#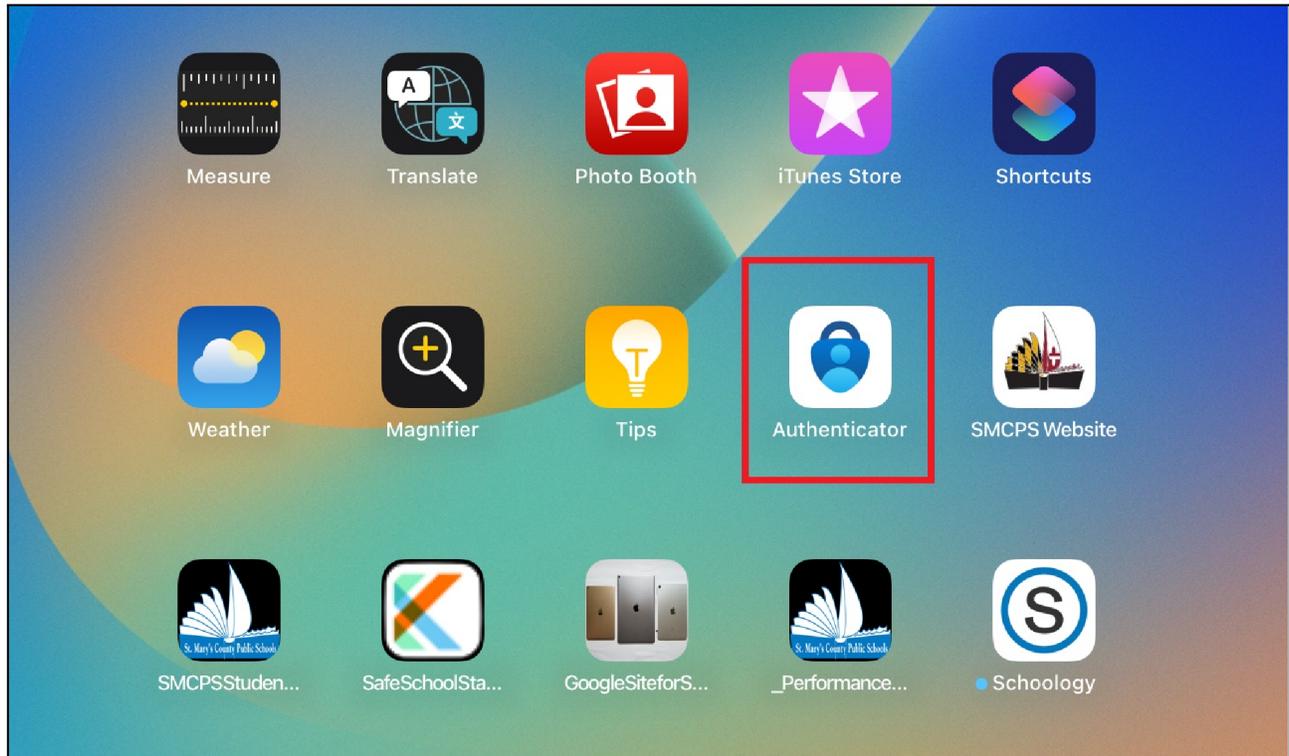 SMCPS Laptop - Multi-Factor Authentication One Time Setup with an SMCPS laptop and Microsoft Authenticator App on SMCPS iPad
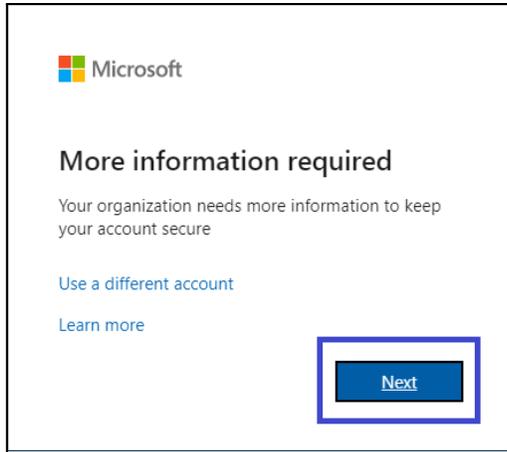
2023/2024 School Year

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

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".
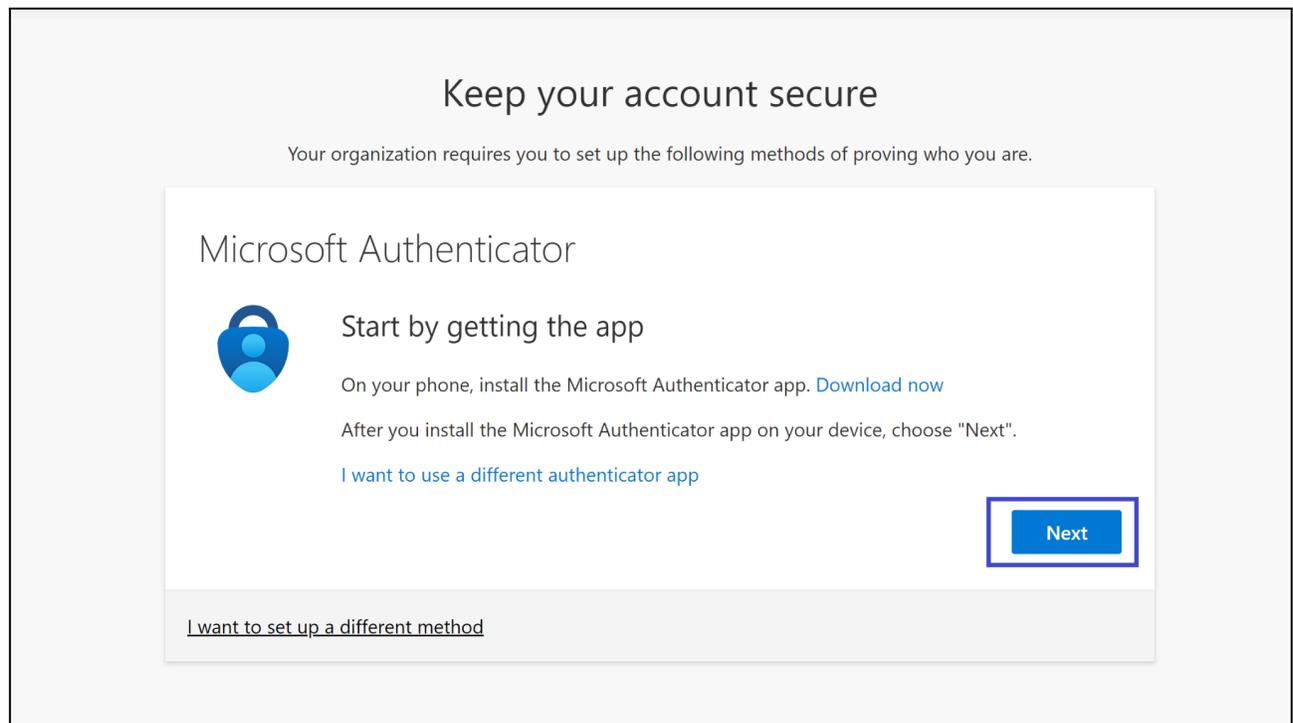
Step 1:

Sign into Gmail.com using your SMCPS email. Once redirected to the Microsoft login screen, you will be prompted to give additional information. Select "Next" to continue through the prompts.
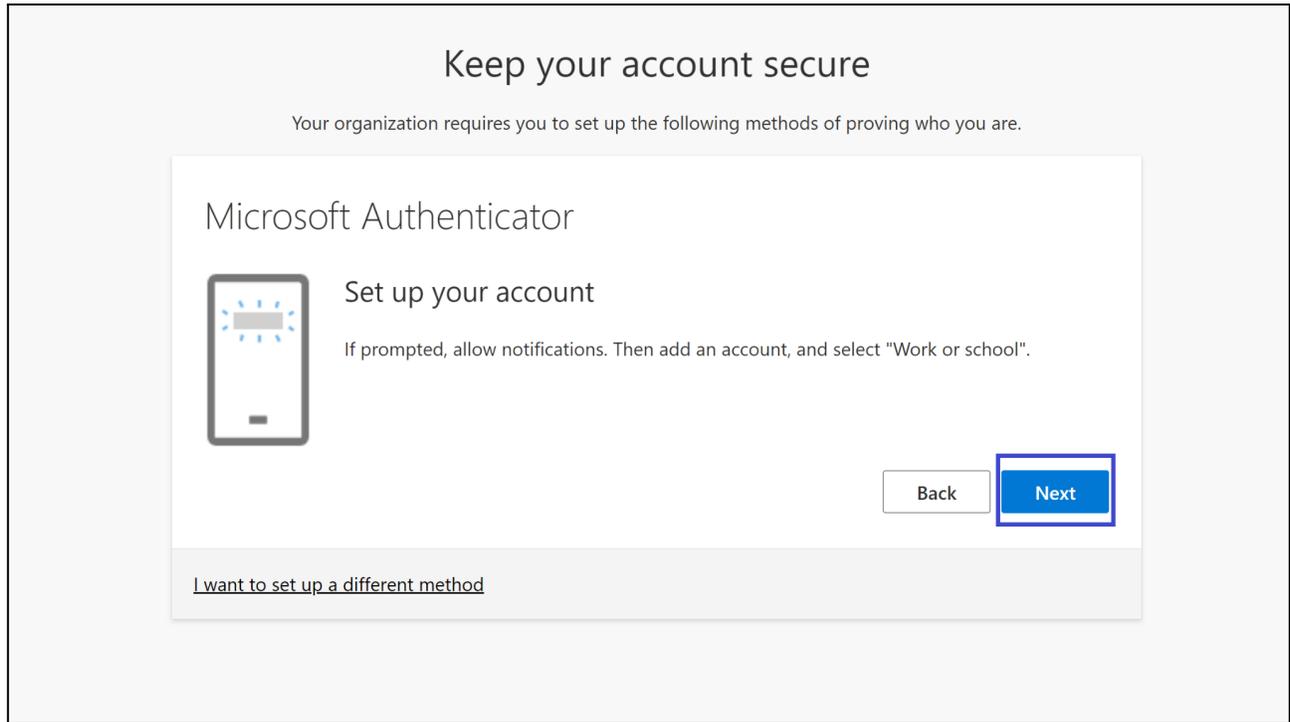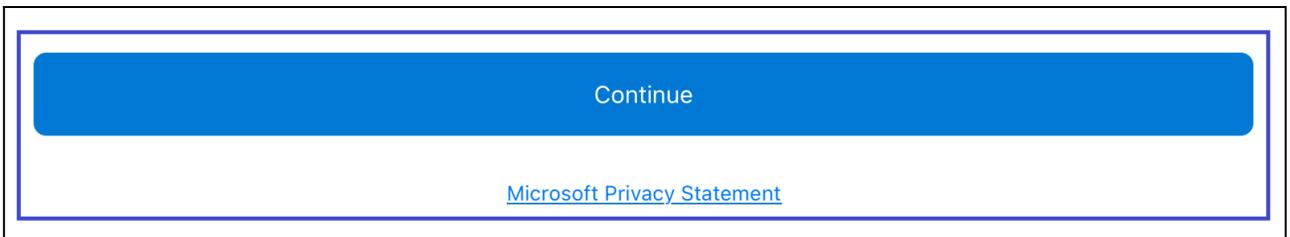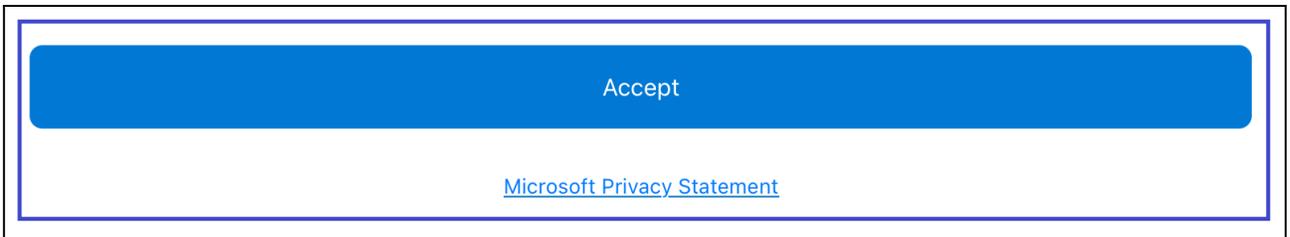

Step 2:

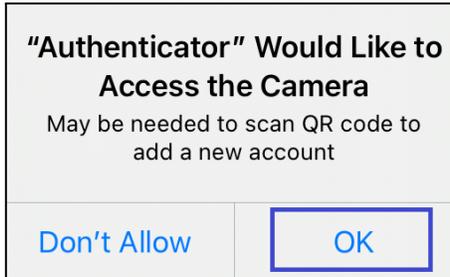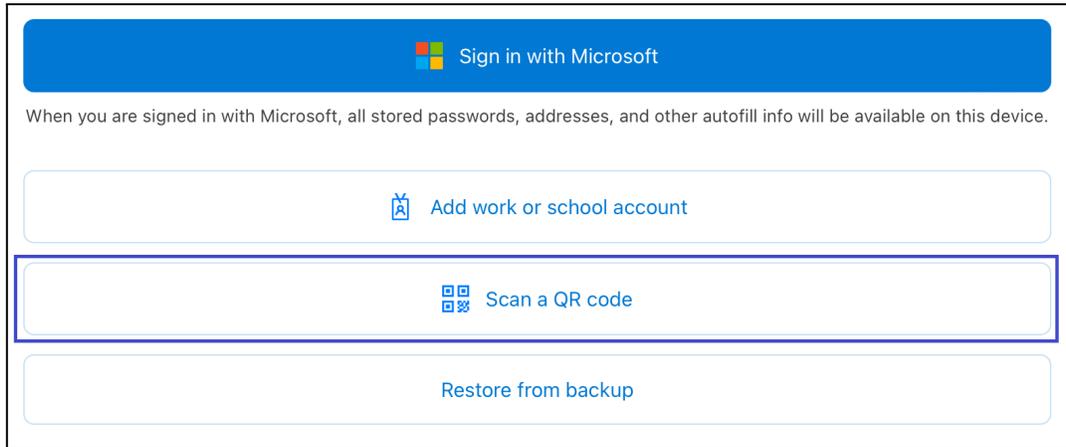Click "Next"

Step 3:

Click "Next"

Step 4:

Open the Microsoft Authenticator app on your SMCPS iPad. Click "I Agree", then on the next page click "Continue". Both selections are located at the bottom of the page.
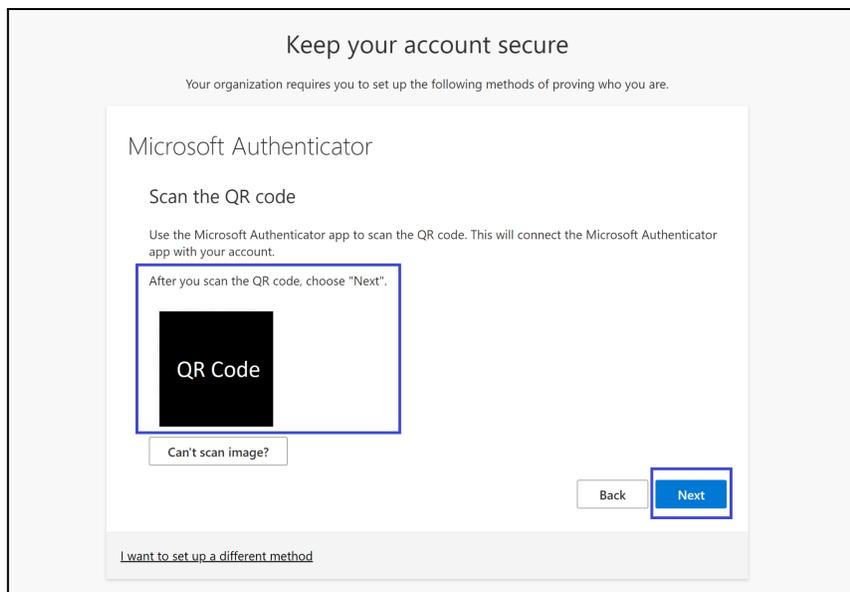
Step 5:

On the next screen, select "Scan a QR code", then if prompted with the message ""Authenticator" Would Like to Access the Camera", Select "OK".
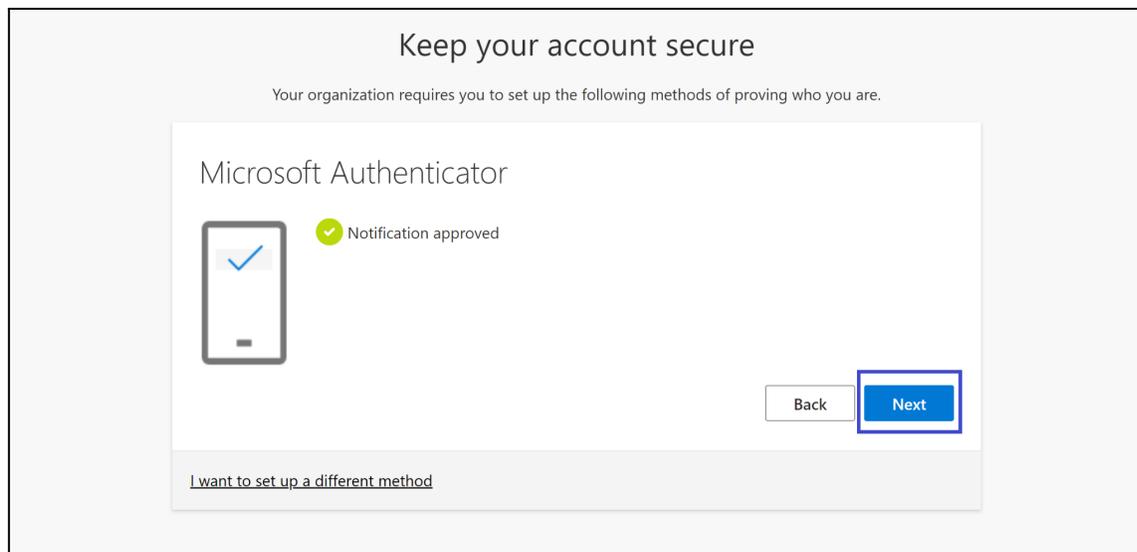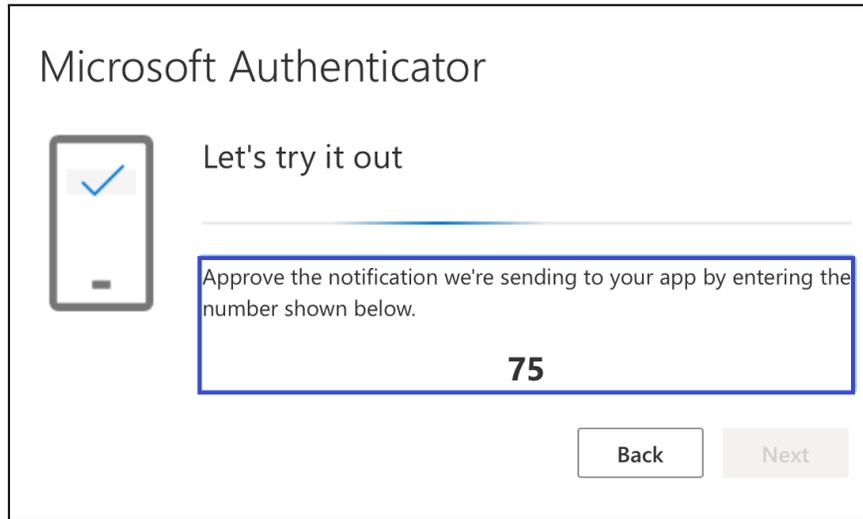

Step 6:

Scan the QRCode on your computer's screen. Once the Registration is complete the Microsoft App will bring you to a screen which displays your SMCPS account email address. Once there, click "Next" in the bottom right corner of your computer screen.

Step 7:

Next, your laptop will present a number and your iPad will prompt you to approve the Account sign in. Enter the number displayed on the Laptop Screen in the iPad's prompt, select "Yes, and enter the iPad's passcode if prompted. Then Click "Next" in the bottom right of your computer screen after the setup changes to a green check mark.

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

Step 8:

Click "Done" in the Bottom Right corner of the computer screen.

Keep your account secure

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

Success!

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

Default sign-in method:

Microsoft Authenticator

Done