

Setting up MFA

Multi-factor Authentication (MFA), also known as **Two-Step Verification**, enhances account security by requiring more than just a username and password for authentication. Traditionally, relying solely on passwords is risky due to their vulnerability. MFA adds an extra layer of protection. If you are having difficulty setting up MFA. Try deleting your account from the Microsoft Authenticator app if it is set up. Then open up an incognito window before going to <https://aka.ms/mfasetup> and try to go through the setup process again.

How it works

- When signing in on a new device or app, you enter your username and password as usual.
- When you access an application that supports MFA, you're prompted to provide a second factor (e.g., a unique 2-digit number from the Microsoft Authenticator app or SMS message).
- MFA is required when accessing a supported application or site.

How to configure MFA

Step 1: Before attempting to sign into VPN, first click on this link <https://aka.ms/mfasetup> to walk through the MFA setup process. Enter in your username as `username@cpsboe.k12.oh.us` and password in the window and you should be prompted with this setup screen.



testaz_06@cincinnati.org

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

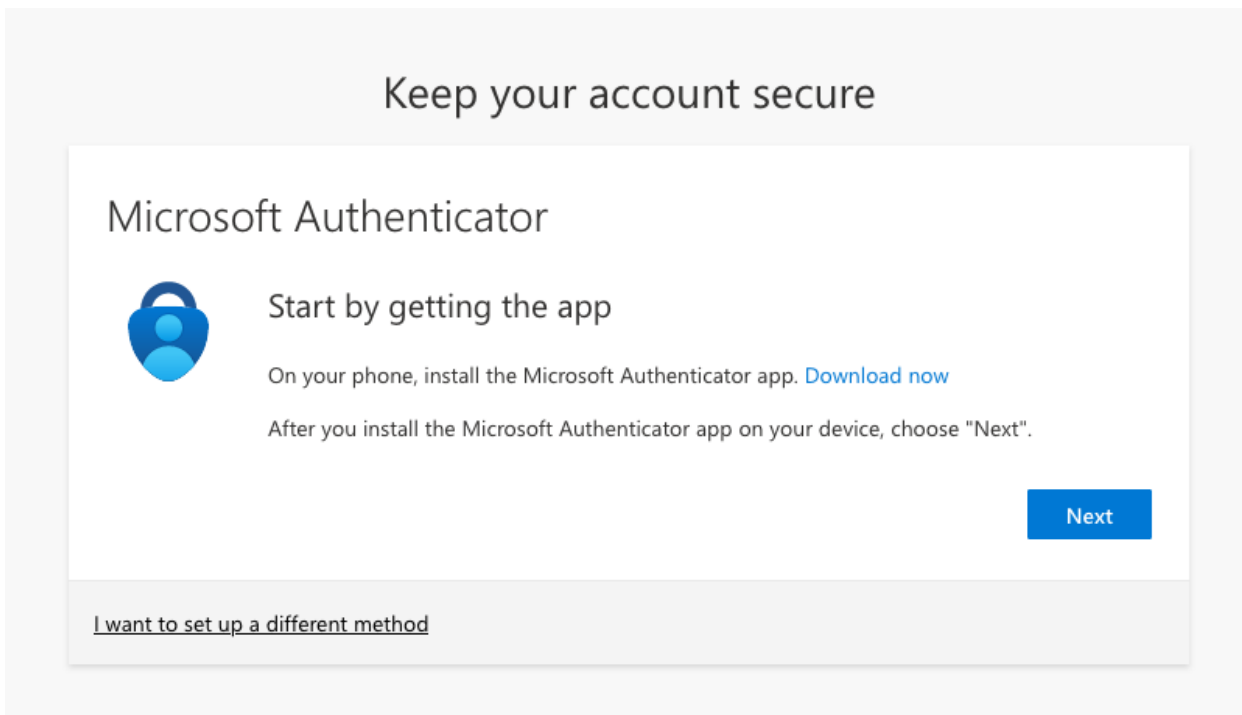
[Learn more](#)

[Next](#)

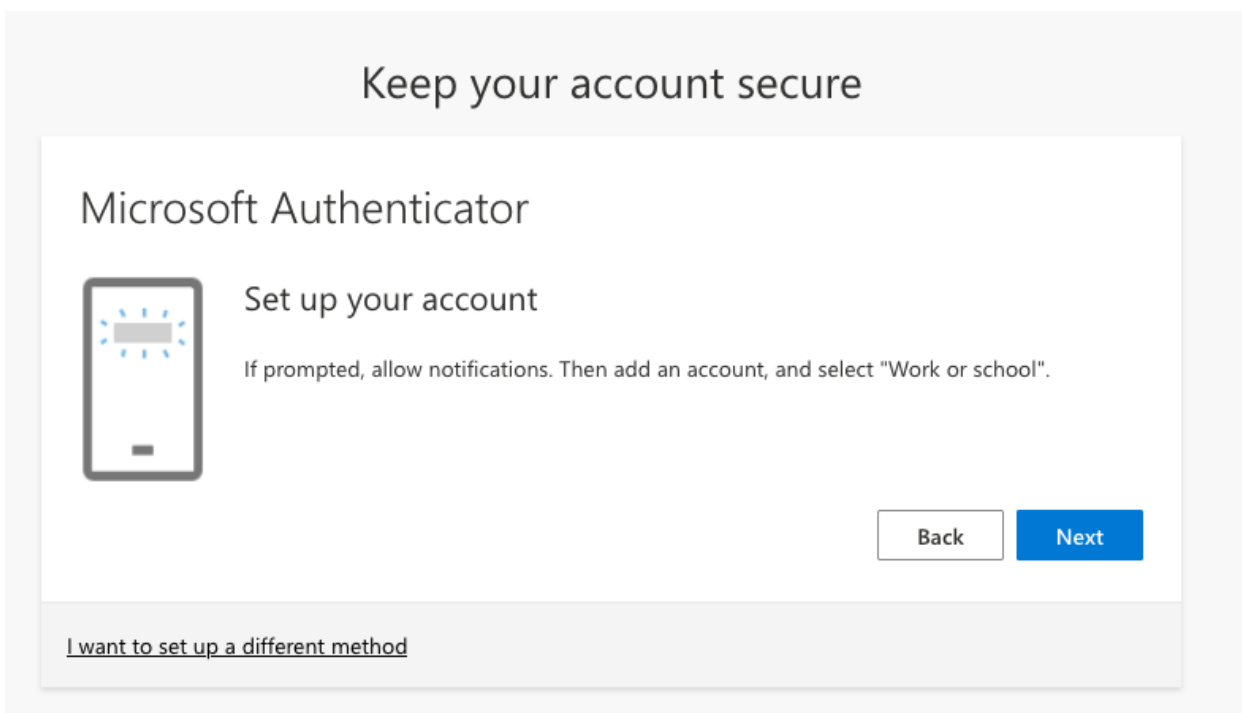
Step 2: There are 2 methods we have configured for MFA, **Microsoft Authenticator** and **SMS**. The Microsoft Authenticator app is an app you download on your phone to receive authentication codes. SMS is a text message based process to receive authentication codes. The Microsoft Authenticator app is the default option when setting up MFA. You only need one method to set up MFA, Microsoft Authenticator or SMS.

This section will use the Microsoft Authenticator method. Goto the end of the document to set up SMS. Select "Next" at this screen to continue.

----- START OF MICROSOFT AUTHENTICATOR SETUP -----

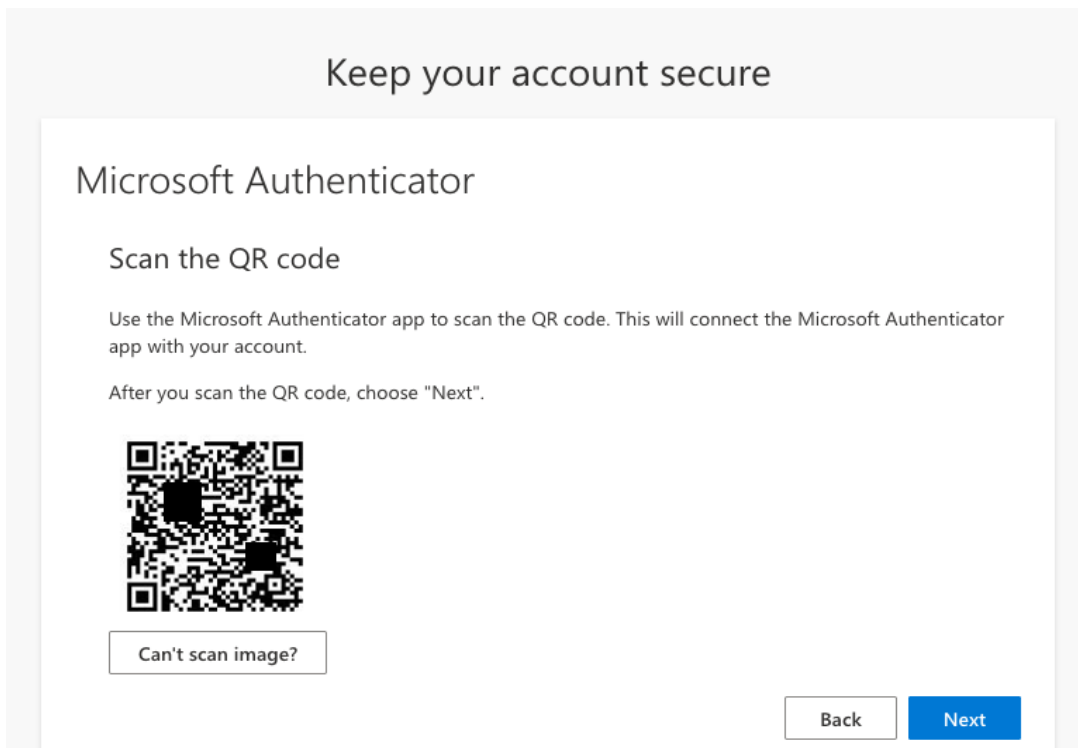


Setting up MS Authenticator - Step 1: You will see a similar screen as the previous window. Select "Next" to continue.

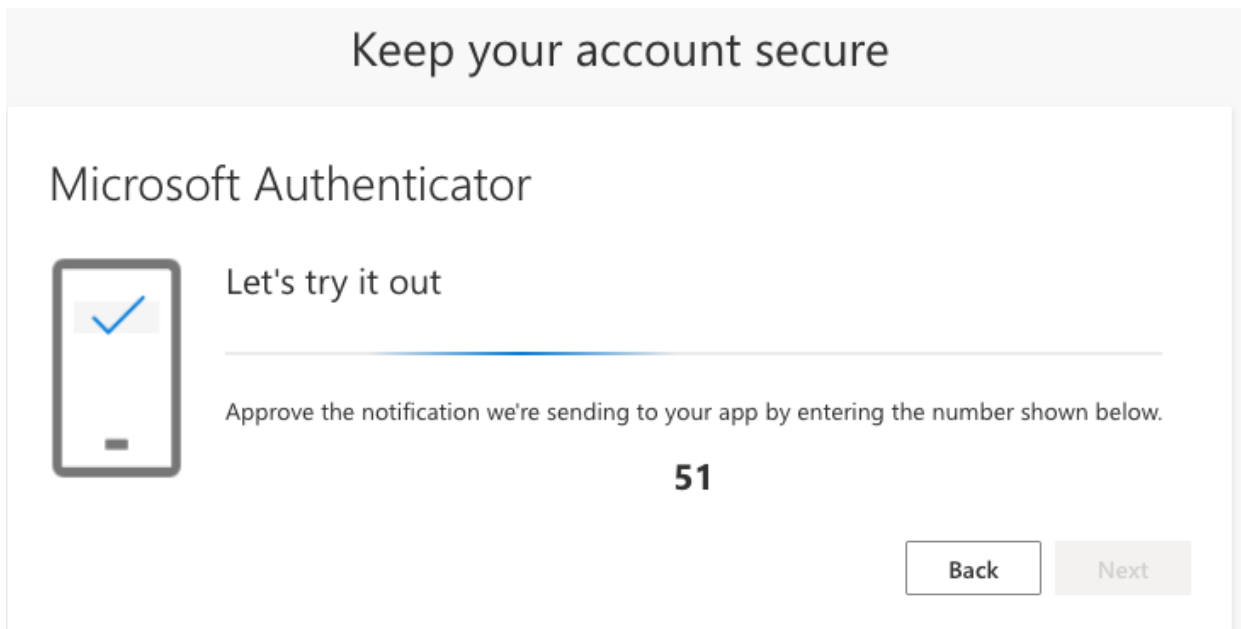


Setting up MS Authenticator - Step 2: You'll need to download the Microsoft Authenticator application on your phone. Once you do, open the app and select "add account", then select "work or school account" and

finally “scan QR code. This code is unique, the code in the screenshot below is only an example. Don’t try to scan this code. Once you’ve scanned the code your account will be added to the app. Then click “next” on the keep your account secure window.



Setting up MS Authenticator - Step 3: You will be presented with a security code that you can input into the app on your phone. Once you do you should see the “notification approved” message in the second screenshot. Select “next” to complete the setup.



Keep your account secure

Microsoft Authenticator



✓ Notification approved

Back

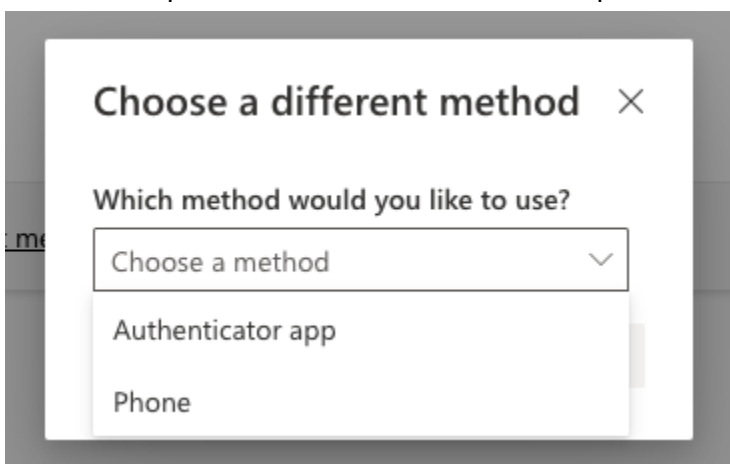
Next

Once you see the notification approved screen and click next you'll be taken to your account security page in the browser. You safely close the browser window and then sign into VPN. You should be presented with a 2 digit code you'll need to enter into the Microsoft Authenticator app on your phone. You may need to unlock your phone multiple times when entering the code.

----- **END OF MICROSOFT AUTHENTICATOR SETUP** -----

----- **START OF SMS SETUP** -----

Setting up SMS - Step 1: From the “keep your account secure window” In the bottom left hand corner select “I want to set up a different method” and select “phone”



Setting up SMS - Step 2: Input your phone number and select “receive a code” and select “next”.

Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) ▼

Enter phone number

☒ Receive a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

Setting up SMS - Step 3: You'll receive a text on your phone. Input it into the next screen and select "next"

Setting up SMS - Step 4: You'll receive a verification complete window. Select "next" to complete the setup.

Keep your account secure

Phone

✓ Verification complete. Your phone has been registered.

Next

How to Verify MFA Setup on Your Account

1. Visit the following URL:<https://my.signins.microsoft.com/security-info>.
2. Navigate to the Security Info Section.
3. Look for Multi-Factor Authentication (MFA) settings to confirm whether MFA is enabled on your account.

----- **END OF SMS SETUP** -----