

## Multi-Factor Authentication (MFA) Set-Up

Use the [Microsoft Authenticator app](#) to receive notifications on your smartphone or tablet to verify your identity when prompted for **Multifactor Authentication**.

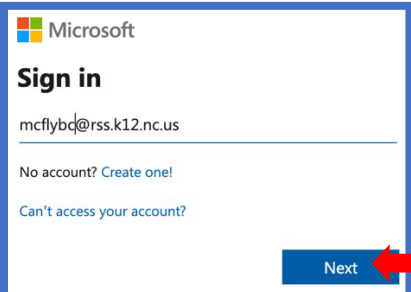


### **Step 1: Download and install the Microsoft Authenticator app to your device**

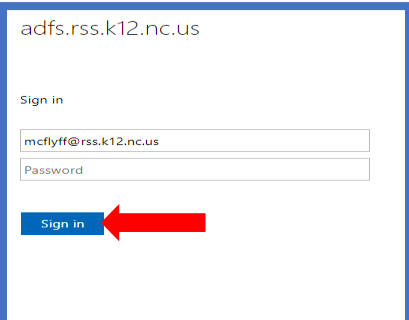
This app will need to be installed on your phone/device. You can get the App by opening this website on your computer <https://aka.ms/authapp> and then scroll down the page to find the appropriate QR code to scan and install the app on your phone.

**Step 2:** Using the same computer, open a web browser and navigate to the following website: <https://aka.ms/MFAsetup>

**Step 3:** Sign in with your RSS email and then your password at the ADFS screen. **If you see anything different, please make sure that you are not already logged into O365 and/or clear any cached data/history from your browser.**

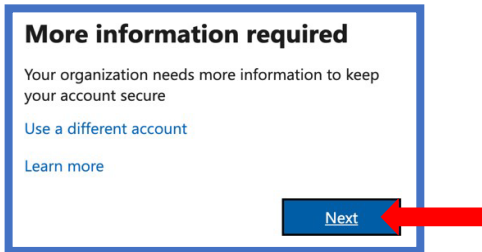
A screenshot of the Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field containing the email address "mcflybc@rss.k12.nc.us". Underneath the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the page is a blue "Next" button with a red arrow pointing to it from the right.

Microsoft  
**Sign in**  
mcflybc@rss.k12.nc.us  
No account? [Create one!](#)  
[Can't access your account?](#)  
Next

A screenshot of the ADFS sign-in page. The URL "adfs.rss.k12.nc.us" is displayed at the top. Below it is the text "Sign in". There are two input fields: the first contains the email address "mcflyff@rss.k12.nc.us" and the second is labeled "Password". At the bottom left is a blue "Sign in" button with a red arrow pointing to it from the right.

adfs.rss.k12.nc.us  
Sign in  
mcflyff@rss.k12.nc.us  
Password  
Sign in

**Step 4:** Click **Next** at this screen.



**More information required**

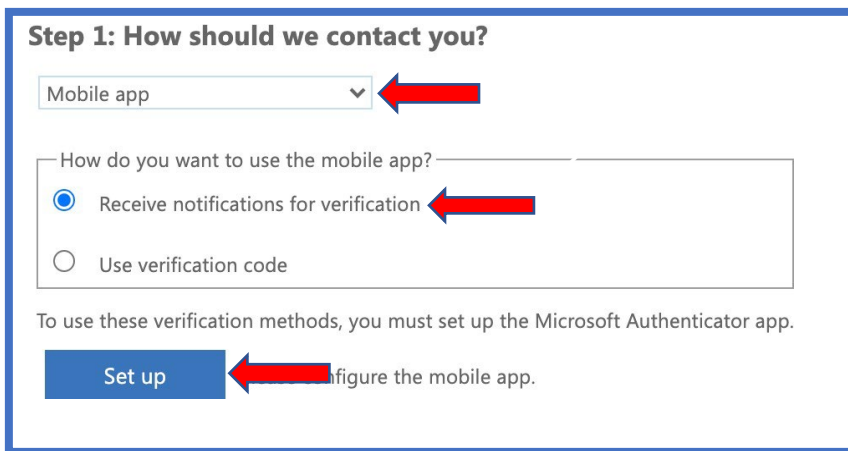
Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

**Next**

**Step 5:** Under the **Step 1** screen select the drop down and choose the **Mobile App** as the contact method. Then choose **“Receive notifications for verification”**. Then click **Set Up**.



**Step 1: How should we contact you?**

Mobile app

How do you want to use the mobile app?

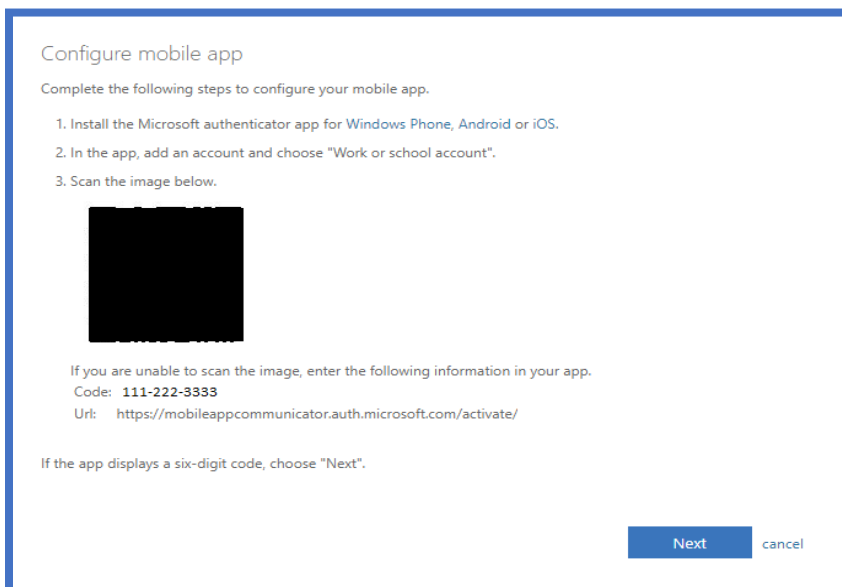
Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

**Set up** configure the mobile app.


You should now see the following screen with your QR code. Leave this screen up/open on your computer and move on to Step 6. **DO NOT CLICK** Next yet.



Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

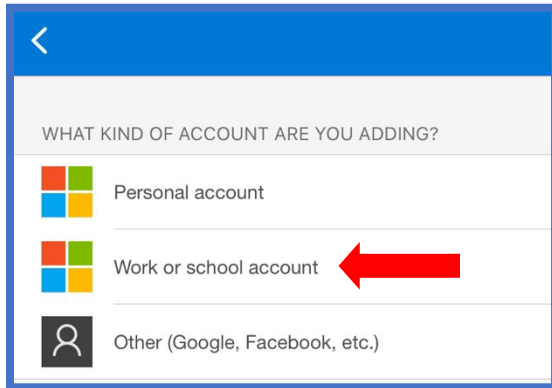
Code: **111-222-3333**

Url: <https://mobileappcommunicator.auth.microsoft.com/activate/>

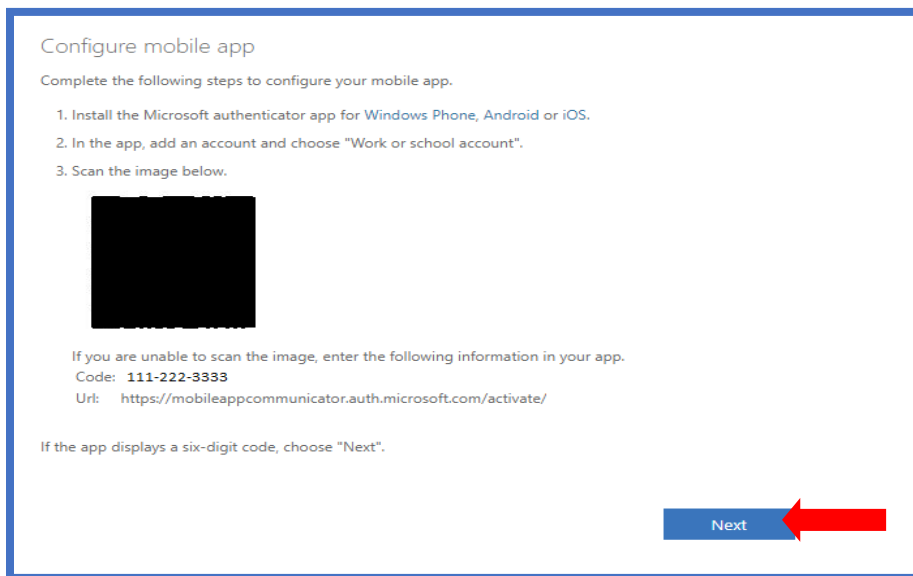
If the app displays a six-digit code, choose "Next".

**Next** cancel

**Step 6:** Open the Microsoft Authenticator app on your device tap the **+** in the top right corner. This will open the **“Add account”** window. You will select **“Work or School Account”**



**Step 7:** You will then prompted choose **“Scan QR Code”** and using the camera on your mobile device, scan the QR code displayed on your computer screen. This should create a profile on your phone in the Authenticator App called **“RSSED”** with your RSS email address. You can now click **Next** to complete the QR verification.



**Step 8:** You will then be returned to the **Step 1** screen where you should click “**Next**” to start the Security Verification to your device.

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Mobile app has been configured for notifications and verification codes.

Next

A red arrow points to the 'Next' button.

Microsoft

Additional security verification

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

**Step 2: Let's make sure that we can reach you on your Mobile App device**

Please respond to the notification on your device.

Next

**Step 9:** You should now receive a pop-up notice on your **mobile device**, select **Approve**.

Approve sign-in?

RSSD

McflyBB@rss.k12.nc.us

Deny Approve

A red arrow points to the 'Approve' button.

**Step 10:** Enter your country code and your devices phone number in case you lose access to the mobile app. This is a backup method for verification for access to your account as it will send you an SMS text.

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) | 704-555-5555

Done

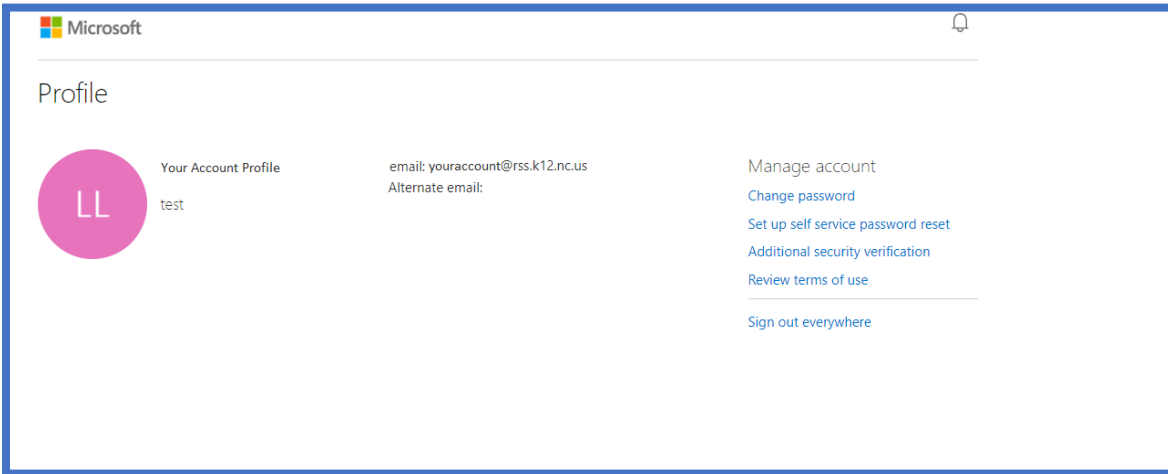
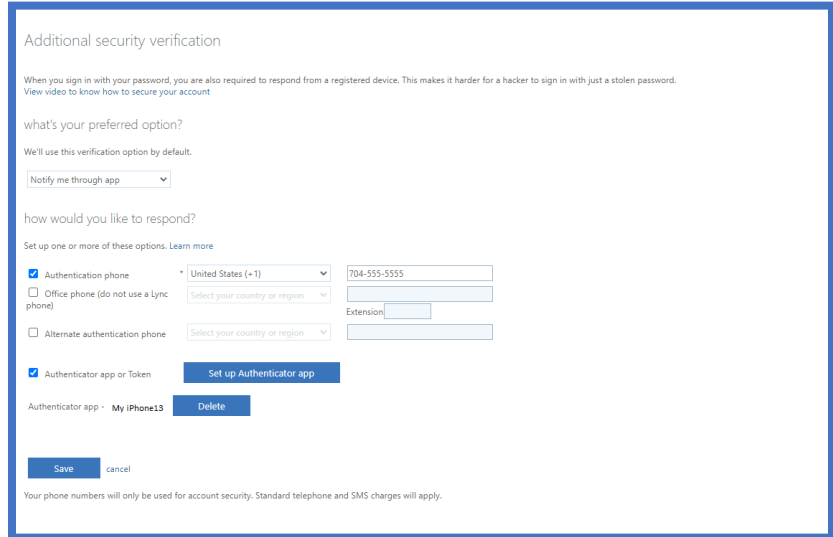
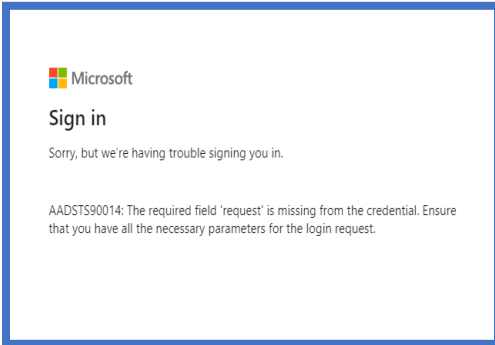
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

**Step 11:** You may (or may not) receive another pop-up notice on your mobile device to verify the number you just entered. You should select **Approve** if received. It is also possible that you will this second pop-up as a simple text message to acknowledge. Please acknowledge whichever notice you receive. Depending on the iOS and app version it is also possible that you will not receive any code.

**Approve sign-in?**  
RSSED  
McflyBB@rss.k12.nc.us

Deny Approve

**Final Checks:** You should then receive one of the following windows. It is at this point that the enrollment process for MFA has been completed. Again, depending on your devices OS, iOS version and App version dictates which screen you will receive.



Any of these windows are acceptable and (**except for the one below, next page**) you can close these windows as enrollment has completed. Your account profile will enroll to RSS Microsoft server with the next sync (Normally around 20-30 minutes). You will know this by the **Approve Sign-In** pop-up's that will start appearing on your mobile device.

If you happen to receive this window, please make sure the information listed is correct to you. The **Authentication phone** should be the same number you listed earlier in the setup process. The name listed beside the **Authenticator App** section should be the name of your mobile device. If all the information is accurate, then please close the window and you are done.

If it's not correct, then adjust to the settings to reflect the image below (using your mobile device number not the one shown in this example) You should only have a single Authenticator App/Device listed. If you have more than one listed, it's probably an older phone that MFA had been setup with, and that one can be removed. After all adjustments have been made (if needed) then click "**Save**". Your account profile will enroll to RSS Microsoft server with the next sync. (Normally around 20 minutes). You will know this by the **Approve Sign-In** pop-up's that will start appearing on your mobile device.

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.

Notify me through app

how would you like to respond?

Set up one or more of these options. [Learn more](#)

Authentication phone \* United States (+1) 704-555-5555  
 Office phone (do not use a Lync phone) Select your country or region  
 Alternate authentication phone Select your country or region

Authenticator app or Token Set up Authenticator app

Authenticator app - My iPhone13

Save

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