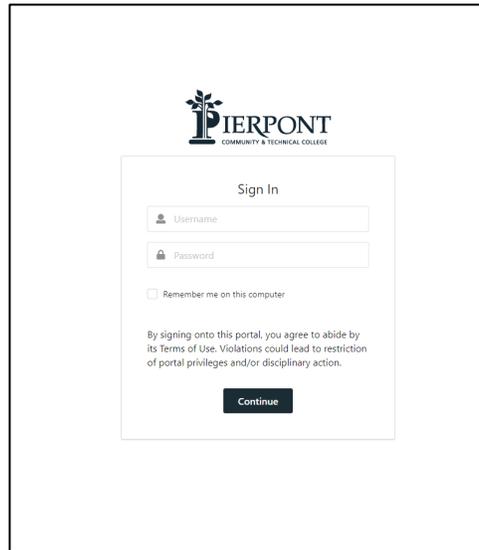


Instructions for Adding Additional Security to Pierpont Account

Step #1: From the Pierpont.edu homepage, click the “Portal” link at the top of the page.

Step #2: Log into the Pierpont Portal using your Username and current active Password.

A screenshot of the Pierpont Sign In page. At the top center is the Pierpont Community & Technical College logo. Below it is a white box with a light gray border containing the sign-in form. The form has a title "Sign In" and two input fields: "Username" with a person icon and "Password" with a lock icon. Below the fields is a checkbox labeled "Remember me on this computer". At the bottom of the form is a "Continue" button. Below the form, there is a small disclaimer: "By signing onto this portal, you agree to abide by its Terms of Use. Violations could lead to restriction of portal privileges and/or disciplinary action."

Step #3: If your Pierpont account already has the additional security measures, you will be directed into the Portal. If your Pierpont account requires additional security measures you will be directed to the following screen.



██████████@pierpont.edu

More information required

Your organization needs more information to keep your account secure

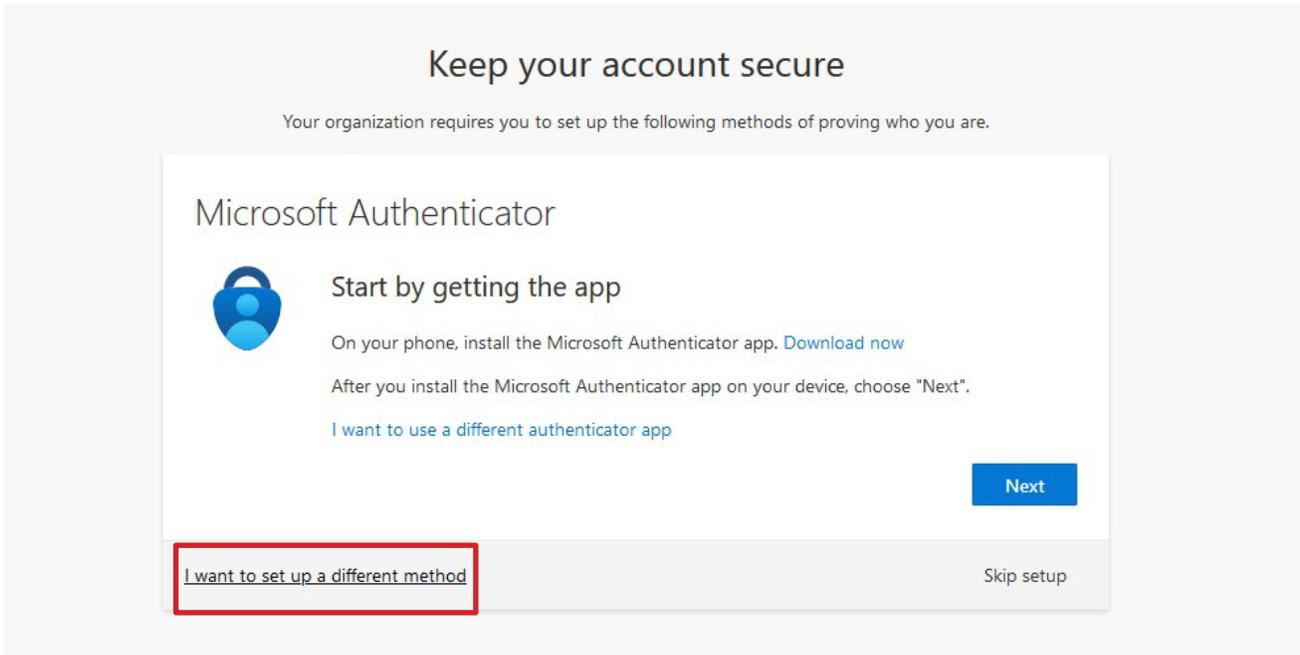
[Use a different account](#)

[Learn more](#)

[Next](#)

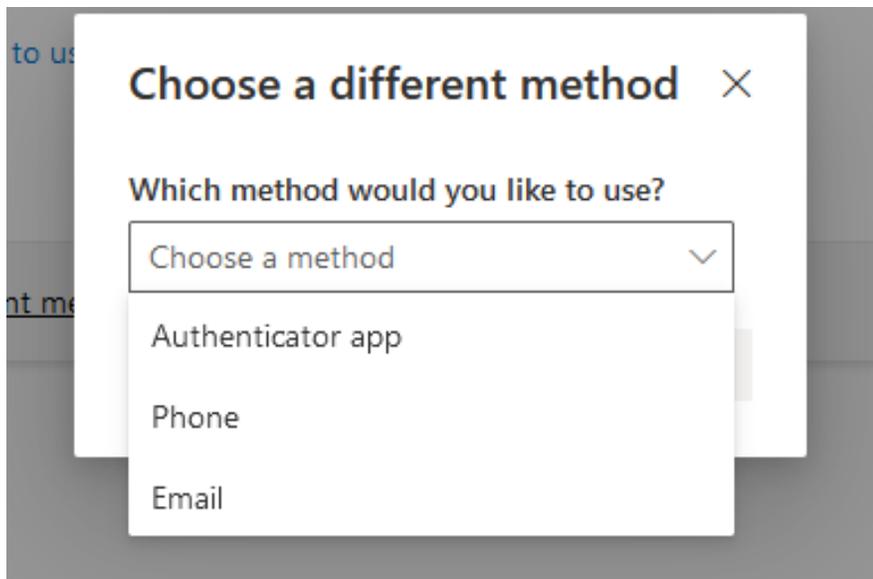
If you need assistance, please contact the Pierpont helpdesk at help@pierpont.edu and/or 304-333-3731.

Step #4: On this page, you will click NEXT, where you will be taken to a Microsoft Authenticator page (see below).



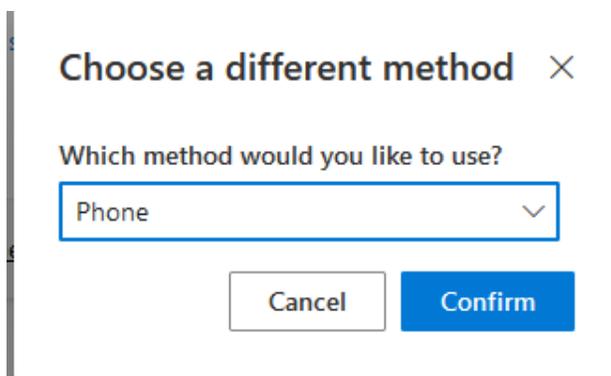
Step #5: Click on the "I want to set up a different method" highlighted in red above.

- This will allow you to choose between four methods for two-factor authentication (Authenticator app, text, phone call, email [NOTE: email must be a personal email. NOT your Pierpont email]). See below.



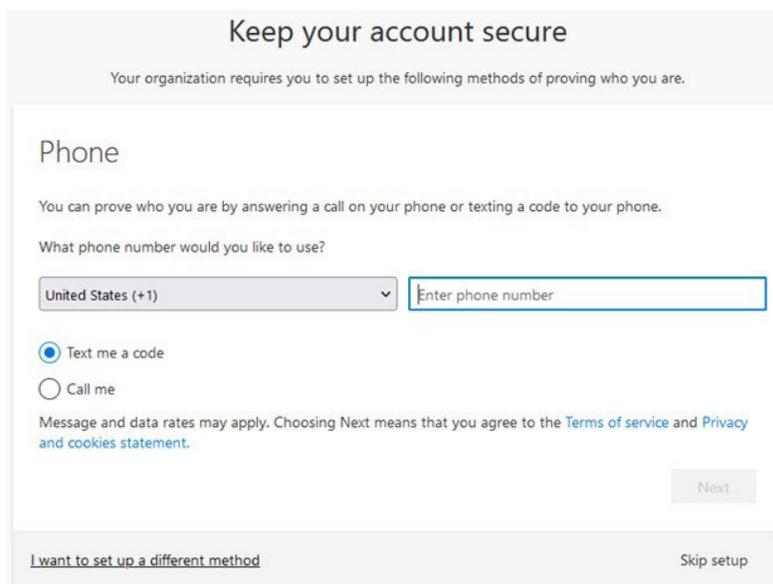
Step #6: The example below is for the “Phone” authenticator.

- For phone, you will be asked to provide your cell phone number and receive a text message or phone call with a login code.
- NOTE: Although this example is for phone, you may choose any or all authentication methods.



A dialog box titled "Choose a different method" with a close button (X) in the top right corner. The text inside asks "Which method would you like to use?". Below this is a dropdown menu currently showing "Phone" with a downward arrow. At the bottom of the dialog are two buttons: "Cancel" and "Confirm".

Here, you will choose between a phone call or text.



The "Keep your account secure" setup page. It states: "Your organization requires you to set up the following methods of proving who you are." The section is titled "Phone" and explains: "You can prove who you are by answering a call on your phone or texting a code to your phone." It asks "What phone number would you like to use?" and features a dropdown menu for the country (currently "United States (+1)") and a text input field for the phone number. Below this are two radio button options: "Text me a code" (which is selected) and "Call me". A note states: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." A "Next" button is located at the bottom right. At the very bottom of the page, there are two links: "[I want to set up a different method](#)" and "Skip setup".

- Here, you will enter the code provided to your cell phone.

The screenshot shows a web interface titled "Keep your account secure" with the subtitle "Your organization requires you to set up the following methods of proving who you are." The main heading is "Phone". Below it, the text reads "We just sent a 6 digit code to +1 [redacted] Enter the code below." There is an input field labeled "Enter code" and a link "Resend code" below it. At the bottom right, there are "Back" and "Next" buttons. At the bottom left, there is a link "I want to set up a different method" and at the bottom right, a "Skip setup" link.

- The screen below shows that the phone number and code have been verified.

The screenshot shows the same "Keep your account secure" interface. The main heading is "Phone". Below it, there is a green checkmark icon followed by the text "SMS verified. Your phone was registered successfully." At the bottom right, there is a blue "Next" button. At the bottom right, there is a "Skip setup" link.

Step #7: Upon completion of any methods, you will receive a "Success" screen (see below).

The screenshot shows a "Success!" screen with the subtitle "Your organization requires you to set up the following methods of proving who you are." The main heading is "Success!". Below it, the text reads "Great job! You have successfully set up your security info. Choose "Done" to continue signing in." There is a line of text "Default sign-in method: Phone - call [redacted]". Below this, there is a phone icon and the text "Phone + [redacted]". At the bottom right, there is a blue "Done" button.