# **Setting Up Multifactor Authentication**

#### **Applies to: All Employees**

If you need assistance, please place a <u>request</u> or schedule a <u>one on one consultation</u>.

# STEP 1

Technology Services recommends using the Microsoft Authenticator app on your mobile device. We can connect your mobile device to a secure staff only wireless network, if you choose.



If you don't already have the Microsoft Authenticator app, you must first install it on your mobile device (cell phone, tablet, etc.):

- Android Devices: <u>Google Play</u>
- Apple Devices: <u>Apple App Store</u>

## **STEP 2**

On your computer, go to https://aka.ms/mfasetup

**A.** Enter your entire Cornwall-Lebanon School District email address and click "Next."

Microsoft				
jmurray@clsd.k12.pa.us				
Can't access your account?				
Back	Next			
	IS 17 Back			

B. Select the "Work or school account."



C. Enter your Cornwall-Lebanon School District account password and click "Sign In."



D. Click "Next" when prompted for more information.



#### **STEP 3**



If you don't have access to a smart phone, click on "I want to setup a different method" and follow the instructions for phone or email.

## **STEP 4**

Open the Microsoft Authenticator app on your mobile device. Choose "Add Account" then "Work or school account" and lastly "Scan a QR code."

#### STEP 5

Scan the QR code on your computer screen with your mobile device.

Your organ	ization requires you to set up	the following methods of	f proving who you are.
Microsoft A	uthenticator		
Scan the QI	code		
Use the Microsof app with your ac	Authenticator app to scan the ount.	QR code. This will conn	ect the Microsoft Authenticat
After you scan th	QR code, choose "Next".		
	回找酒肴酒酒		
Can't scan im	ige?		
			Back Next
			Dack

Keep your account secure

## **STEP 6**

A. Approve the notification sent to your mobile device.

	Your organization requires you to set up the following methods of proving who you are.
	Microsoft Authenticator
	Let's try it out
	Approve the notification we're sending to your app.
	-
	Back Next
	I want to set up a different method
B. Click "Next"	
	Keep your account secure
	Your organization requires you to set up the following methods of proving who you are.
	Microsoft Authenticator
	Notification approved
	Back Next
	Lwant to set up a different method
C. Click "Done"	
	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:
	Microsoft Authenticator
	Done