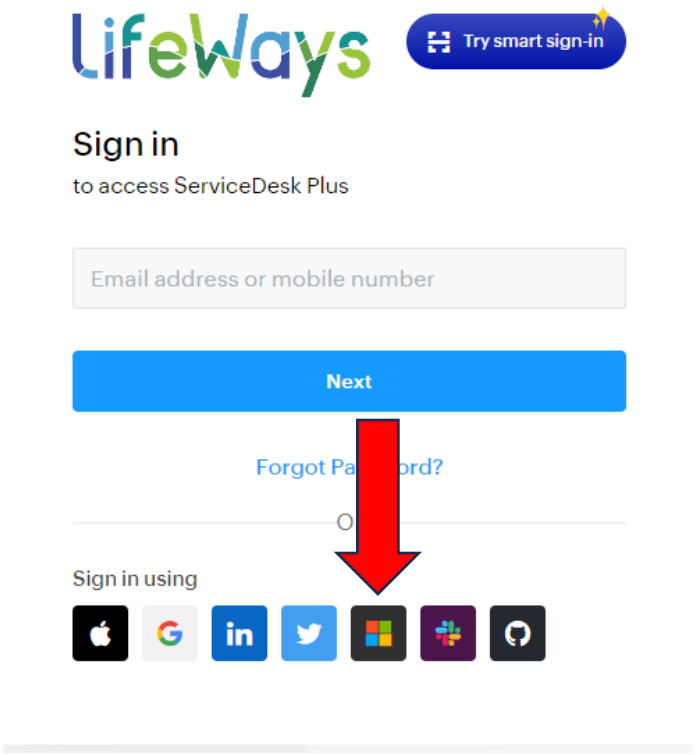
# LOGGING INTO THE IT HELPDESK

## IT Tips & Tricks

1. Open https://helpdesk.lifewaysmi.org by double-clicking the IT Help Desk icon on your desktop.

2. At the login page DO NOT enter your email address. Instead, click the Windows logo underneath the email field.



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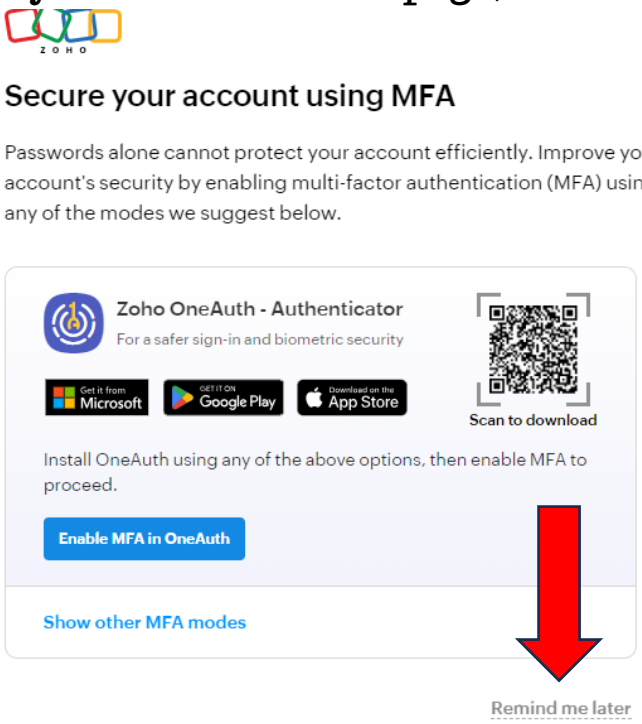
3. If you encounter this page, click “Remind me later.”




4. You should be directed to the IT helpdesk site from here, but it is possible that Microsoft will prompt for multifactor authentication (MFA). This includes texting your phone a one-time code to verify your identity. Follow the instructions on your screen if this is the case.