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

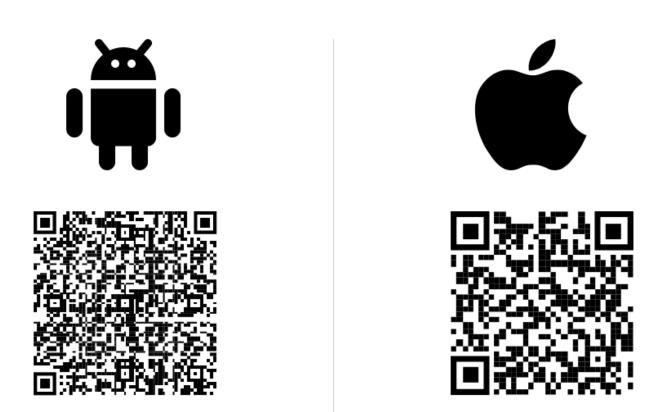
2023/2024 School Year

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 <u>ITS Office Page.</u>

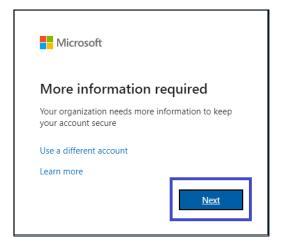
Before starting the MFA setup, please install the Microsoft Authenticator App on your Smartphone. This can be installed manually from the Google Play Store or the Apple App Store by searching for "Microsoft Authenticator" or by scanning the QR code quick links for iPhone and Android found below

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"

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	
<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 Next
<u>l want to set up a different method</u>

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".

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

"Authenticator" Would Like to Access the Camera			
May be needed to scan QR code to add a new 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.

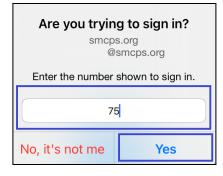
Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
Microsoft Authenticator	
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.	
After you scan the QR code, choose "Next".	
Can't scan image? Back Next	
Lwant to set up a different method	

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.

Microso	oft Authenticator
	Let's try it out
L-J	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.

