Managing Your Settings for Two-Factors

This section will allow you to modify your default and backup verification options. We highly recommend that you set up multiple authentication methods with Microsoft Azure MFA so that a backup method is available if you do not have access to your primary device.

1. Open to the “Additional security verification” page at www.luc.edu/MFAChanges and log in.

2. Select one of the options from the drop-down menu under “What’s your preferred option?” to choose your primary verification method:
   - Call my authentication phone → use with your mobile or office phone
   - Text code to my authentication phone → use with your mobile device
   - Notify me through app → use with Microsoft’s Authenticator app
   - Use verification code from app or token → use with Microsoft’s Authenticator app or a physical token
   - Call my office phone → currently not configurable – use the “Call my authentication phone” if you want to use your office phone as your preferred option

3. Check the box related to your default verification option and fill in the corresponding fields.

"Office phone" is currently not configurable. You may use "Authentication phone" for your mobile or office phone number.
4. If you did not set up the Microsoft Authenticator app during initial setup but would like to, more detail can be found under Step 4 of this guide’s section on Setting Up Your Account for Azure Multi-Factor Authentication.

5. Add an alternate verification method (optional) by checking more than one verification option. For example, if “Authenticator App or Token” is your default verification option, you might want to check “Authentication phone” as well and fill in your office phone number for use as an alternate verification method if you lose your mobile device.

6. Select Save to complete your changes. If you made a change to your preferred option, follow any prompts that appear to verify that change.