

2-FACTOR AUTHENTICATION SETUP

For New or Reset Accounts

Updated July 2026



REGIS

2-Factor Authentication Introduction

The use of **2-Factor Authentication** is the most effective way to protect Regis accounts from unauthorized use. When **2-Factor Authentication** is in place, a user logging in to Microsoft 365 is required to prove they have both the password and access to something **ONLY** the user should have, such as a personal phone or secondary email account.

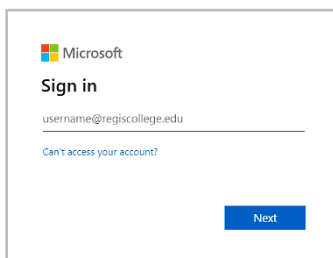
NOTE: If you receive a two-factor code that you did not request, **CHANGE YOUR PASSWORD IMMEDIATELY** and contact the ITS Helpdesk as quickly as possible in person or by phone at **781-768-7177**.

Setup Process to Receive Notification on the Mobile App

1. On your computer (not your phone), open [SPIKE](#) (the student portal) or [SHARP](#) (the faculty and staff portal).
2. A Microsoft message will appear requiring you to sign in. Enter your Regis login.

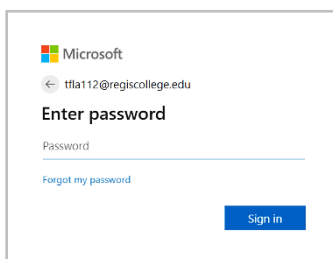
For students: Your Regis login is four-letters three-numbers @regiscollege.edu (for example: rpri123@regiscollege.edu).

For faculty and staff: Your Regis login is two-letters six-numbers @regiscollege.edu (for example: [rp123456@regiscollege.edu](#)).



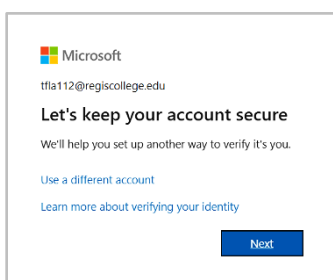
A screenshot of the Microsoft Sign in page. It features the Microsoft logo at the top left, followed by the text 'Sign in'. Below this is a text input field containing 'username@regiscollege.edu'. To the left of the input field is a small blue link that says 'Can't access your account?'. At the bottom right of the page is a blue button labeled 'Next'.

3. In the next Microsoft window that opens, enter your Regis password.



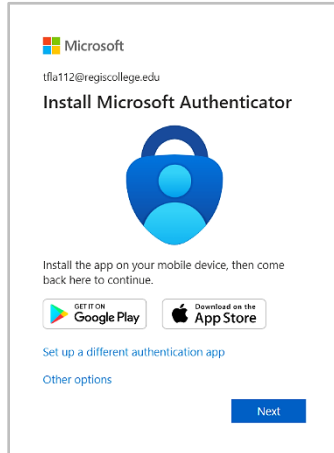
A screenshot of the Microsoft 'Enter password' page. It features the Microsoft logo at the top left, followed by the email address 'tfla112@regiscollege.edu'. Below this is the heading 'Enter password' and a text input field labeled 'Password'. To the left of the input field is a small blue link that says 'Forgot my password?'. At the bottom right of the page is a blue button labeled 'Sign in'.

4. The next Microsoft window will display **Let's keep your account secure**. Click on the **Next** button.

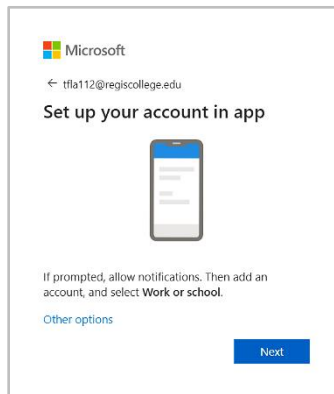


A screenshot of the Microsoft 'Let's keep your account secure' page. It features the Microsoft logo at the top left, followed by the email address 'tfla112@regiscollege.edu'. Below this is the heading 'Let's keep your account secure' and the text 'We'll help you set up another way to verify it's you.' There are two blue links: 'Use a different account' and 'Learn more about verifying your identity'. At the bottom right of the page is a blue button labeled 'Next'.

- The next Microsoft window instructs you to download the Microsoft Authenticator app. Do so on your mobile phone, not your computer. Once the app is downloaded on your mobile phone click on the **Next** button.



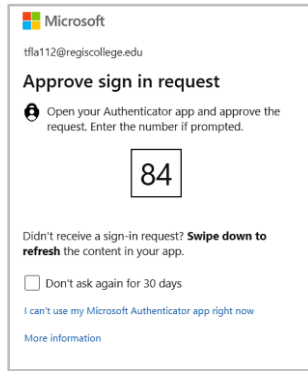
- In the next window that opens click on the **Next** button.



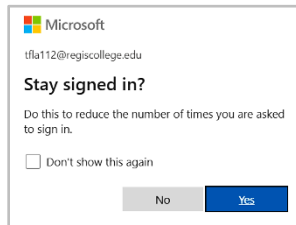
- Go to your **Microsoft Authenticator** app and click on the **Add account** plus-sign button at the top of the app screen.
- Select the **Work or school account** option.
- In the **Add work or school account** window that opens, click on **Scan a QR code**.
- Scan the QR code that is displayed in the setup window on your computer.



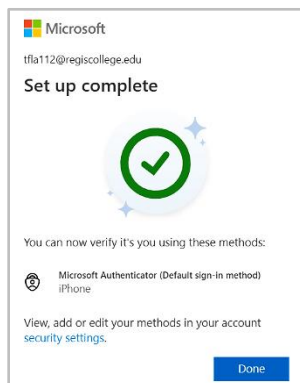
11. Next, complete the 2-factor authentication.



12. Follow the instructions on the various Microsoft windows that open.



13. The next window will indicate the setup is complete(or failed). If complete, click on the **Next** button.



NOTE: If the setup is not successful, follow the steps again.

14. The typical 2-factor window you will see going forward whenever you need to authenticate will open, displaying a two-digit number. Enter this number in the Microsoft Authenticator app on your phone.
15. The setup and initial authentication process will be complete, and you will be logged in.