

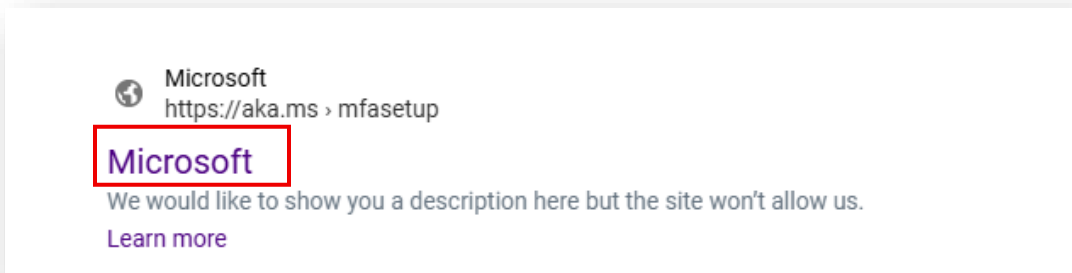
MFA Setup – Detailed Guide

Follow the steps below to set up Multi-Factor Authentication (MFA).

✔ Set Up MFA (Multi-Factor Authentication)

6. Go to Microsoft Portal

- Search for “MFA setup” or open <https://aka.ms/mfssetup>
- This will redirect you to a Microsoft login landing page.
- Enter your district account and password.



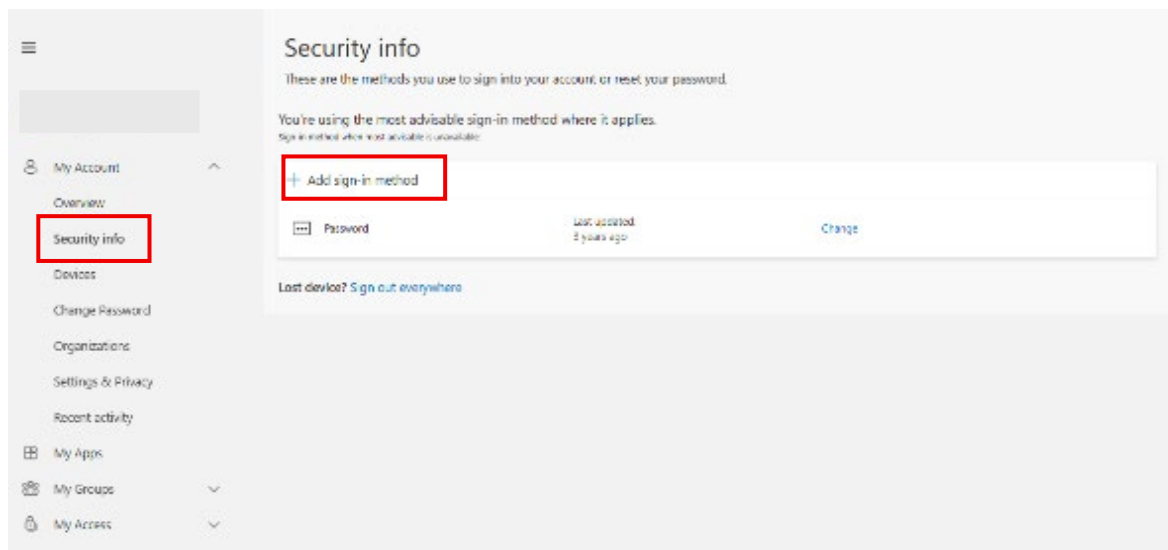
7. Search for “Security info”

In the Microsoft portal search for “Security info”

Select **Security Info**

8. Click on the “Add sign-in method”

You will be prompted to add at least one authentication method:



9. Install Microsoft Authenticator

If using the app:

1. On your phone, open the **App Store** or **Google Play**
2. Search for **Microsoft Authenticator**
3. Install the app
4. In the MFA setup screen on your computer, choose:
 Use Authenticator App
5. Scan the QR code shown on your screen

The app will add your SD42 account automatically.

11. Approve the MFA Test Prompt

Microsoft will send a test notification to your phone.

Tap **Approve** to confirm the setup. Once completed, your MFA is active.

