

Instructions to Set Up Microsoft Multi-Factor Authentication (MFA), PasswordLess Authentication



You must have both devices to begin and follow these instructions

*****You will want to download the *Microsoft Authenticator* app to your second device (likely your cell phone) before beginning the process**

Microsoft Authenticator



Why MFA?

Passwords are a primary attack vector. Bad actors use social engineering, phishing, and spray attacks to compromise passwords. A passwordless authentication strategy mitigates the risk of these attacks.

Take sign-in security from better to best

Eliminate password theft for good with the strongest authentication method available in the marketplace.

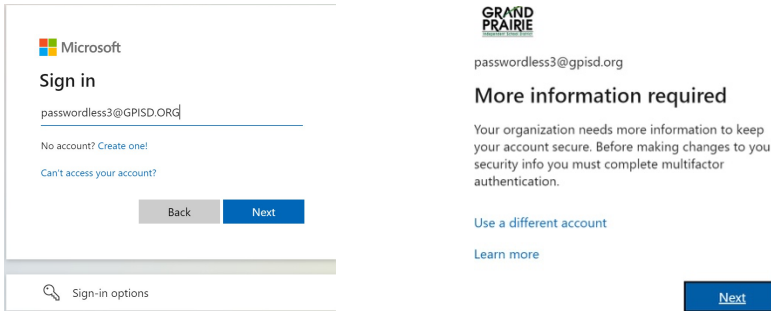
Bad ● Password (Only)	Good ● Password +	Better ● Password +	Best ● Passwordless
123456	SMS	Authenticator (Push notifications)	Windows Hello
qwerty	Voice	Software Tokens OTP	Authenticator (Phone Sign-in)
password		Hardware Tokens OTP (Preview)	FIDO2 security key
iloveyou			
Password1			

The following instructions and screenshots were done with iPhone 13, it should be similar to other iPhone and Android devices.

Step 1:	<p>Ensure you are logged out of Office 365 on your computer before starting the process. Click on your initials or photo in the upper right corner of the screen and select <i>Sign Out</i></p>
Step 2:	<p>Go to https://www.office.com/ using one of the following browsers on your computer:</p> <ul style="list-style-type: none"> - Apple Safari - Google Chrome - Microsoft Edge - Mozilla Firefox

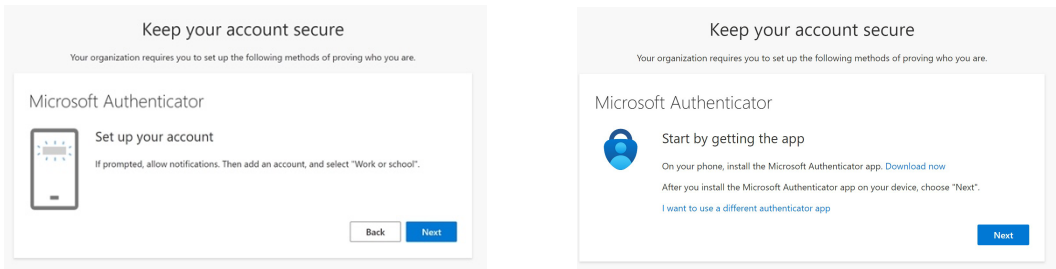
Step 3:

On your computer, sign in to Microsoft using your e-mail address and *Next*, then your password and *Sign in*.
On the screen stating *More information required*, click *Next* and follow the directions on the screen



Step 4:

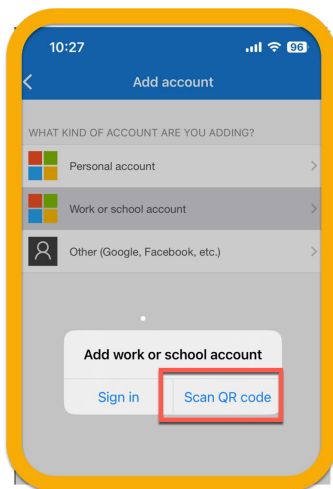
Open the Microsoft Authenticator app on your phone (or second device). If you did not download it before beginning, download it now.



Click *Next* on your computer and *Accept* on your phone. Then click *Next* again on your computer and *Continue* on your phone.

Step 5:

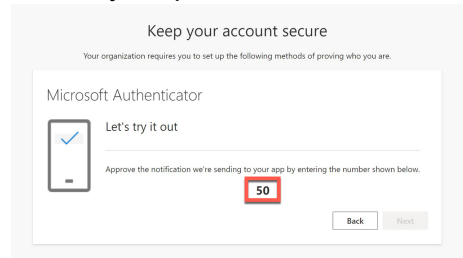
In the app on your phone, select **Scan a QR code**. (You may have to first click a "+" icon toward the top of the app screen to add an account)



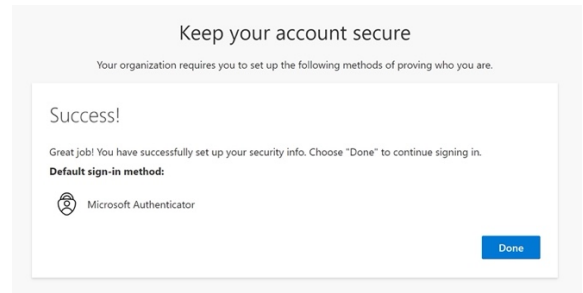
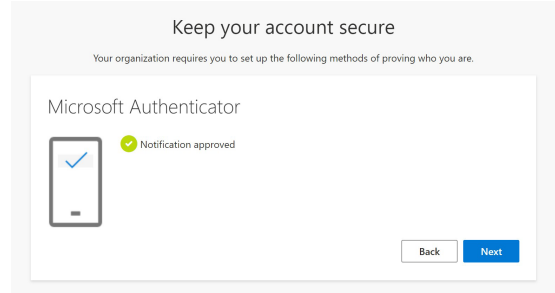
Click **Scan QR code** on your computer screen then click **OK** to allow access to the camera and **OK** for *App lock enabled* on your phone
Scan the QR Code on your Computer with your phone and click **Allow** to send notifications. Click *Next* on your computer.

Step 6:

Enter the two-digit code that appears on your computer screen in your phone and then click **Yes** on your phone.



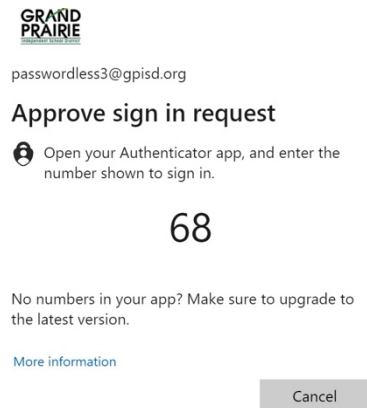
Click **Next** on your computer then **Done** on the Notification approved and Success! screens



Step 7:

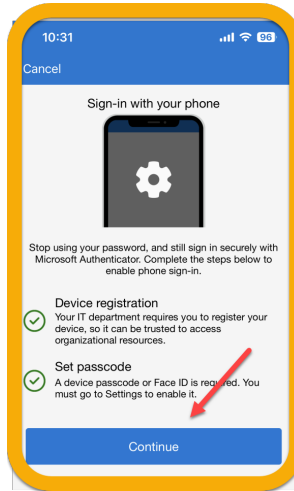
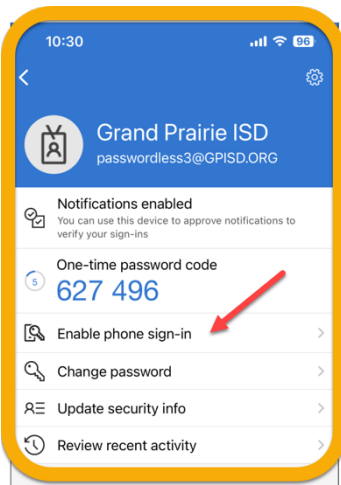
The systems will prompt again for verification

Enter the two digit code in your phone and **Yes**. Click **No** to staying signed in for now on your computer.

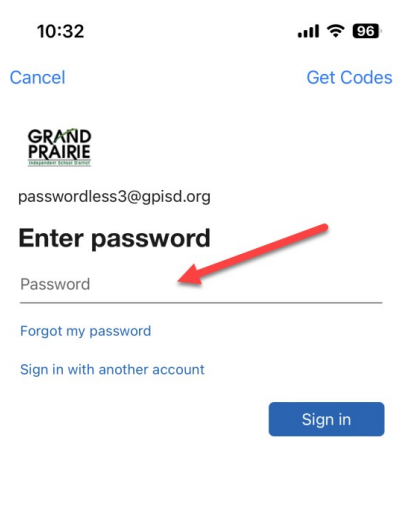


Step 8:

In the Microsoft Authenticator app on your phone, select the Grand Prairie ISD account and click on *Enable phone sign-in* then *Continue*



Enter your password if prompted.



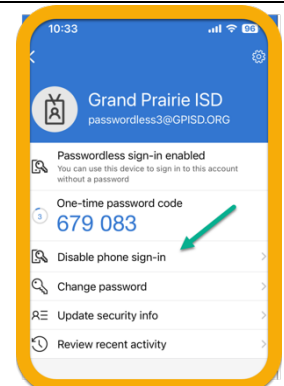
Step 9:

There will be a 2-digit code pop-up on the phone screen very quickly - Enter the 2-digit code and Yes.

If you miss the code, click *I Can't See* to view the code again.

Click the "Grand Prairie ISD" account again

It should show *Disable phone sign-on*, but **DO NOT CLICK IT**. This verifies that you have successfully enabled the phone sign-in.



Step 10:

On your computer, sign-out from Office 365 then close your browser and relaunch with the link below to test the system.

<https://www.office.com/>

Click *Sign in* on your computer.



← passwordless3@gpisd.org

Enter password

Password _____

[Forgot my password](#)

[Use an app instead](#)

Sign in




Enter the 2-digit on your phone to authenticate app



← passwordless3@gpisd.org

Approve sign in

 Open your Authenticator app, and enter the number shown to sign in.

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[Use your password instead](#)

DONE!

You have now completed the setup of MFA and passwordless authentication.

