

Stage 1: Faculty & Staff Access

Getting Started with Your New MLC Microsoft Account

MLC is introducing new Microsoft accounts for faculty and staff. **This account will eventually become your primary MLC account**, providing a simpler and more secure way to access MLC services.

For now, you will continue using your existing OES account for many campus services while we gradually transition to the new system.

Step 1: Find Your Welcome Email

You will receive an email from MLC IT containing:

- Your new Microsoft account username
- A temporary password
- A link to MLC's SharePoint site KnightLine

Your account has already been created. You do not need to register for a new account.

Step 2: Sign In for the First Time

1. Click the SharePoint link in your welcome email.
2. Enter the Microsoft username and temporary password provided.
3. When prompted, create a new password.

Important: Your new Microsoft password is separate from your existing OES password.



Sign in

Email, phone, or Skype

[Can't access your account?](#)

Next



Sign-in options



schmitmp@mlc-wels.edu

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Step 3: Set Up Account Security

Microsoft will guide you through setting up additional security for your account.

You will be asked to:

1. **Set up multifactor authentication (MFA).** This helps protect your account by requiring an additional verification step when signing in.

1. To use a different app, click the link at the bottom of the setup screen to choose another authenticator.

The setup process is nearly identical for either option. Simply scan the QR code with your chosen app and follow the prompts to finish adding your account.

2. **Add your phone number.** This can be used to verify your identity and help secure your account.

Scan the QR code



Use your authenticator app to scan the QR code. This connects the app to your account.

Then come back and select **Next**.

[Can't scan the QR code?](#)

Back

Next


gimli@mlc-wels.edu

Approve sign in request

 Open your Authenticator app and approve the request. Enter the number if prompted.

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Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

Add a phone number



Verify it's you with a call to your phone.

Country code

United States (+1)

Phone number

Enter phone number

Choose how to verify

☒ Call

Message and data rates may apply. Pressing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Back

Next

Step 4: You're All Set!

Once setup is complete, you should be able to access MLC's SharePoint site using your new Microsoft account.

You do not need to start using this account for everything immediately. MLC IT will communicate when additional services transition to Microsoft sign-in.

Signing In to the MLC Login Server

You will notice a new option when signing in to the MLC Login Server.

- You can choose to sign in using either your **OES account** or your **Microsoft (Entra) account**.
- Both options will work during the transition.
- Eventually, this choice will be removed, and the Login Server will use Microsoft accounts automatically.



Select an authentication source

The selected authentication source will be used to authenticate you and to create a valid session.

Legacy MLC Account (eDirectory)

MLC Account (Microsoft Entra)

Need Help?

If you have trouble signing in, changing your password, or setting up MFA, please contact the **MLC IT Department**.

Remember: You only need to complete this initial setup once. Your new Microsoft account will gradually replace your OES account as MLC transitions to the new system.

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