

Multi-Factor Authentication Tutorial

For added security, the district is implementing Multi-Factor Authentication. Multi-factor authentication is important, making stealing your information harder for criminals. As the name implies, MFA blends at least two separate factors. This means that you will now need to provide at least two methods of authentication when logging into Office 365 tools and websites. The first authentication is your password, and the second can be through a phone call or with your mobile phone via text message or through the Microsoft Authentication App. To set up or make any changes to your Multi-Factor Authentication choices, follow this link: <https://aka.ms/mfasetup>.

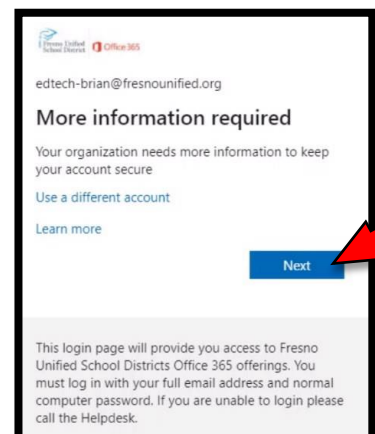
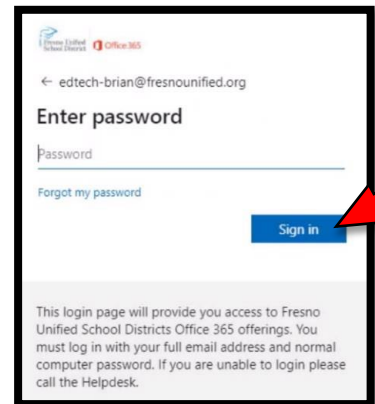
Note: To register for Multi-Factor Authentication (MFA), you must be on the district network.

Option 1: Set-up Multi-Factor Authentication via Text Message Step

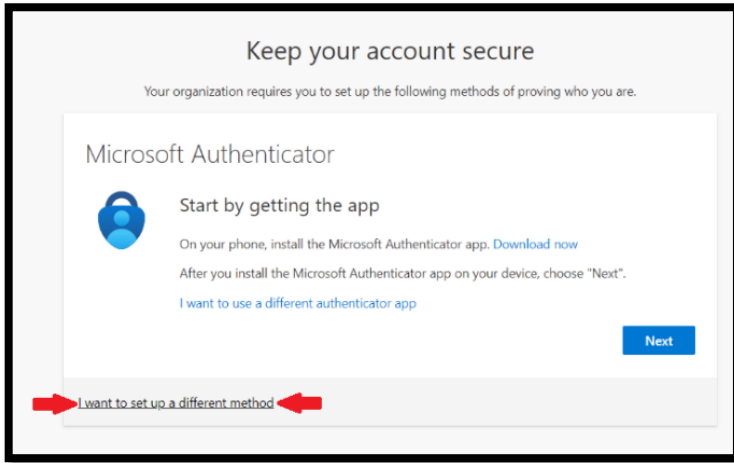
1: Open your Internet browser and go to <https://aka.ms/mfasetup> **Step**

2: Sign in with your district email and password.

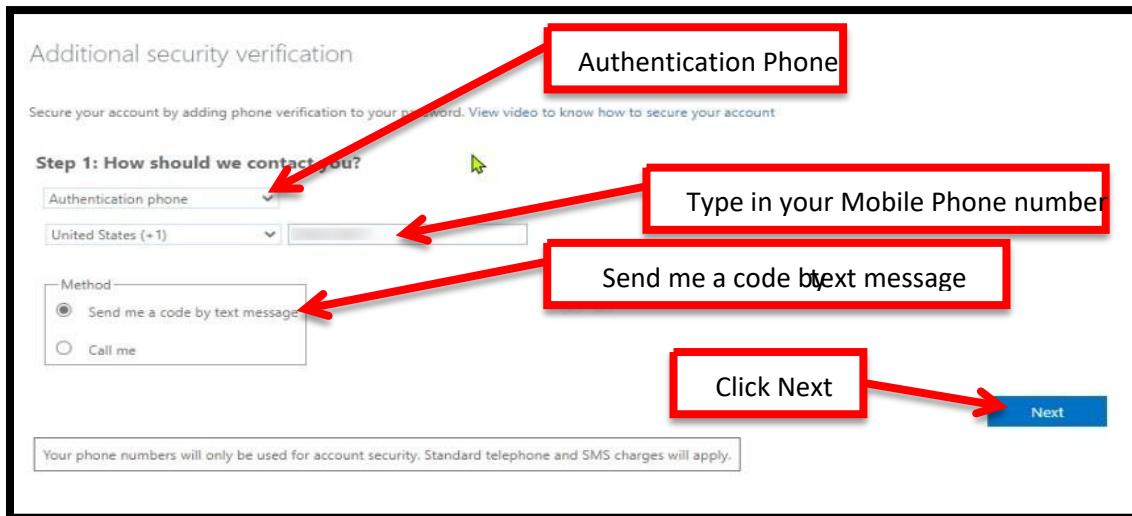
Step 3: You will see a dialog stating that "Your organization needs more information to Keep your account secure." Click Next.



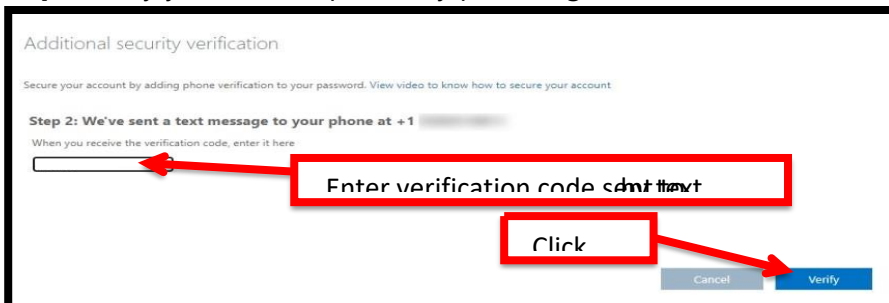
Step 4: You will see a dialog stating "Keep your account secure." Click "I want to set up a different method."



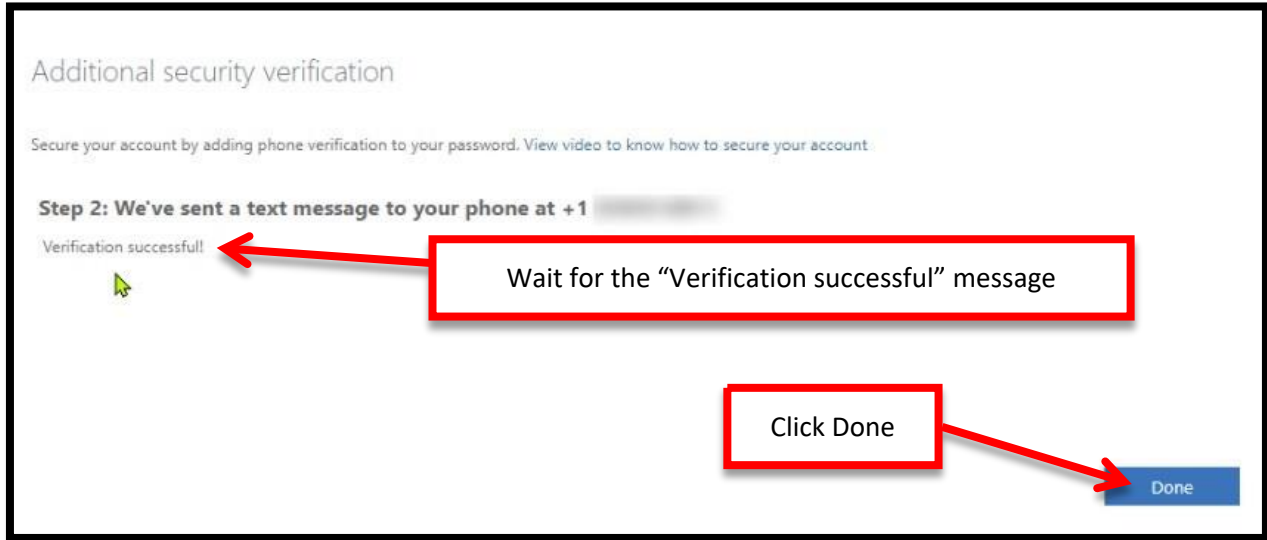
Step 5: Specify the Additional Security Verification



Step 6: Verify your mobile phone by providing the verification code texted to your phone.



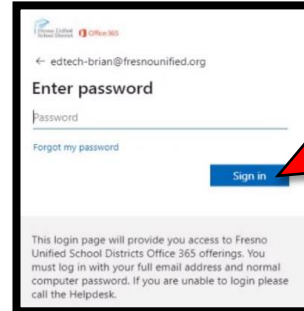
Step 7: Click Done once verification is successful.



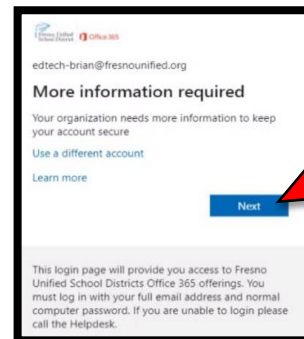
Option 2: Set-up Multi-Factor Authentication via Authentication App

Step 1: Open your Internet browser and go to <https://aka.ms/mfasetup>

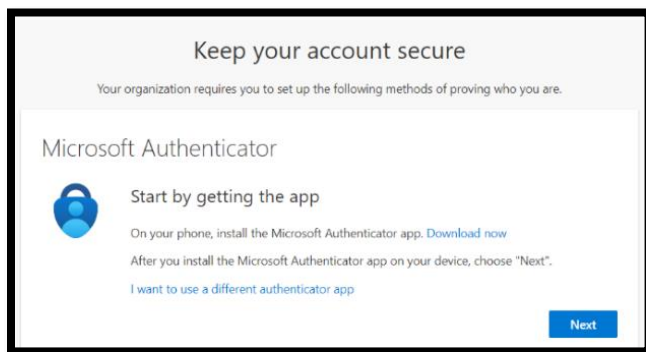
Step 2: Sign in with your district email and password.



Step 3: You will see a dialog stating that “Your organization needs more information to Keep your account secure”. Click Next.



Step 4: You will see a dialog stating “Keep your account secure.” Click Next.



Step 5: Specify the Additional Security Verification

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Please configure the mobile app.

Next

Mobile App

Receive notifications for verification

Click Set Up

Step 6: Follow the steps to install and Set Up the Microsoft Authenticator App

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

DO NOT scan this QR code. Scan the one on your screen. This is just an example.

If you are unable to scan the image, enter the following information in your app.

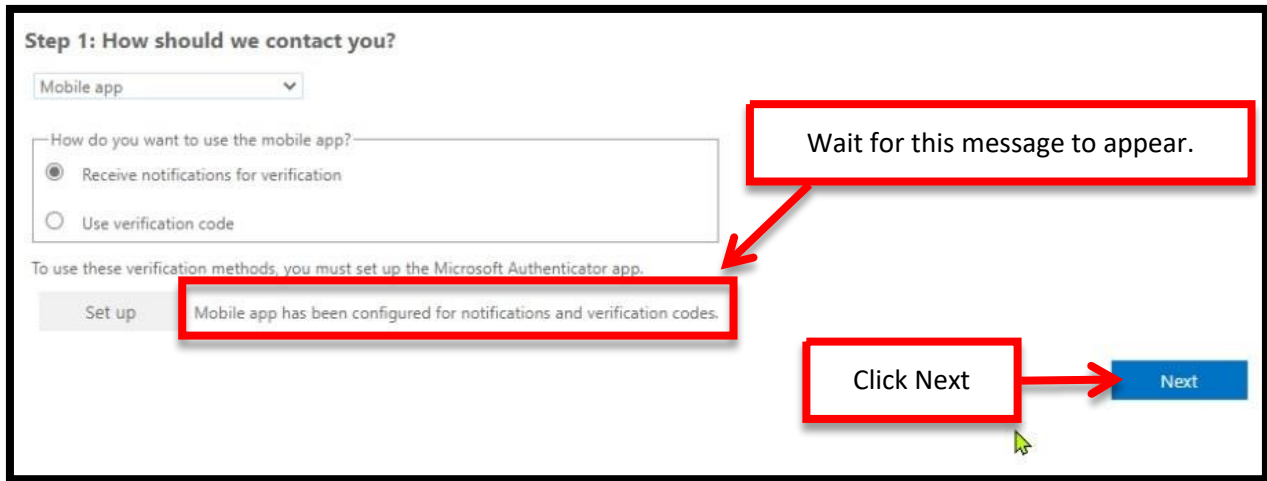
Code: 123 456 789

Url: <https://mobileappcommunicator.auth.microsoft.com/activate/243134837/EUS>

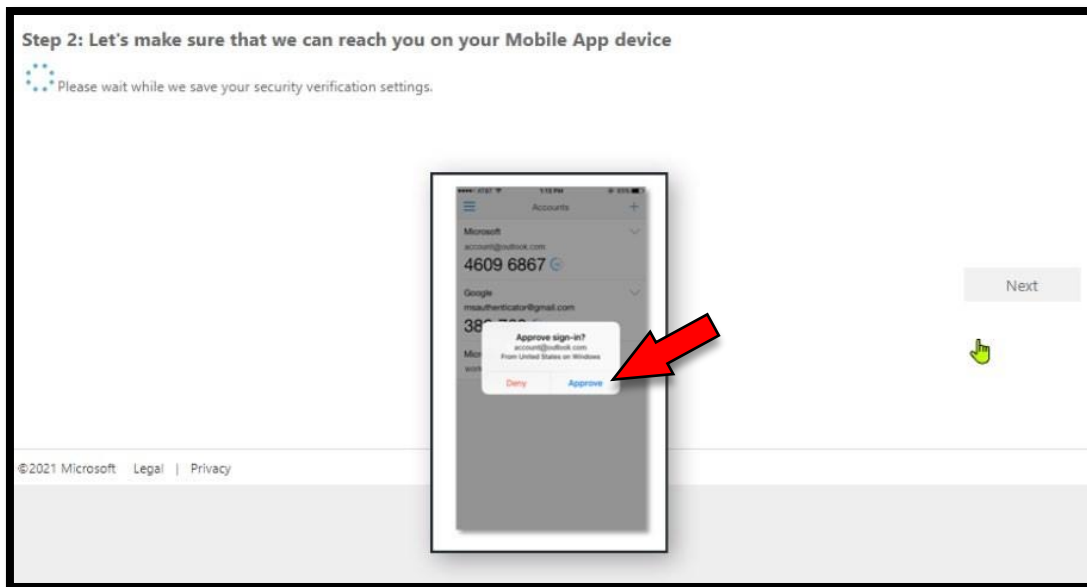
If the app displays a six-digit code, choose "Next".

Next cancel

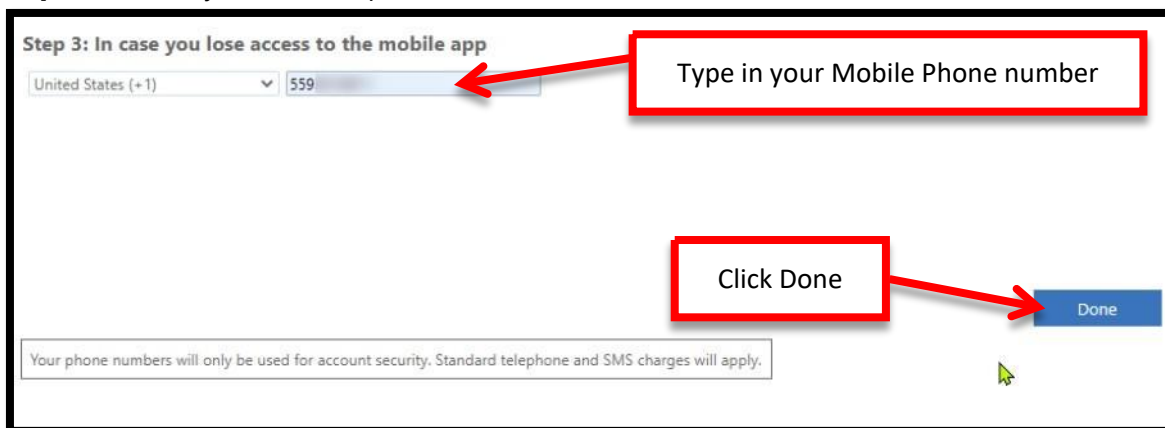
Step 7: Once the Authenticator App is configured, click Next.



Step 8: Tap Approve on the Authenticator App on your mobile phone


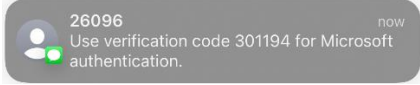
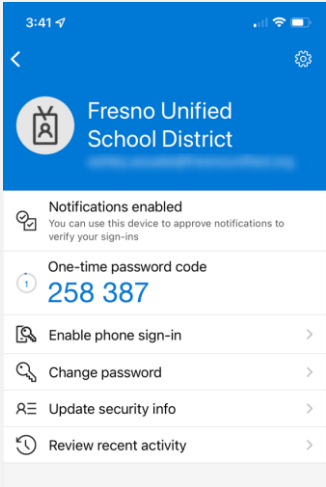


Step 9: Provide your mobile phone number and click Done



What should I expect after I register for MFA?

There are three registration methods for MFA. You can opt for a phone call, a text message, or a notification/code with the Microsoft Authenticator app. The Microsoft Authenticator app is available on iOS and Android. The following are examples of each notification method. Registering for multiple MFA methods is possible if you want to switch at login.

AUTHENTICATION METHOD	EXAMPLE MESSAGE
<p style="text-align: center;">PHONE CALL</p>	
<p style="text-align: center;">TEXT MESSAGE</p>	
<p style="text-align: center;">AUTHENTICATOR APP ONE-TIME PASSCODE</p>	
<p style="text-align: center;">AUTHENTICATOR APP PUSH NOTIFICATION</p>	