

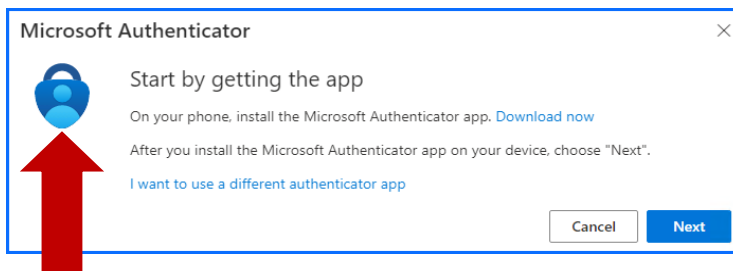


Setting up Multi-Factor Authentication with Microsoft Authenticator

Step 1: On your **phone**, download the free Microsoft Authenticator App from your app store (Google Play for Androids or App Store for iPhones). Look carefully and be sure that it is from Microsoft Corporation and has the right icon.

While the app is downloading, continue to step 2.

****You must have a security lock in use on your phone (fingerprint, PIN, etc.) to use the app ****



!!!! Apple usually won't list the app as the top result when you search for it, so pay close attention before downloading !!!!

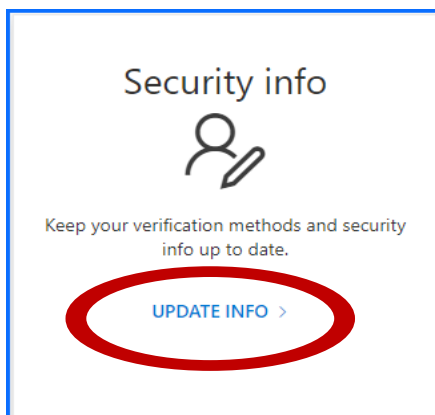
Be sure it's from **Microsoft Corporation!**

Look for this icon in your app store.

Step 2: On the **computer**, login to myaccount.microsoft.com

Verify that your initials or profile picture are in the upper right corner.

Step 3: Find the **Security info** tile and click **Update Info**

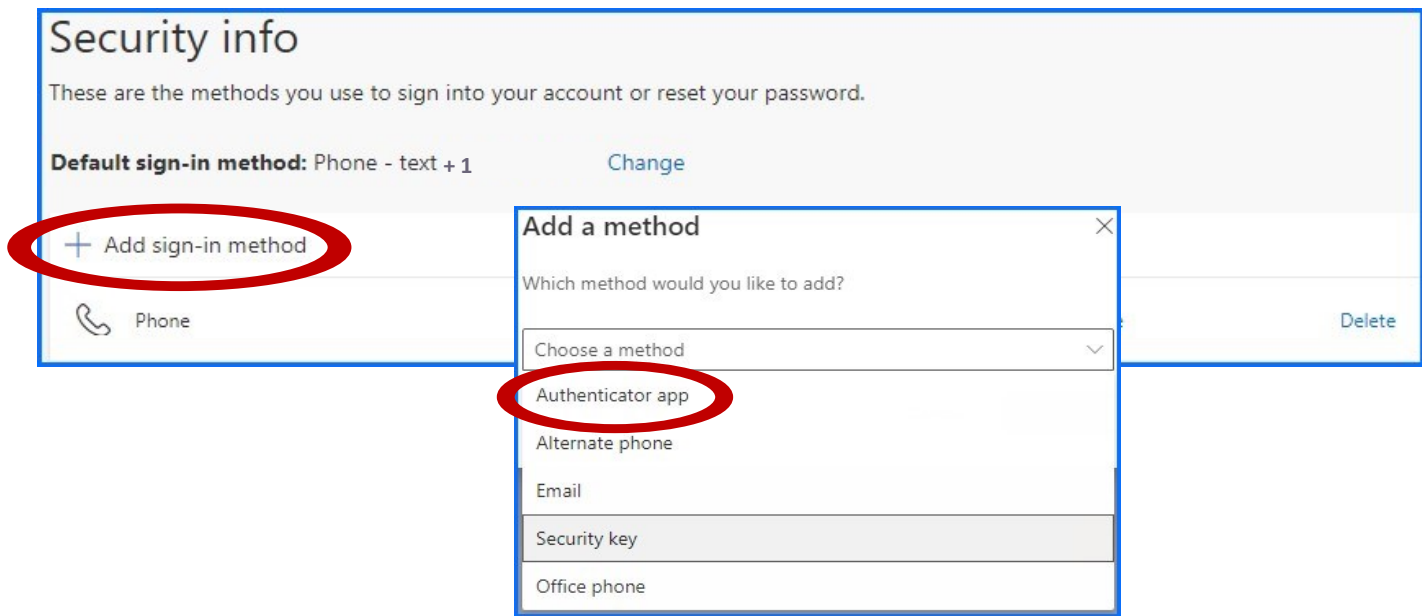


You'll be prompted to verify your identity by entering your Westside username and password and then getting a call or text.

If the phone number listed needs to be changed, please contact Human Resources.

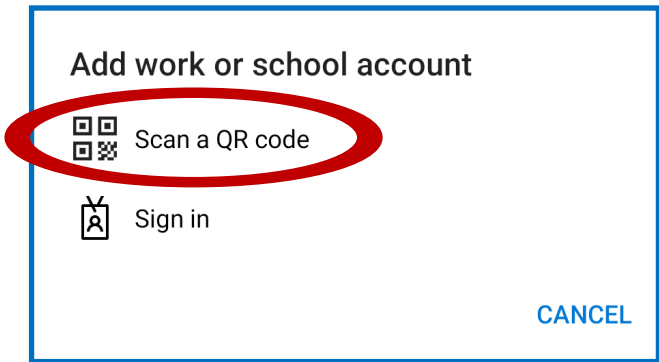
It will take a day for HR's changes to update in our system and then you can finish setting up the authenticator app.

Step 4: To the left of **Add sign-in method**, click the **plus sign**. From the **Choose a method** drop down menu select **Authenticator App**, then click the blue **Add** button.

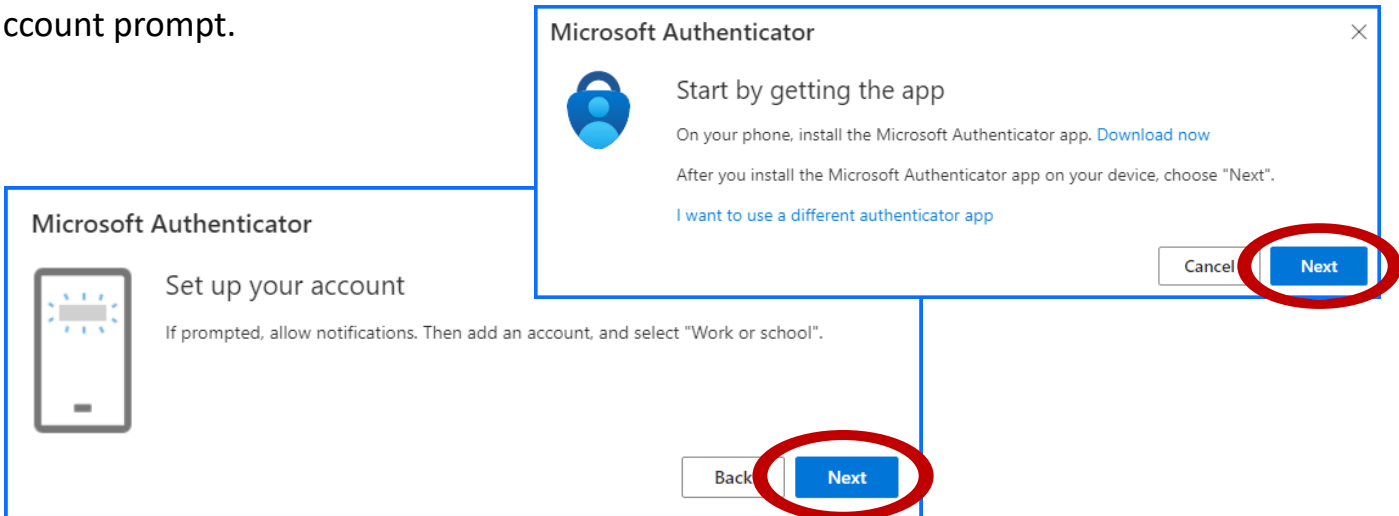


Step 5: On your **phone**, open the new app, tap **Add work or school account**, then tap **Scan a QR code**.

You may need to give permission for the app to use your camera. You may also be prompted to allow notifications—be sure to **allow** both of these options.

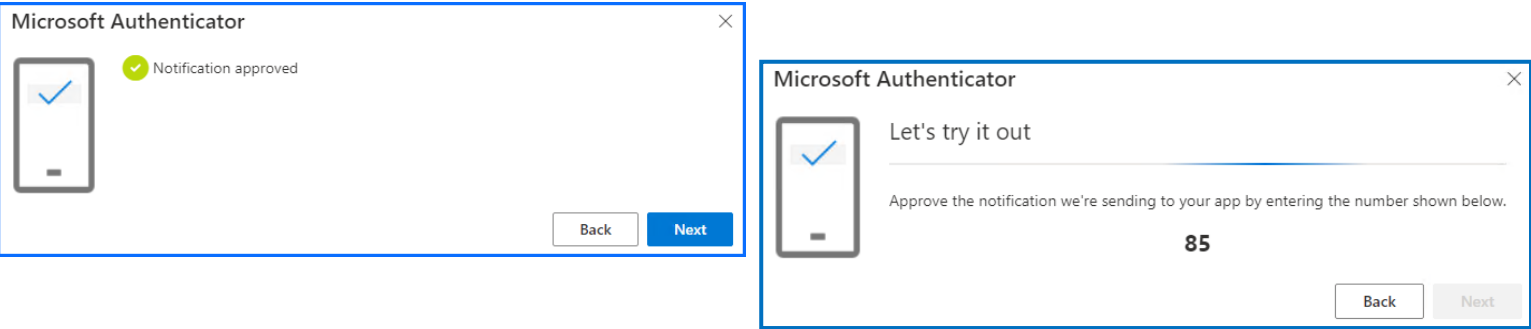


Step 6: On the **computer**, on the prompt for getting the app, click **Next**, then **Next** on the Set up your account prompt.



Step 7: With your **phone**, scan the **QR code** on your **computer** screen.

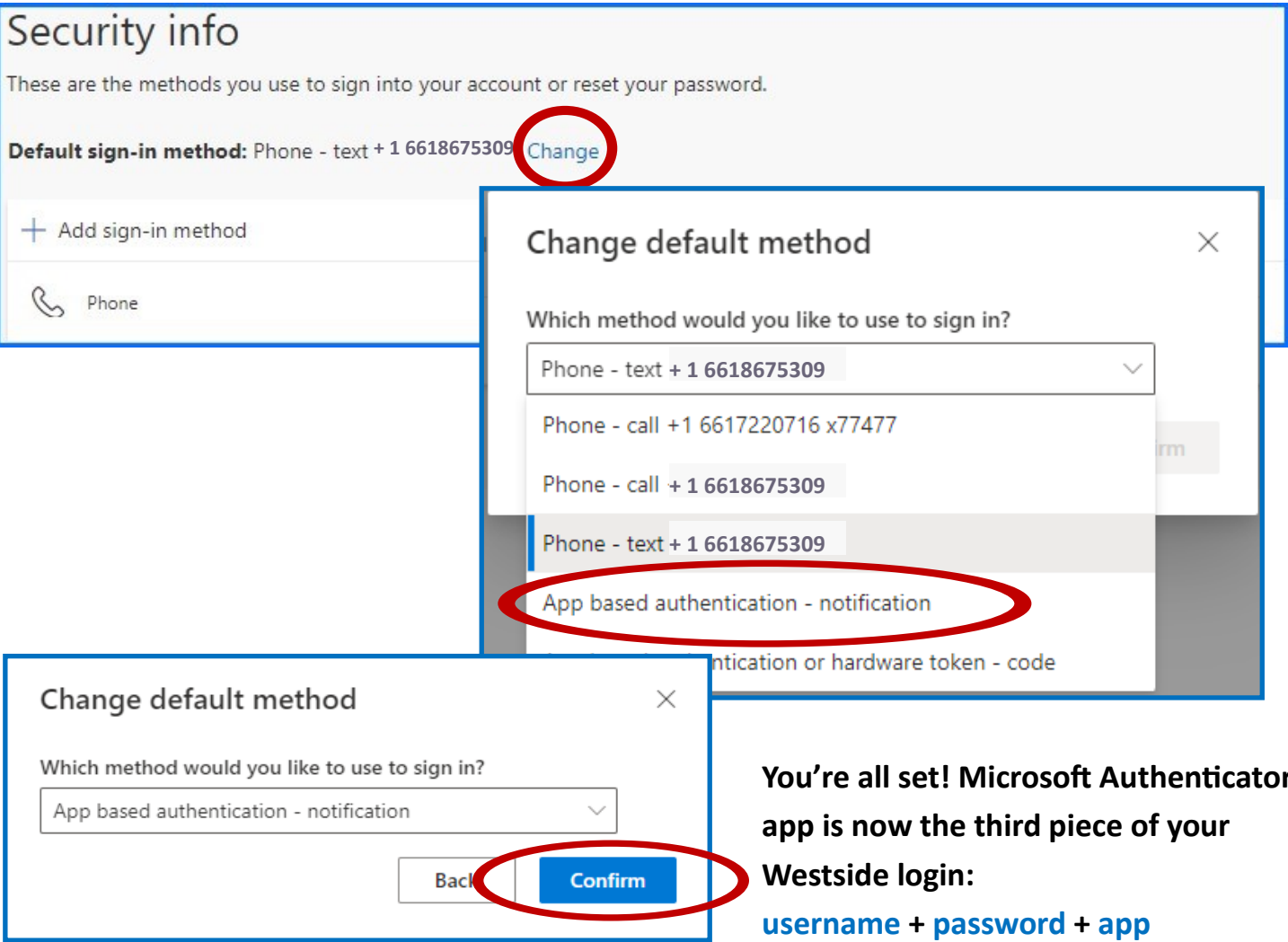
Once your account successfully adds in the app, click **Next** on your **computer**. A two-digit number appears on your computer screen; type this number into the app on your phone (yours will be different than the one below) to finish the set up.



Step 8: On the **computer**, set your default authentication method.

In the top left of the page find the **Default sign-in method** line and click **Change**.

From the drop down menu choose **App based authentication—notification**. Click **Confirm**.



You're all set! Microsoft Authenticator app is now the third piece of your Westside login:
username + password + app