

# MULTI-FACTOR AUTHENTICATION SET UP

Why: We use Microsoft Active Directory to sign our computers onto the district network via user authentication instead using a wifi password.

Inconvenient News: As a security measure, Active Directory is now requiring staff users to use Multi-Factor Authentication (MFA)

Good News: This will also give you access to change your own password.

- When you reset your own password you have to wait 1 day until you can reset it again
- If you need it reset within that 1 day you will need to contact your media coordinator or technician

\*Like with our Gmail accounts, you only have to use this MFA process when you reset your password or sign in on a new device.



Microsoft



Google

Download a Multi-Factor Authenticator App—  
click the icon for Microsoft  
Authenticator instructions;  
Google Authenticator is also supported

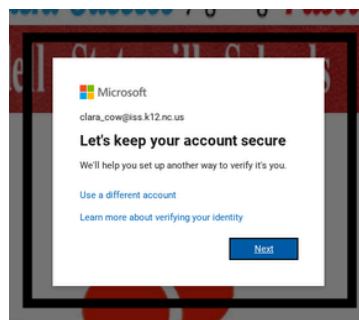
## Macbook Users:



Microsoft  
**Sign in**  
Email, phone, or Skype  
No account? Create one!  
Can't access your account?  
Next

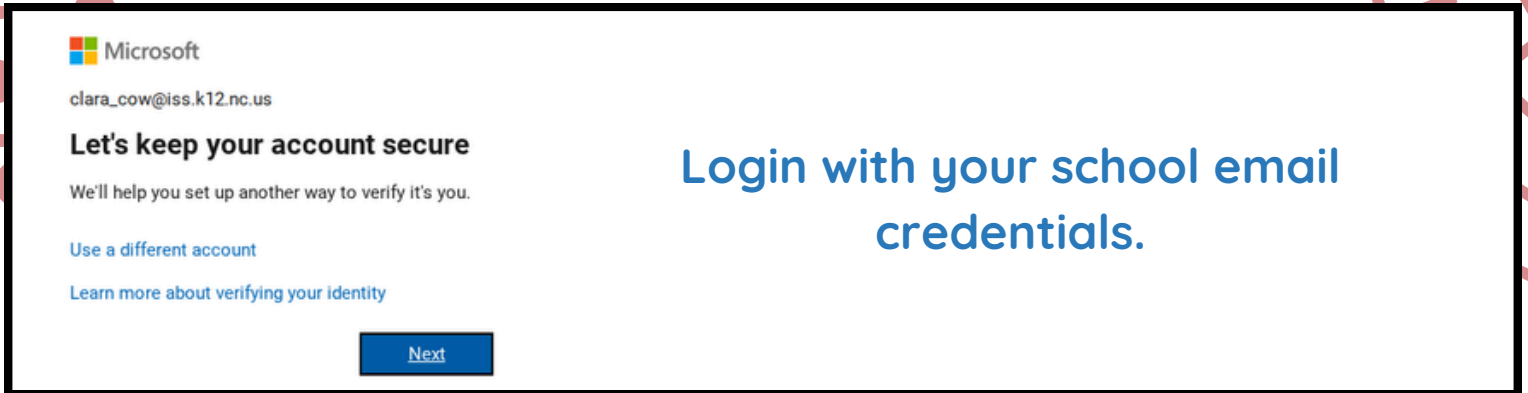
When you first Login  
after downloading the  
MFA app, click Switch  
Login on bottom right of  
your screen. Click Next.

## Windows/ Chromebook Users:



In a web browser go to:  
[mysignins.microsoft.com](https://mysignins.microsoft.com)  
Click Next.

# MULTI-FACTOR AUTHENTICATION SET UP



Microsoft

clara\_cow@iss.k12.nc.us

**Let's keep your account secure**

We'll help you set up another way to verify it's you.

[Use a different account](#)

[Learn more about verifying your identity](#)

[Next](#)

Login with your school email credentials.



Method 1 of 2: App 2 Phone

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".

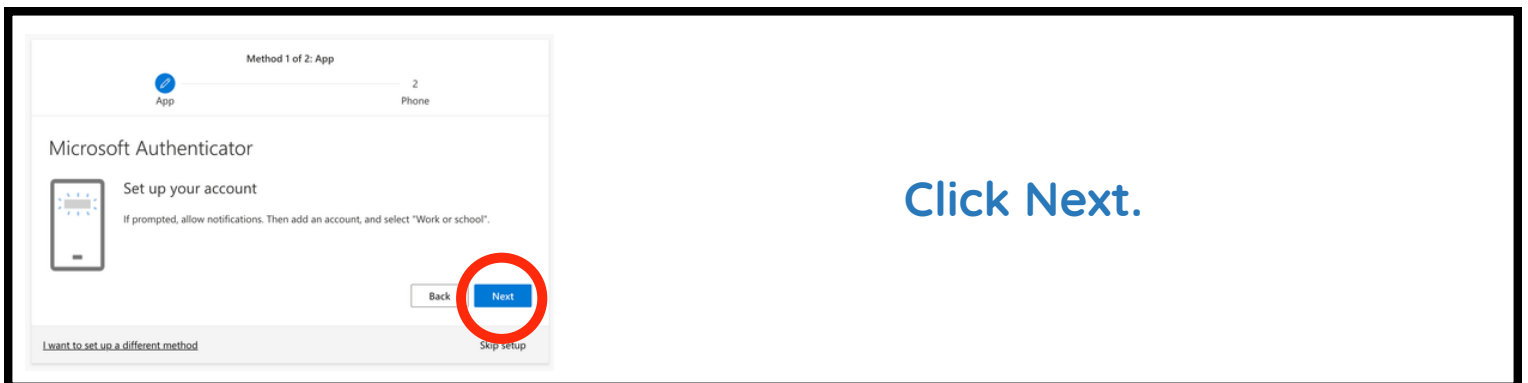
[I want to use a different authenticator app.](#)

[Next](#)

[I want to set up a different method](#)

[Skip setup](#)

Microsoft Authenticator: Click Next. If you're using a different authenticator app, select "I want to use a different authenticator app."



Method 1 of 2: App 2 Phone

Microsoft Authenticator

Set up your account

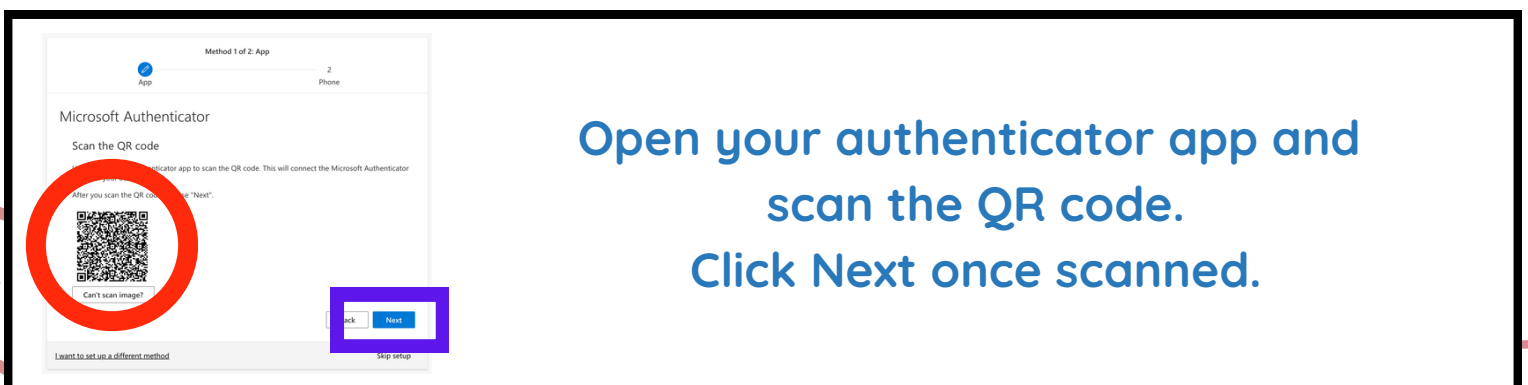
If prompted, allow notifications. Then add an account, and select "Work or school".

[Back](#) [Next](#)

[I want to set up a different method](#)

[Skip setup](#)

Click Next.



Method 1 of 2: App 2 Phone

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app to your account.

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

[Can't scan image?](#)

[Back](#) [Next](#)

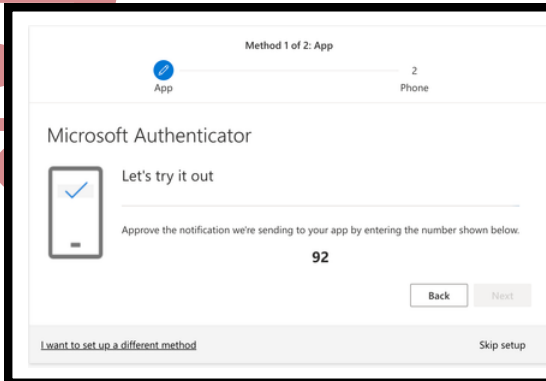
[I want to set up a different method](#)

[Skip setup](#)

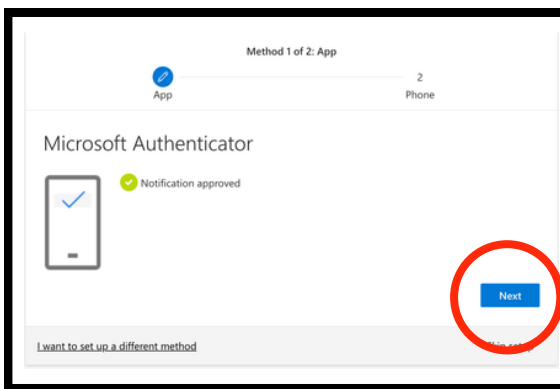
Open your authenticator app and scan the QR code. Click Next once scanned.

If you are using Microsoft Authenticator, directions are continued on the next page.

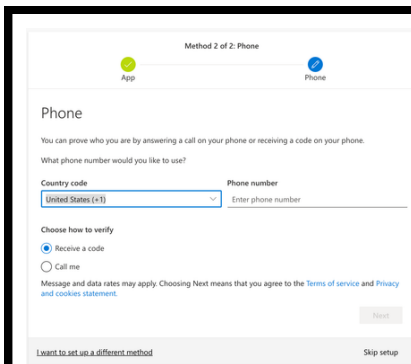
# MULTI-FACTOR AUTHENTICATION SET UP



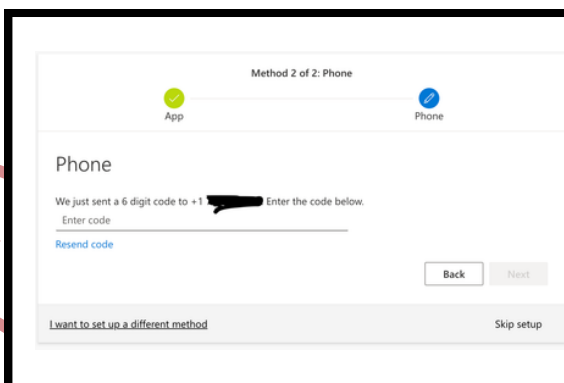
After clicking Next, enter the number shown on your phone and select Yes. You may also need to use your PIN or fingerprint to continue.



Click Next.



Enter your cellphone number. It is important that this is readily accessible for when you need it. After you enter your number, click Next.



The authenticator will send a code to your phone. Enter the code, click Next, and you're all set!