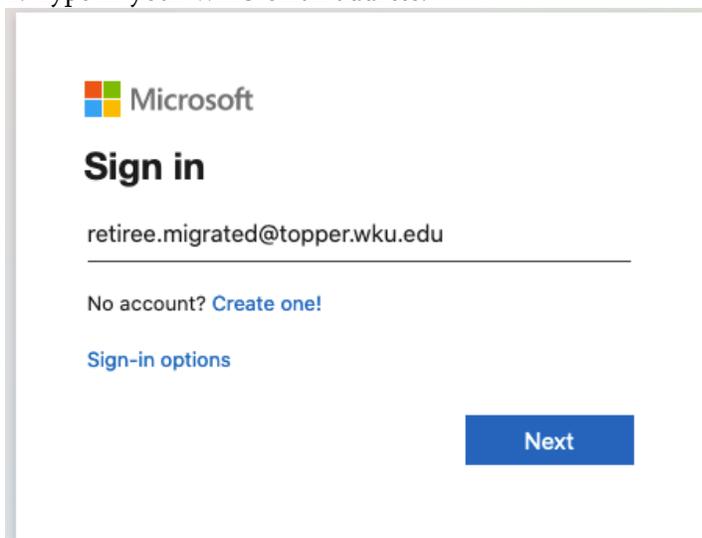


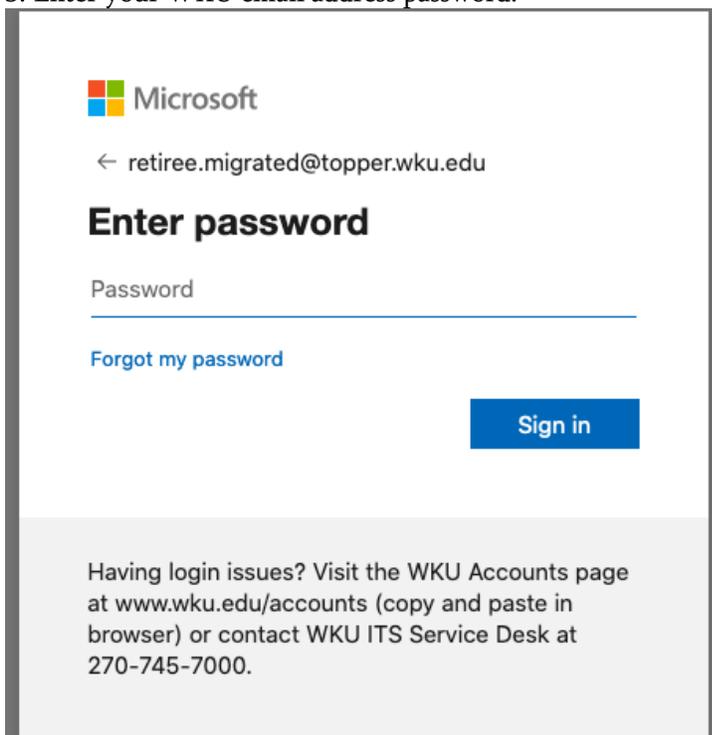
Configuring Microsoft Multi-Factor Authentication

1. Type in your WKU email address.



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, the email address "retiree.migrated@topper.wku.edu" is entered into a text field. Below the text field, there is a link that says "No account? Create one!". Further down, there is a link for "Sign-in options". At the bottom right of the form area, there is a blue button labeled "Next".

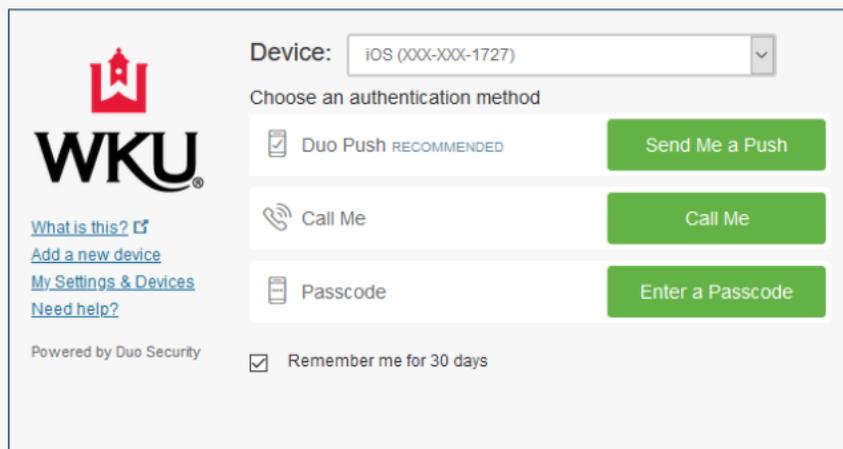
2. Click Next.
3. Enter your WKU email address password.



The screenshot shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it, there is a back arrow and the email address "retiree.migrated@topper.wku.edu". The main heading is "Enter password" in a large, bold font. Below this, the word "Password" is displayed above a text input field. Underneath the text field, there is a link that says "Forgot my password". At the bottom right of the form area, there is a blue button labeled "Sign in". At the bottom of the page, there is a grey box containing the text: "Having login issues? Visit the WKU Accounts page at www.wku.edu/accounts (copy and paste in browser) or contact WKU ITS Service Desk at 270-745-7000."

4. Click Sign in.

5. When prompted, authenticate with Duo



The screenshot shows the WKU Duo authentication interface. On the left is the WKU logo and links for help and device management. The main area shows a 'Device:' dropdown menu set to 'iOS (XXX-XXX-1727)'. Below this is a section titled 'Choose an authentication method' with three options: 'Duo Push RECOMMENDED' with a 'Send Me a Push' button, 'Call Me' with a 'Call Me' button, and 'Passcode' with an 'Enter a Passcode' button. At the bottom, there is a checkbox for 'Remember me for 30 days' which is checked.

 **WKU**
[What is this?](#) [Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)

Powered by Duo Security

Device:

Choose an authentication method

Duo Push RECOMMENDED

Call Me

Passcode

Remember me for 30 days

6. If you have not enabled Duo, please see [this article](#) for instructions.