



Citrus Community College District  
1000 W. Foothill Blvd., Glendora, CA 91741

# eMEMO

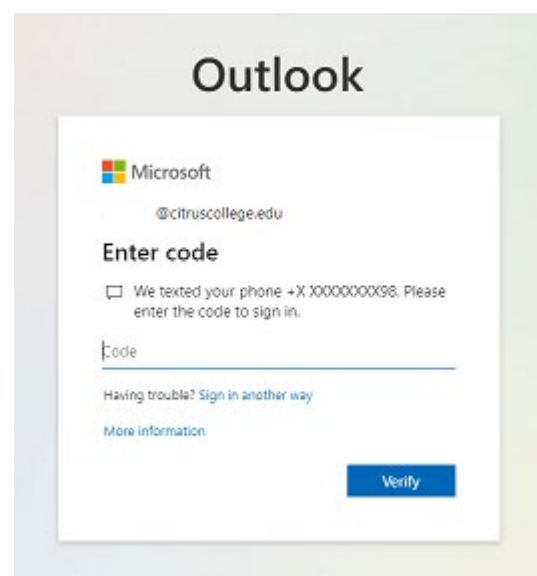
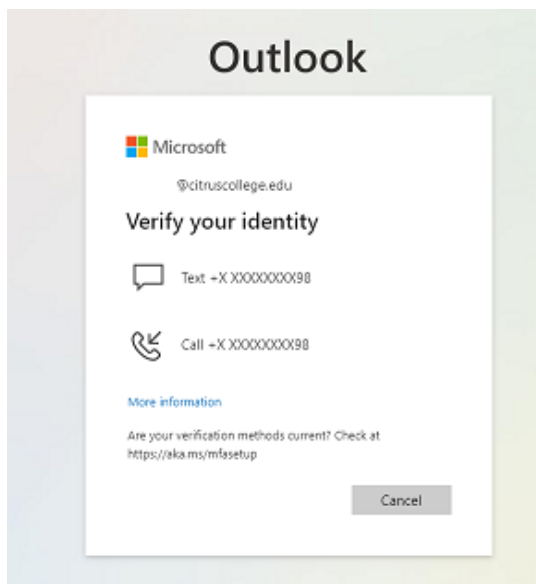
Office of Technology and Computer Services  
Robert Hughes

## Secure Logins at Citrus College

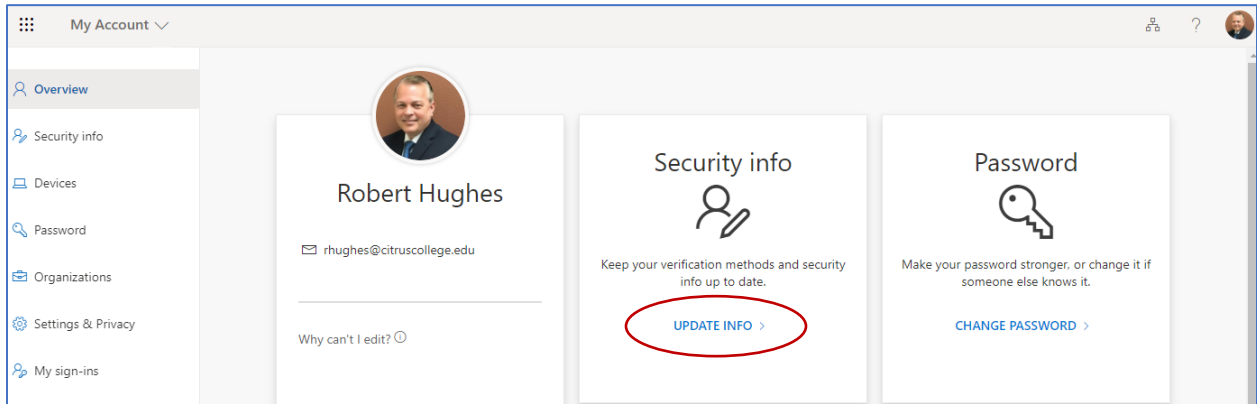
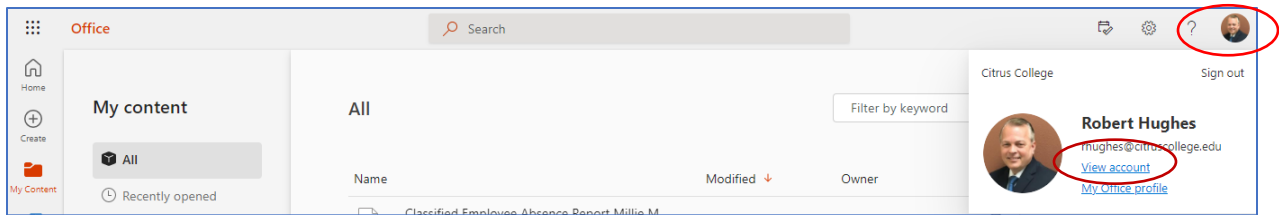
Technology and Computer Services (TeCS) is implementing more secure login practices at Citrus College for some services in order to protect our systems and ensure that accounts are accessed only by authorized users.

When logging in to Office 365 products (such as Outlook for e-mail, OneDrive for online file storage and Teams for collaboration), students, staff and faculty will need to provide a second credential in addition to a user name and password. You are likely already familiar with this practice for other online services.

After entering your user name and password for Office 365, you will be prompted to verify your identity. Options for verification can include a text message, a phone call, a security key, or the Microsoft Authenticator app on your phone.



Microsoft will use the verification methods that you have currently stored in Office 365 for resetting your password. To confirm your verification methods, log in to Office 365 (<https://my.citruscollege.edu/task/all/office-365>), click your icon or initials in the upper right corner, click 'View account', then click 'Update Info' on the "Security info" tile.



For a simpler login experience, install the Microsoft Authenticator app on your cell phone. This will allow you to simply click a button on your phone whenever you need to log in to Office 365. For more information, see: [Set up the Microsoft Authenticator app as your verification method](#). A video on how to set this up can be viewed here: <https://youtu.be/PaSa99c9n8>

Note that when this feature is activated you will be prompted to log in again to all of your Microsoft 365 products. If you have Outlook on your phone, you will need to log in again there as well. Once you sign in using the additional verification method, you can choose the “Stay signed in?” option if you are using your own laptop or computer, which will store your credentials locally and reduce the number of times you are asked to sign in.

