

# Setting Up Multifactor Authentication

**Applies to: All Employees**

If you need assistance, please place a [request](#) or schedule a [one on one consultation](#).

## 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.



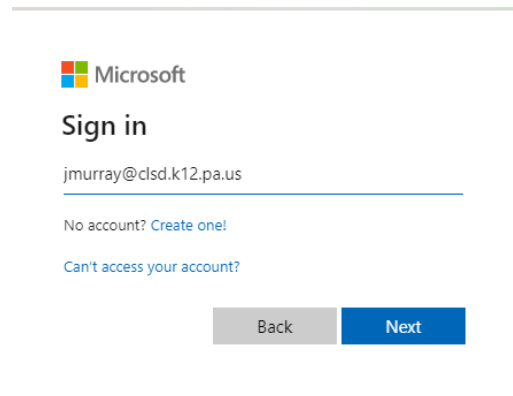
If you don't already have the Microsoft Authenticator app, you must first install it on your mobile device (cell phone, tablet, etc.):

- Android Devices: [Google Play](#)
- Apple Devices: [Apple App Store](#)

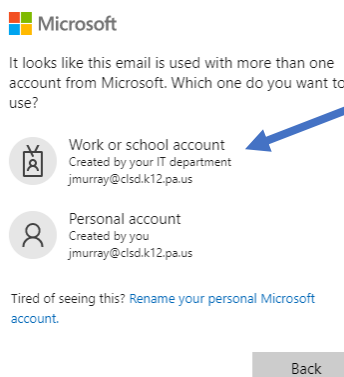
## STEP 2

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

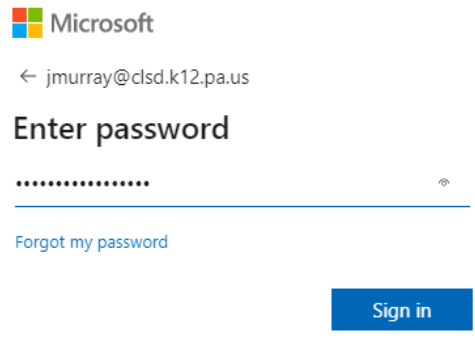
**A.** Enter your entire Cornwall-Lebanon School District email address and click "Next."



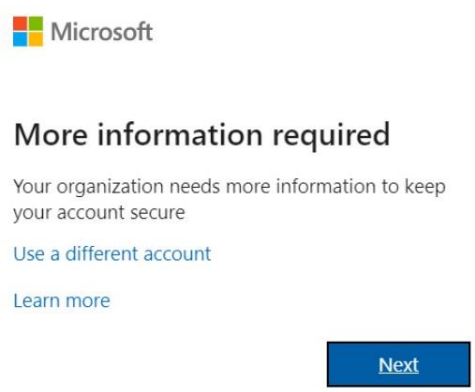
**B.** Select the "Work or school account."



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

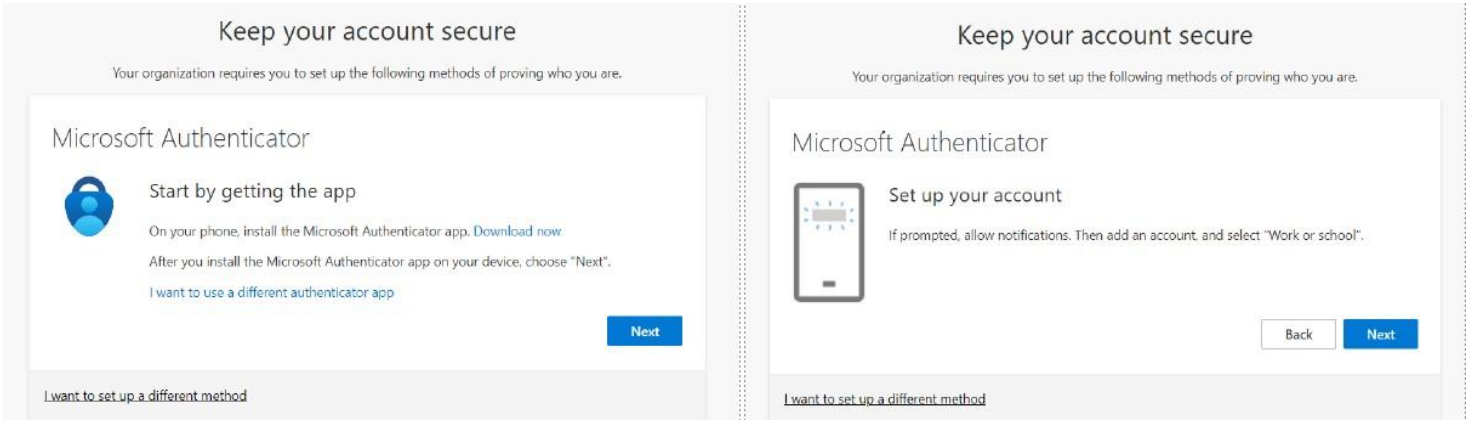


D. Click "Next" when prompted for more information.



### STEP 3

Click "Next" on the next two screens.



*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.*

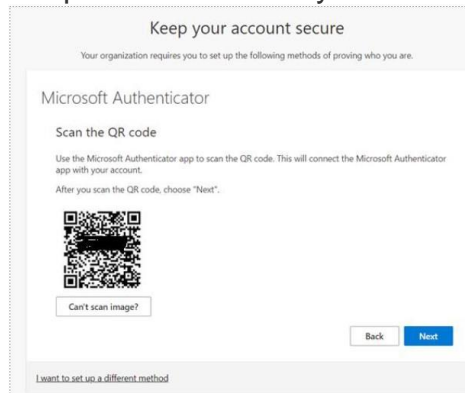
## STEP 4

Open the Microsoft Authenticator app on your mobile device.

Choose "Add Account" then "Work or school account" and lastly "Scan a QR code."

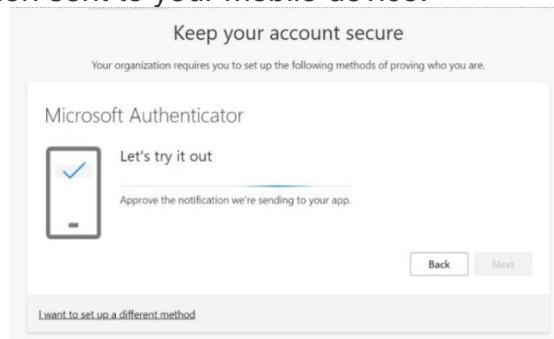
## STEP 5

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

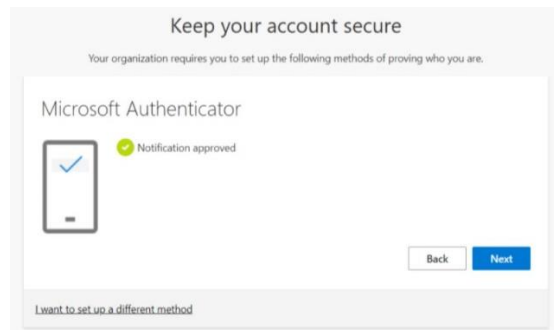


## STEP 6

A. Approve the notification sent to your mobile device.



B. Click "Next"



C. Click "Done"

