# SMCPS iPad - Multi-Factor Authentication One Time Setup on only an SMCPS iPad

2023/2024 School Year

Please note! The following instruction document is for setting up the Multi-Factor Authenticator app using the SMCPS iPad.

Before starting the MFA setup, please locate the Microsoft Authenticator App on your SMCPS iPad. This app is automatically pushed out to all SMCPS 1:1 Staff iPads, and can be found on the home screen and should have the App name "Authenticator".
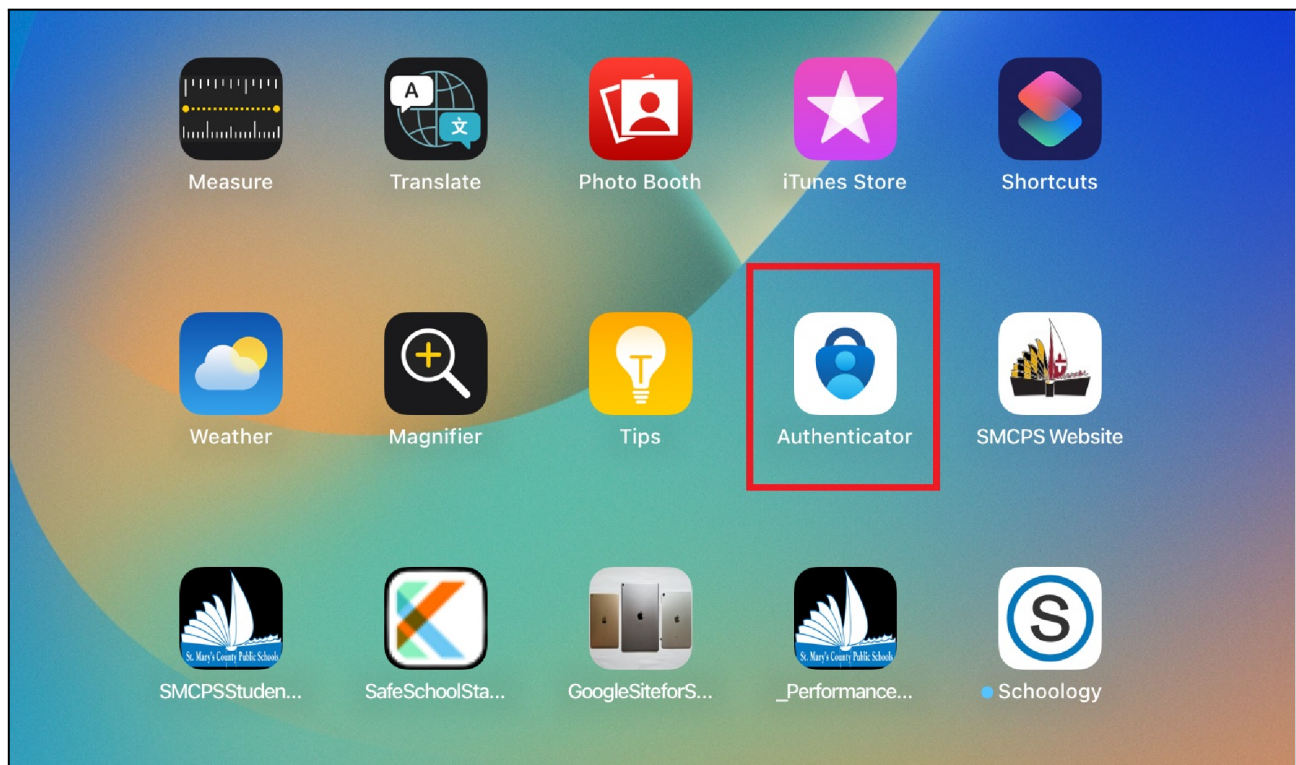
Step 1:

Open the "Gmail" App on the iPads home screen.
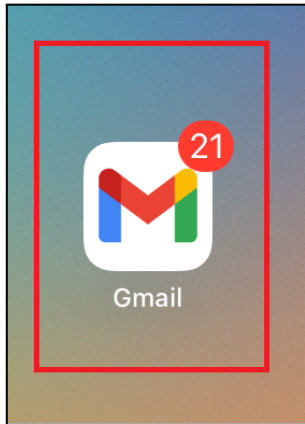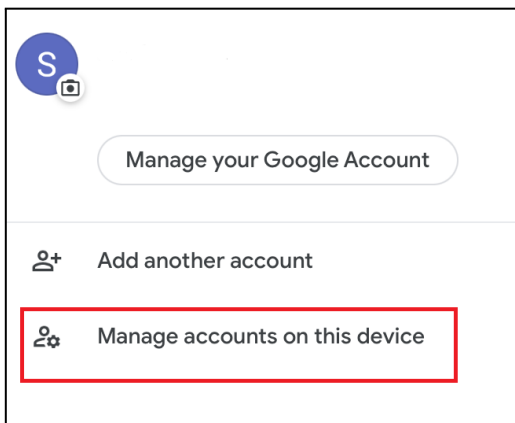

Step 2 (Only if previously signed into Gmail):

If you've Previously signed into the Gmail app, please follow the next few steps to sign out, otherwise, skip to step 5.

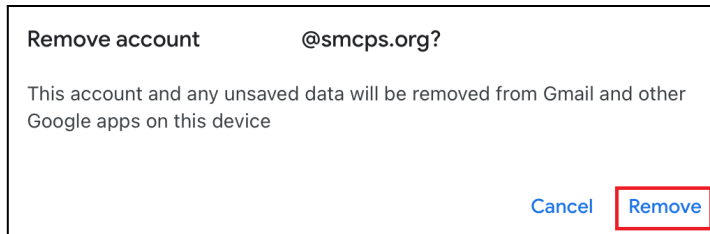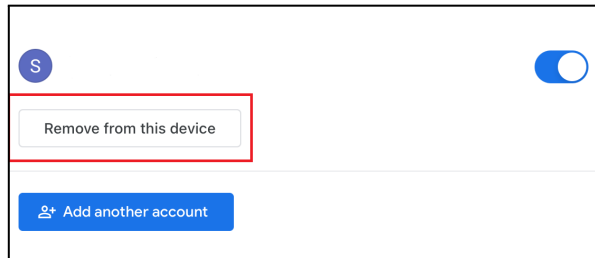In the "Search in mail" bar at the top, click your gmail bubble on the right side.

Step 3 (Only if previously signed into Gmail):
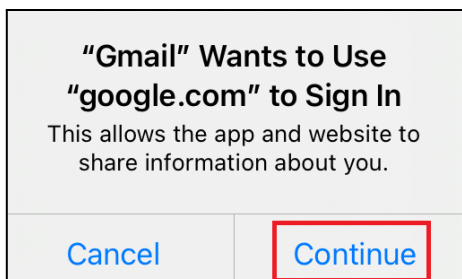
In the new window select "Manage accounts on this device"
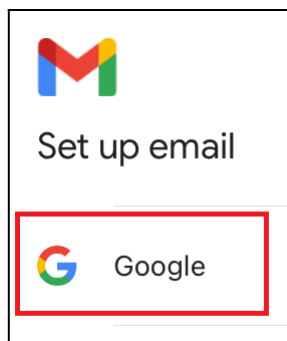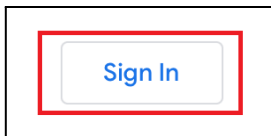
Step 4 (Only if previously signed into Gmail):

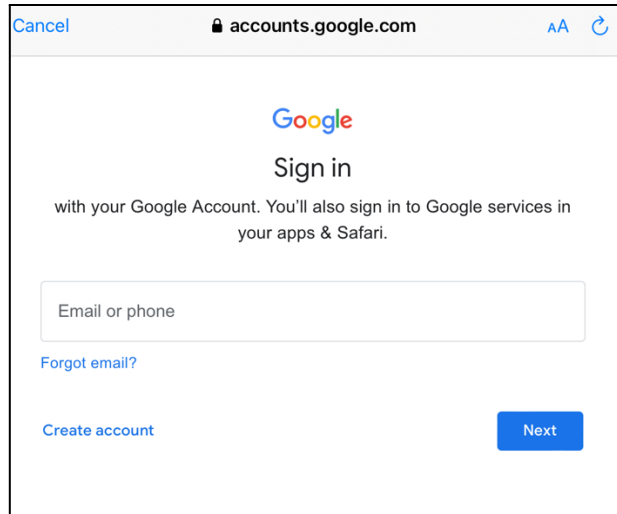Next select "Remove from this device", then select "Remove in the pop-up box.

Step 5:

At the Gmail screen, Select "Sign in" at the very bottom of the screen, select Google from the list Provided, and then click "Continue" in the pop-up box.
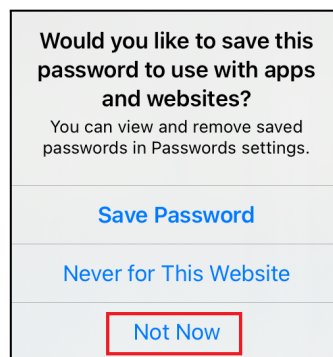
Step 6:

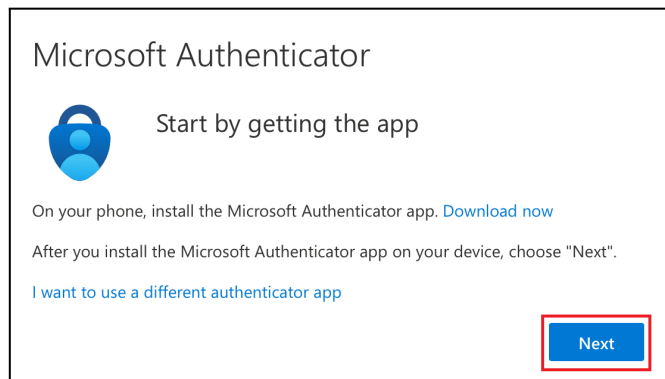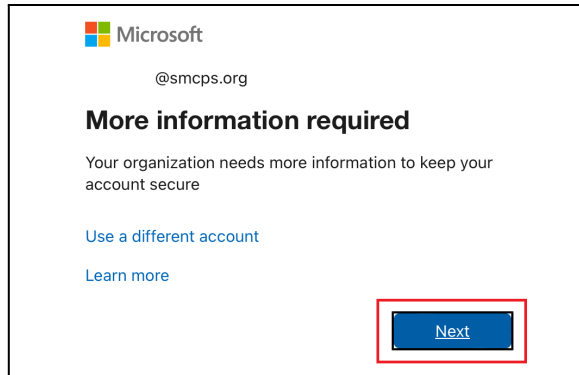Sign into your SMCPS email account using your username and password. If prompted to save your password, select "Not Now"
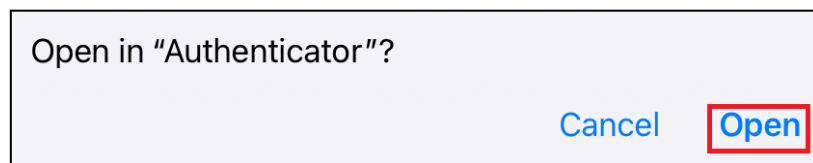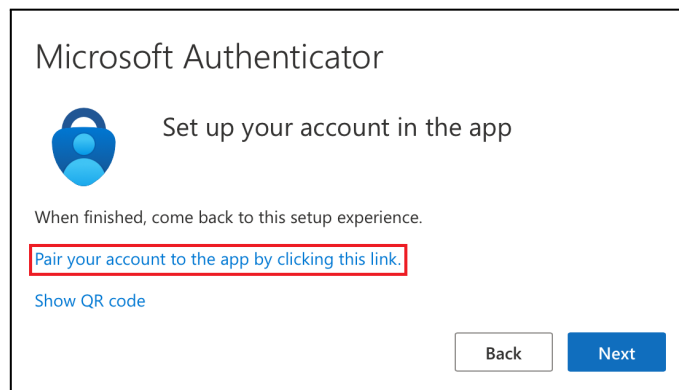
Step 7:

When prompted, with the "More Information required" prompt, select "Next", Then select "Next" on the Start by getting the App Screen.


Step 8:

On the "Set up your account in the app" Screen, click the blue text that says "Pair your account to the app by clicking this link." then, click "Open" in the pop-up box.

Step 9:

The iPad should automatically switch to the Authenticator app. On this screen you will get a prompt that says ""Authenticator" would like to send you Notifications". Click "Allow". This should take you to a white screen with your SMCPS ID at the top of the page. In the top left corner click "◀ Gmail".
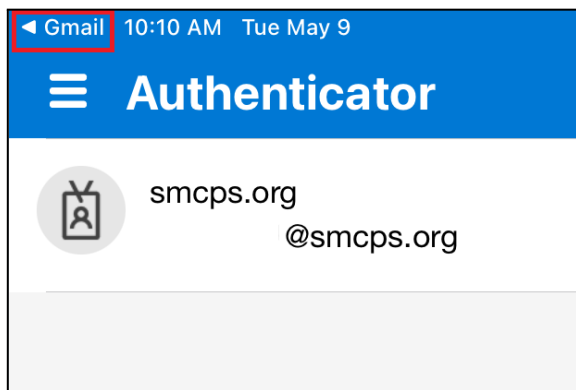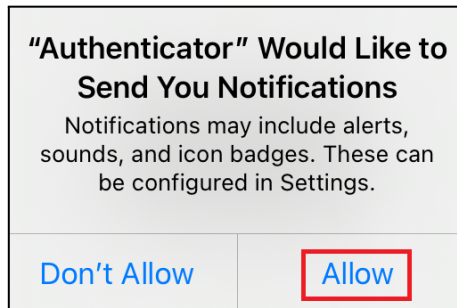
Step 10:

Once back in Gmail, select "Next" on the "Set up your account in the app" screen,
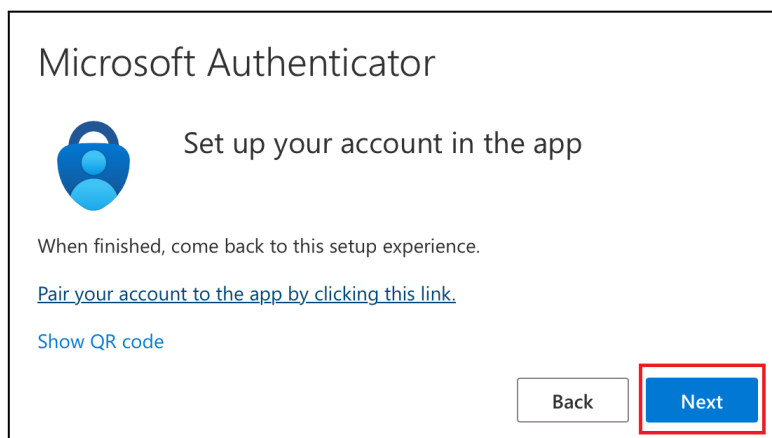
Step 11:

This screen will test and confirm that push notifications are functioning correctly on the iPad. You will receive a pop up notification at the top of the iPad. Take note of the number presented in the center of the screen then click on this notification and the Authenticator app will open and prompt you to enter the number. Enter the number and Pick "Yes".

PLEASE NOTE: Your number may be different from the Instructions.

Finally, once at the white screen with your SMCPS ID at the top of the page. In the top left corner click "◀ Gmail" to return to the Gmail screen.
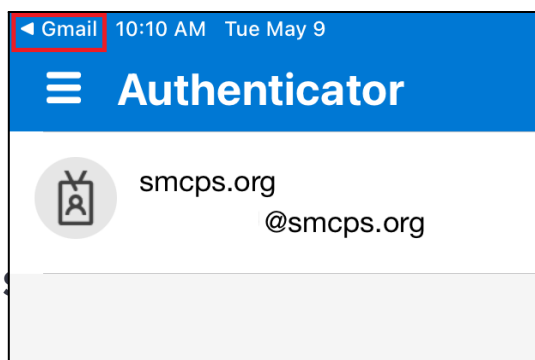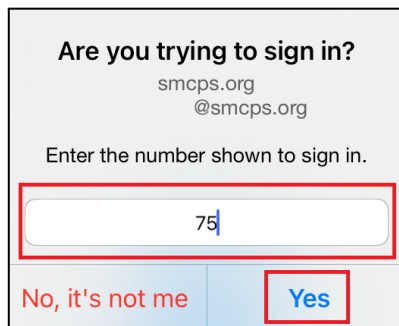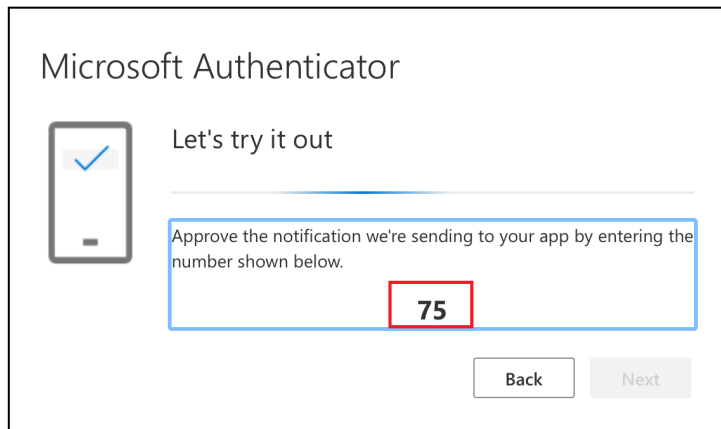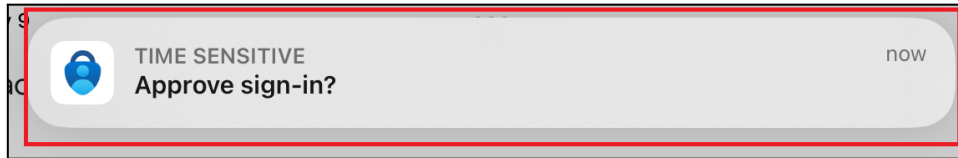
Once back in Gmail, verify that there is a green check mark that says "Notification Approved" Then Click Next. Then, once at the" Success!" Screen select "Done"

Microsoft Authenticator

✓ Notification approved

Back   Next

Success!

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

Default sign-in method:

Microsoft Authenticator

Done