

Multi-Factor Authentication With Microsoft Authenticator Setup Guide

Visit <u>https://mfaregistration.fcps.org/</u> to register a mobile device for use with Multifactor Authentication (MFA)

Select Terms, SMS (Text Message), enter phone number and select Submit.

Multi-Factor Authentication Registration					
	Karen Florwick,				
	Thank you for your interest in opting-in to Multi-Factor Authentication (MFA)!				
	You may already be familiar with "Two-factor authentication" from Apple, "2-Step verification" from Google, or similar MFA technologies from your bank. FCPS is encouraging users to opt-in to MFA as additional security for your account and therefore FCPS' invaluable data. Once registered, upon logging into FCPS resources from outside of FCPS buildings, you will be prompted for an additional factor (e.g. a texted number, a phone call, or a code from an app.) This extra step helps to prevent unauthorized access to your account, and may allow users to change their passwords less frequently.				
Terms	I understand that FCPS will not reimburse users for any fees associated with text messages or voice calls related to this service.				
Method	<ul> <li>SMS (Text Message)</li> <li>Voice (Phone Call)</li> </ul>				
Number	(301) 000-0000				
Submit form	Reset MFA				

This will enable Multifactor Authentication on your account. Each time authentication is required, a SMS-Text message with 6-digit code will be sent to the mobile number entered above. Enter the 6-digit code from the body of the text message into the website and click Enter/Continue.

Optional, switching to Microsoft Authenticator App on a smart phone:

- 1. On Mobile, download and install Microsoft Authenticator App

Find app in Google Play Store for Android or in App Store for Apple/iOS.

 Preferably on a desktop or laptop, visit this site <u>https://mysignins.microsoft.com/security-info</u> if prompted – enter your FCPS Email address and Password. Choose Yes to stay signed in. When SMS-Text is received, Enter the 6- digit authentication/verification code from the body of the text message.





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## 3. On Security Info screen, select + Add method

	FEEDERICK COUNTY PUBLIC SCHOOLS	My Sign-Ins				
•	A Overview	Security info These are the methods you use to sign into your account or reset your password. Default sign-in method: Phone - text +1 301				
	Organizations	_				
	🖵 Devices	+ Add method	+1 301	Change	Delete	
	A Privacy	Lost device? Sign out everywhere				

## 4. Choose Authenticator app from the list, then press Add.

	Add a method × Which method would you like to add? Choose a method  Authenticator app Alternate phone Office phone	Authenticator app Cancel Add
5.	Select Next and Next	Microsoft Authenticator × Set up your account
Microso	ft Authenticator ×	If prompted, allow notifications. Then add an account, and select "Work or school".
•	Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next".	Back Next
	I want to use a different authenticator app Cancel Next	Microsoft Authenticator × Scan the QR code

app with your account.

After you scan the QR code, choose "Next".

6. Open Microsoft Authenticator app and Click/Tap iOS/Apple



on Android Add account or 🛨 on

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator



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- 7. Select: Work or School Account, then Scan QR Code
- 8. Use your mobile phone to scan the QR code provided on your computer screen.



9. Try it out, Notification sent to phone. Approve, Next.



10. Change Default sign-in method. Select Change. Choose Microsoft Authenticator – notification, Confirm.

	ly Sign-Ins		Change default method	
♀ Overview ۶ Security info	Security info These are the methods you use to sign into your a Default sign-in method: Phone - text + 1 301	ccount set your password.	Which method would you like to use to sign in? Microsoft Authenticator - notification Phone - call +1 1234567890	
Organizations	+ Add method		Phone - text +11234567890	
💻 Devices	& Phone	+1 301	Microsoft Authenticator - notification Authenticator app or hardware token	
A Privacy	Ø Microsoft Authenticator	Princess communication device	Delete	
	Lost device? Sign out everywhere			