Multifactor Authentication (MFA) Registration **Microsoft Authenticator** 1 Install App on Mobile

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Verify your identity

Text +X X000000031

Call +X X00000003

Access Google Play or Apple App store and search for MICROSOFT AUTHENTICATOR. Install.

Be sure to use the MICROSOFT authenticator as others will be displayed in the search results.

Access Registration Webpage

Open browser -> type in: <u>https://aka.ms/mysecurityinfo</u> Use your SD72 email address and password to log in to this page.

You may have to verify your identify if you see THIS screen. Type in the SIX digit code that is sent to you.

IF you do not see this, you are ready to add the Authenticator app from this page.

Adding Microsoft Authenticator App

This will open a page that will allow you to add the Microsoft Authenticator app as a verification method.

Click "Add Sign-in Method". Use drop-down to select "Authenticator App".

+ Add sign-in method	Add a method	×
	Which method would you like to add?	
	Choose a method	~ ~
	Authenticator app	

Follow the on-screen prompts until land on page with QR code.

4 Setting up Authenticator App on Mobile Device

Open the Authenticator app on the **MOBILE DEVICE**.

Add your SD72 account by tapping the "+" on the Microsoft Authenticator App-> Add work or school account -> Scan QR code.



Use the QR code reader on the mobile device to scan the QR code that is displayed on the webpage.

5 Scan QR Code

Hold the mobile device up to the computer screen, using the blue handles to frame the QR code on the computer screen.

Be sure to enable "Notifications" in the Microsoft Authenticator on your mobile device.

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⁶Verification Code

A verification code will be provided on the webpage. Enter this into the space provided on the mobile device.

Click "Next" "Done"



7 Additional Verification Methods . . . Cell Phone

Cell phone verification. IF you do not already have a cell phone added . . .

Click "Add Sign-in Method". Use drop-down to select "Phone". Select "Canada". Enter in 10 digit cell phone number.

Enter the SIX digit verification code sent to this phone number in space provided.

Phone		>
You can prove who you texting a code to your	are by answering a call phone.	on your phone or
What phone number w	ould you like to use?	
Canada (+1)	▼ 555-555-	5555
 Text me a code Call me 		
Message and data rate agree to the Terms of s	s may apply. Choosing N ervice and Privacy and o	lext means that you ookies statement.
	c	ancel Next

8 Default Method

Use this page to ensure the Microsoft Authenticator is the DEFAULT method.

Default sign-in method: Microsoft Authenticator

If not, click on the "Change" link to change to "App base authentication - notification"

If your mobile device has the App Lock enabled for Microsoft Authenticator, this can be turned off by: Opening App -> Going to Settings (... OR = icon on account) -> Settings -> App Lock (toggle off)

