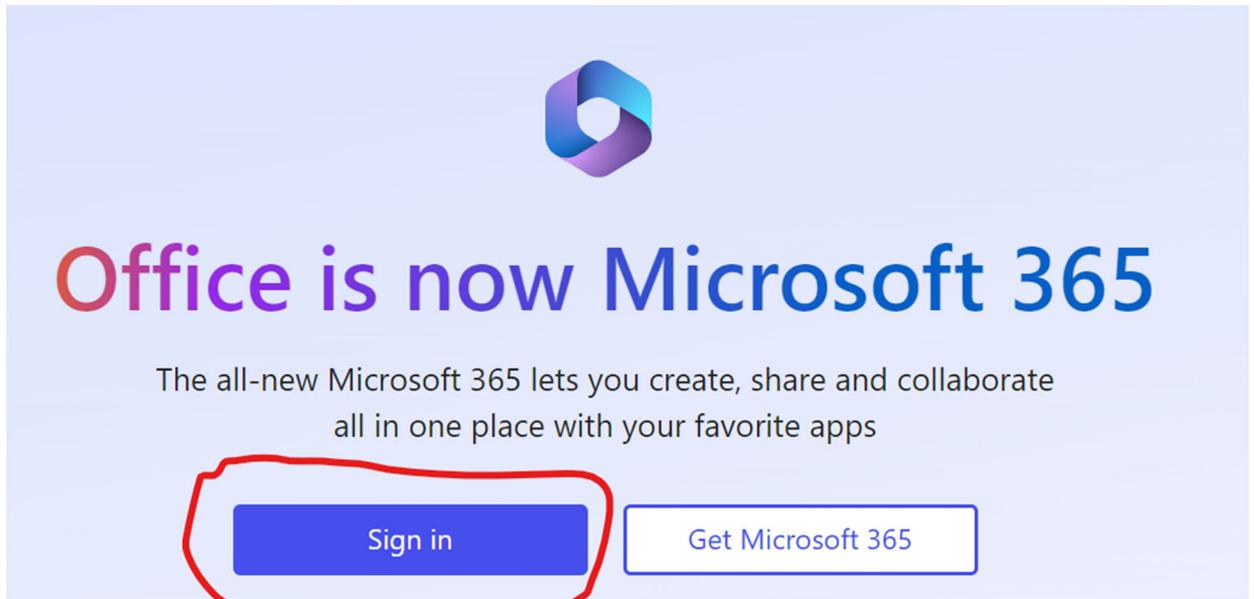


How to Authenticate using the Chrome Authenticator Extension:

1. This has to be done using Google Chrome, whether on a desktop or Chromebook.
2. Navigate to www.office.com or via the District website, and select the District Email icon:



Step 2: www.district205.net under Popular Links:



DISTRICT EMAIL

3. Sign in with your district email address:



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Next



Sign-in options

4. Enter your password:

THORNTON TOWNSHIP HIGH SCHOOL DISTRICT 205
465 EAST 27TH STREET | SOUTH BEND, IN 46607

← [Red scribble]

Enter password

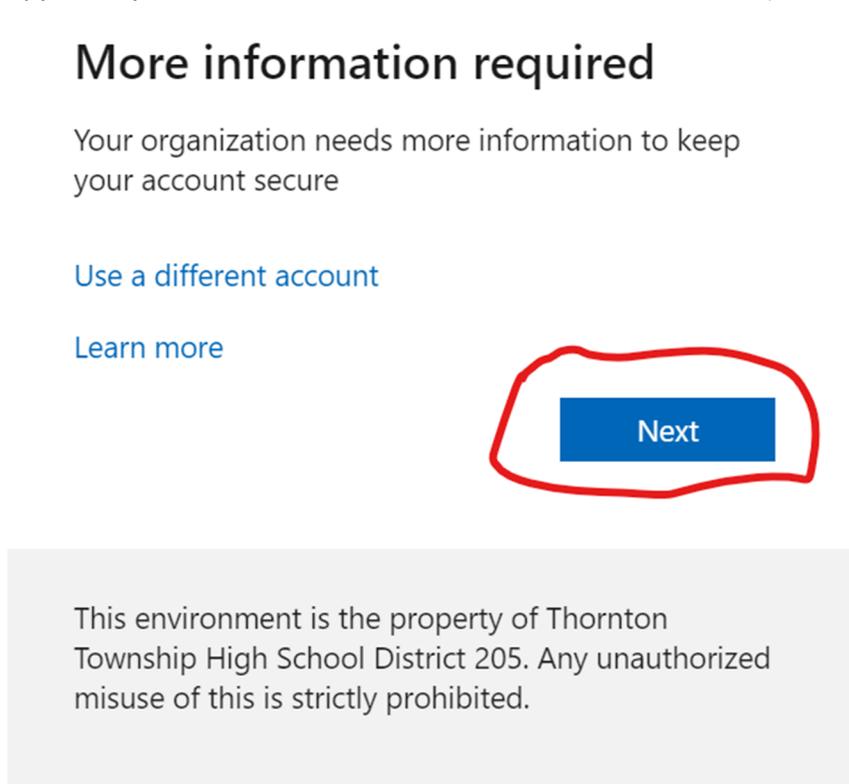
Password

[Forgot my password](#)

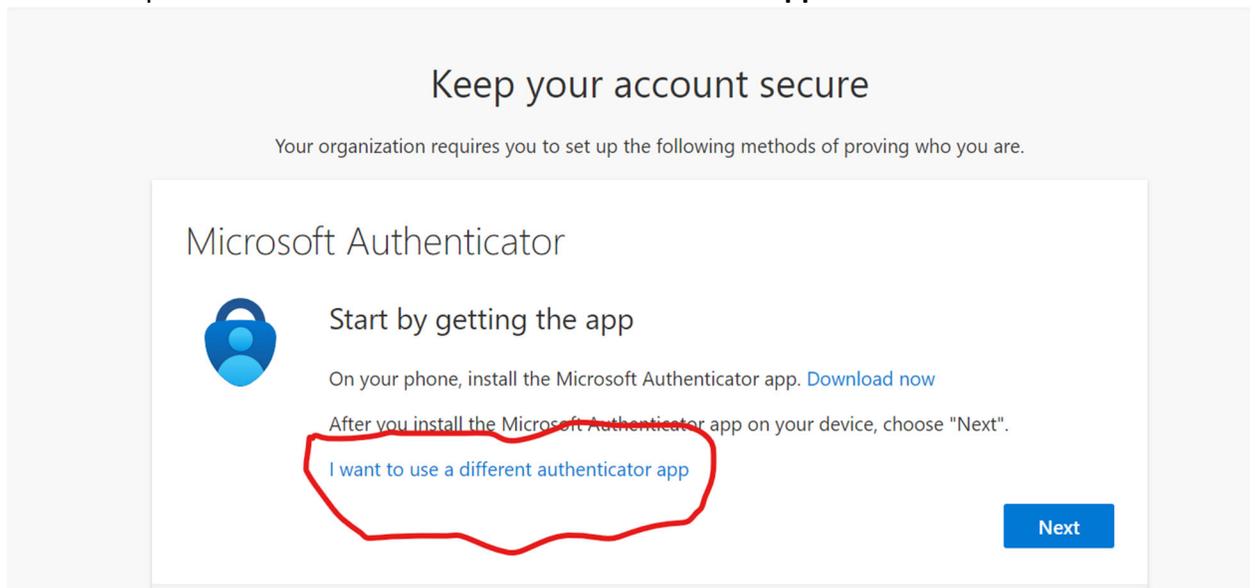
[Sign in](#)

This environment is the property of Thornton Township High School District 205. Any unauthorized misuse of this is strictly prohibited.

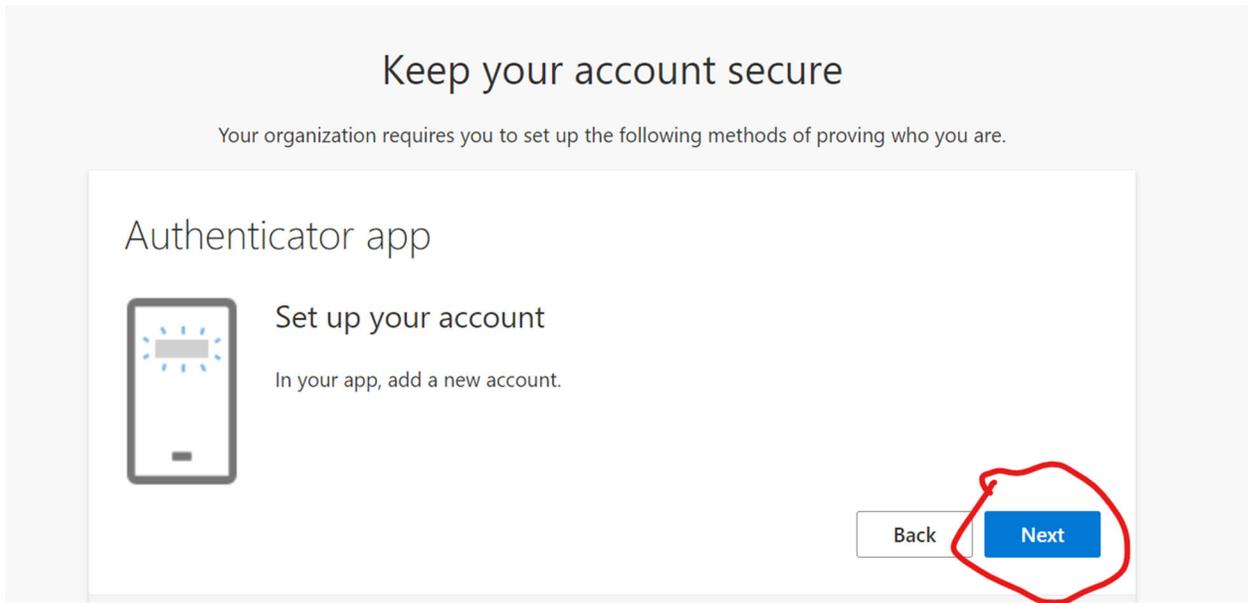
5. Select Next on this screen(Contact Helpdesk if you do not have this screen, it may not appear if you have authenticated on another device before):



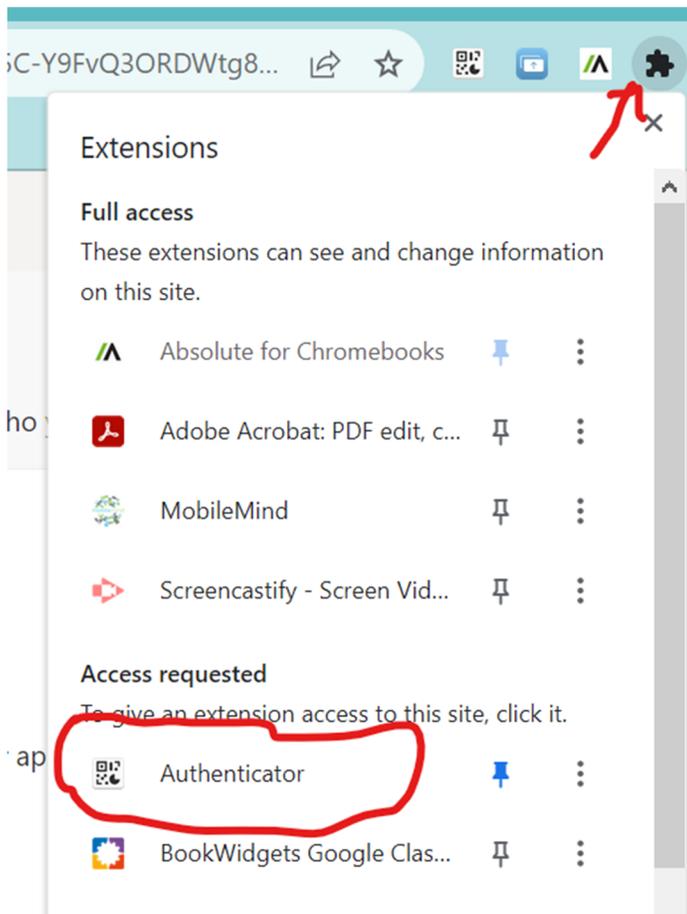
6. On this step select **I want to use a different Authenticator App**:



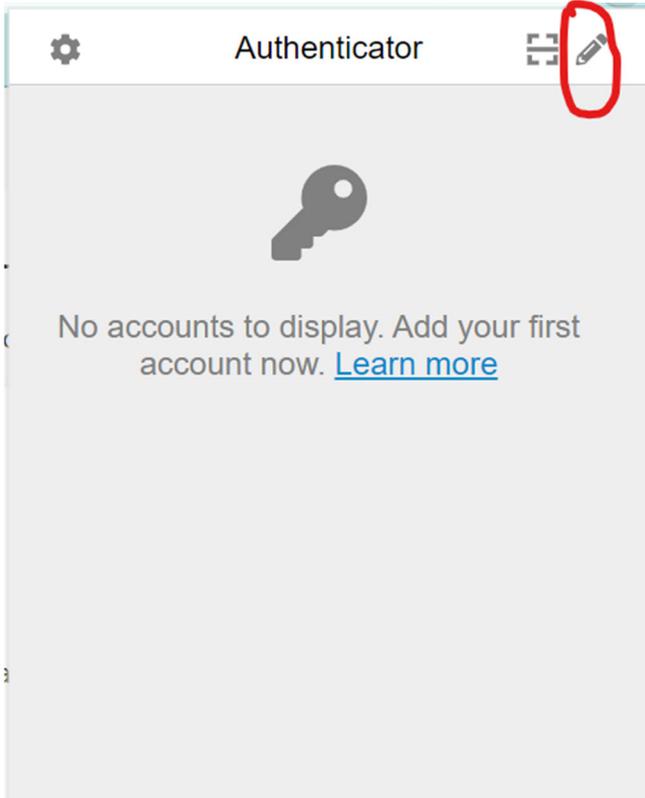
7. On this window click Next:



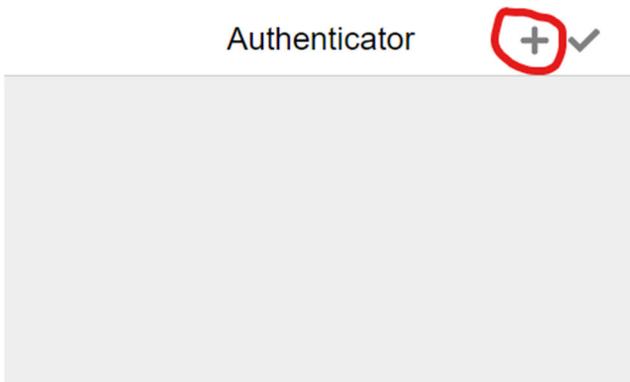
8. In the top righthand corner of Chrome, select the Puzzle icon to display Extensions and select the Authenticator extension:



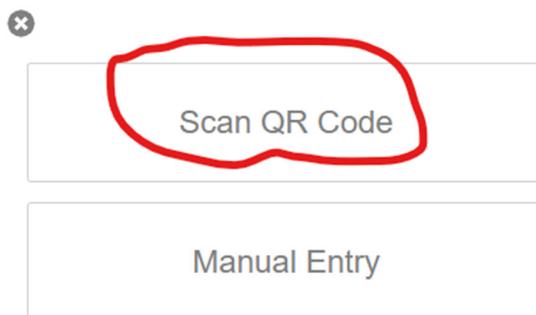
9. Select the pencil icon to edit:



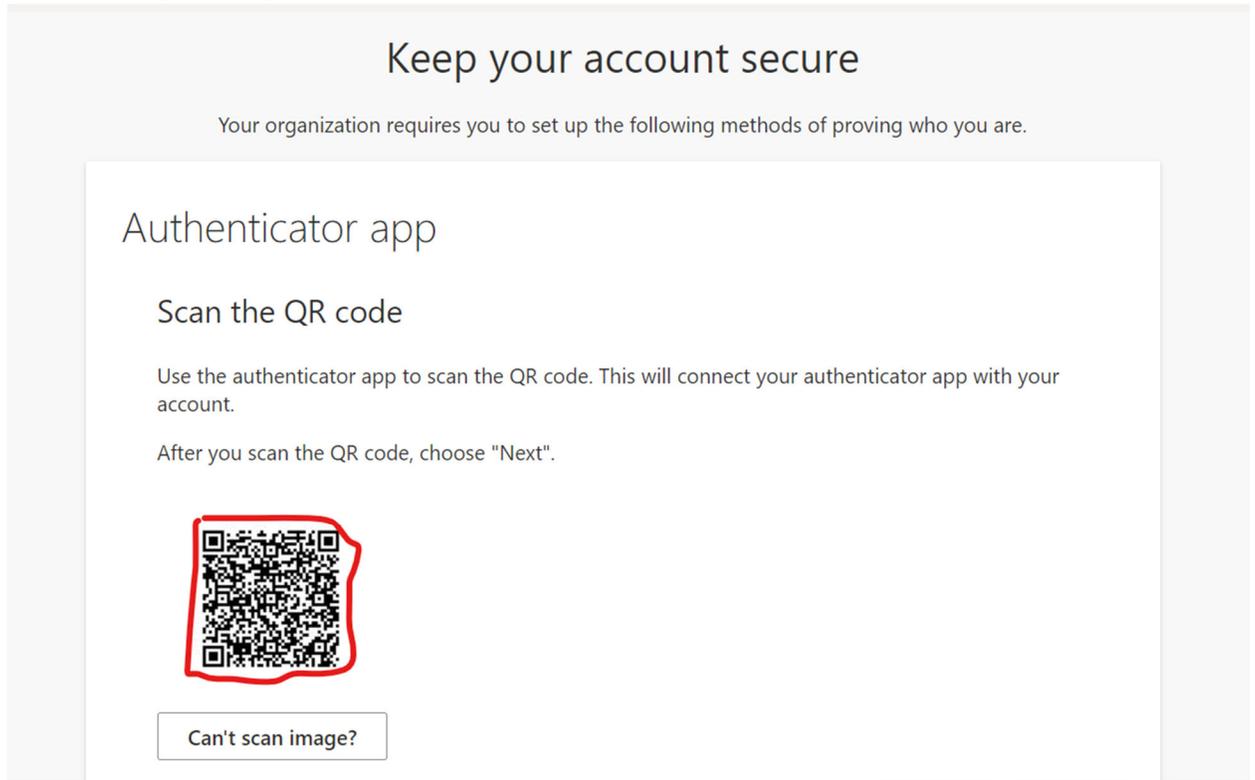
10. Select the Plus icon to Add an account:



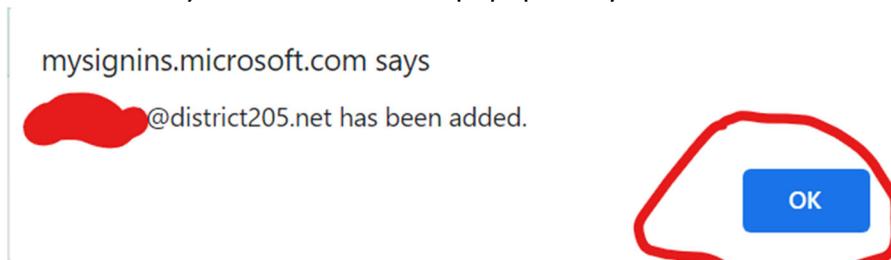
11. Select Scan QR Code:



12. On the next screen scan the QR Code provided by Microsoft but make sure you leave as little blank space as possible:



13. Once it scans you should receive a popup that your account was added and select Ok.



14. Scroll down if necessary and Select Next:

Authenticator app

Scan the QR code

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.

After you scan the QR code, choose "Next".

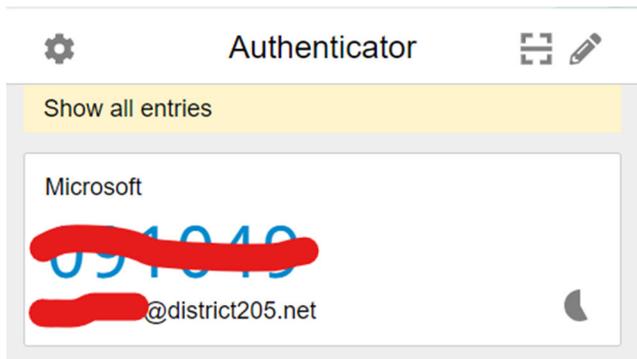


Can't scan image?

Back

Next

15. Click on the Authenticator Extension to now receive a code to type in:



16. At this screen enter the code provided and select Next:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Authenticator app



Enter code

Enter the 6-digit code shown in the Authenticator app.

209416

Back

Next

Or you can choose to copy and paste by double clicking the code, but you have to Allow the option first:



"Authenticator" has requested additional permissions.

It could:

Modify data you copy and paste

Allow

Deny

17. After the code is accepted, you can select Done at this screen:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



Authenticator app

Done

You should now be authenticated.