

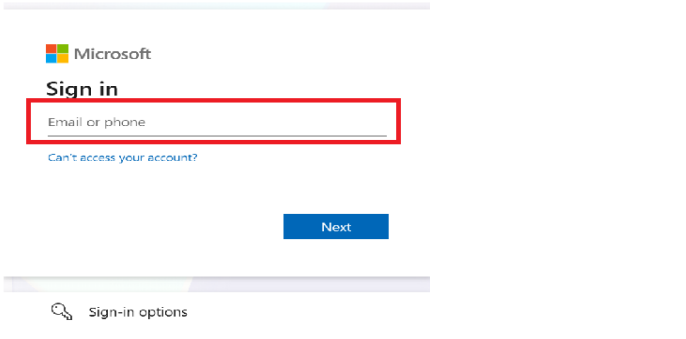
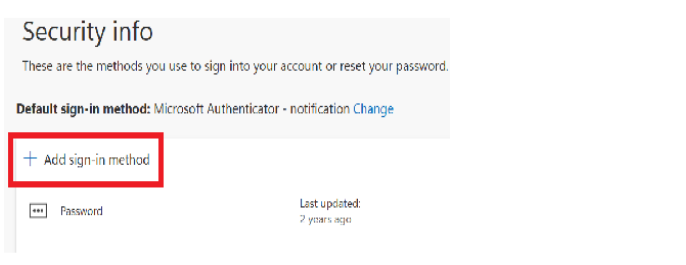
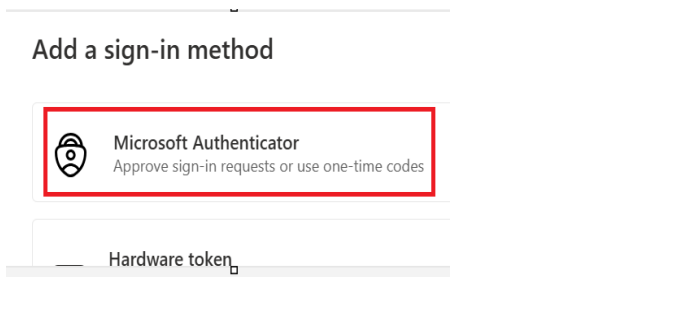
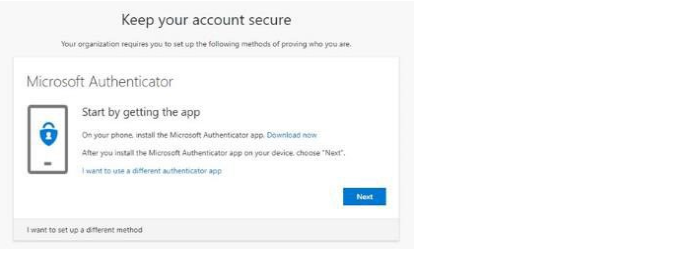
Multi-factor Authentication (MFA) Registration

Note:

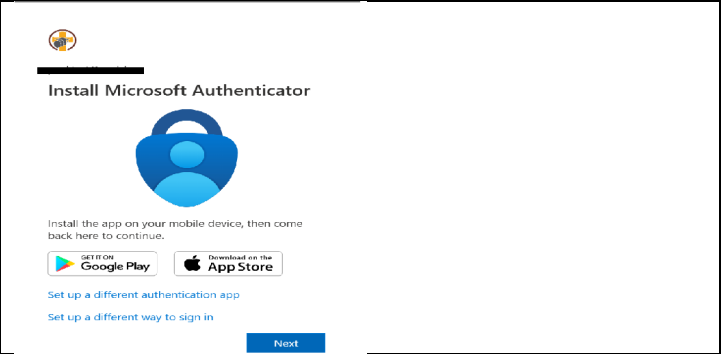
- MFA registration must be done at the school with your computer connected to school WI-FI
- MFA methods included: Microsoft Authenticator App and Phone

Getting Started - video or follow these steps.

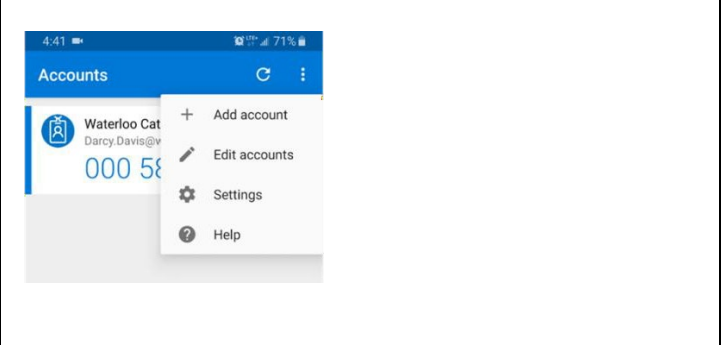
[Setting up Microsoft Multifactor Authentication - YouTube](#)

<p>On your computer – During your login OR open your browser > go to: https://aka.ms/setupmfa</p> <p>Complete the login steps with your school login credentials (12345abc@wcdsb.ca)</p>	 <p>The screenshot shows the Microsoft sign-in page. At the top, it says "Microsoft" with the logo. Below that is "Sign in" and a text input field for "Email or phone" which is highlighted with a red box. There is a link for "Can't access your account?" and a blue "Next" button. At the bottom, there is a "Sign-in options" link.</p>
<p>After completing the login steps, Click: + Add sign-in method</p>	 <p>The screenshot shows the "Security info" page. It says "These are the methods you use to sign into your account or reset your password." Below that, it lists the "Default sign-in method" as "Microsoft Authenticator - notification" with a "Change" link. A red box highlights the "+ Add sign-in method" button. Below that, there is a "Password" entry with a "Last updated: 2 years ago" timestamp.</p>
<p>Select: Microsoft Authenticator</p>	 <p>The screenshot shows the "Add a sign-in method" page. It has a red box around the "Microsoft Authenticator" option, which includes the text "Approve sign-in requests or use one-time codes". Below it, there is a "Hardware token" option.</p>
<p>Leave this screen on your computer and you will come back to it after you install the APP on your phone. Follow the steps to install Microsoft Authenticator on your mobile phone</p>	 <p>The screenshot shows the "Keep your account secure" page. It says "Your organization requires you to set up the following methods of proving who you are." Below that, it shows the "Microsoft Authenticator" app with instructions: "Start by getting the app", "On your phone, install the Microsoft Authenticator app. Download now", and "After you install the Microsoft Authenticator app on your device, choose 'Next'." There is a "Next" button and a link for "I want to use a different authenticator app". At the bottom, there is a link for "I want to set up a different method".</p>

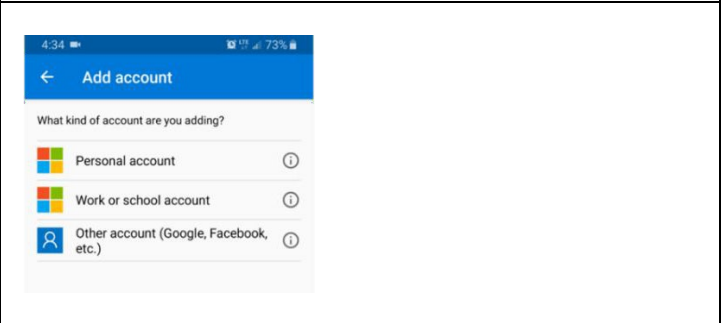
Go to the APP Store - Apple store for IOS or Google Play store for Android **on your device** > Download the "Microsoft Authenticator" App



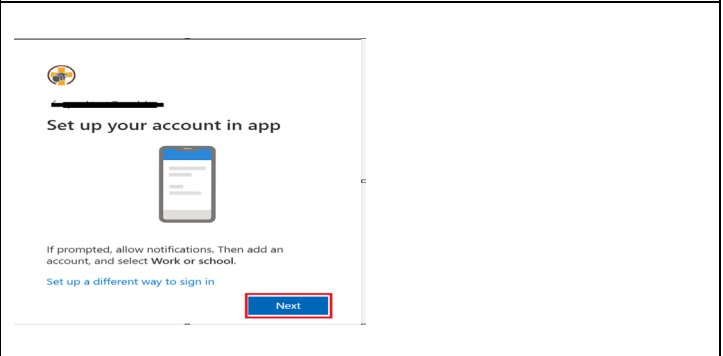
On your phone - Open the **Microsoft Authenticator App**
Click: **3 dots**
Click: **Add Account**



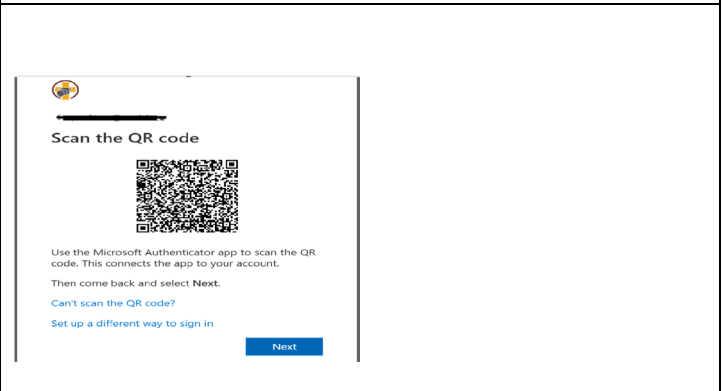
Click: **Work or School Account**



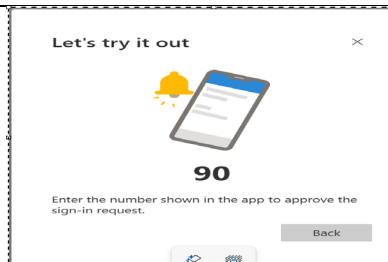
Back to your computer
Click: **Next**



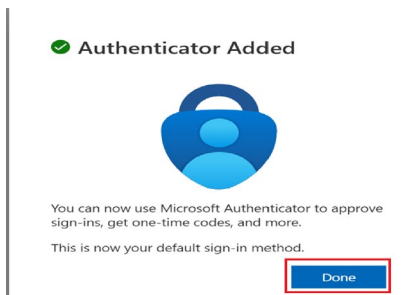
QR code will appear on your computer screen. On your phone with the Authenticator App open **Scan the code with your phone's camera.** Once scanned your computer screen will change.



On the **Authenticator App**, on your phone enter the number that appears on your computer, to **Approve**



You have successfully added Authenticator App
Click: **D O N E**



Optional: Verify your MFA setup

On your computer - Open a web browser and go to:
<https://myapplications.microsoft.com/>

Click: **MFA Test Icon**

