

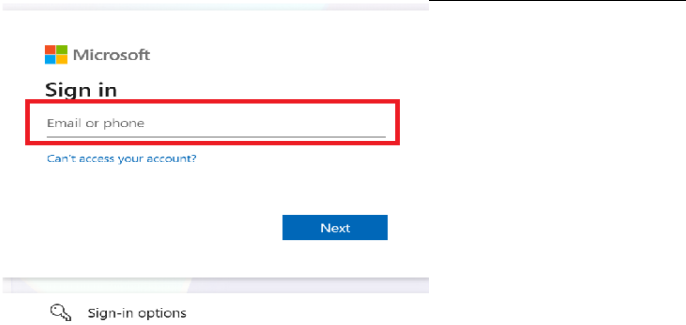
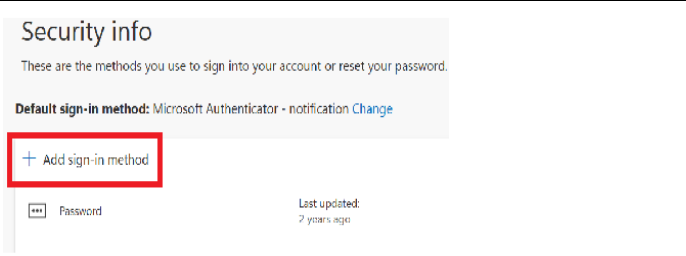
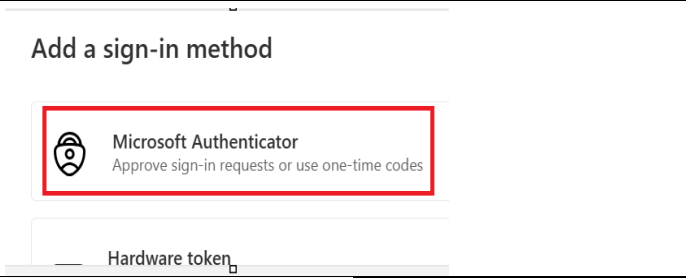
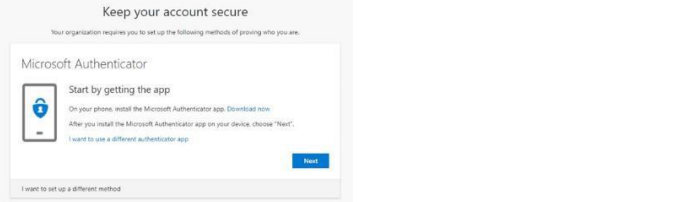
Multi-factor Authentication (MFA) Registration

Note:

- MFA registration must be done at the school with your computer connected to school WI-FI.
- MFA Method: The Microsoft Authenticator App is the recommended method for Multi-Factor Authentication (MFA).
- Please follow the setup instructions below.

Getting Started - video or follow these steps.

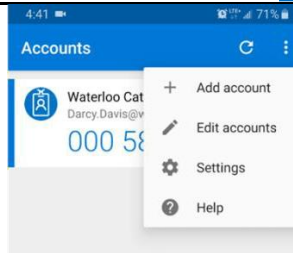
[Setting up Microsoft Multifactor Authentication - YouTube](#)

On your computer – During your login OR open your browser > go to: https://aka.ms/setupmfa	
Complete the login steps with your school login credentials (12345abc@wcdsb.ca)	 A screenshot of the Microsoft sign-in page. At the top, it says "Microsoft" with the logo. Below that is "Sign in" and a text input field labeled "Email or phone" which is highlighted with a red box. There is a link "Can't access your account?" and a blue "Next" button.
After completing the login steps, Click: + Add sign-in method	 A screenshot of the "Security info" page. It says "These are the methods you use to sign into your account or reset your password." Below that, it lists "Default sign-in method: Microsoft Authenticator - notification" with a "Change" link. A red box highlights the "+ Add sign-in method" button. There is also a "Password" entry with a "Last updated: 7 years ago" timestamp.
Select: Authenticator app	 A screenshot of the "Add a sign-in method" page. It shows a list of options. "Microsoft Authenticator" is selected and highlighted with a red box. The description for it is "Approve sign-in requests or use one-time codes". Below it, "Hardware token" is partially visible.
Leave this screen on your computer and you will come back to it after you install the APP on your phone. Follow the steps to install Microsoft Authenticator on your mobile phone	 A screenshot of the "Keep your account secure" page. It says "Your organization requires you to set up the following methods of proving who you are." Below that, it shows "Microsoft Authenticator" with instructions: "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'. I want to use a different authenticator app." There is a blue "Next" button.

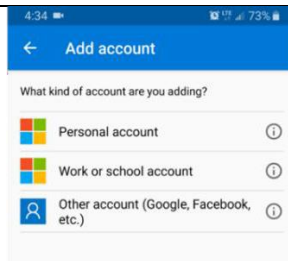
Go to the APP Store - Apple store for IOS or Google Play store for Android **on your device** > Download the "Microsoft Authenticator" App



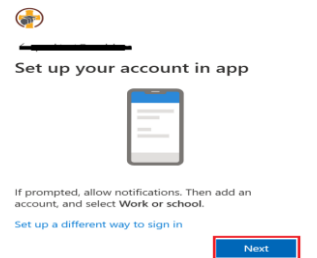
On your phone - Open the **Microsoft Authenticator App**
Click: **3 dots**
Click: **Add Account**



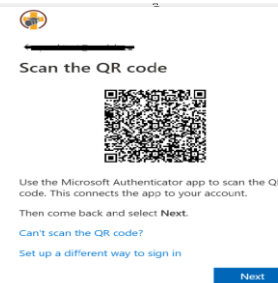
Click: **Work or School Account**



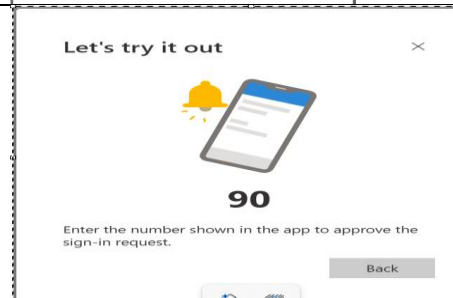
Back to your computer
Click: **Next**



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 the **Authenticator App**, on your phone enter the number that appears on your computer, to **Approve**



You have successfully added Authenticator App
Click: **D O N E**

✔ Authenticator Added



You can now use Microsoft Authenticator to approve sign-ins, get one-time codes, and more.

This is now your default sign-in method.

Done

Optional: Verify your MFA setup

On your computer - Open a web browser and go to:
<https://myapplications.microsoft.com/>

Click: **MFA Test Icon**



MFA Test



Multi-Factor Authentication (MFA) Test

SUCCESS!

Your WCDSB Microsoft 365 MFA is verified.