



# Microsoft Authenticator

## 1 Install App on Mobile

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.*

## 2 Access Registration Webpage

Open browser -> type in: <https://aka.ms/mysecurityinfo>

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.

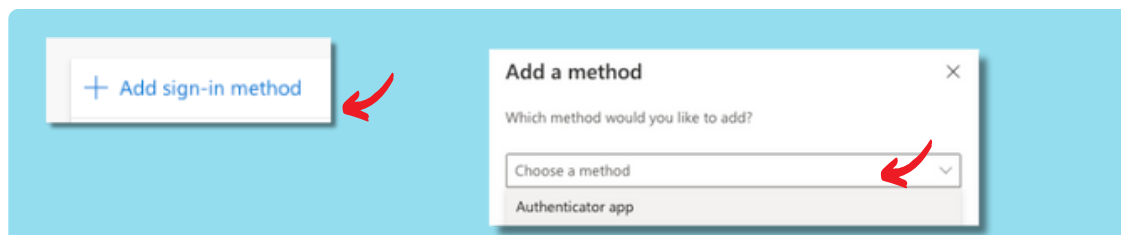
IF you do not see this, you are ready to add the Authenticator app from this page.



## 3 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".

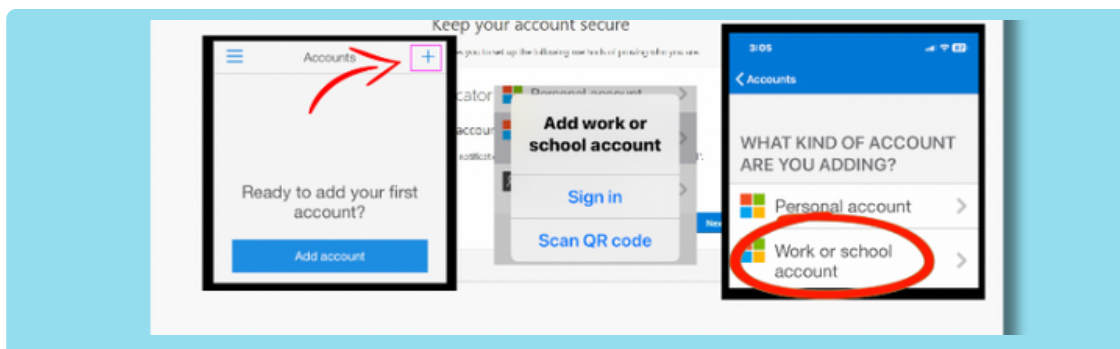


Follow the on-screen prompts until land on page with QR code.

## 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.

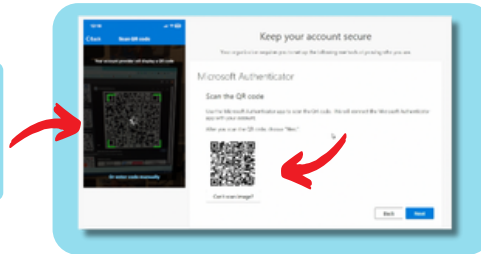


Use the QR code reader on the mobile device to scan the QR code that is displayed on the webpage.

## 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.

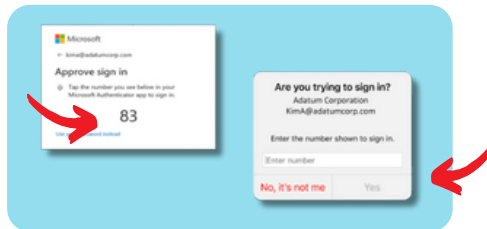
*Be sure to enable "Notifications" in the Microsoft Authenticator on your mobile device.*



## 6 Verification Code

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

Click  
"Next"  
"Done"

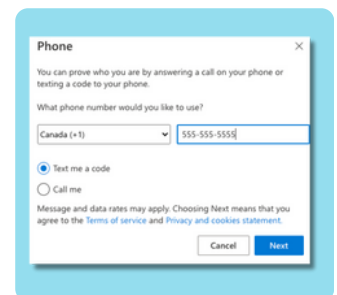


## 7 Additional Verification Methods . . . Cell Phone

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.



## 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)*

