Multi-factor Authentication (MFA) Registration

To ensure we are following the highest security protocols supported by WCDSB, all staff **are required to** complete the Multi-Factor Authentication Registration.
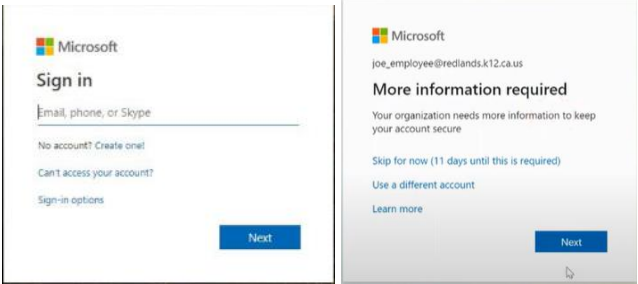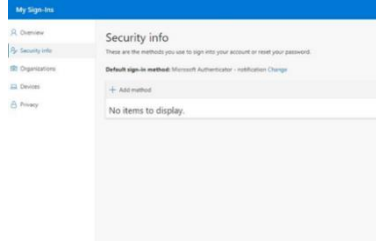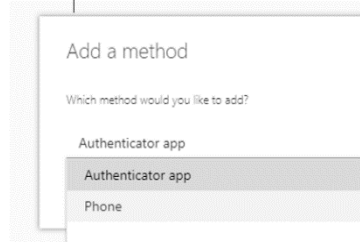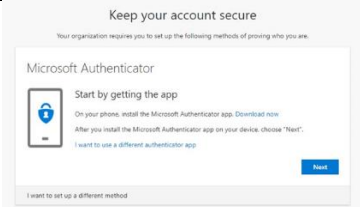
Purpose:
- Account verification – Allows you to access your account in the event that you are locked out, hacked or you forget your password.
- **You will not have access to email and cloud applications outside the WCDSB network if you do not complete this process.**

Note:
- MFA methods included: Microsoft Authenticator App and Phone

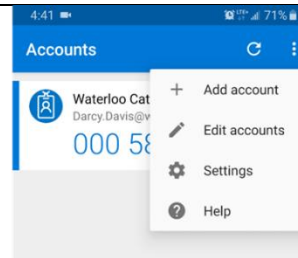## Getting Started - video or follow these steps.
Setting up Microsoft Multifactor Authentication - YouTube

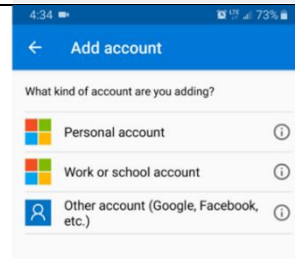|	
On your computer – **During your login OR open your browser** > **go to:** https://aka.ms/setupmfa	
Or Login to your computer. Complete the login steps with your WCDSB email address.	
After completing the login steps, Click: **+ Add sign-in method**	
Select: **Authenticator app**	
Leave this screen on your computer and you will come back to it after you install app on your phone. Follow the steps to install Microsoft Authenticator on **your mobile phone**	
Go to the APP Store - Apple store for IOS or Google Play store for Android **on your device** > Download the "Microsoft Authenticator" App	

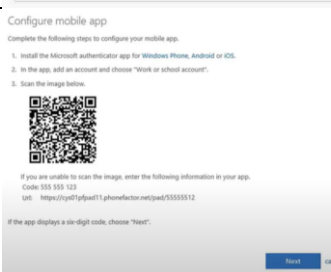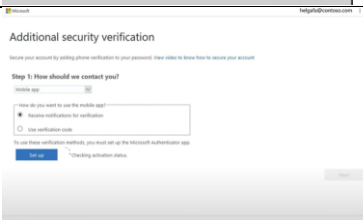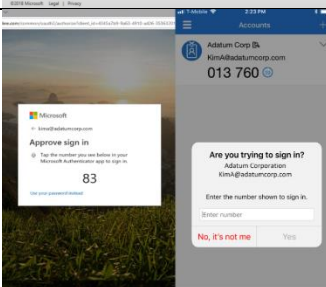|	
On your phone - Open the **Microsoft Authenticator App** Click: **3 dots** Click: **Add Account**	
Click: **Work or School Account**	
Back to your computer Click: **Next**	
QR code will appear on your computer screen. On your phone with the Authenticator App open **Scan the code with your phone's camera.** Once scanned your computer screen will change.	
On your computer – You will need to verify it worked. Click: **Verify**	
On your phone - An approval message will be sent to your phone. Click: **APPROVE**	
On your computer - Additional security verification in case you lose access to your mobile authenticator app – **you will enter your phone number**. Click: **Done**	