

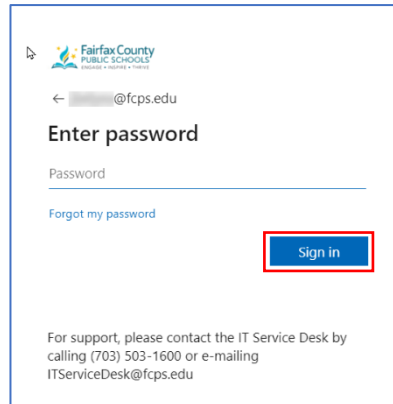
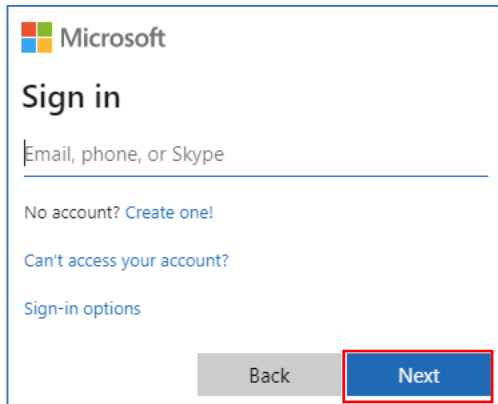
Microsoft MFA Registration Guide

*Please note that these directions are for users who are new to the MFA (Multi-Factor Authentication) as well as those who have already set up MFA but need to configure the Microsoft Authenticator Application. It may be helpful to print these directions.

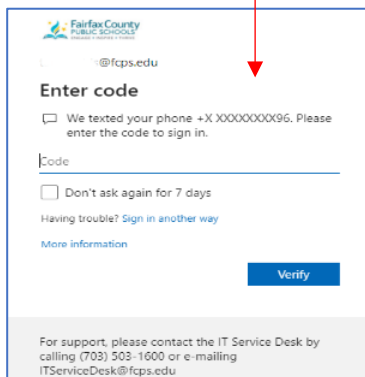
1. On your **Smart Phone/Mobile Device**, download and install the **Microsoft Authenticator** app from your phone's app store.



2. On a **computer**, log into the following URL <https://account.activedirectory.windowsazure.com/Proofup.aspx> with your network credentials (**username@fcps.edu**) and click **Next** followed by **Sign in**



3. After you sign in, if you are asked to enter a code, please continue to **STEP 4**. If you are prompted to "Stay Signed In?", please skip to **STEP 15**



4. After you enter the code, please click **Verify**

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Enter code

We texted your phone +X XXXXXXXX96. Please enter the code to sign in.

Code

Don't ask again for 7 days

Having trouble? [Sign in another way](#)

[More information](#)

Verify

For support, please contact the IT Service Desk by calling (703) 503-1600 or e-mailing ITServiceDesk@fcps.edu

5. If you are asked to “Stay Signed in?” click **Yes**

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Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No **Yes**

6. The Additional security verification page will come up

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Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. View video to learn how to secure your account.

what's your preferred option?
We'll use this verification option by default.

Text code to my authentication phone

how would you like to respond?
Set up one or more of these options. Learn more

Authentication phone United States (+1) [Redacted]
 Office phone Select your country or region [Redacted] Extension [Redacted]
 Alternate authentication phone Select your country or region [Redacted]

Authenticator app or token **Set up Authenticator app**

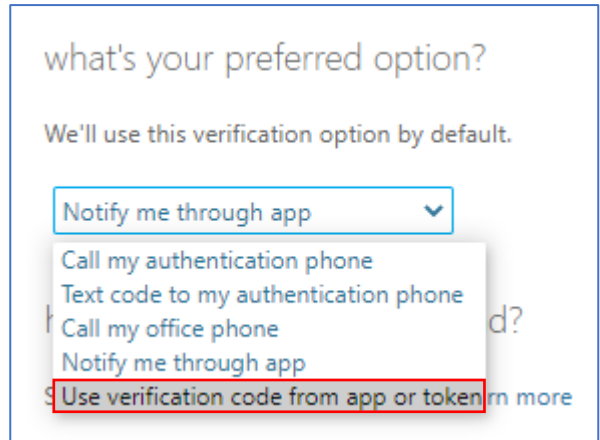
restore multi factor authentication on previously trusted devices

Restore

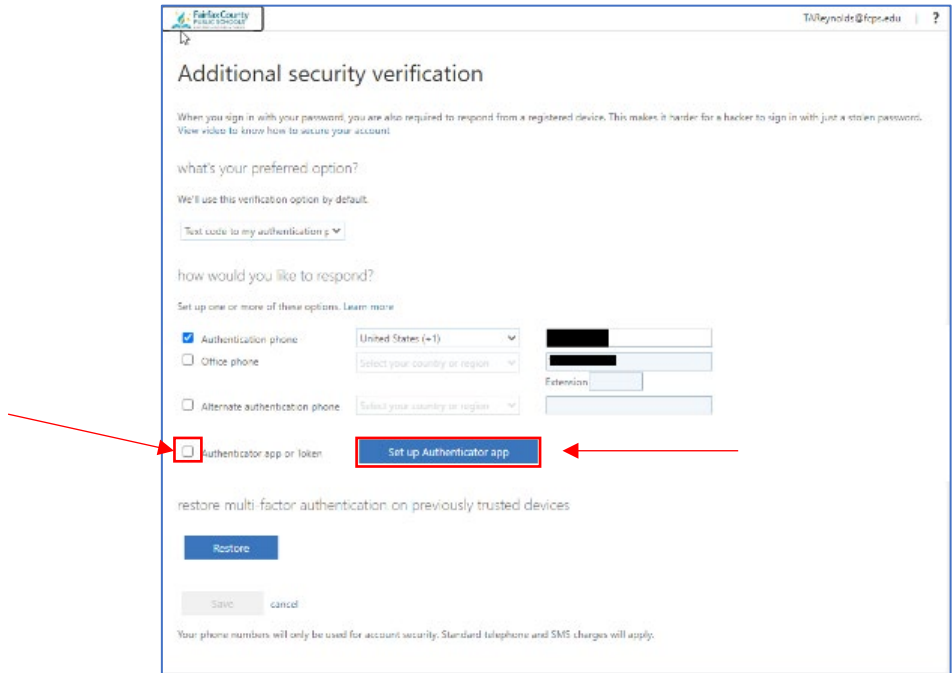
Save cancel

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

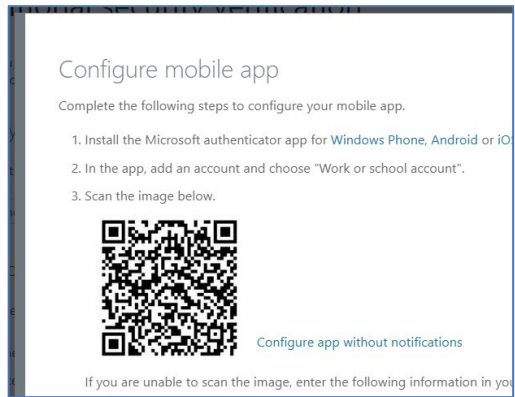
7. Under “what’s your preferred option” please select “Use verification code from app or token”



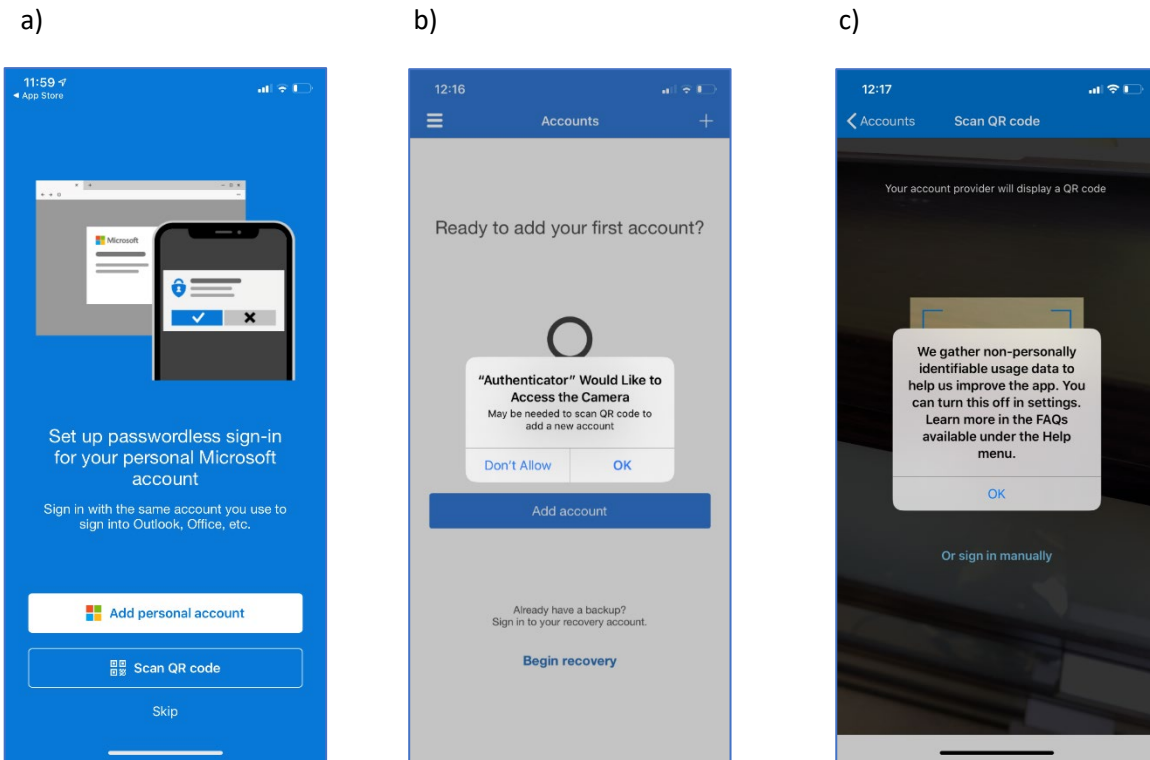
8. Select the Authenticator app or Token **checkbox** and click the “Set up Authenticator app” button



9. A QR code will display on your computer that looks like the one below

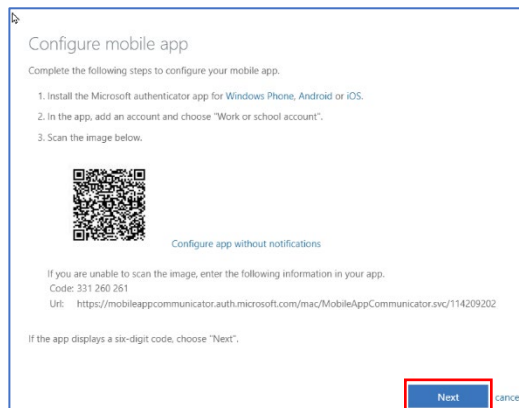


10. Launch the Microsoft Authenticator app on your mobile device and:
- a) Click the **Scan QR code** button in the app
 - b) Click **OK** to grant permission for the app to use your camera
 - c) Click **OK** to acknowledge that non-personal data will be gathered



11. Scan the QR code with your mobile device

12. Click **Next** on your computer



13. On your mobile device, click the **Approve** button when asked

14. The final screen will display your registered MFA options. Close the browser tab when you are satisfied

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video](#) to know how to secure your account.

what's your preferred option?
We'll use this verification option by default.

Use verification code from app or [SMS](#)

how would you like to respond?
Set up one or more of these options. [Learn more](#)

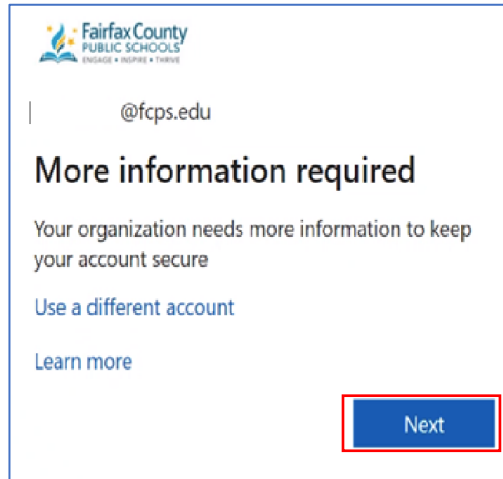
- Authentication phone
 Office phone
 Alternate authentication phone
- Authenticator app or Token

Authenticator app: iPhone

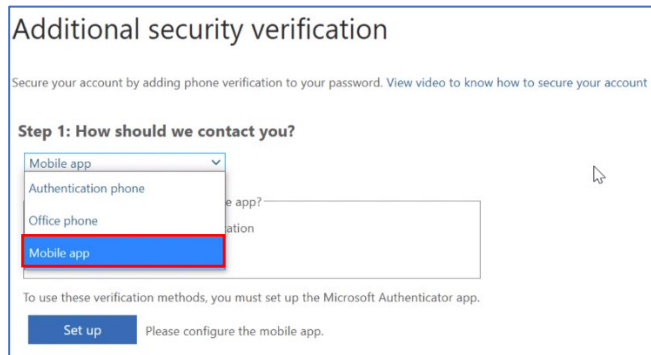
Continue ONLY if you were asked to Skip to STEP 15

Start here if you were asked to skip to STEP 15

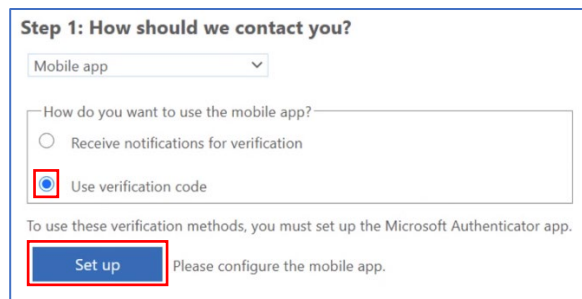
15. You will see the following screen notifying you that more information is required, click the **Next** button



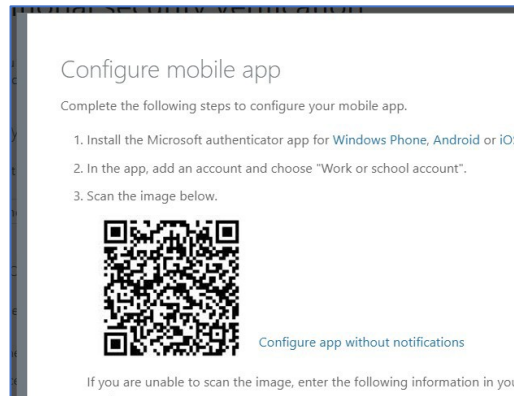
16. Select **Mobile App** from the “How should we contact you?” dropdown



17. IT Recommends selecting the “Use verification code” option then click the **Set up** button. If you choose the “Receive notifications for verification” option, you may be required to change the notification settings on your mobile device



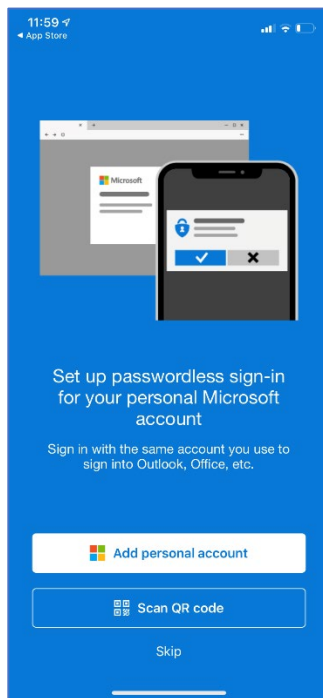
18. A QR code will display on your computer that looks like the one below



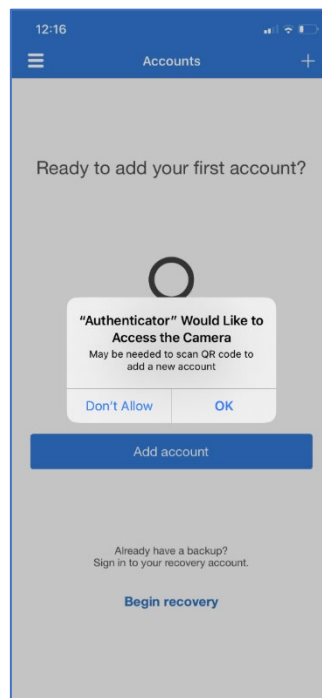
19. Launch the Microsoft Authenticator app on your mobile device and:

- d) Click the **Scan QR code** button in the app
- e) Click **OK** to grant permission for the app to use your camera
- f) Click **OK** to acknowledge that non-personal data will be gathered

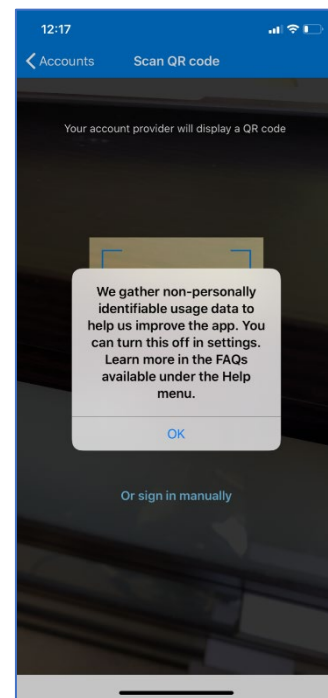
a)



b)

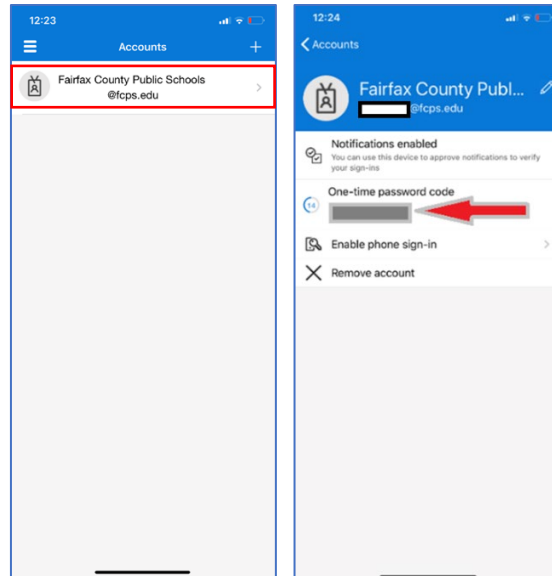


c)



20. Scan the QR code with your mobile device

21. Select the account in the Microsoft Authenticator app on your mobile device by clicking on it to see your **One-Time password code**



22. Enter the one-time password code you see in the Microsoft Authenticator App and click **Verify**

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

Cancel Verify

23. Enter an Additional security verification phone number and click Done. This should be different from number where the Microsoft Authenticator App is installed

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 3: In case you lose access to the mobile app

United States (+1)

24. You will be prompted to re-login after your MFA options are registered, reenter your password and click **Sign in**

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Enter password

Sorry, your sign-in timed out. Please sign in again.

Password []

[Forgot my password](#)

Sign in

25. You will be prompted again (Step 21) to enter a one-time password code from your Microsoft Authenticator app to validate that your authentication options were registered successfully. Click **Verify**.

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[]@fcps.edu

Enter code

Please type in the code displayed on your authenticator app from your device

Code []

Don't ask again for 7 days

[Having trouble? Sign in another way](#)

[More information](#)

Verify

26. The final screen will display your registered MFA options. Close the browser tab when you are satisfied.

Additional security verification

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what's your preferred option?
We'll use this verification option by default.
Use verification code from app

how would you like to respond?
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- Authentication phone: United States (+1) []
- Office phone: []
- Alternate authentication phone: []
- Authenticator app or Token: **Set up Authenticator app.**

Authenticator app - iPhone [] Delete