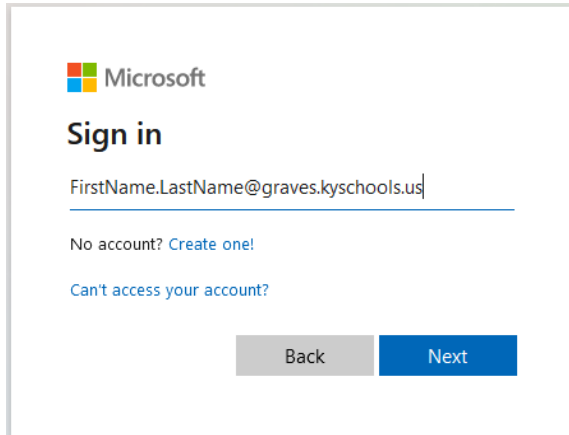


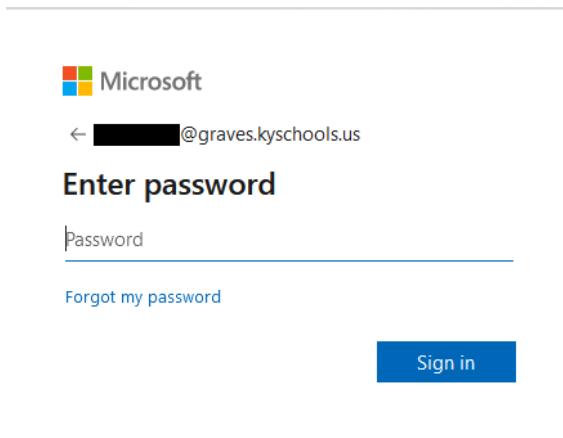
How to Setup your Multi-Factor Authentication (MFA) with Microsoft Graves County Schools

1. Go to the website <https://login.microsoftonline.com/>.
 - a. If you were automatically signed in, please sign out or use a different browser.
2. Enter your Graves County Email Address in the textbox.



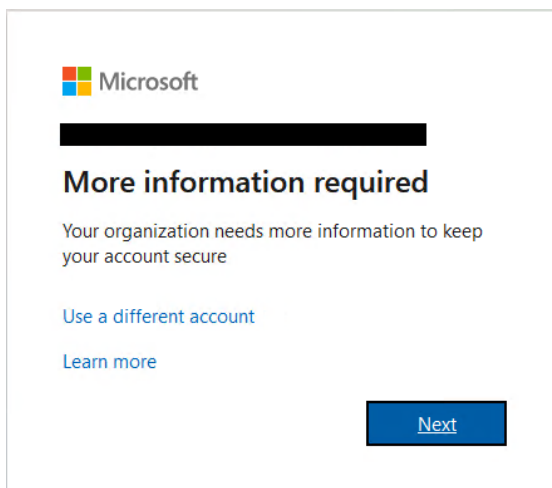
The screenshot shows the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the heading "Sign in". There is a text input field containing the email address "FirstName.LastName@graves.kyschools.us". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom are two buttons: a grey "Back" button and a blue "Next" button.

3. Enter your Graves County Email address password



The screenshot shows the Microsoft "Enter password" screen. At the top is the Microsoft logo. Below it is a back arrow and a partially redacted email address "@graves.kyschools.us". The heading "Enter password" is displayed. There is a text input field labeled "Password". Below the input field is a link "Forgot my password". At the bottom right is a blue "Sign in" button.

4. Click "Next"



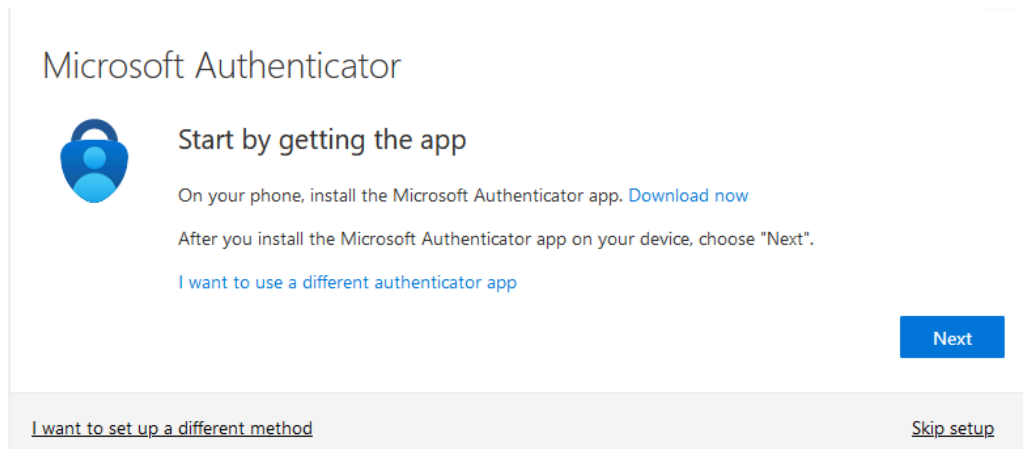
The screenshot shows the Microsoft "More information required" screen. At the top is the Microsoft logo. Below it is a black redaction bar. The heading "More information required" is displayed. Below the heading is the text "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". At the bottom right is a blue "Next" button.

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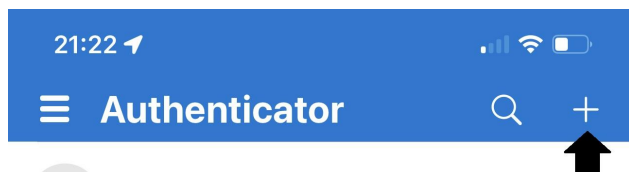
5. If you want to use the Microsoft Authenticator App, please continue to the next step. If you want to use text messaging, please go to step 19

NOTE: For individuals that have poor cellular service, we recommend using the Authenticator App. It will work in areas where there is no cellular service.

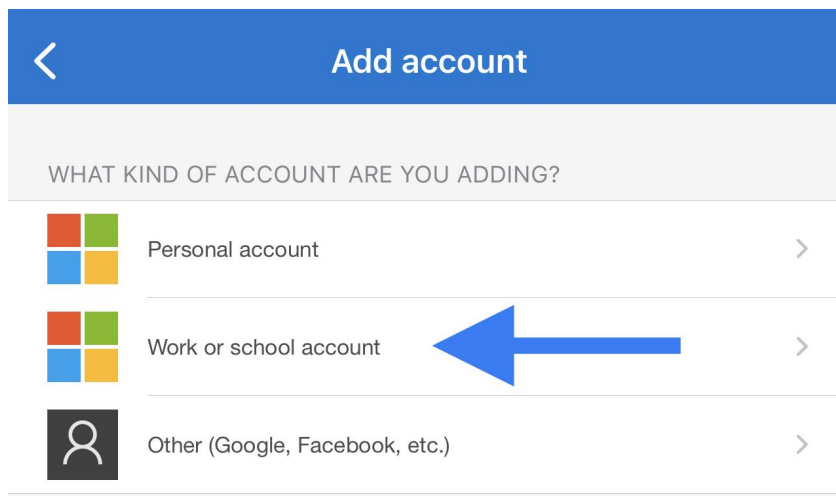
6. To use the Authenticator App click “Next”.



7. On your mobile phone, if you have not already, download the “Microsoft Authenticator” App. Make sure the app is from the Microsoft Corporation. You will need to know your GooglePlay or iTunes username and password to download the app.
8. Once downloaded, open the Microsoft Authenticator App
9. Click on the “+” in the upper right corner

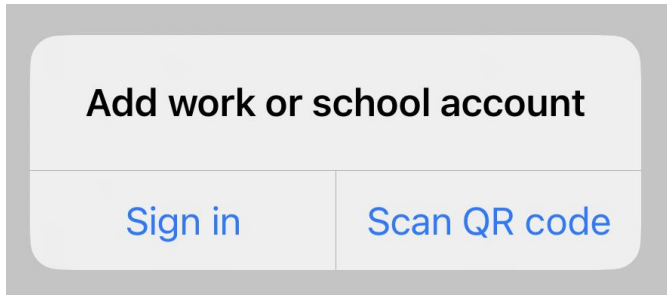


10. Click on “Work or school account”



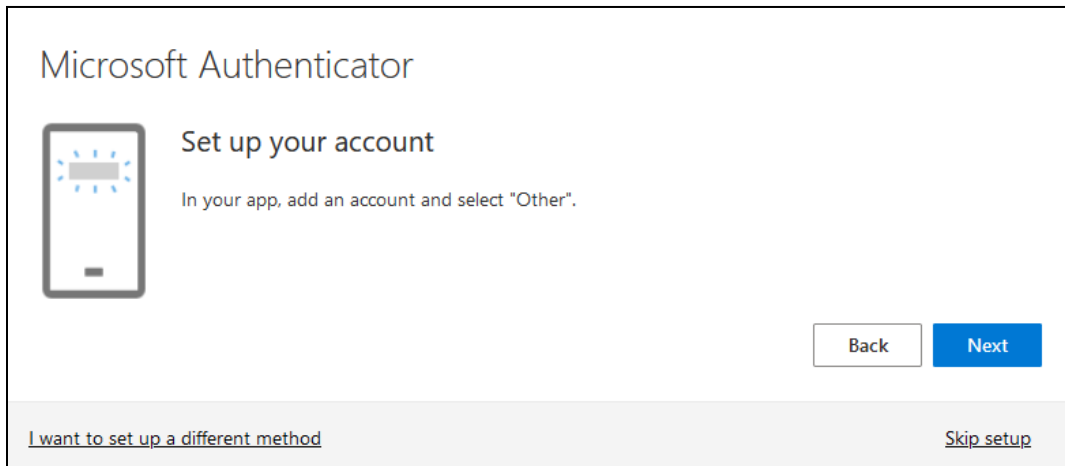
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11. On the prompt that appears, click “Scan QR code”. The phone will automatically open your camera.

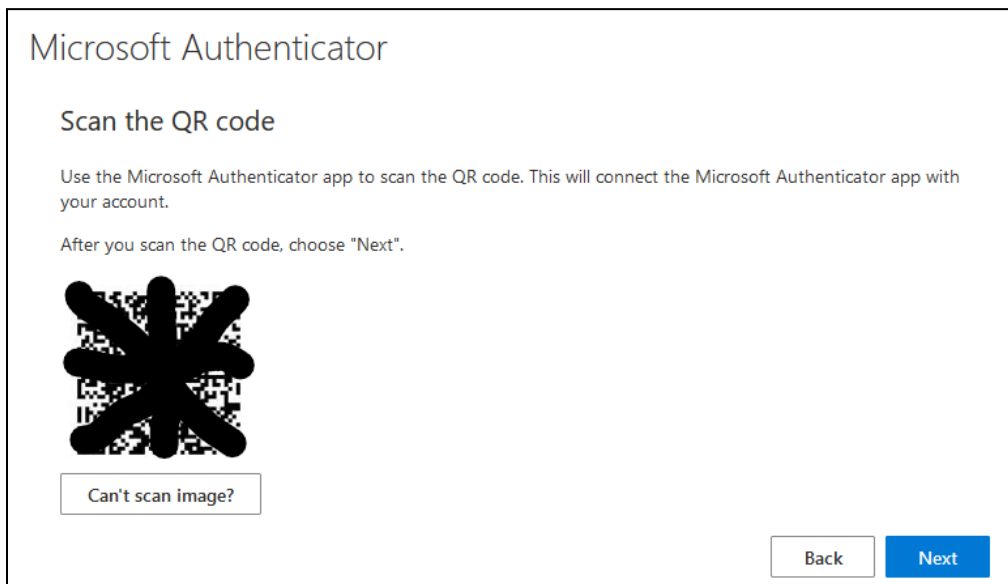


If your camera does not open, go into the settings of your phone and give the Microsoft Authenticator app permission to use your camera.

12. On the computer, click “Next”

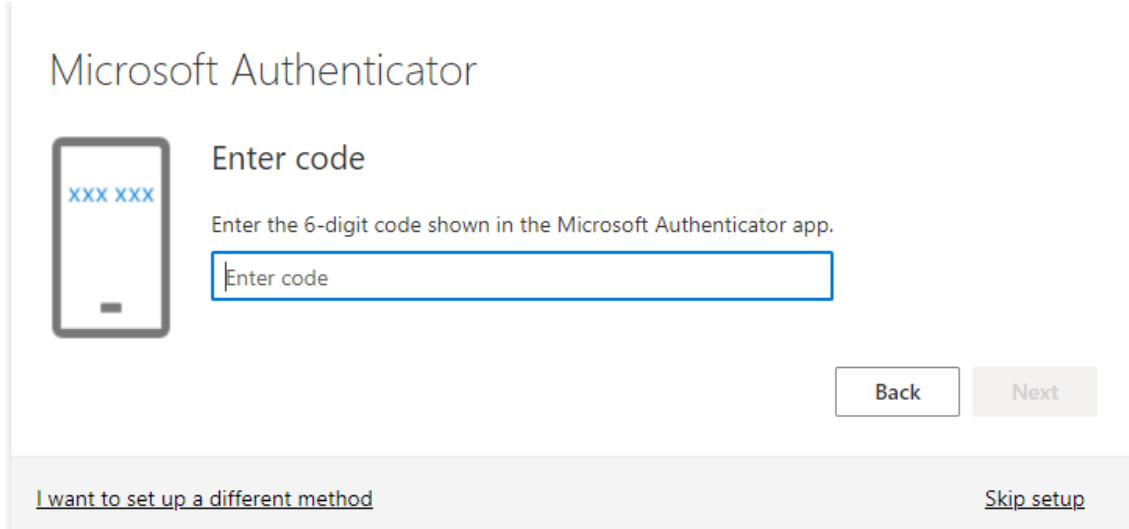


13. A window similar to the one below will appear.



How to Setup your Multi-Factor Authentication (MFA) with Microsoft Graves County Schools

14. Using your phone, scan the QR code on the computer screen.
15. On the computer, enter the code displaying in the Microsoft Authenticator app into the text field on the computer screen.

The screenshot shows the Microsoft Authenticator web interface. At the top, it says "Microsoft Authenticator". Below that is a graphic of a smartphone displaying "xxx xxx". To the right of the graphic, the text "Enter code" is displayed, followed by the instruction "Enter the 6-digit code shown in the Microsoft Authenticator app." Below this instruction is a text input field with the placeholder "Enter code". At the bottom right, there are two buttons: "Back" and "Next". At the bottom left, there is a link that says "I want to set up a different method". At the bottom right, there is a link that says "Skip setup".

Microsoft Authenticator

Enter code

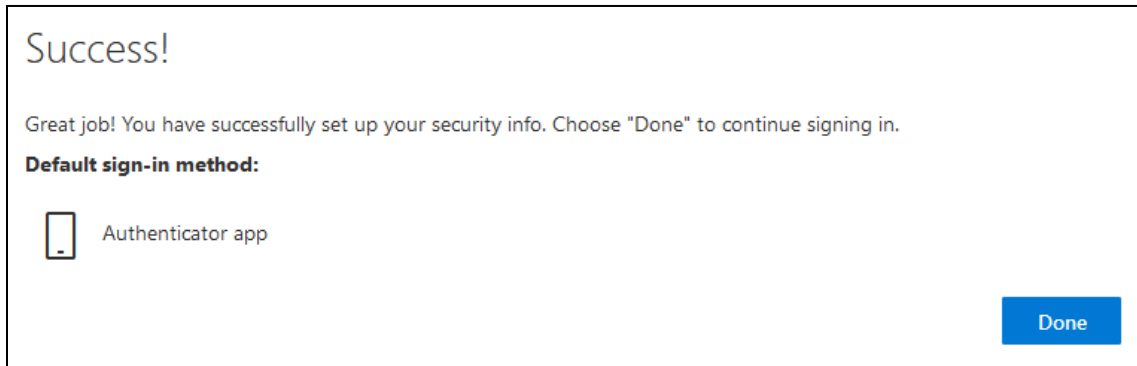
Enter the 6-digit code shown in the Microsoft Authenticator app.

Enter code

Back Next

[I want to set up a different method](#) [Skip setup](#)

16. Hit "Next"
17. You should get a screen like the one below.

The screenshot shows the Microsoft Authenticator "Success!" screen. At the top, it says "Success!". Below that, it says "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." Below this, it says "Default sign-in method:". Below that, there is a graphic of a smartphone displaying a checkmark, followed by the text "Authenticator app". At the bottom right, there is a blue button that says "Done".

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Authenticator app

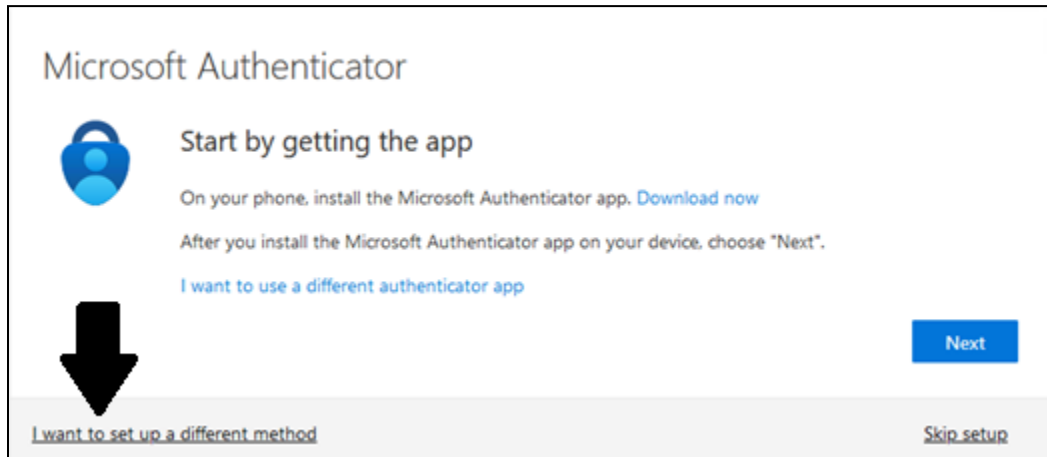
Done

18. Click "Done"

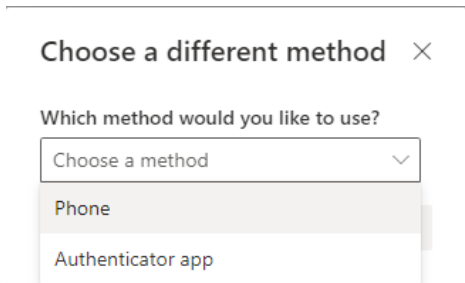
Congratulations! You've successfully completed the set up of your Microsoft MFA using the Microsoft Authenticator App. You can close the window on your computer and the app on your phone, and go about your day! There is no need to complete any further steps in this document.

How to Setup your Multi-Factor Authentication (MFA) with Microsoft Graves County Schools

19. To use text messaging click “I want to set up a different method.”



20. Click on the drop down arrow and select “Phone”



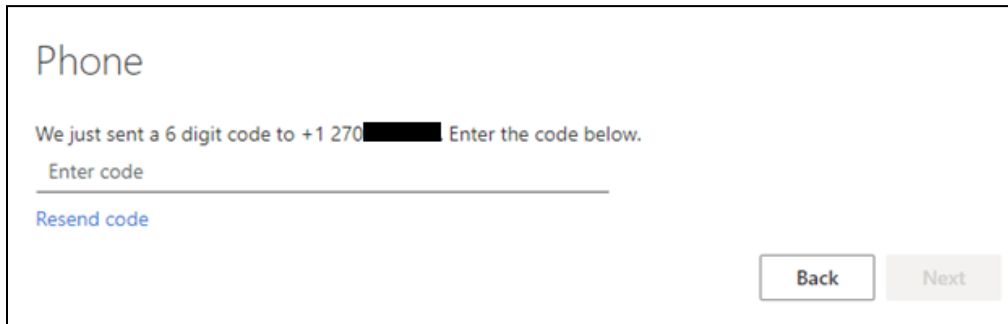
21. Enter your mobile phone number in the text box entitled “Enter phone number”

A screenshot of the "Phone" setup screen. It has the title "Phone" and a sub-header "You can prove who you are by answering a call on your phone or texting a code to your phone." Below that is the question "What phone number would you like to use?". There is a dropdown menu for the country, currently set to "United States (+1)", and a text input field labeled "Enter phone number". Below these are two radio buttons: "Text me a code" (which is selected) and "Call me". At the bottom, there is a disclaimer: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." and a grey "Next" button.

22. A text message with a code on it will be sent to your phone.

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23. On your computer, enter the code you received in the “Enter code” textbox.



Phone

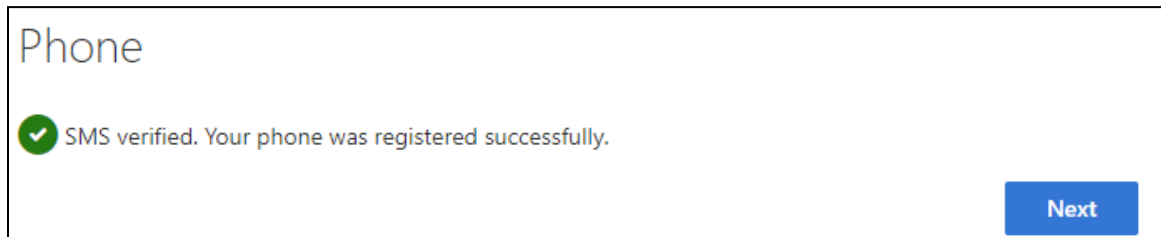
We just sent a 6 digit code to +1 270 [REDACTED]. Enter the code below.

Enter code

[Resend code](#)

[Back](#) [Next](#)

24. Click “Next”
25. You should see the picture below on your computer screen, if you did, click “Next”

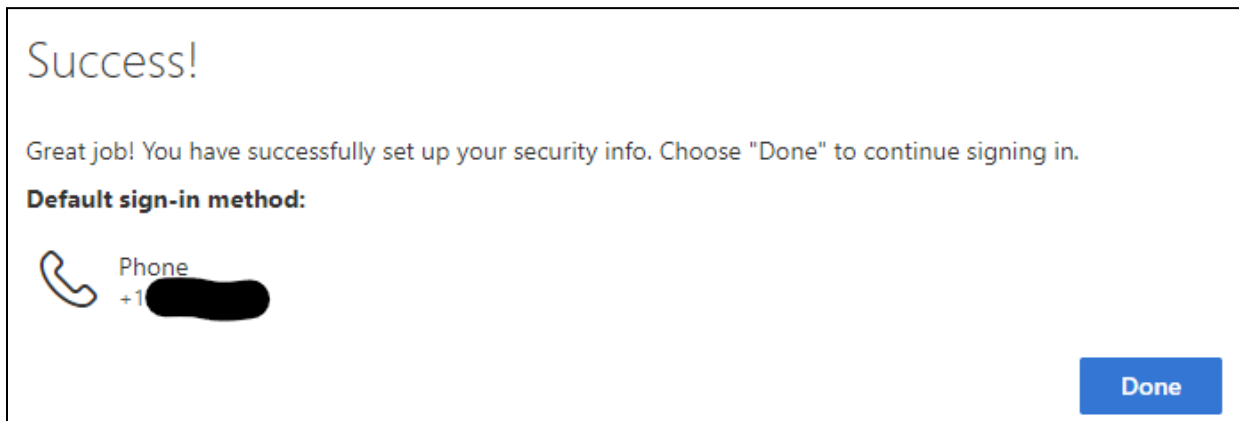


Phone

✓ SMS verified. Your phone was registered successfully.

[Next](#)

26. Now you should see the picture below on your computer screen.



Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone
+1 [REDACTED]

[Done](#)

27. Click “Done”

Congratulations! You’ve successfully completed the set up of your Microsoft MFA using text messaging. You can close the window you were using and go about your day!