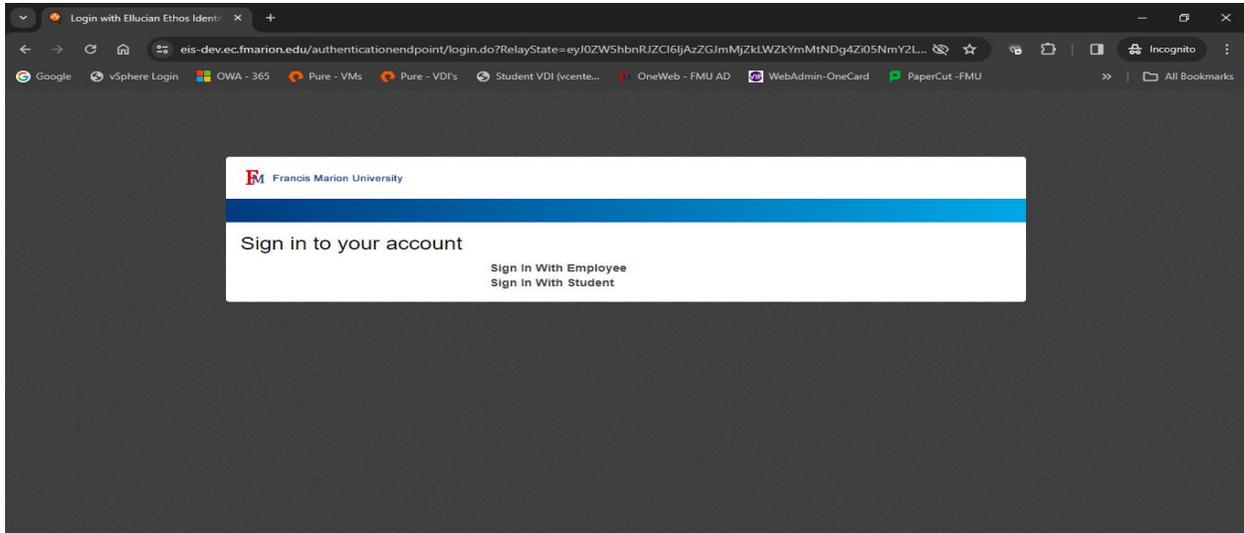# HOW TO SIGN IN TO THE NEW PORTAL & UPDATE YOUR PASSWORD

1.   Click the link for the site and select if you are student or an employee of FMU. *(Or you can go directly to Microsoft 365 via portal.office.com and skip to #2.)*


2.   Put in your full university issued email address click **Next.** Then enter the appropriate password and click **Sign in**. EX: Student Email address end in @g.fmarion.edu; Employee email address end in @fmarion.edu
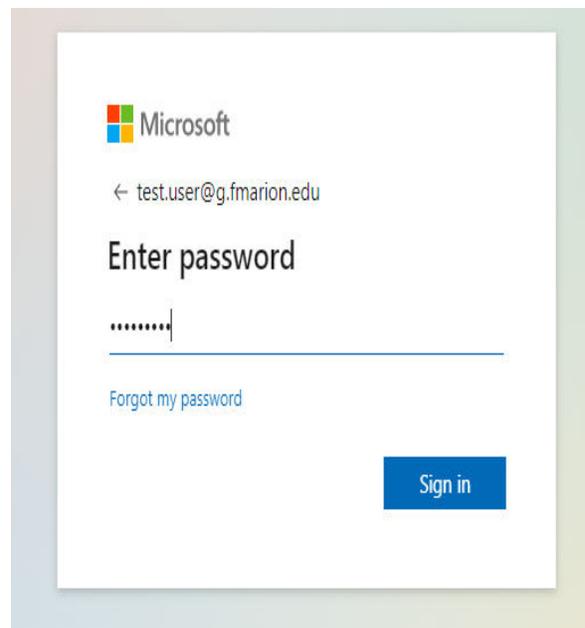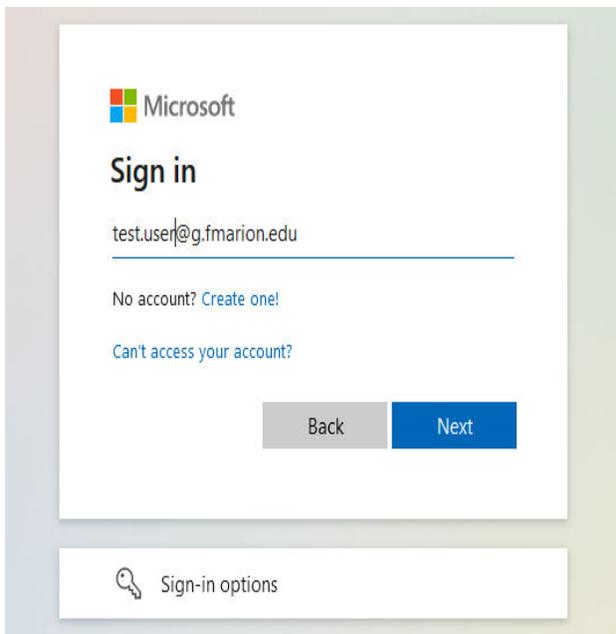

3.   If you have never used your FMU issued Office 365 account, then you will need to follow the on-screen instructions to fill out some additional information for **Multifactor Authentication (MFA). Click Next**
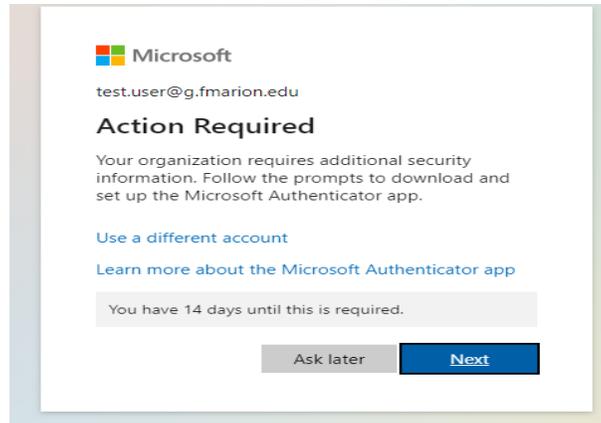
4. **Click Next**. You will need to fill out additional information to set up MFA if you have not already. You will need both a Smartphone (to download the Microsoft Authenticator app) and you will need a computer or tablet to complete this process.
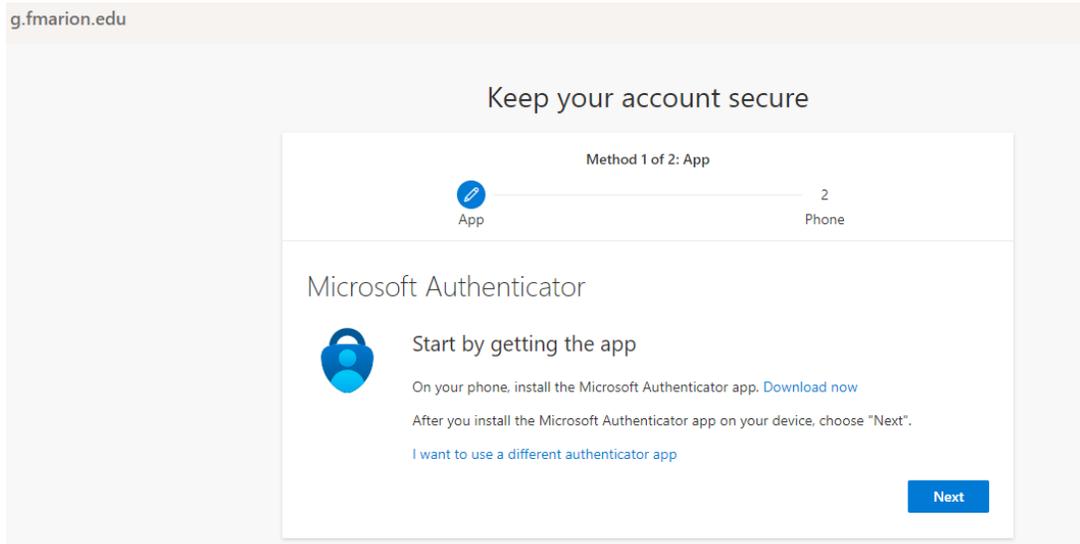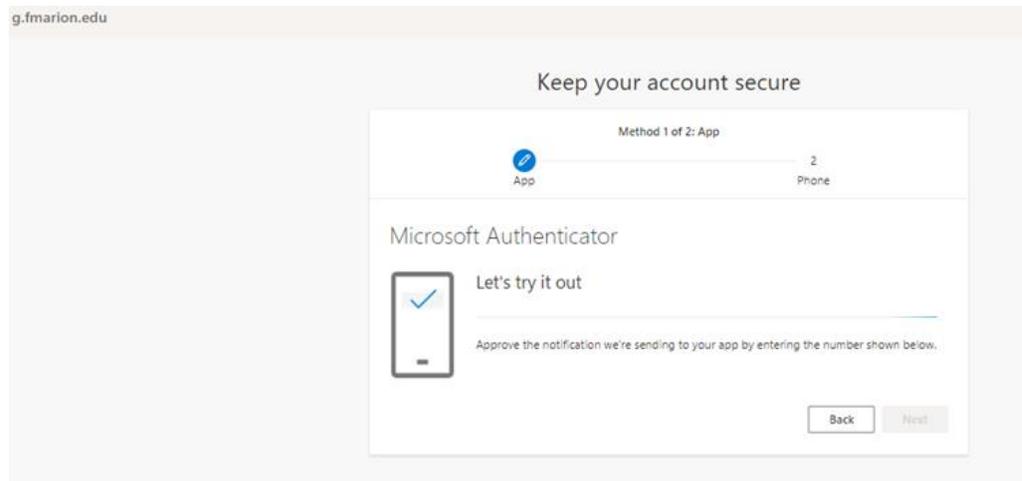

5. **Click -> Next -> Accept.**
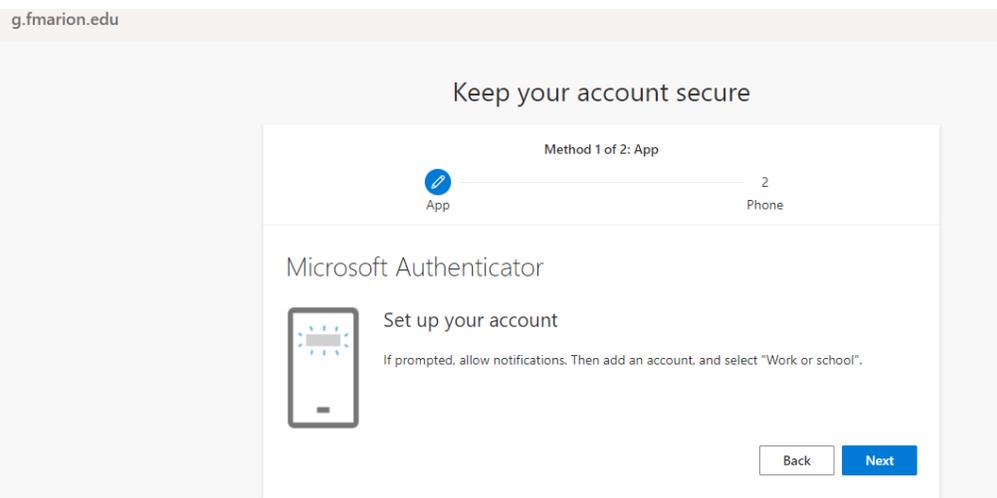
6. Use your Smartphone to scan the code within Microsoft Authenticator and **Click Next.** *NOTE: This process is time sensitive so if not completed in a timely manner, it will give you an error message.*
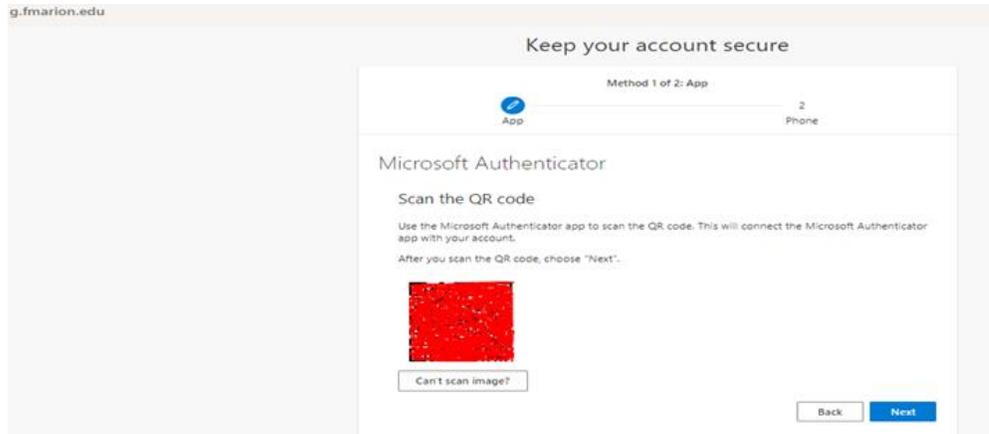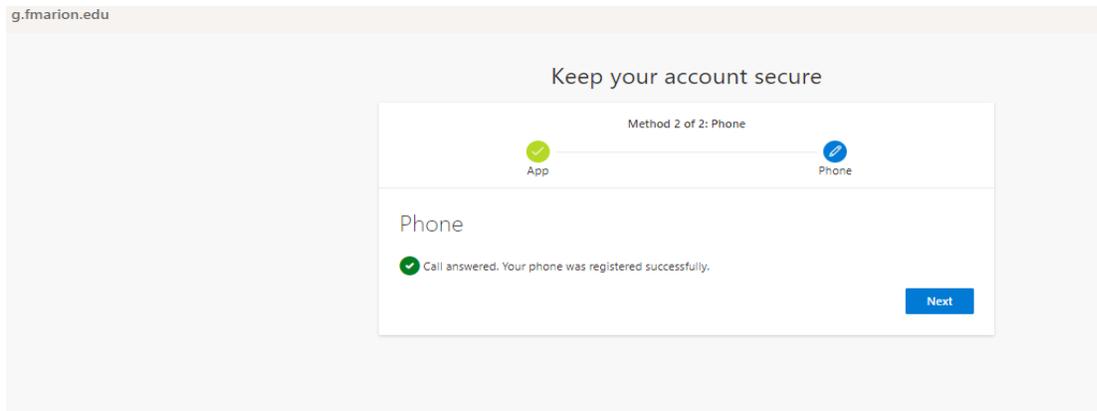

7. You will receive a code on your Smartphone to enter so you can continue to the next screen. **Click Next**

8. If successful, then you will see the following: **Click Next** to continue.
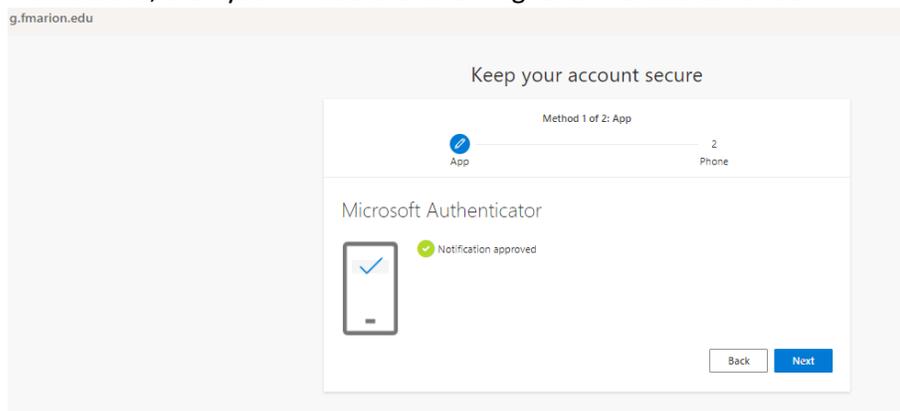
9. Enter your Smartphone cell phone number and you can select either to receive a text message or call the number. This example shows the call the number option. Once verified Click **Next.**

10. Click **Done.** Click **Get Started** on the next screen or X to close the welcome screen.
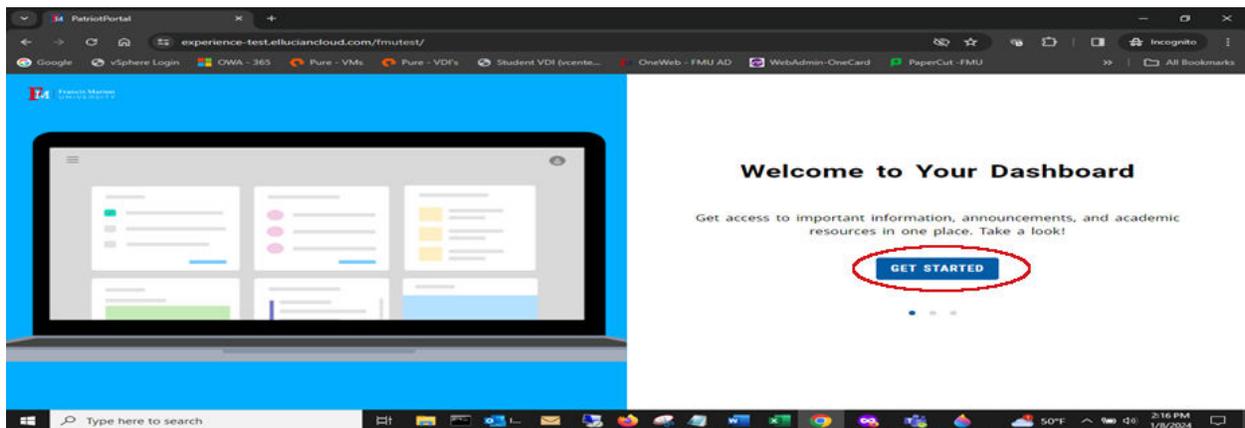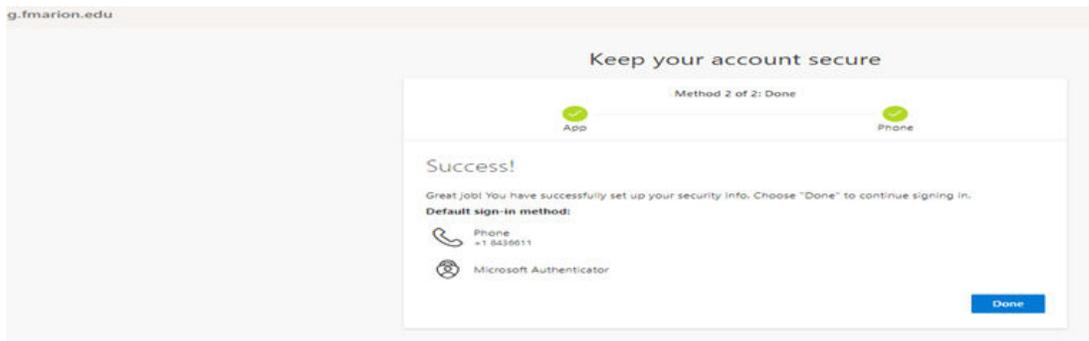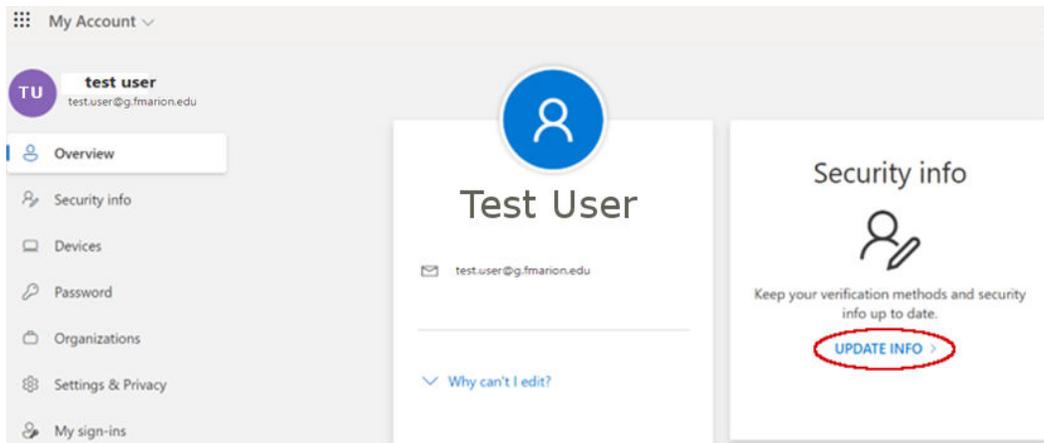
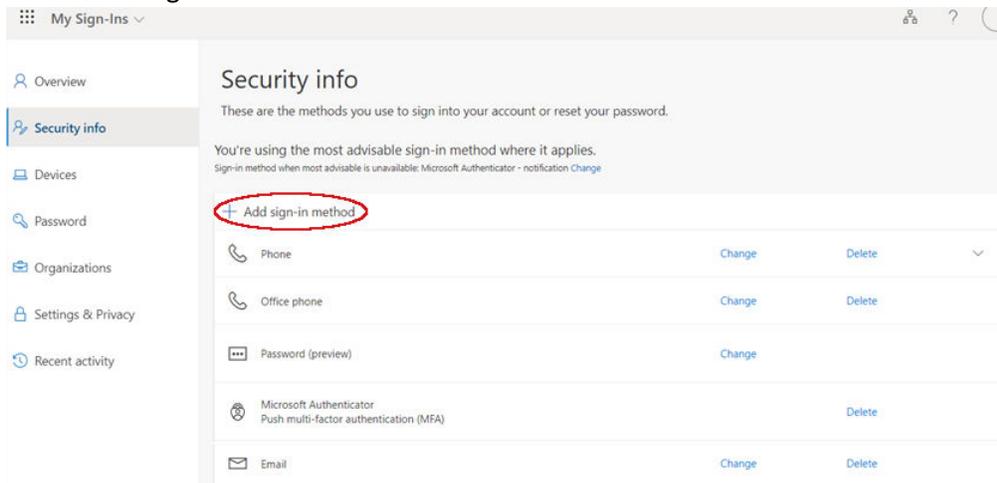11. Click on the initials in the top right corner and select **View account**.
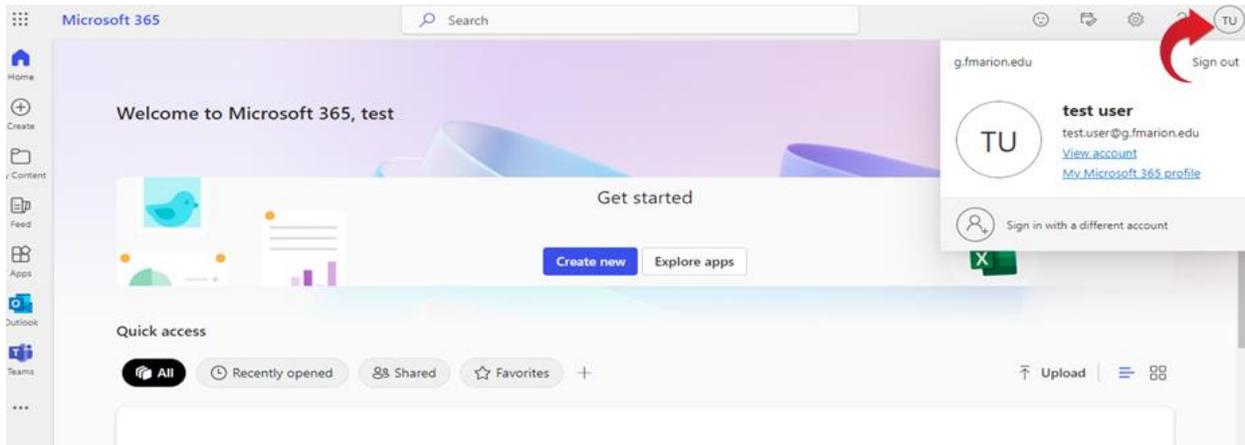
It is recommended that you add additional sign-in methods to your Microsoft account.

Sign into your Microsoft account at https://account.microsoft.com and select "UPDATE INFO" in the Security Info card
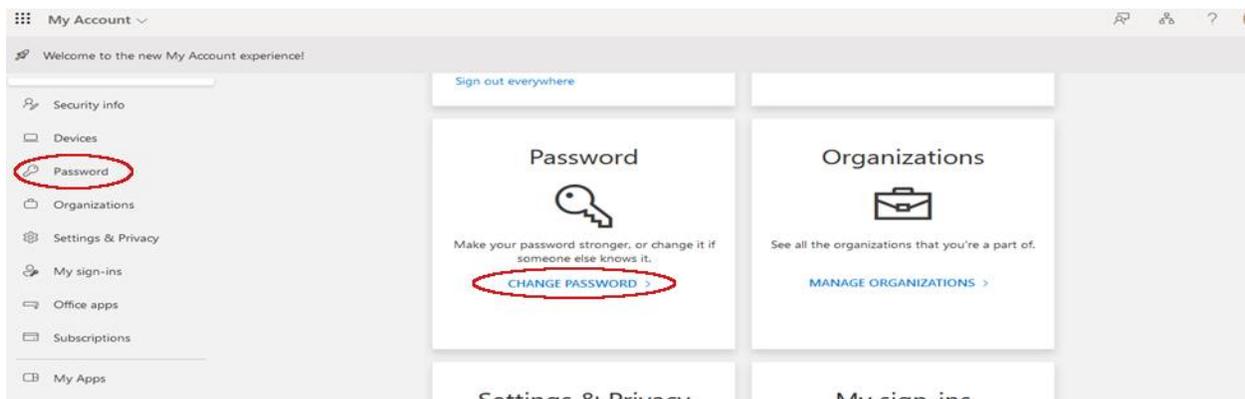

Select "Add sign-in method"

It is recommended that you include at a minimum the Authenticator app, a cellphone or a callback number, and a secondary email address for additional sign-in methods.

12. You can click Password option on the left side or in the middle of the next page to change the password.
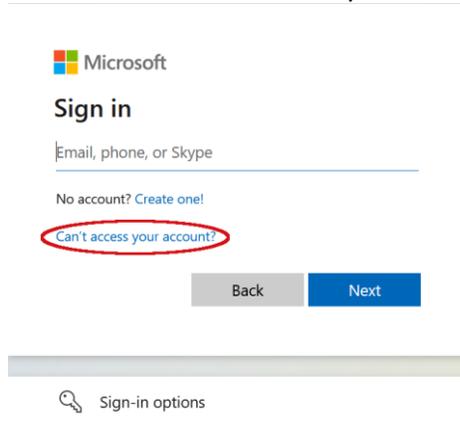

13. Type in your old password and then your newly created password. Click Submit. **NOTE: Password must be at least 8 characters in length and have at least 1 Capital letter.**
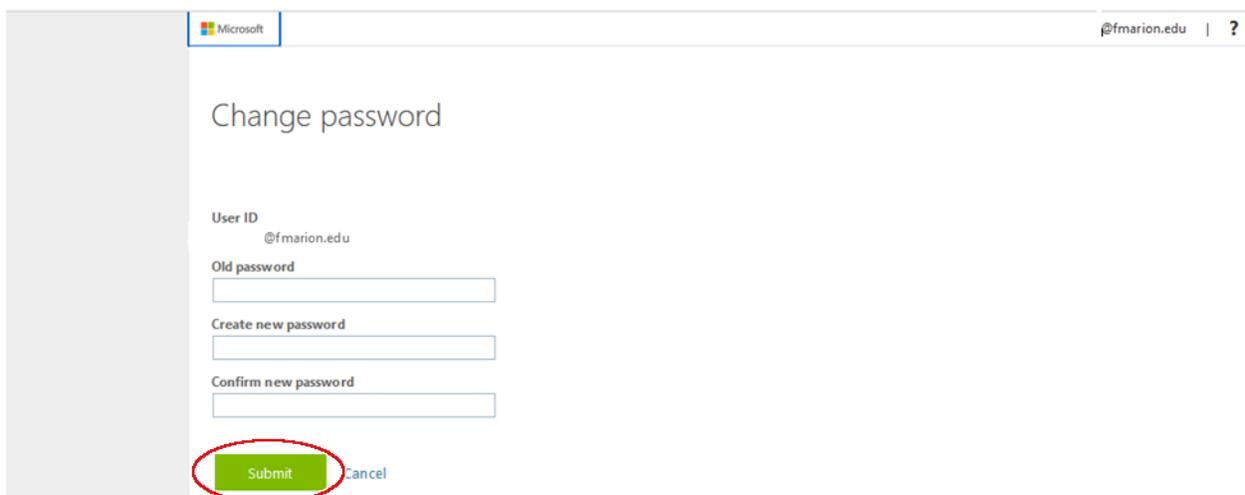
You have now successfully changed your password through Portal via Microsoft 365.

If your password expires or you forget your password, follow these steps to reset it:

1. Select "Can't access your account"

2. Select the "Work or School account"
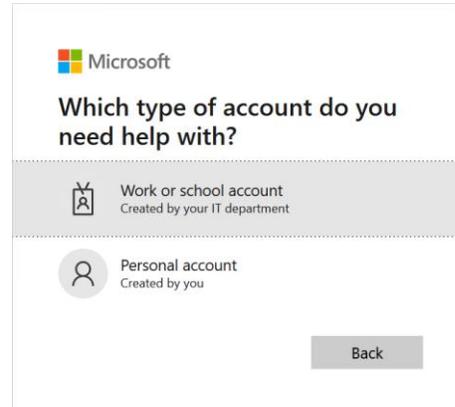

3. Enter your FMU email address and the characters and select "Next"
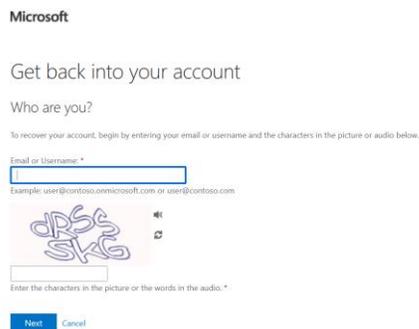
4. Select a method to get your verification code
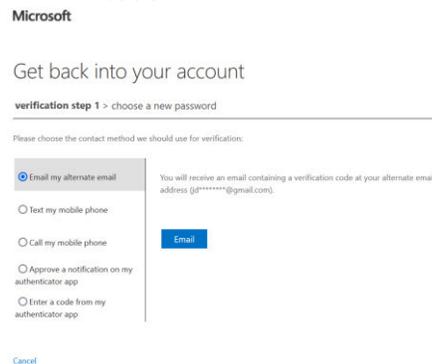
4. Enter code and reset password

Confirm the code to create a new password. Learn how to create a strong password.

1. Paste or type the code you received and select **Next**.
2. Type your new password and select **Next**.

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