

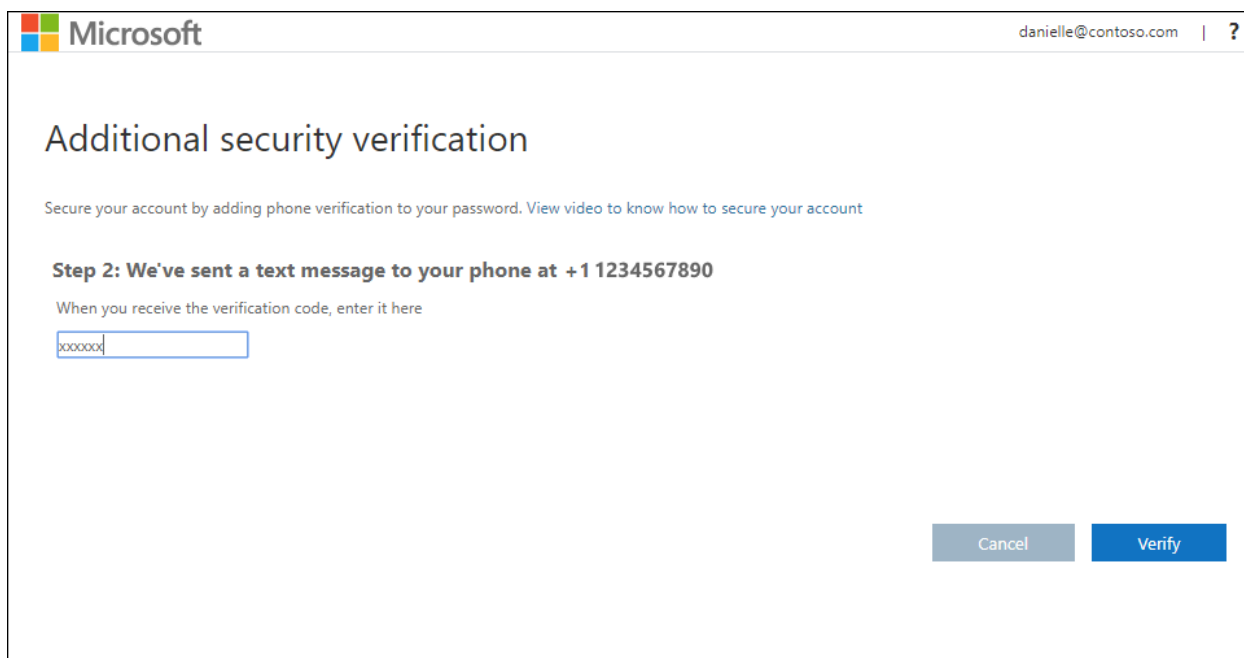
Please follow the below instructions on setting up Multifactor Authentication for your personal device.

**Please print or save these instructions to a thumb drive prior to attempting a login to Microsoft Services using a non-district device that is off our network.**

Once you attempt to log in (after entering your username and password), a window will pop up asking for more information. You should see Barstow Unified School District's logo in the upper left corner, not Microsoft's. Click **Next**.

### Set up your mobile device to use a text message as your verification method

1. On the **Additional security verification** page, select **Authentication phone** from the **Step 1: How should we contact you** area, select your country or region from the drop-down list, and then type your mobile device phone number.
2. Select **Send me a code by text message** from the Method area, and then select **Next**.



Microsoft danielle@contoso.com | ?

## Additional security verification

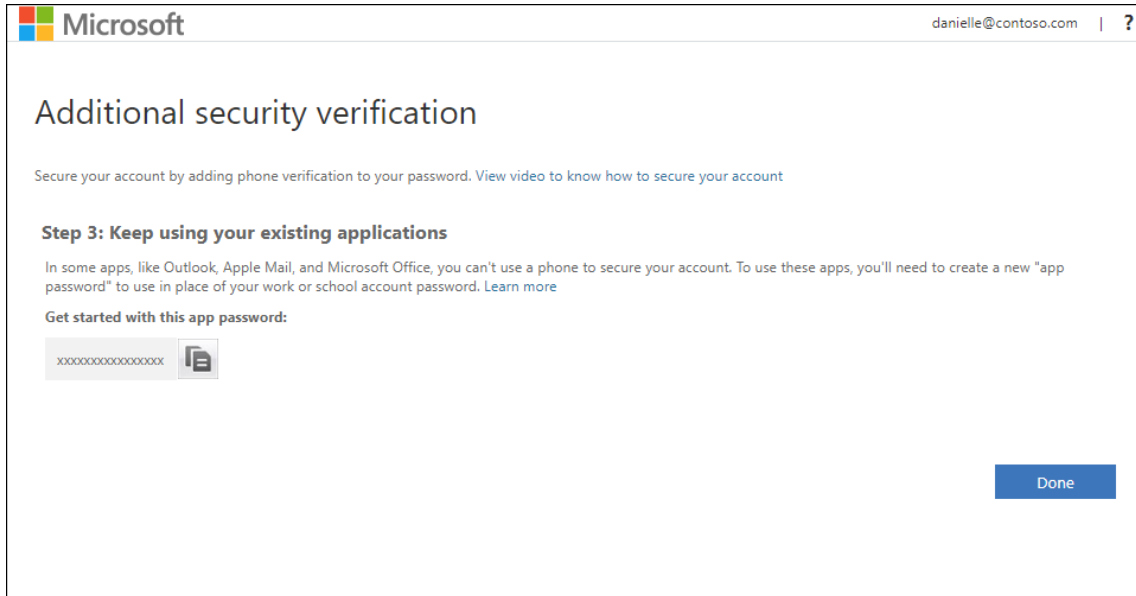
Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone at +1 1234567890**

When you receive the verification code, enter it here

Cancel Verify

3. Type the verification code from the text message sent from Microsoft into the **Step 2: We've sent a text message to your phone** area, and then select **Verify**.



4. From the **Step 3: Keep using your existing applications** area, copy the provided app password and paste it somewhere safe.
5. Select **Done**.

To Setup the Microsoft's Authenticator App, you will need to download the app from the Apple Store, or Google Play.

Note: The option to receive notifications will send a push notification to your device through the app and ask you to allow or deny the login. A user verification code will require you to open the app, choose your account, and input the code from within the app at a prompt on your device.

1. On the **Additional Security Verification** page, select **Mobile app** from the **Step 1: How should we contact you** area.
2. Select **Receive notifications for verification** from the **How do you want to use the mobile app** area, and then select **Set up**.

Microsoft

## 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

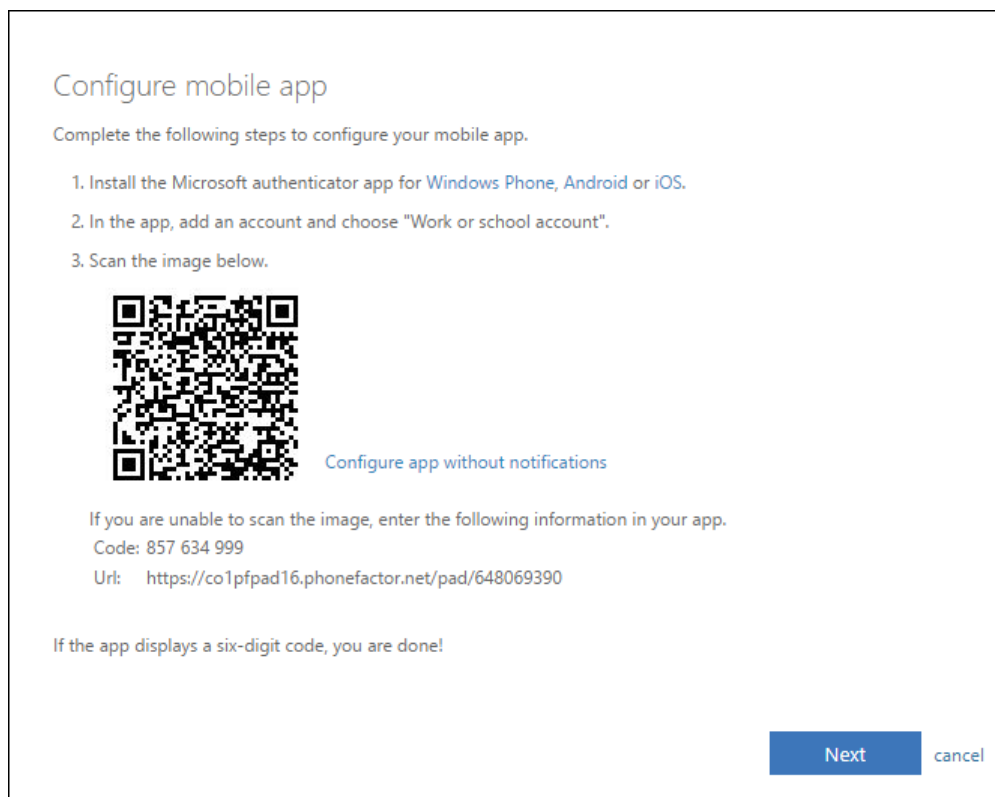
Use verification code

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

Set up

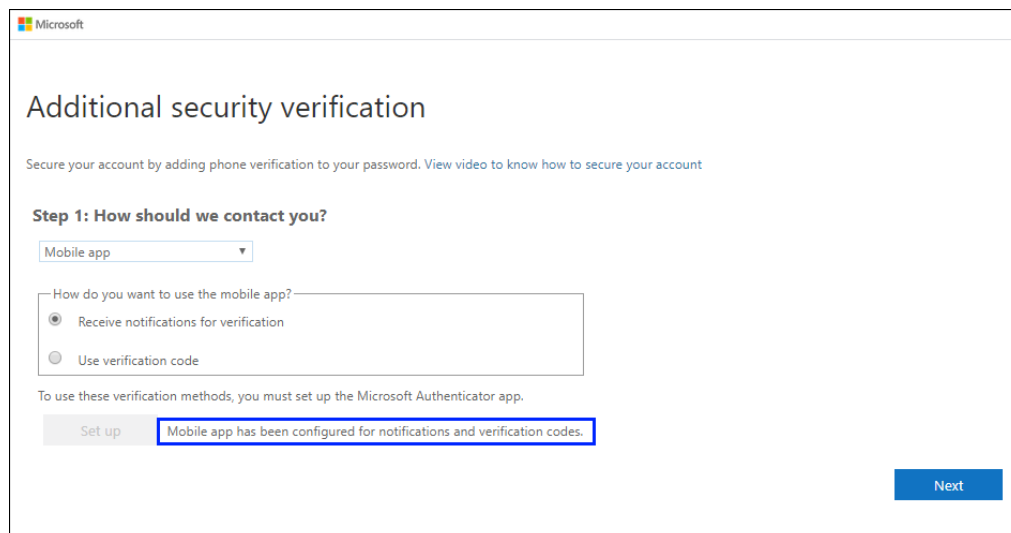
Next

3. The **Configure mobile app** page appears.
4. Open the Microsoft Authenticator app, select **Add account** from the Customize and control icon in the upper-right, and then select **Work or school account**. When prompted for permission to use your camera, select Allow.

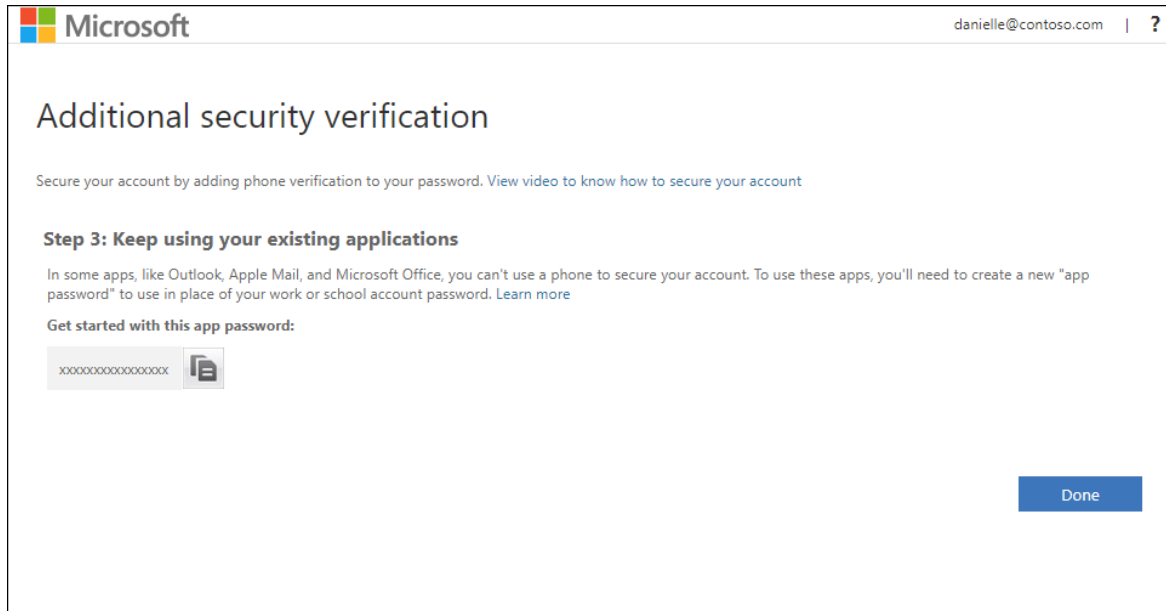


5. Use your device's camera
6. to scan the QR code from the **Configure mobile app** screen on your computer, and then choose **Next**.
7. Return to your computer and the **Additional security verification** page, make sure you get the message that says your configuration was successful, and then select **Next**. The authenticator app will send a notification to your mobile device as a test.
8. On your mobile device, select **Approve**.

9. On your computer, add your mobile device phone number to the **Step 3: In case you lose access to the mobile app** area, and then select **Next**.



10. Microsoft recommends adding your mobile device phone number to act as a backup if you're unable to access or use the mobile app for any reason.
11. From the **Step 4: Keep using your existing applications** area, copy the provided app password and paste it somewhere safe.



12. Select **Done**.

## Set up the Microsoft Authenticator app to use verification codes

1. On the **Additional security verification** page, select **Mobile app** from **Step 1: How should we contact you?**
2. Select **Use verification code** from the **How do you want to use the mobile app** area, and then select **Set up**.

Microsoft

### 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


Next

3. Open the Microsoft Authenticator app, select **Add account** from the Customize and control icon in the upper-right, and then select **Work or school account**. When prompted for permissions to use the camera, select **Allow**.
4. Use your device's camera to scan the QR code from the **Configure mobile app** screen on your computer, and then choose **Next**.
5. Return to your computer and the **Additional security verification** page, make sure you get the message that says your configuration was successful, and then select **Next**. The authenticator app asks for a verification code as a test.

### 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.



[Configure app without notifications](#)

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

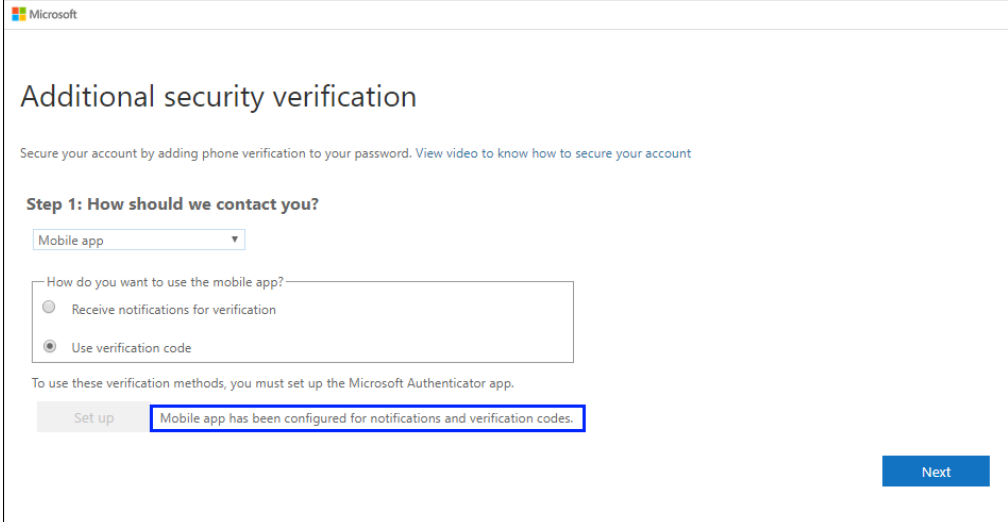
Code: 857 634 999

Url: <https://co1pfpad16.phonefactor.net/pad/648069390>

If the app displays a six-digit code, you are done!

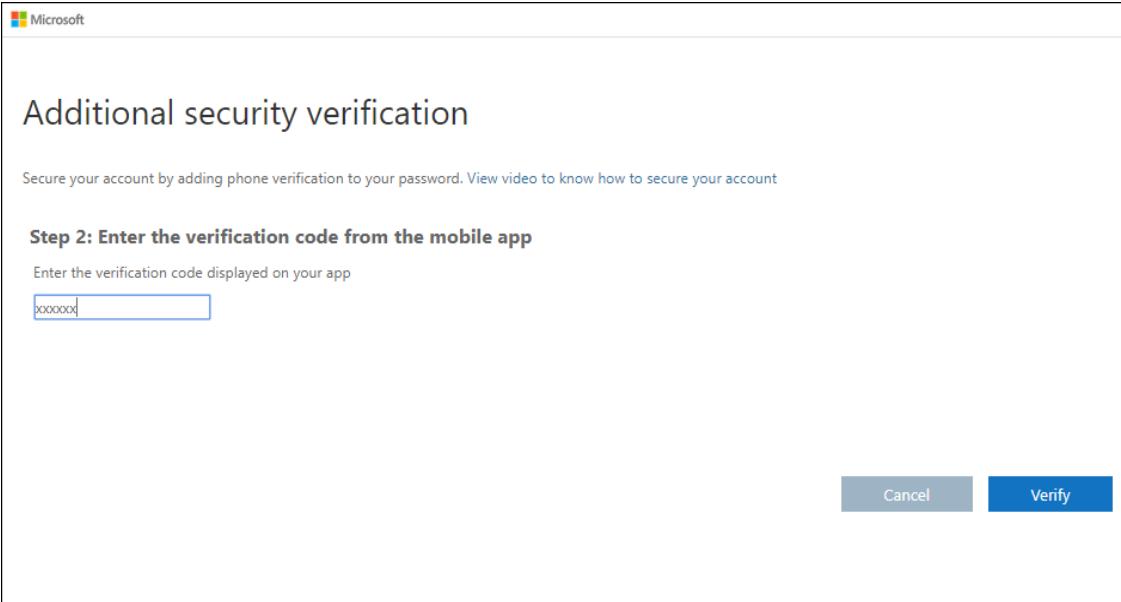
Next cancel

6. From the Microsoft Authenticator app, scroll down to your work or school account, copy and paste the 6-digit code from the app into the **Step 2: Enter the verification code from the mobile app** box on your computer, and then select **Verify**.

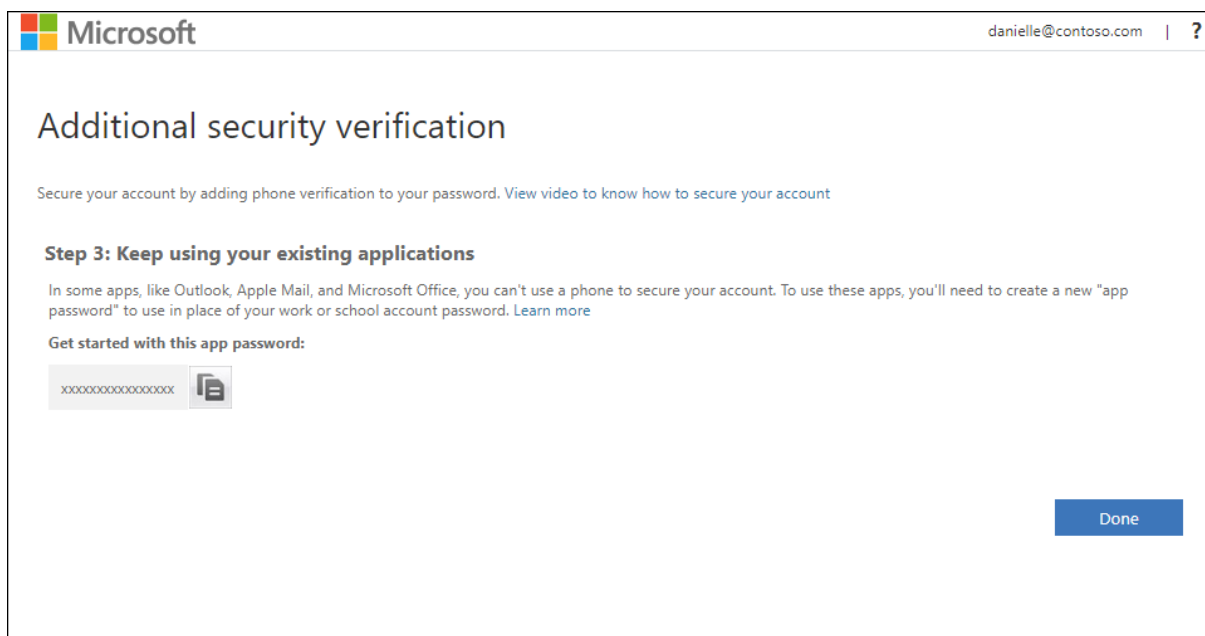


The screenshot shows the Microsoft 'Additional security verification' page. The title is 'Additional security verification'. Below the title is a subtitle: 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The main heading is 'Step 1: How should we contact you?'. There is a dropdown menu labeled 'Mobile app'. Below that is a section titled 'How do you want to use the mobile app?' with two radio button options: 'Receive notifications for verification' and 'Use verification code'. The 'Use verification code' option is selected. Below this is a note: 'To use these verification methods, you must set up the Microsoft Authenticator app.' There are two buttons: 'Set up' and 'Mobile app has been configured for notifications and verification codes.' The 'Set up' button is highlighted with a blue border. A 'Next' button is located in the bottom right corner.

7. On your computer, add your mobile device phone number to the **Step 3: In case you lose access to the mobile app** area, and then select **Next**. Microsoft recommends adding your mobile device phone number to act as a backup if you're unable to access or use the mobile app for any reason.
8. From the **Step 4: Keep using your existing applications** area, copy the provided app password and paste it somewhere safe.



The screenshot shows the Microsoft 'Additional security verification' page. The title is 'Additional security verification'. Below the title is a subtitle: 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The main heading is 'Step 2: Enter the verification code from the mobile app'. Below that is a prompt: 'Enter the verification code displayed on your app'. There is a text input field containing 'xxxxxx'. At the bottom right, there are two buttons: 'Cancel' and 'Verify'.



9. Select **Done**.

If performing these steps on a mobile phone, it is impossible to scan a QR code from the same device. You would choose to manually enter the code. You would still choose to scan a QR code, and allow permissions for the camera, however on the bottom of the camera viewing area you will have the option to **enter code manually**, using the code and URL provided below the QR code. Copy and Paste these items in their respective fields within the app.

