

# Multi-Factor Authentication Mobile App One Time Setup with a Personal Cell Phone

2023/2024 School Year

**PLEASE NOTE! SMCPS Does not require its staff to use personal devices for Multi-Factor Authentication. Using a personal device for Multi-Factor Authentication is entirely optional.**

**For how to setup MFA using your SMCPS provided devices please see the written and video instructions found on the [ITS Office Page](#).**

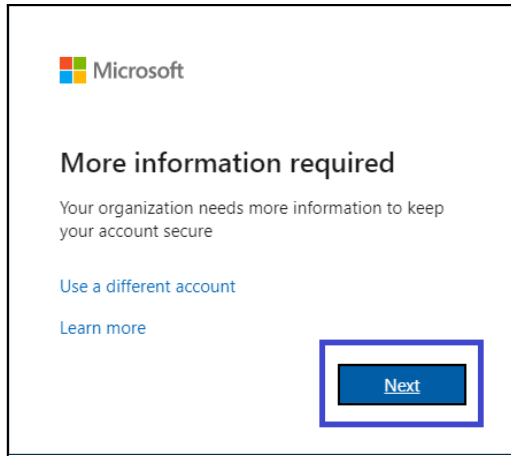
Before starting the MFA setup, please install the Microsoft Authenticator App on your Smartphone. This can be installed manually from the Google Play Store or the Apple App Store by searching for “Microsoft Authenticator” or by scanning the QR code quick links for iPhone and Android found below

iPhone Users Installing the App Manually please ensure you are installing the “Microsoft Authenticator” App! By Default the App Store displays a third party authenticator App at the top of the search list. This will not work for MFA Enrollment.



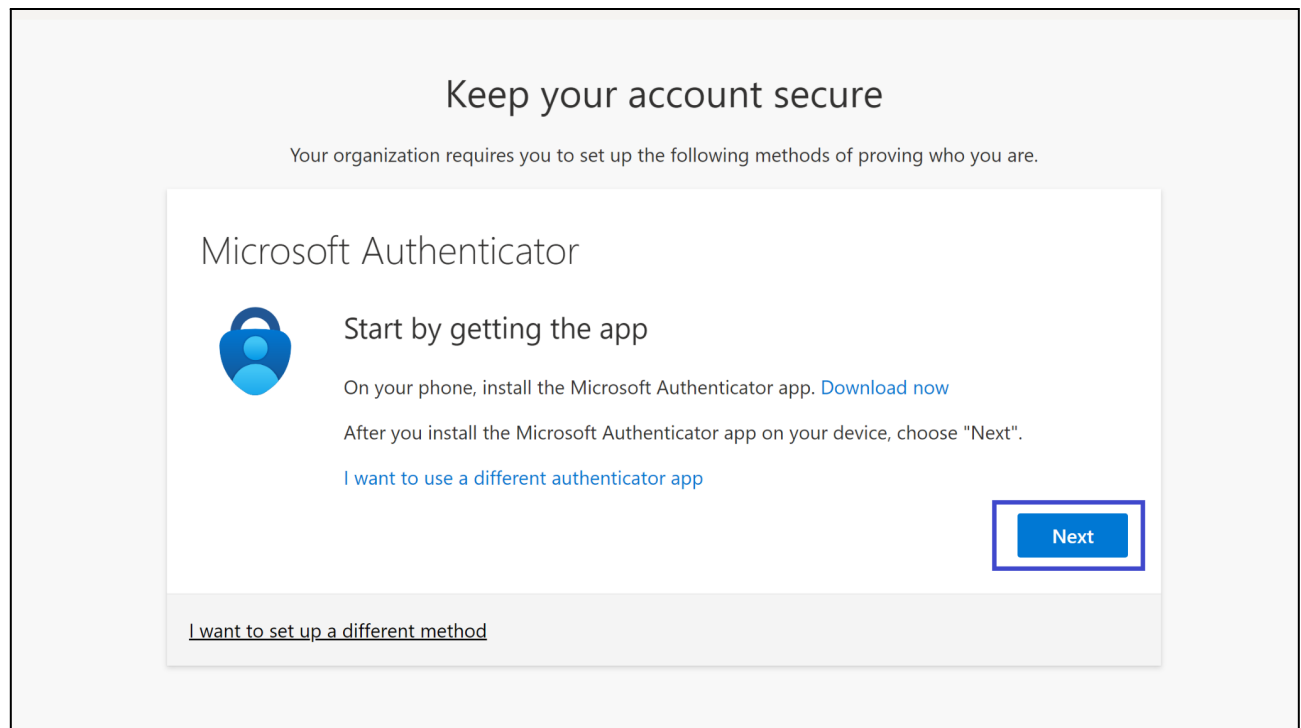
## Step 1:

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.



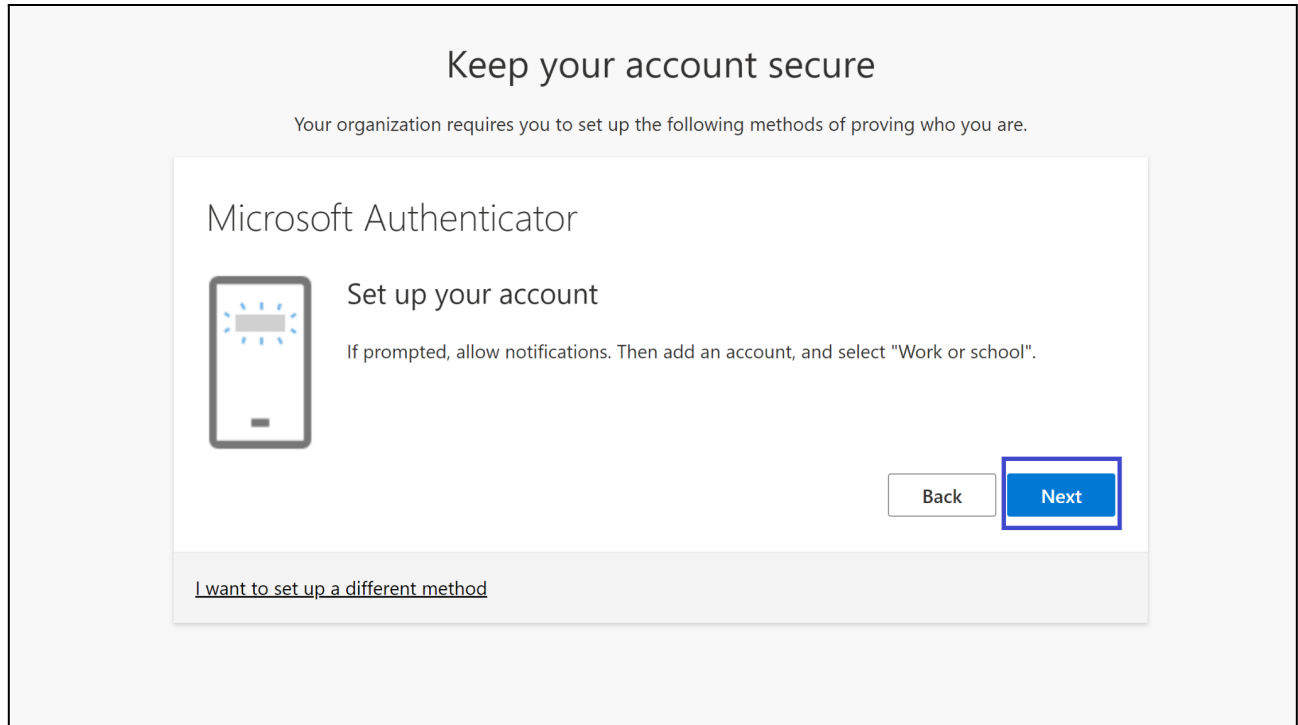
## Step 2:

Click “Next”



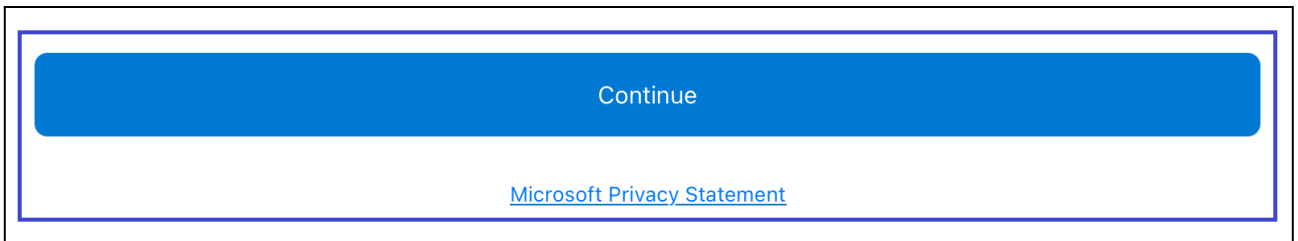
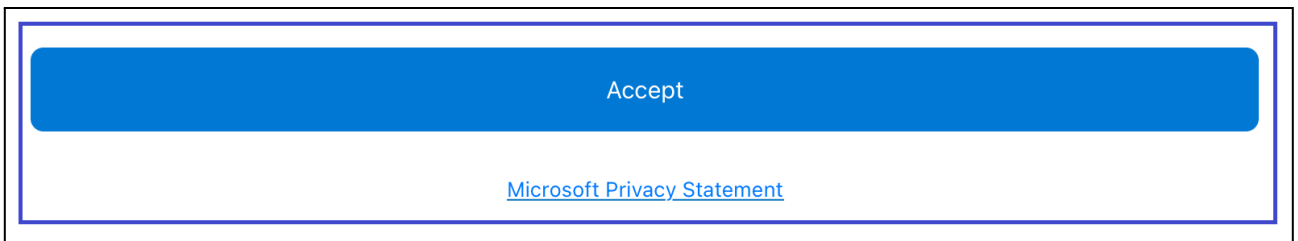
### Step 3:

Click "Next"



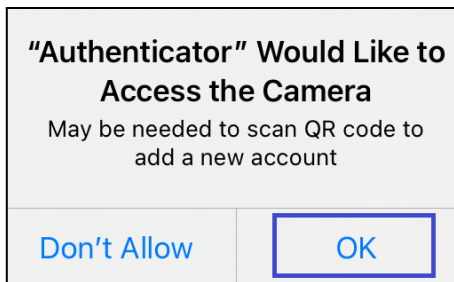
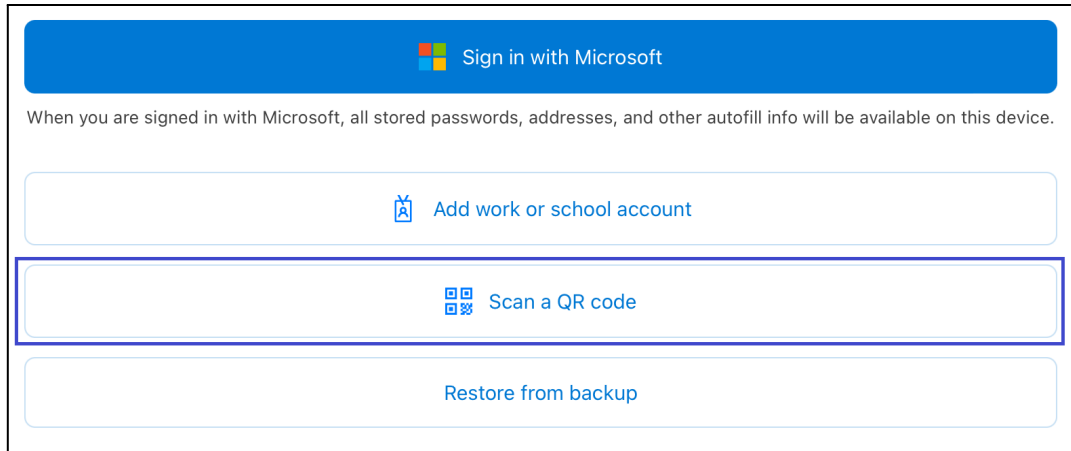
### Step 4:

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



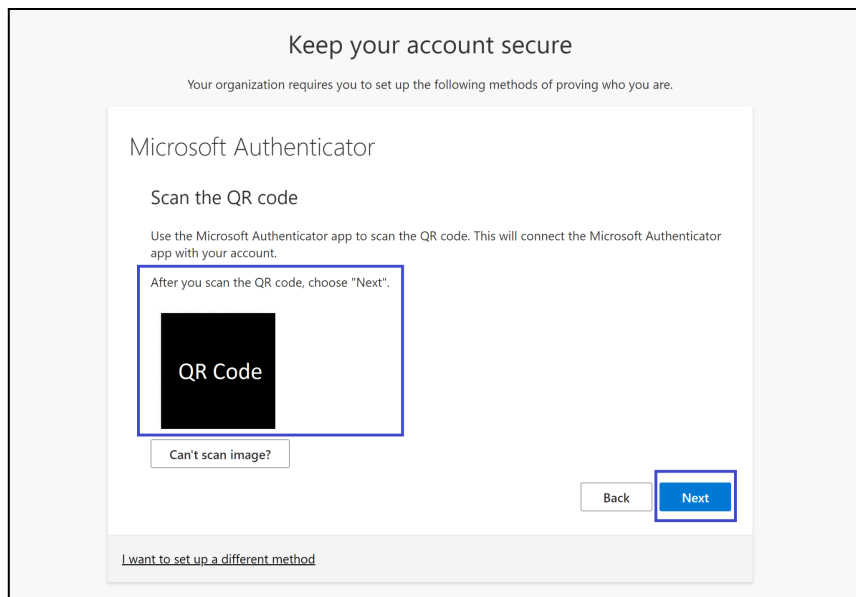
## Step 5:

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:

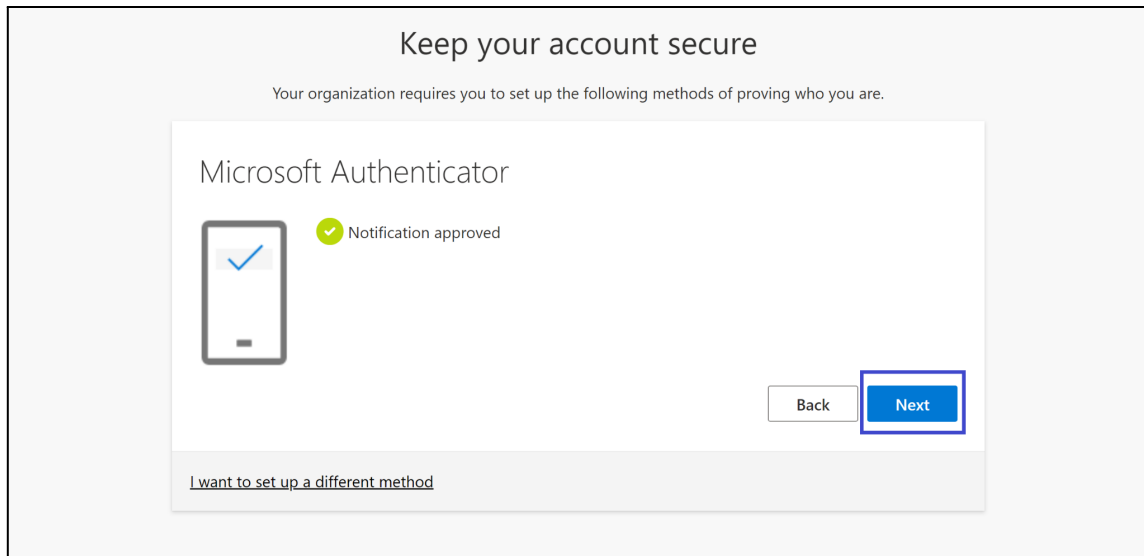
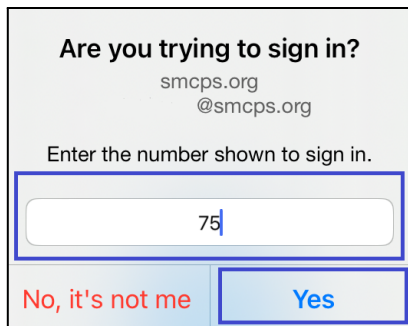
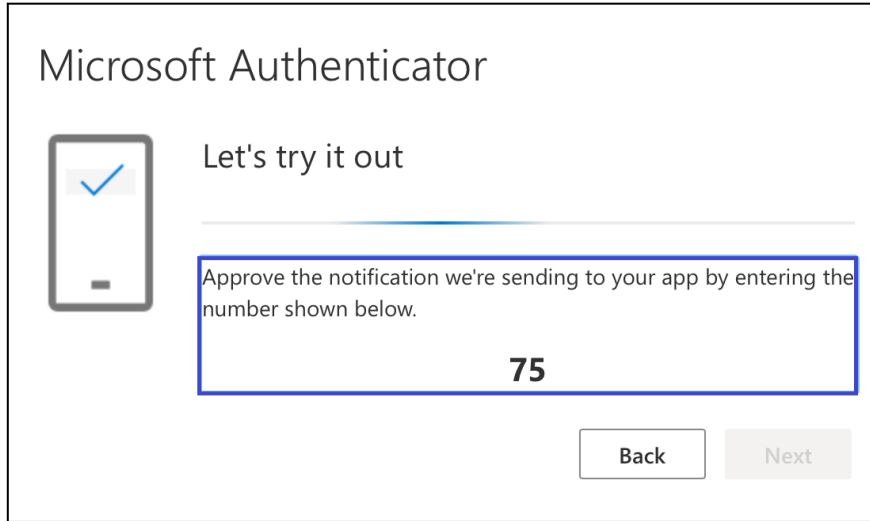
Scan the QRCode on your computer’s screen. Once the Registration is complete the Microsoft App will bring you to a screen which displays your SMCPs account email address. Once there, click “Next” in the bottom right corner of your computer screen.



## Step 7:

Next, your laptop will present a number and your Phone will prompt you to approve the Account sign in. Enter the number displayed on the Laptop Screen in the Phone's prompt, select "Yes, and enter the Phone'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.

