# 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"

Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app	lext
<u>l want to set up a different method</u>	

## Step 3:

Click "Next"

	Keep your account secure Your organization requires you to set up the following methods of proving who you are.
	Microsoft Authenticator          Set up your account         If prompted, allow notifications. Then add an account, and select "Work or school".         Back
1	want to set up a different method

## 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.

Accept
Microsoft Privacy Statement



### 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".

Sign in with Microsoft
When you are signed in with Microsoft, all stored passwords, addresses, and other autofill info will be available on this device.
Add work or school account
Scan a QR code
Restore from backup

<b>"Authenticator</b>	" Would Like to
Access th	e Camera
May be needed to	o scan QR code to
add a nev	v account
Don't Allow	ОК

## 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.

Keep your account secure	
Your organization requires you to set up the following methods of proving who you are.	
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	

### 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.

Microso	oft Authenticator
$\checkmark$	Let's try it out
	Approve the notification we're sending to your app by entering the number shown below.
	75
	Back Next



Keep your account secure Your organization requires you to set up the following methods of proving who you are.
Microsoft Authenticator  Notification approved  Back Next
Lwant to set up a different method

## Step 8:

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

