

User Guide 094 - How to Setup Multi-Factor Authentication

Please Note - Prior to starting this process on a mobile.

- Notifications need to be turned on.
- The mobile should not be set to do not disturb.
- Push notifications need to be enabled.

Introduction

Multi-Factor authentication, sometimes called 2FA (Two Factor Authentication), is being implemented at De La Salle School. Multi-Factor Authentication will be incorporated into all applications accessed externally.

When a member of Staff or a Pupil logs on to a school system from home, or outside school, a confirmation code will be sent via the Microsoft Authentication App.

Confirmation codes will not be sent to Staff or Pupils logging on to school computers or laptops situated at De La Salle School.

Requirements

Microsoft Authentication App

Apple or Android Smart Phone

Microsoft Authenticator Installation Procedure

Step 1 – Install the Microsoft Authentication App from either the Apple Store, or Google Play Store (App QR codes below).

To install Authenticator on your **iOS device**

Scan the QR code below



or download and install Authenticator from the Apple app store, [Get the app](#)

To install Authenticator on your **Android device**

Scan the QR code below



or download and install Authenticator from the Google Play store, [Get the app](#)

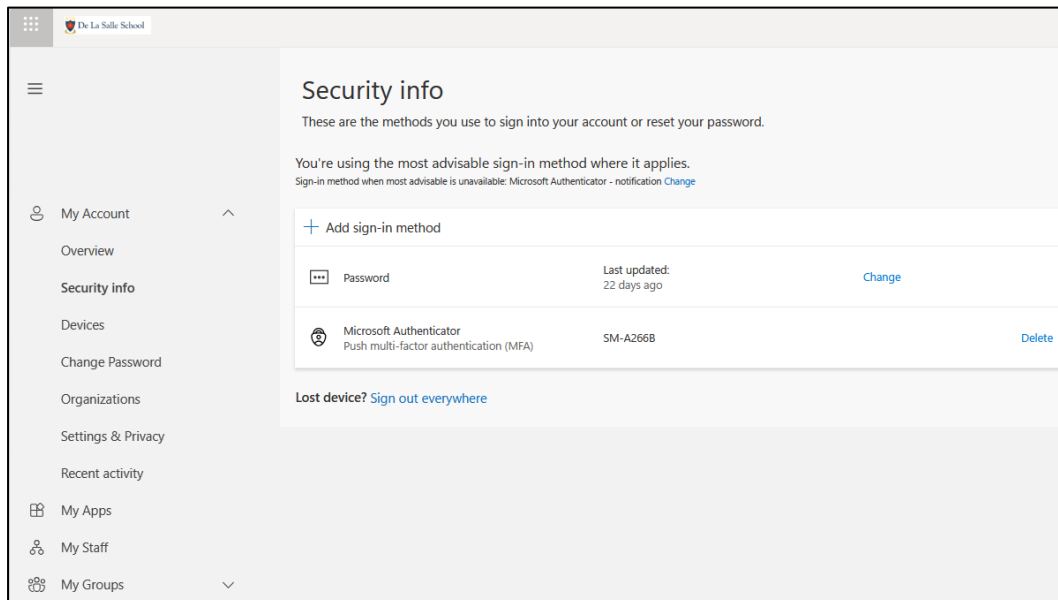
Adding a school account to the Microsoft Authentication app using a QR code

Step 2 - On a computer (not your phone), open your Microsoft Account Security Info page, by clicking on the link below, you may be challenged to sign in with your school email address and password.

Link to Microsoft Account Security Info page or manually type the URL.

mysignins.microsoft.com/security-info

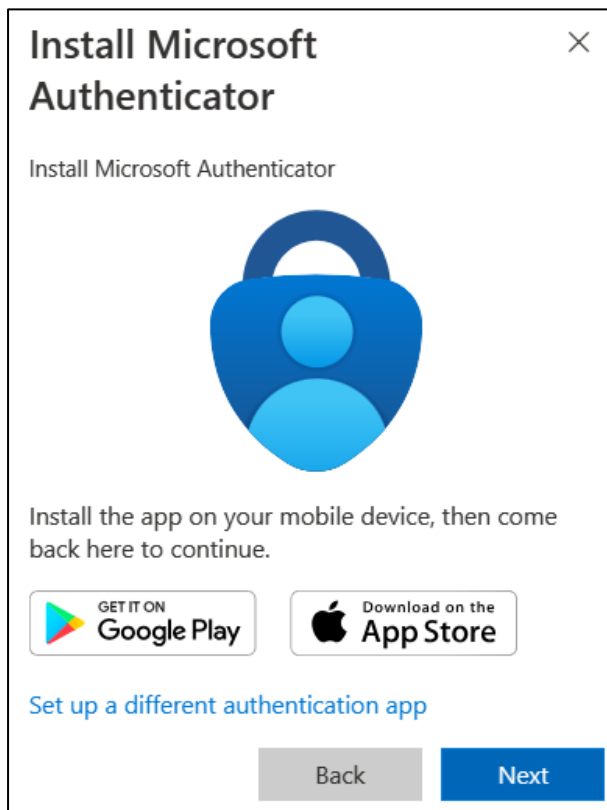
Full URL - <https://mysignins.microsoft.com/security-info>



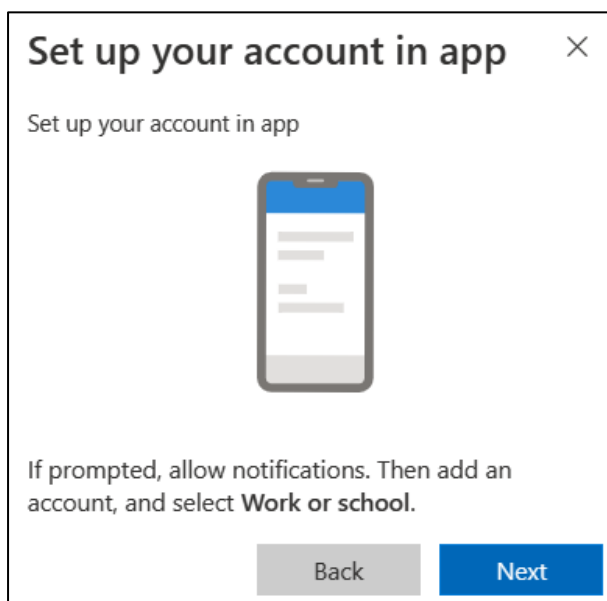
Step 3 – Click on + Add sign-in method.

Step 4 – In the Add a sign-in method dialog box appears, select > **Microsoft Authenticator**

Step 5 – If you have already installed the Microsoft Authenticator, **click** > **Next**

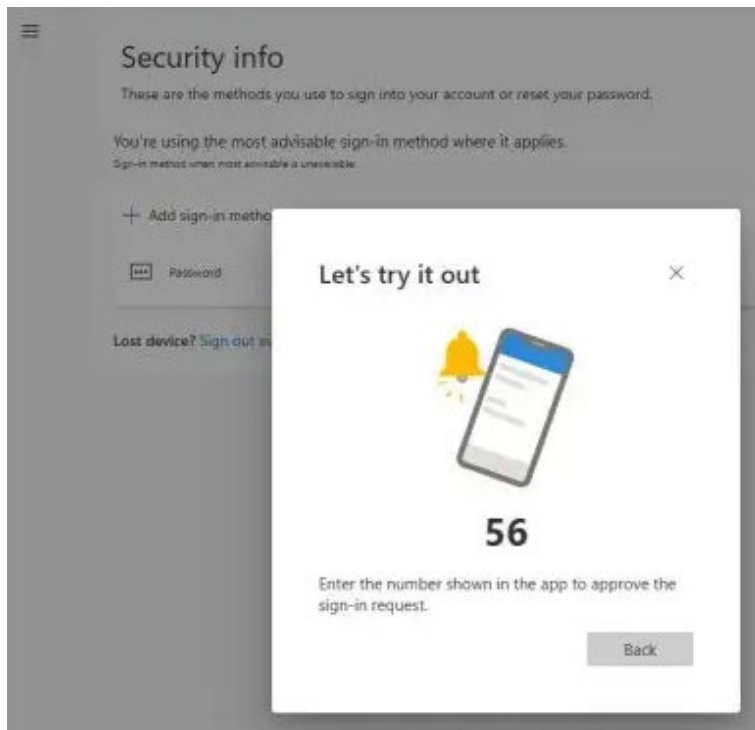


Step 6 – **Click** > **Next** to add an account to your phone



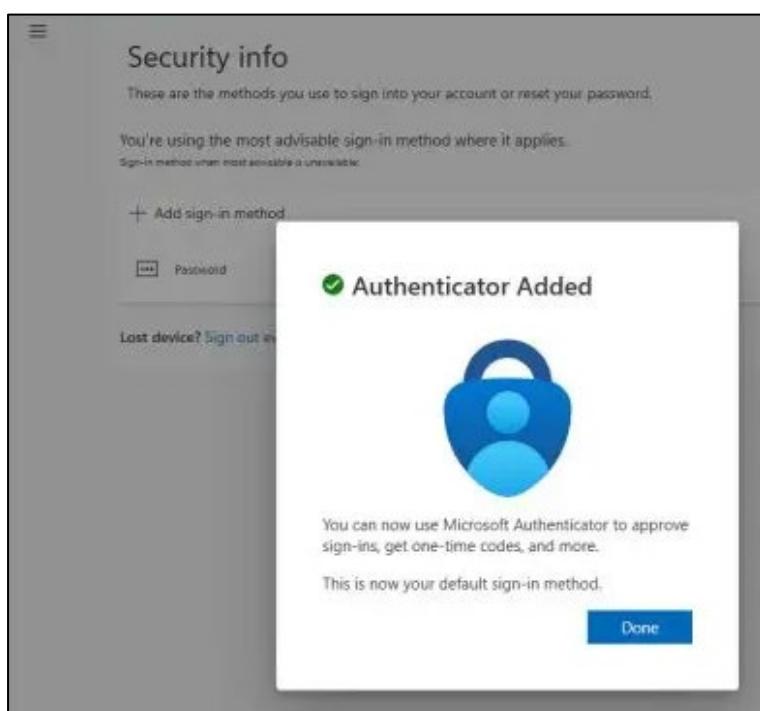
Step 7 – A dialog will appear on screen, *Scan the QR code*, scan the code to add your account to Microsoft Authenticator. **Click** > **Next**, which will start a test to check your authenticator is working.

Step 8 – When the Microsoft Authenticator test screen appears, open your Microsoft Authenticator and enter the two numbers that appeared on the test screen into your Microsoft Authenticator (See pictures below)





Step 9 – When the test is completed successfully you will receive an **Authenticator Added** notification pop up



Step 10 – Check your Security info page to confirm that Microsoft Authenticator has been added.

De La Salle School

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My Account

Overview

Security info

Devices

Change Password

Organizations

Settings & Privacy

Recent activity

My Apps

My Staff

My Groups

Security info

These are the methods you use to sign into your account or reset your password.

You're using the most advisable sign-in method where it applies.
Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification [Change](#)

+ Add sign-in method

... Password	Last updated: 22 days ago	Change
🔒 Microsoft Authenticator Push multi-factor authentication (MFA)	SM-A266B	Delete

Lost device? [Sign out everywhere](#)