


DISTRICT MULTI-FACTOR AUTHENTICATION LOGINS

ON YOUR MOBILE PHONE	
<p>Go to your Application Store.</p> <p>NOTE – If you already have the Microsoft Authenticator app on your mobile device, start on the next page, page 2.</p>	<p style="text-align: center;">  OR  </p>
<p>Search for, download, install, and run Microsoft Authenticator</p> <p>– OR –</p> <p>Scan the QR code below based on your phone type.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   <p>Google Play</p> </div> <div style="text-align: center;">   <p>App Store</p> </div> </div>	<p>NOTE – iPhones may list an ad at the top of search results. DO NOT SELECT THE AD LISTING.</p> 
<p>Open Microsoft Authenticator. (you may be prompted to unlock your phone)</p>	
<p>NOTE – iPhone, you may need to turn QR scanning on for this app in your settings.</p> <p>Settings>Privacy>Camera>turn on for Microsoft Authenticator.</p>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>

On your Computer

Use a Web browser and go <https://www.office.com> and sign in with your District username and click Next.



Sign in

firstname.lastname@sbcusd.k12.ca.us

No account? [Create one!](#)

[Can't access your account?](#)

Next

Enter your District password and click on Sign in.



San Bernardino City
Unified School District

← firstname.lastname@sbcusd.k12.ca.us

Enter password

.....

[Forgot my password](#)

Sign in

Click on Next.



San Bernardino City
Unified School District

firstname.lastname@sbcusd.k12.ca.us

More information required

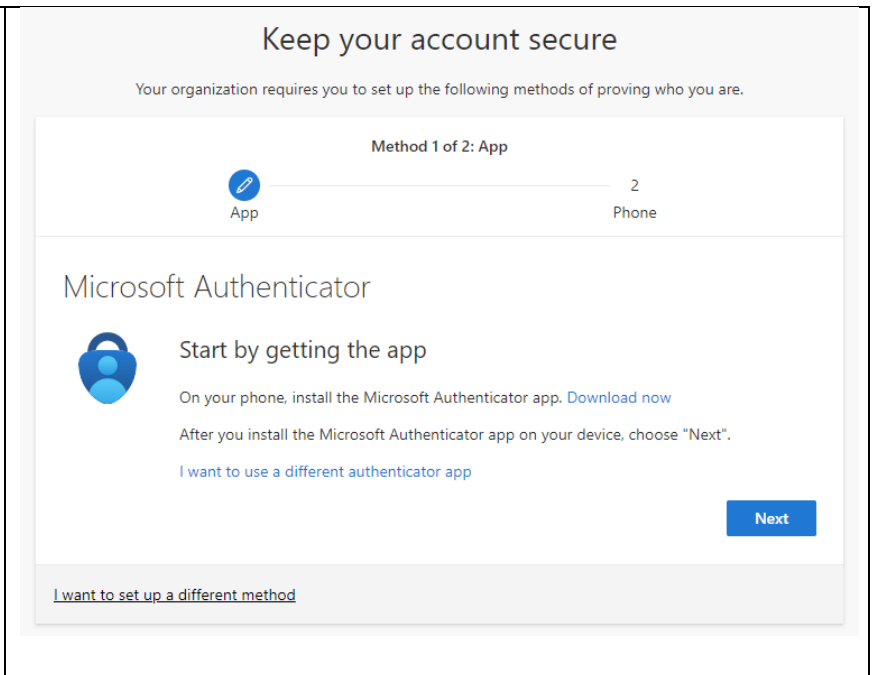
Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Click Next.



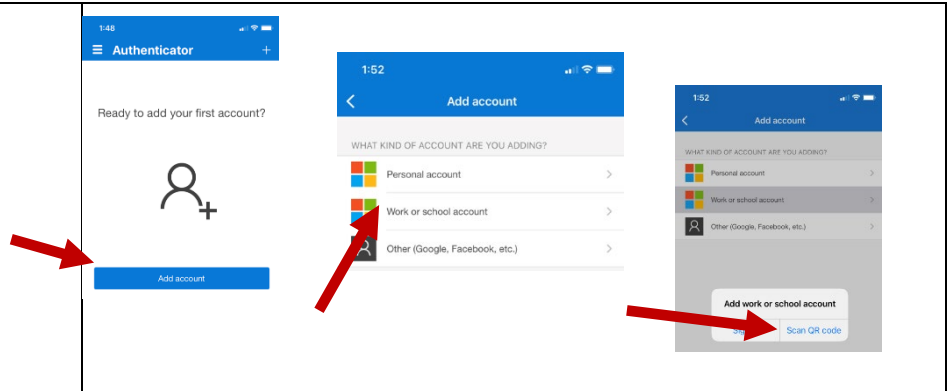
ON YOUR MOBILE PHONE

Make sure the Microsoft Authenticator app is open

Tap Add Account

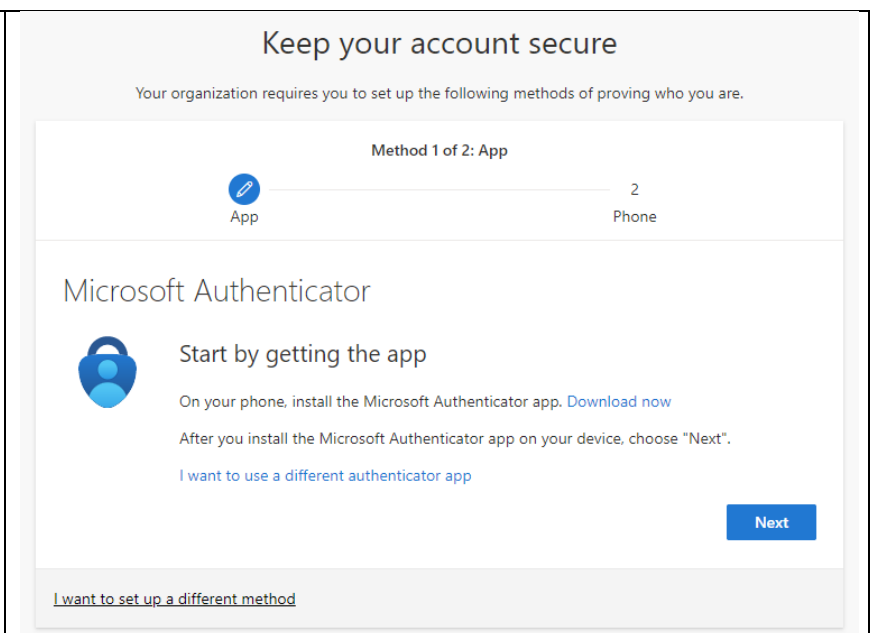
Tap Work or School Account

Tap Scan QR Code



ON YOUR COMPUTER

Click Next.



Scan the QR code on your computer screen and click Next.

Phone: Select add account (work or school if it asks) Scan the QR code displayed on your computer screen.

Computer: Click Next, once the account has been added to your phone.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App


App 2 Phone

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back Next

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

Approve the Notification that Microsoft sends you.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.


Method 1 of 2: App

App 2 Phone

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app.



Back Next

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

Once you've approved the notification, click Next.


Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App 2
Phone

Microsoft Authenticator

 Notification approved

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

Enter your mobile number to the authentication method, and select Text me the code.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

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

Enter the code that you received as a text, and click Next.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 9098884357. Enter the code below.

[Resend code](#)

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

Confirm the information is correct, and click on Next.


Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

Phone

 SMS verified. Your phone was registered successfully.

[Next](#)

Click on Done.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.



Method 2 of 2: Done

App Phone

Success!

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

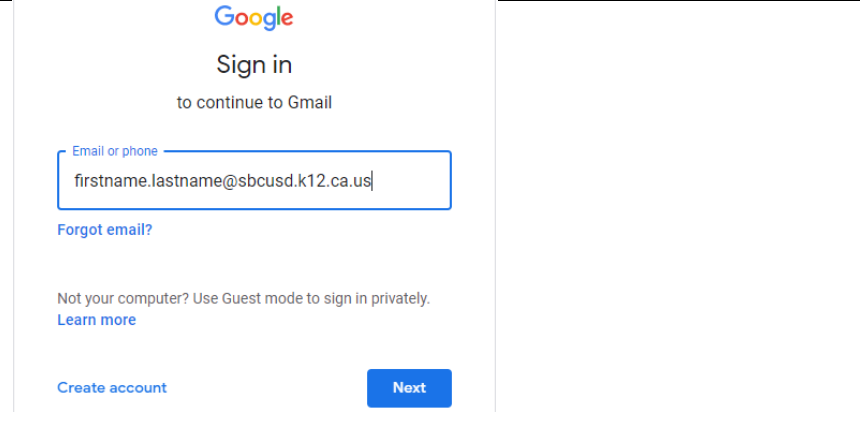
Default sign-in method:

-  Phone
+1 9098884357
-  Microsoft Authenticator

[Done](#)

LOGINS ONCE MULTI-FACTOR AUTHENTICATION ENFORCED

Go to gmail.com, enter your District email address and click Next.

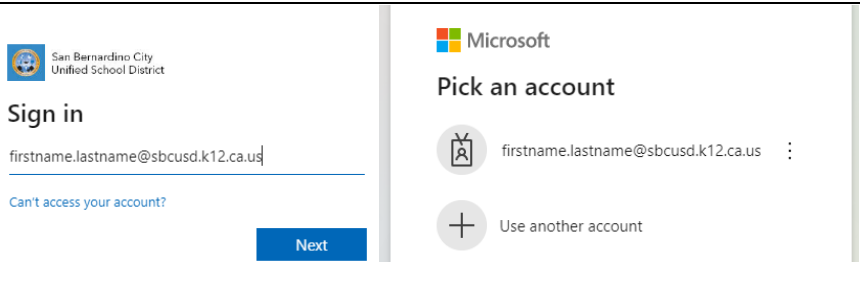


The screenshot shows the Google Sign in page. At the top, the Google logo is displayed. Below it, the text reads "Sign in to continue to Gmail". There is a text input field labeled "Email or phone" containing the email address "firstname.lastname@sbcusd.k12.ca.us". Below the input field are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately.", and "Learn more". At the bottom, there are two buttons: "Create account" and "Next".

Enter your District email address again.

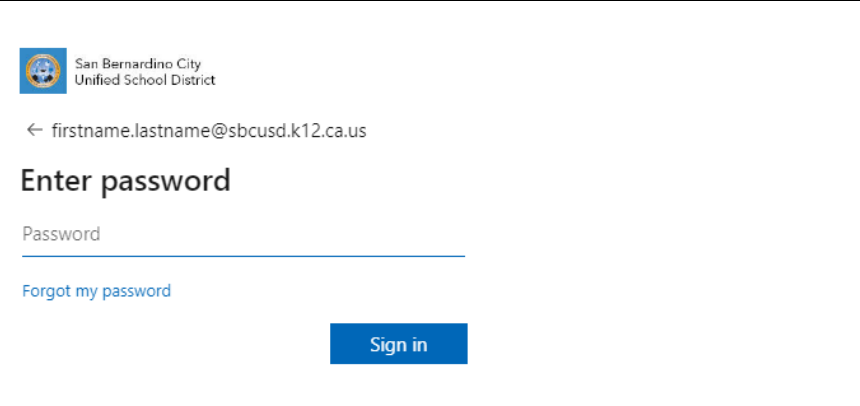
OR

Select your account.



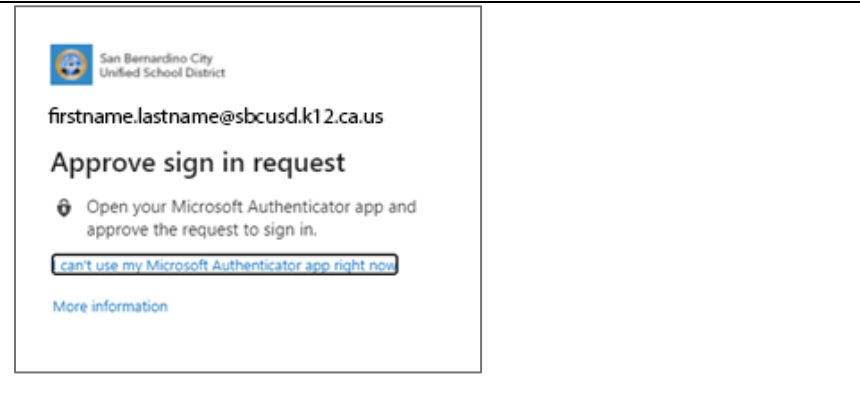
The screenshot shows the Microsoft account selection page. On the left, the San Bernardino City Unified School District logo is displayed. Below it, the text reads "Sign in" followed by the email address "firstname.lastname@sbcusd.k12.ca.us" and a "Next" button. On the right, the Microsoft logo is displayed above the text "Pick an account". Below this, there are two options: a circular icon with a checkmark and the email address "firstname.lastname@sbcusd.k12.ca.us", and a plus sign icon with the text "Use another account".

Enter your District password and click on Sign in.



The screenshot shows the Microsoft password entry page. At the top, the San Bernardino City Unified School District logo is displayed. Below it, the text reads "Enter password" followed by the email address "firstname.lastname@sbcusd.k12.ca.us". There is a text input field labeled "Password". Below the input field are links for "Forgot my password" and a "Sign in" button.

The Approve sign in required window will appear on your computer.



The screenshot shows the Microsoft Approve sign in request page. At the top, the San Bernardino City Unified School District logo is displayed. Below it, the text reads "Approve sign in request" followed by the email address "firstname.lastname@sbcusd.k12.ca.us". There is a lock icon and the text "Open your Microsoft Authenticator app and approve the request to sign in." Below this, there is a button labeled "can't use my Microsoft Authenticator app right now" and a link for "More information".