



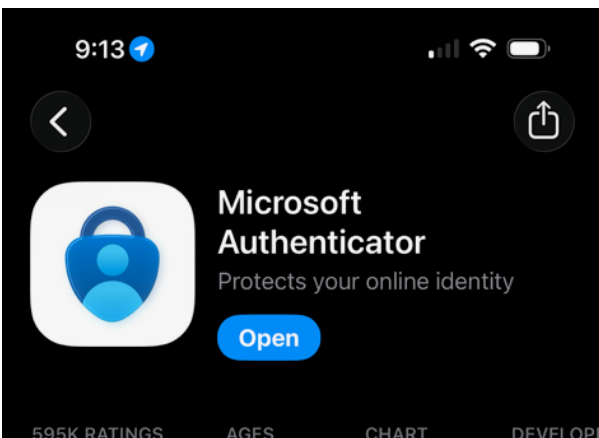
Multi-factor Authentication (MFA)

MFA

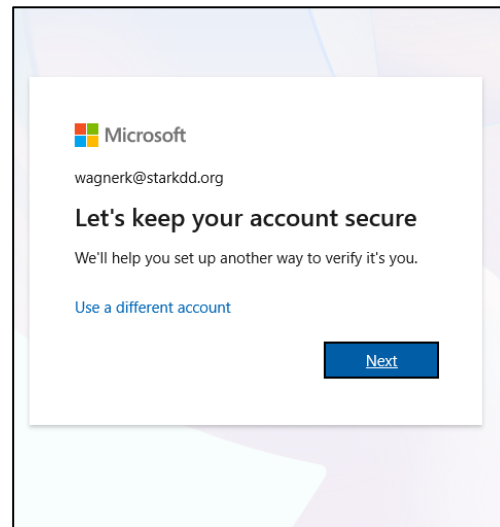
Because of continuing attacks on our network, we are requiring multi-factor authentication when logging in to Microsoft apps. Multi-factor authentication (MFA) is a security process that requires more than one method of authentication from independent sources to verify the user's identity. In other words, a person is given access only after providing two or more pieces of information uniquely identifying them.

Installing and Connecting the App

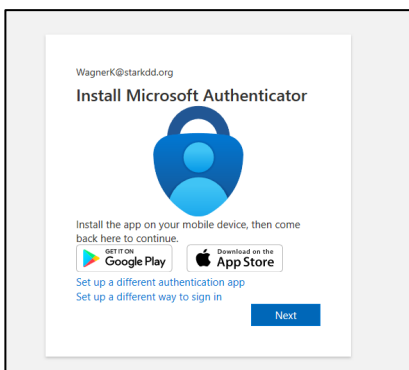
On your phone, install the **Microsoft Authenticator** app from the App Store or Google Play. Make sure you download the correct app: **Microsoft Authenticator**.



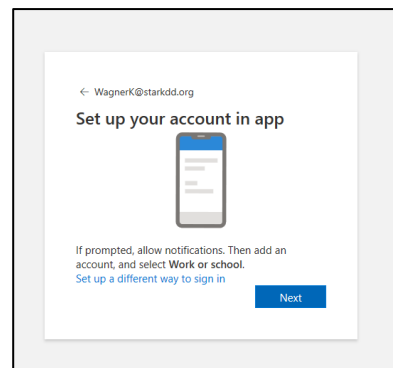
The first time you open a Microsoft 365 app or the Intranet, you will see the following prompt. Click the Next button.



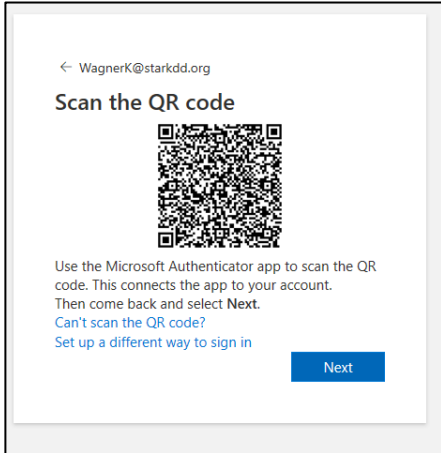
You will be reminded to install the Authenticator app on your phone. *Next.*



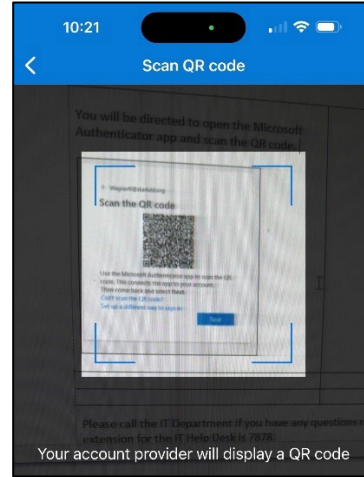
You will be asked to set up your account. *Next.*



You will be directed to open the Microsoft Authenticator app and scan the QR code.

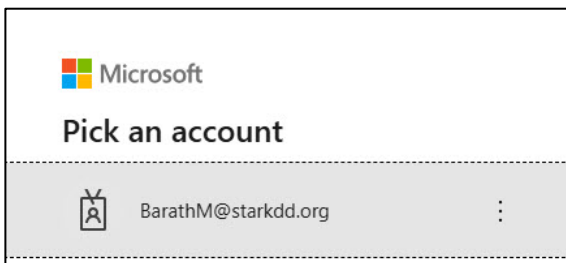


Scan the QR code with the Microsoft Authenticator app.

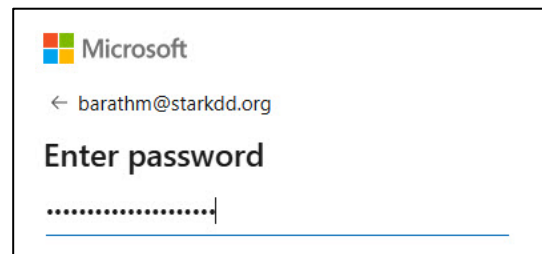


Actual log in

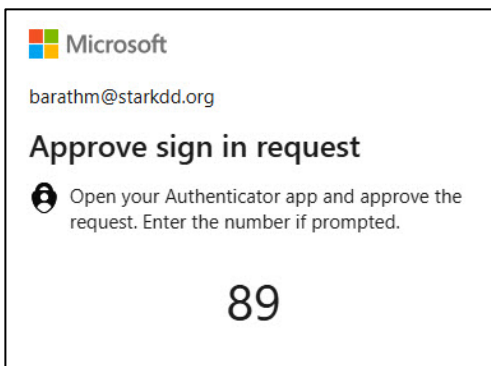
You may be asked to choose a work account.



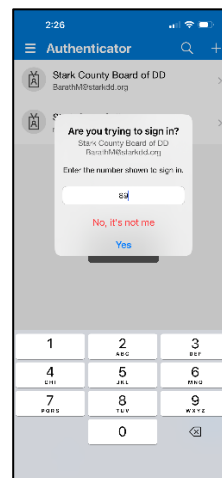
Enter your password.



A screen will appear displaying a two-digit number.



Enter the number into the Microsoft Authenticator.



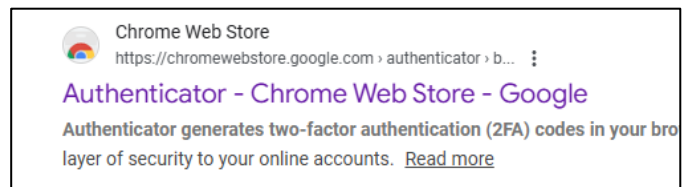
Choose Yes. You may also check *Don't show this again*.



Chrome Extension

If you are unable to install apps on your phone, another way to secure authentication is to use a Chrome Extension. However, this method limits you to using Chrome.

Using Chrome, search for *chrome authenticator extension*. Go to the Chrome Web Store that shows up in the search results.



Add to Chrome.



Add Authenticator.



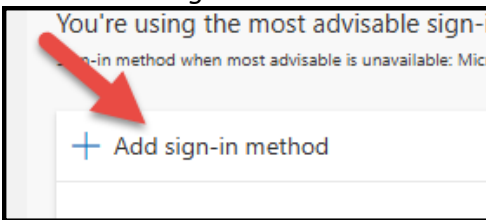
The extension will be added to the Chrome toolbar.



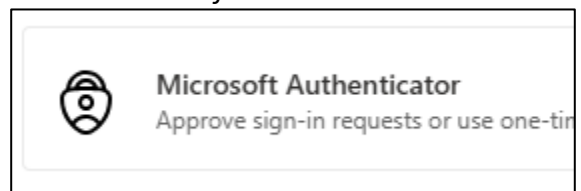
Go to the following website and log on if necessary.

<https://aka.ms/mfasetup>

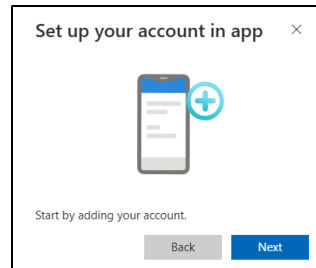
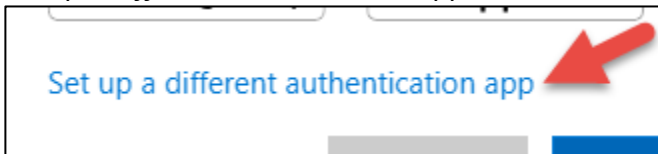
Click on *Add sign-in method*.



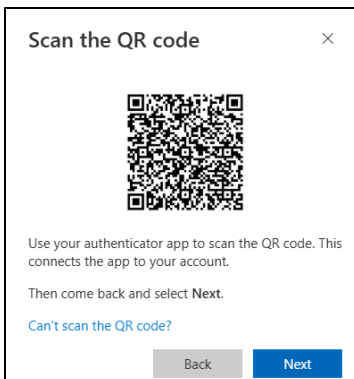
Choose *Microsoft Authenticator*.



Set up a different authenticator app

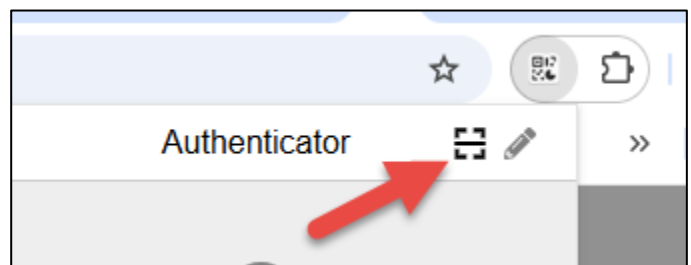


Next



You must scan the QR code to associate this extension with your SCBDD account. Go back to the extension on the Chrome toolbar.

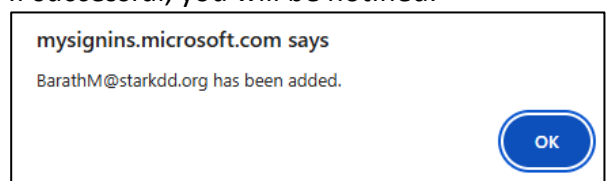
Click on the extension icon then select the *Scan QR Code* icon.



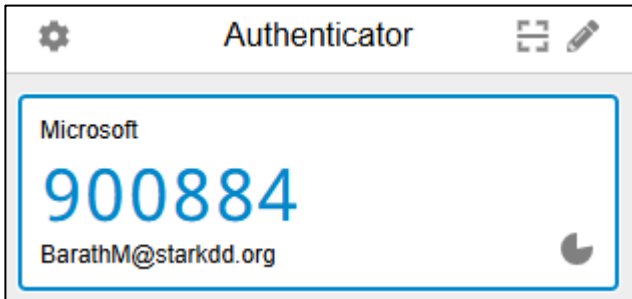
Using the cursor, draw a square around the QR code.



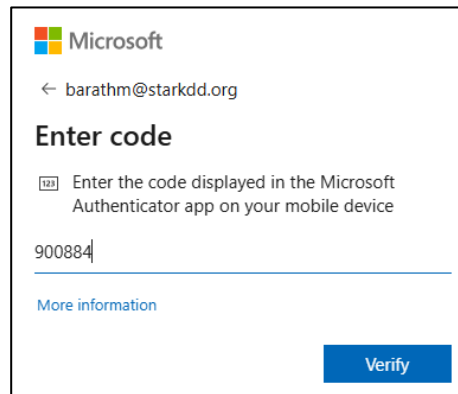
If successful, you will be notified.



To use the code, go to the extension icon, and click on the 6 digit number, which will copy the number to your clipboard.



Paste the code.



Check the checkbox, then click Yes.



Please call the IT Department if you have any questions regarding the information presented here. The extension for the IT Help Desk is 7878.