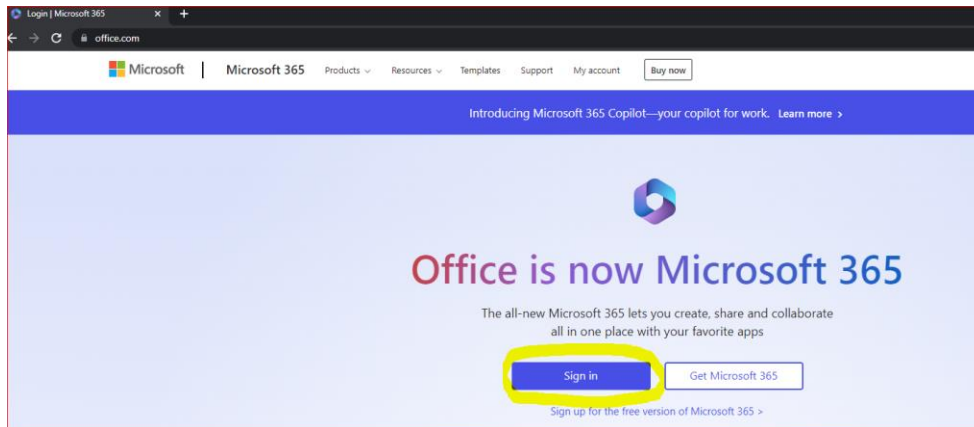# ROGERS STATE UNIVERSITY

Microsoft Office 365 Education Version- **Mandatory for all Students**

Rogers State University (RSU) offers a free Microsoft office subscription while you are an active student. The following steps will assist you with signing up for an account. RSU requires all students to sign up before your Semester classes start so you have the necessary access to your student accounts (MyRSU, Gmail for Students, and other RSU sites). **Passwords will need to be updated every 90 days at https://www.office.com/ .**

Please select this link: https://www.office.com/ and select the "Sign In" Option.

Enter your RSU Student email address and select "Next". This information is in the email that you received after you were accepted to Rogers State University.
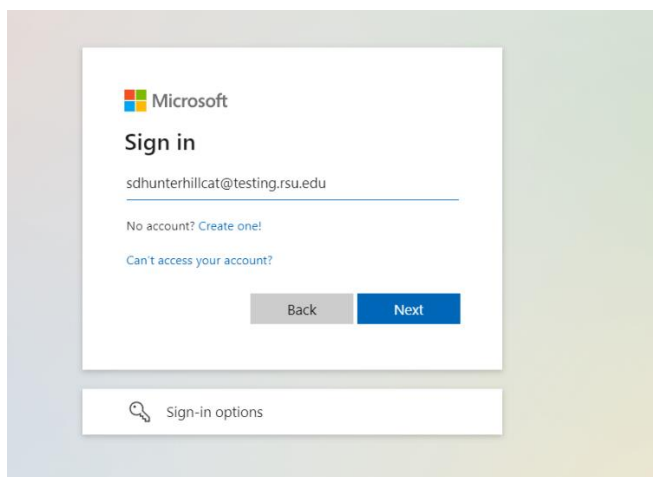
If you need further assistance, please contact the Helpdesk at helpdesk@rsu.edu or call 918-343-7538.

Enter the password that was sent to your personal email address from RSU.

Once you have entered the password RSU provided, you will be prompted to setup your MFA (multi factor authenticator methods). Select "Next" to continue. You must complete this process two times for your account to be setup properly.

If you need further assistance, please contact the Helpdesk at helpdesk@rsu.edu or call 918-343-7538.

The method recommended for the notification is the Microsoft - MFA App. Select mobile app from the drop down menu. Next, choose "Receive notifications for verification" and select the "Set up" button.
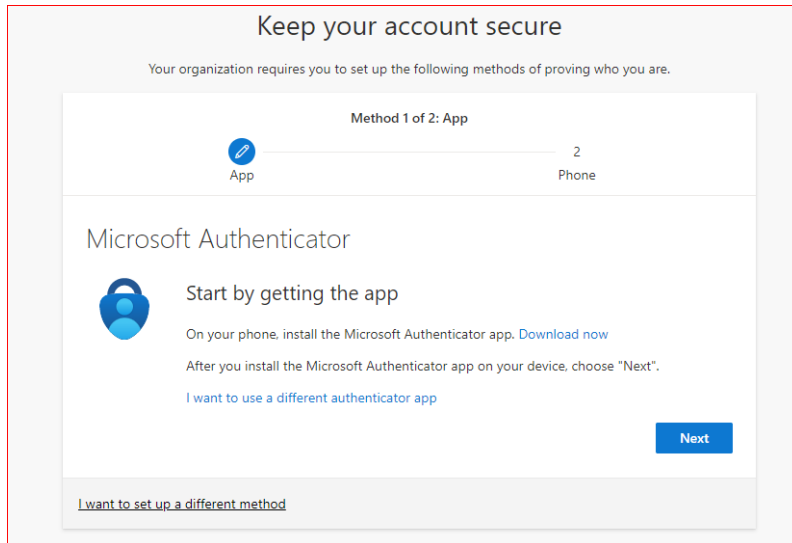
If you have an Android phone, you may need to go to the Play Store and download the "Microsoft Authenticator App. Once you have located the App, select "Install". **NOTE:** iPhone users will go to the "APP Store" and follow the same directions. <mark>**NEVER PAY FOR THE APP!**</mark>
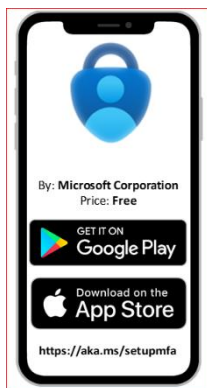
Click on icon below to go to site:

- Next, Open the app. Then select, "Add account". Then select, "Add work or school account".
- Select "Agree" once you have read the terms. Then select, "Allow" for access.
- Select, "Scan a QR code". Point the camera at the QR code shown on the screen.

If you need further assistance, please contact the Helpdesk at helpdesk@rsu.edu or call 918-343-7538.

If necessary, you can manually type the code and url into Microsoft Authenticator. Once that is done, select "Finish". The next screen you will select, "Got It". You have now added RSU to your Authenticator for future use and verifications.

Second MFA setup:

Select the link highlighted below to choose the second method.

If you need further assistance, please contact the Helpdesk at helpdesk@rsu.edu or call 918-343-7538.

The next step will be to setup a new password using the temporary password from the email you received or from the ACS Helpdesk if you called to get a new password. The "Current" password will be the temporary password.

New Password Criteria:

- 8-16 characters
- Upper and Lower case letters
- At least 2 numbers
- At least one special character (!@#$%)

If you need further assistance, please contact the Helpdesk at helpdesk@rsu.edu or call 918-343-7538.