

Multi-Factor Authentication (MFA) for Employee Single Sign-On (SSO)

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Columbia
PUBLIC SCHOOLS



Microsoft Authenticator – Summary of Steps



You will need both your smartphone and a computer/laptop to complete this process.

Continue down this guide for step-by-step instructions with screenshots.

Summary of steps

STEP 1 – Get the Microsoft Authenticator app on your phone. You can find it in your phone's app store.

STEP 2 – Go to <https://aka.ms/mfasetup> and sign in with your Single sign-on account(CPS username and password).

STEP 3 – Follow the instructions on the website. You'll be shown a unique picture known as a QR code. *When you see this QR code, open the MS Authenticator app on your phone, tap "Add work or school account," and then tap "Scan a QR code" to scan the code with your phone's camera.*

STEP 4 – You'll then get a code from the website to test that it's working. Enter that code where it asks you to on your phone.

STEP 5 – Finish the steps, and you'll be logged into the Security Info page at <https://aka.ms/mfasetup>.

STEP 6 – On the Security Info page, select **"Add sign-in method"** to set up a backup authentication method (such as [Text](#) or [Phone](#)).



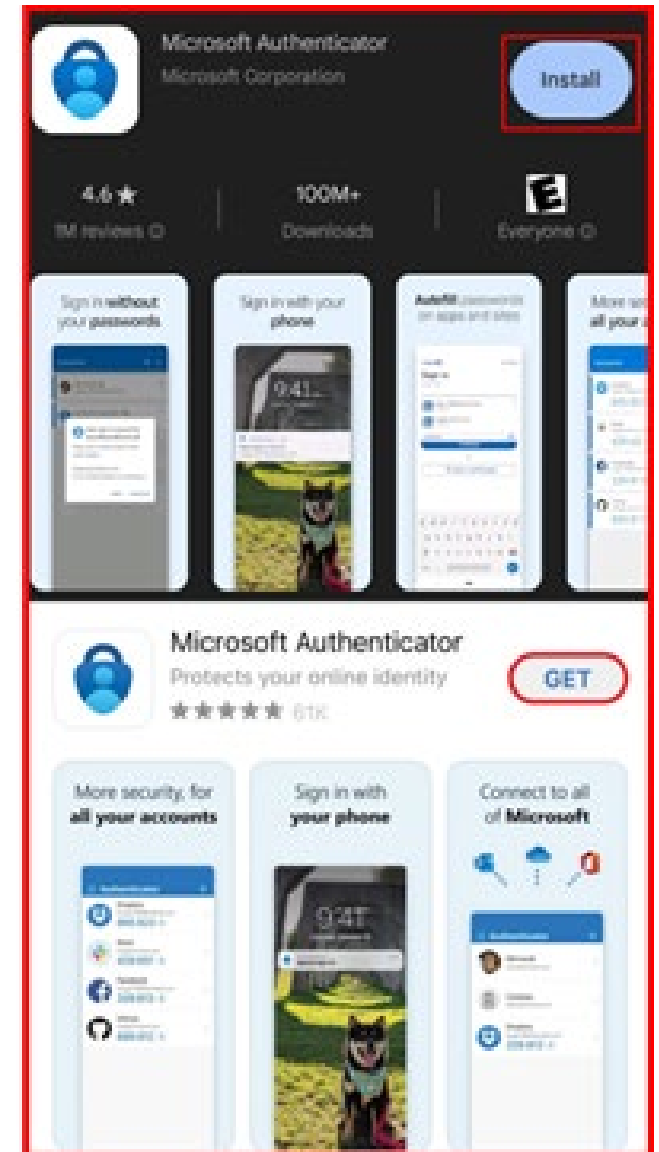
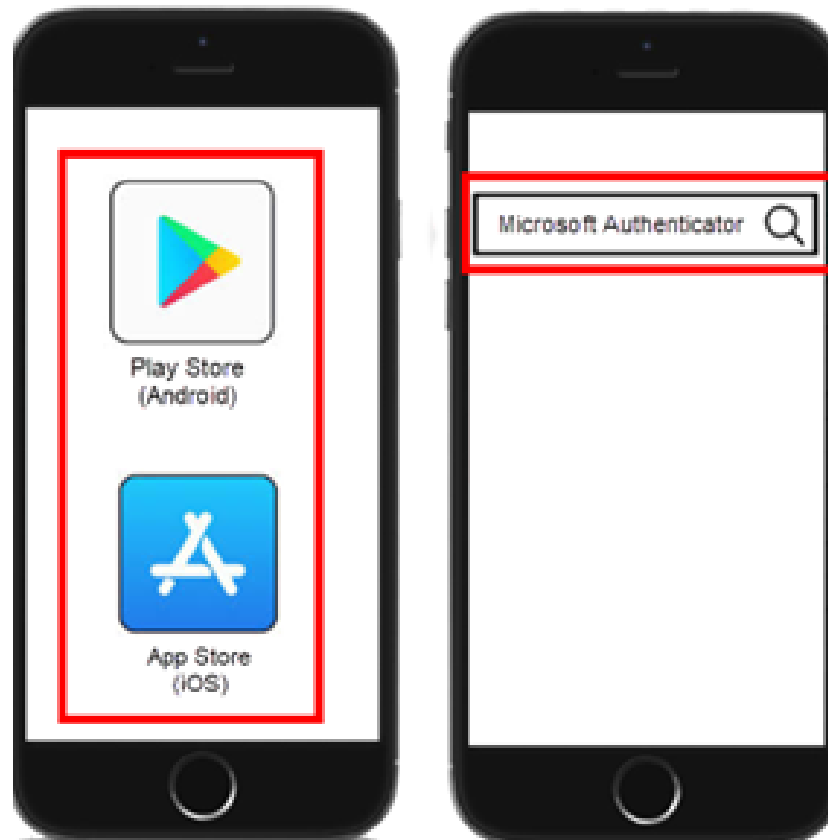
Microsoft Authenticator

STEP 1

Get the Microsoft Authenticator app on your phone.

You can find it in your phone's app store.

NOTE: The official app you need is from *Microsoft Corporation* and is free to download.





Microsoft Authenticator

STEP 2

Next, go to <https://aka.ms/mfasetup> on a computer or tablet.

Use your Single Sign-On (SSO) credentials to log in. (CPS Username and password)

Select “Next” when it asks for “More Information Required.”

A screenshot of the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is the text "Sign in". The email address "TechServices@cpsk12.org" is entered in the text box, with a lock icon and an information icon to its right. Below the text box are two links: "No account? Create one!" and "Can't access your account?". At the bottom right are two buttons: "Back" (grey) and "Next" (blue). At the very bottom is a section titled "Sign-in options" with a key icon.



Microsoft Authenticator

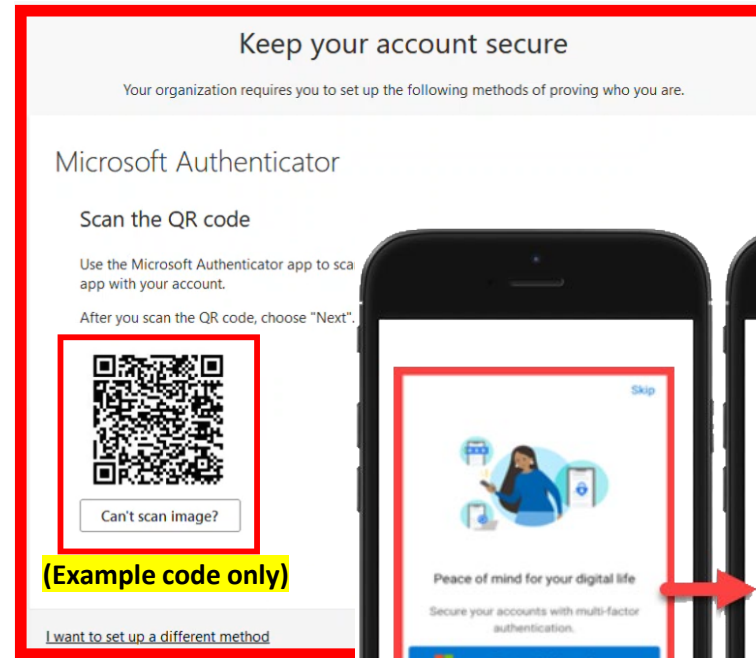
STEP 3

Follow the instructions on the website.

You'll be shown a unique picture known as a QR code.

When you see the QR code:

1. Please **open the MS Authenticator app on your phone.**
2. Tap **"Add work or school account."**
3. Tap **"Scan a QR code."**
4. Then **scan the code with your phone's camera.**



(Open MS Authenticator app > Add work or school account > Scan a QR code)



Microsoft Authenticator

STEP 4

You'll then get a code from the website to test that it's working.

Enter that code where it asks you to *on your phone*.

Microsoft Authenticator

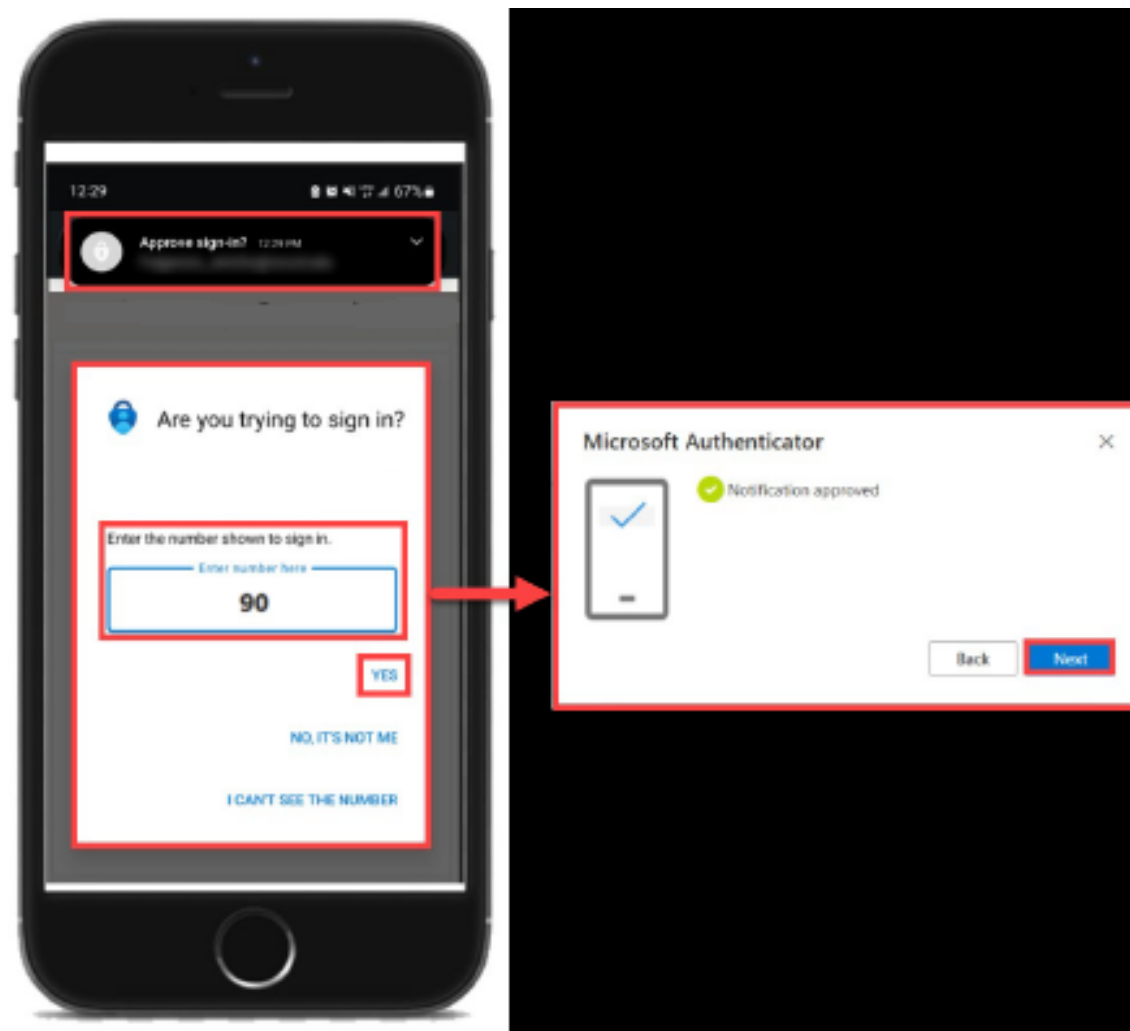
Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

90

Back Next

(Example code only)

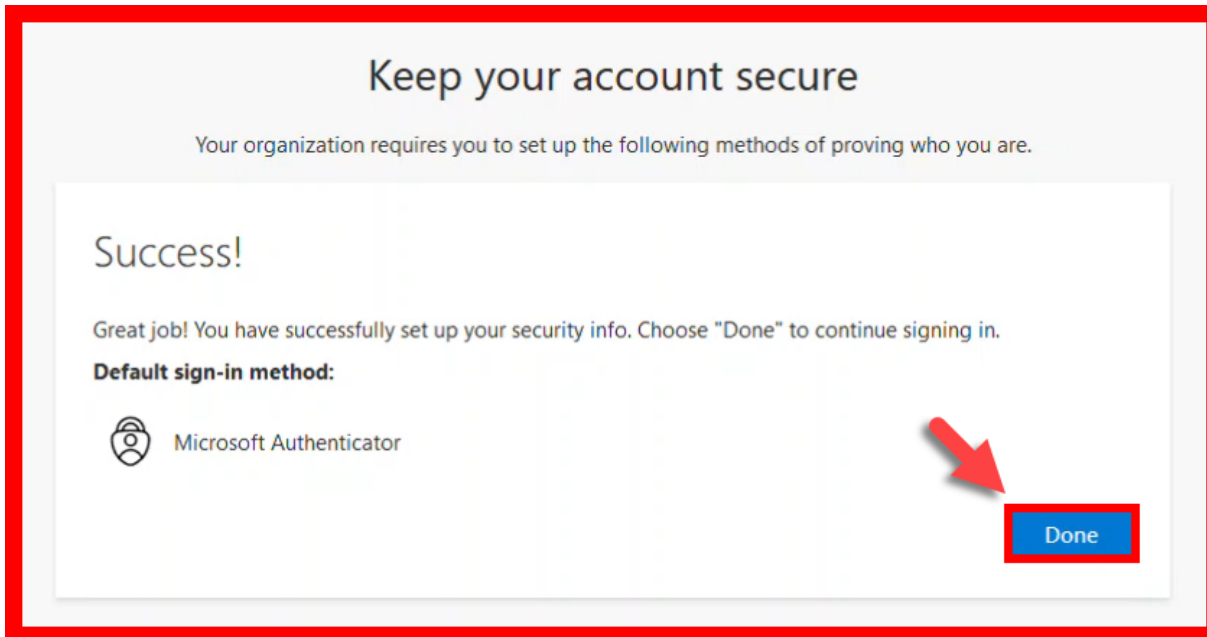




Microsoft Authenticator

STEP 5 (On your computer)

Finish the steps, and you'll be logged into the Security Info page at <https://aka.ms/mfasetup>.

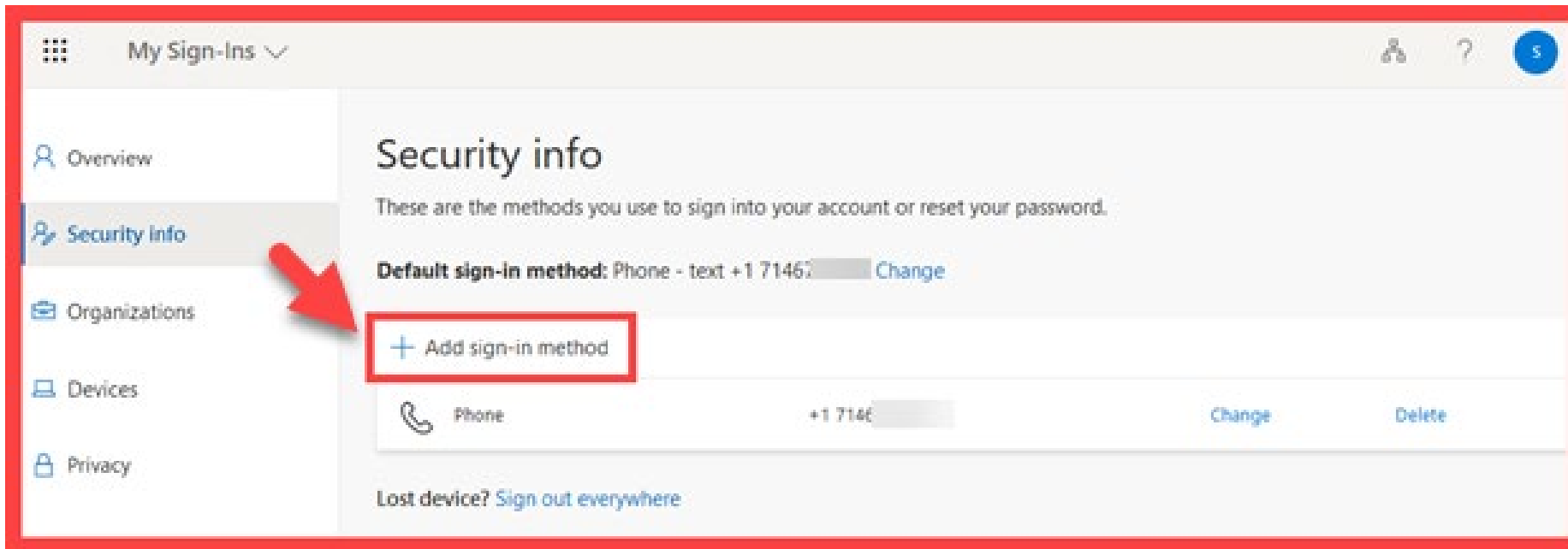




Microsoft Authenticator

STEP 6 (On your computer)

On the Security Info page, select **“Add sign-in method”** to set up a backup authentication method (such as [Text](#) or [Phone](#)).





Microsoft Authenticator

STEP 7

**The next time you log in,
the Authenticator app will
help make sure it's really
you.**

**It's a way to keep your
account safe!**

