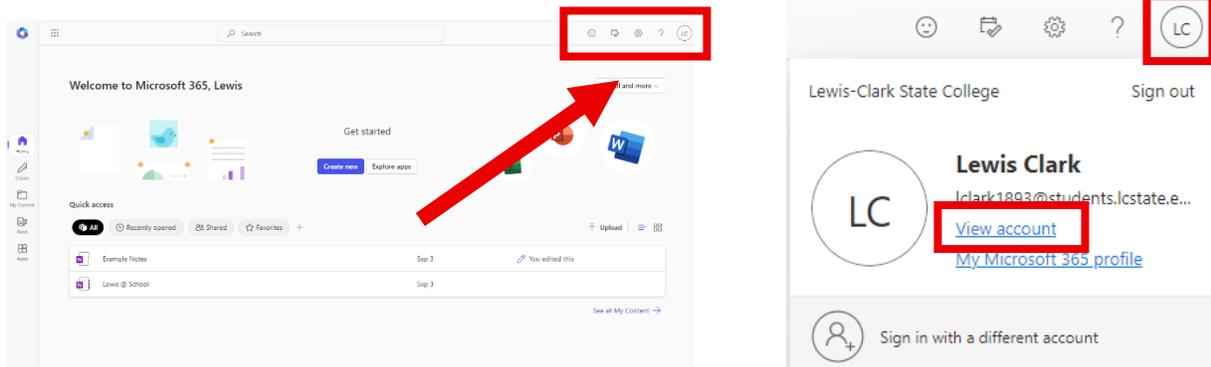


## Add/Remove or Update MFA Methods

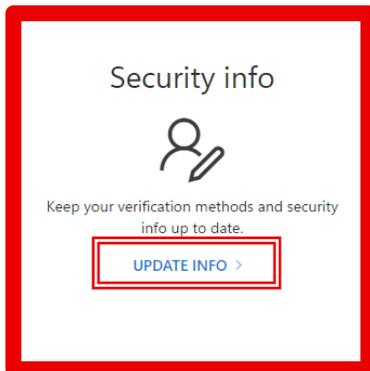
**Step 1.** Open your preferred web browser and navigate to office.com.

**Step 2.** If not already signed in to office.com, sign in using your LC State email. (@students.lcstate.edu)

**Step 3.** Once signed in to office.com in your web browser, click your initials in the top righthand corner and select the **"View Account"** option.



**Step 4.** In the section called "Security Info," select "Update Info."



**Step 5.** Select the option "Add Sign-In method" and select your authentication method of choice from the drop down menu options.



### NOTE:

In the event that you do not have access to your current authentication method AND you do not have access or are not registered for an alternative authentication method, please reach out to the IT Help Desk so we can verify your identity and reset your authentication methods. You can contact the Help Desk at (208) 792-2231 or [helpdesk@lcsc.edu](mailto:helpdesk@lcsc.edu).