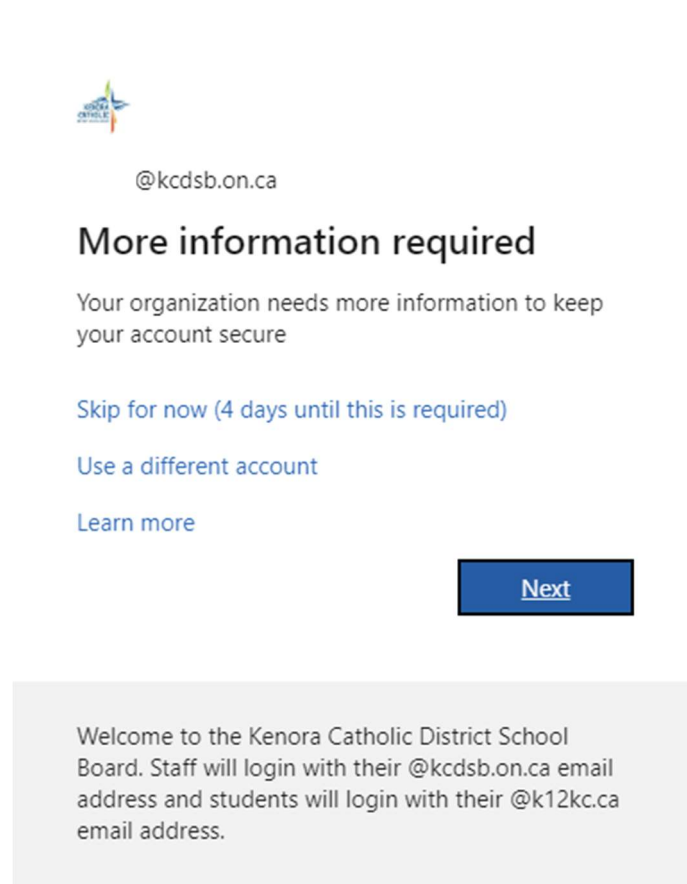


Adding Multi Factor Authentication to Microsoft (MFA)

****Before you begin you will need both your phone and a laptop or computer****

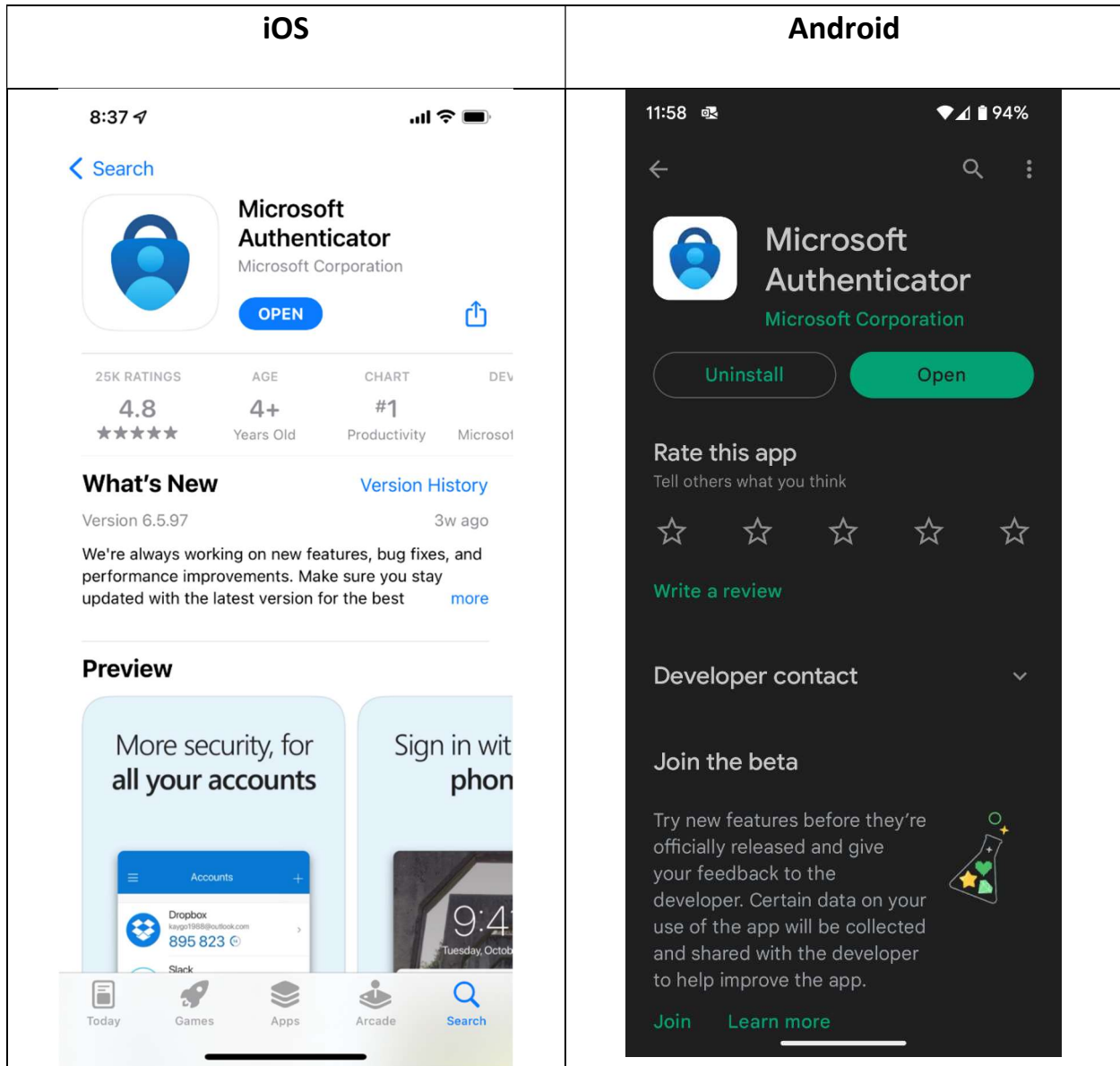
You will be given a 14-day window to register. You can skip this popup for up to 14 days before you will be forced to register for MFA. Should you decide to setup MFA when this popup occurs on your computer select Next, complete Step 1 then skip to Step 4



The screenshot shows a Microsoft MFA registration popup. At the top left is the Kenora Catholic District School Board logo. Below it is the email address @kcdsb.on.ca. The main heading is "More information required". Below this is the text "Your organization needs more information to keep your account secure". There are three links: "Skip for now (4 days until this is required)", "Use a different account", and "Learn more". A blue "Next" button is located at the bottom right. At the bottom of the popup, there is a grey box containing the text: "Welcome to the Kenora Catholic District School Board. Staff will login with their @kcdsb.on.ca email address and students will login with their @k12kc.ca email address."

To register for MFA yourself without this popup proceed to step 1 and follow steps in order

Step 1. Download the Microsoft Authenticator App on your phone



Step 2: Visit <https://aka.ms/mfasetup> on your Laptop/Computer

Step 3: Sign in with your @kcdsb.on.ca email address if not already logged in



Sign in

@kcdsb.on.ca|

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next



Sign-in options



@kcdsb.on.ca

Enter password

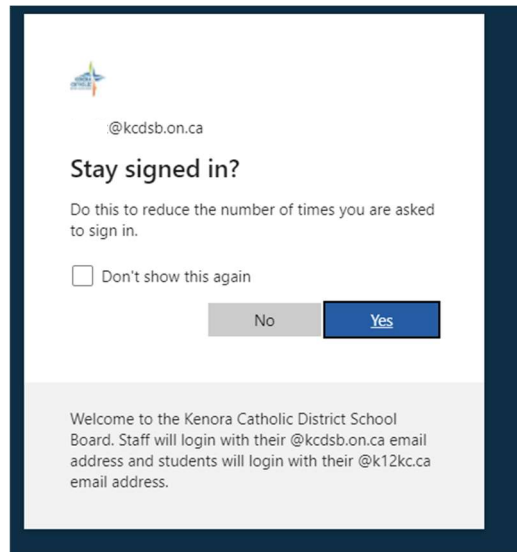
.....|

[Forgot my password](#)

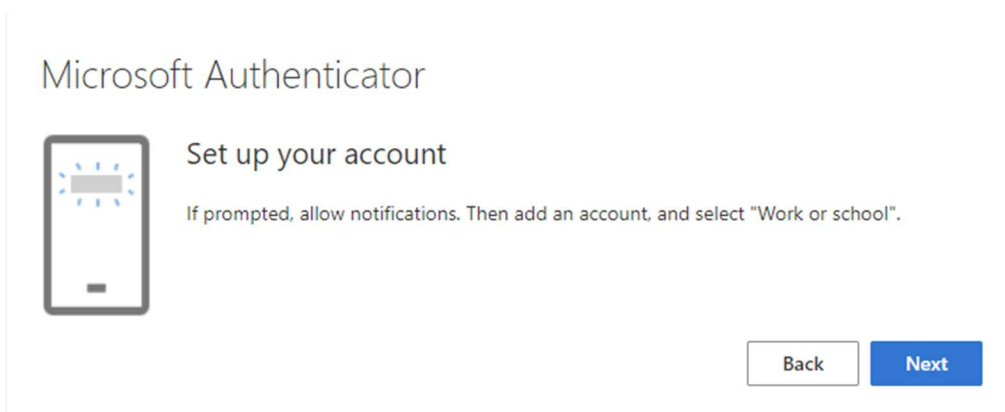
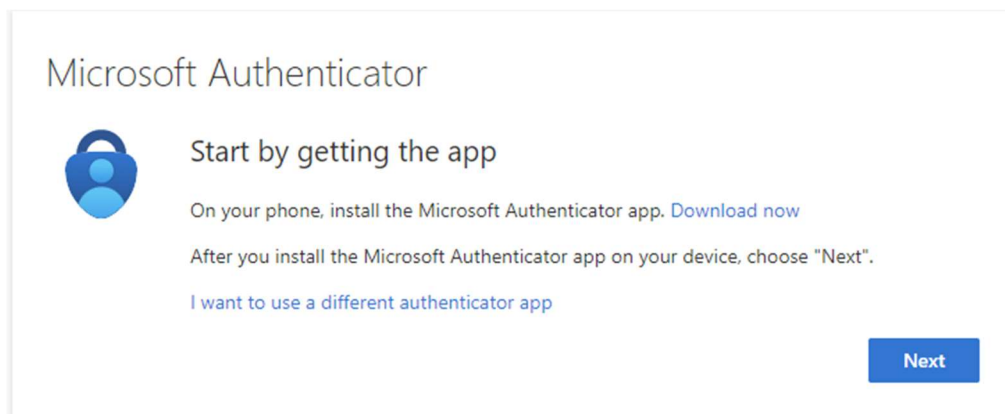
Sign in

Welcome to the Kenora Catholic District School Board. Staff will login with their @kcdsb.on.ca email address and students will login with their @k12kc.ca email address.

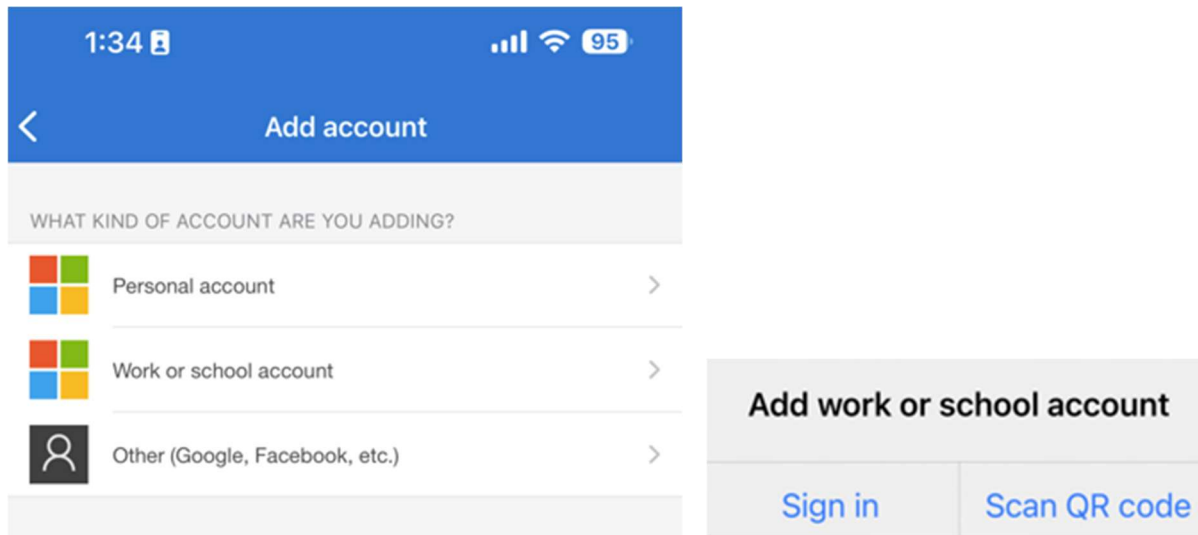
If this message appears you can select yes, then select next



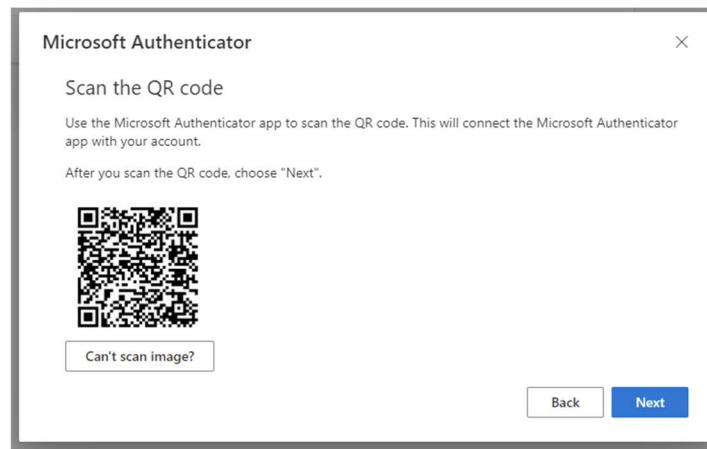
Step 4: On your computer select 'Next' until you reach the QR code page



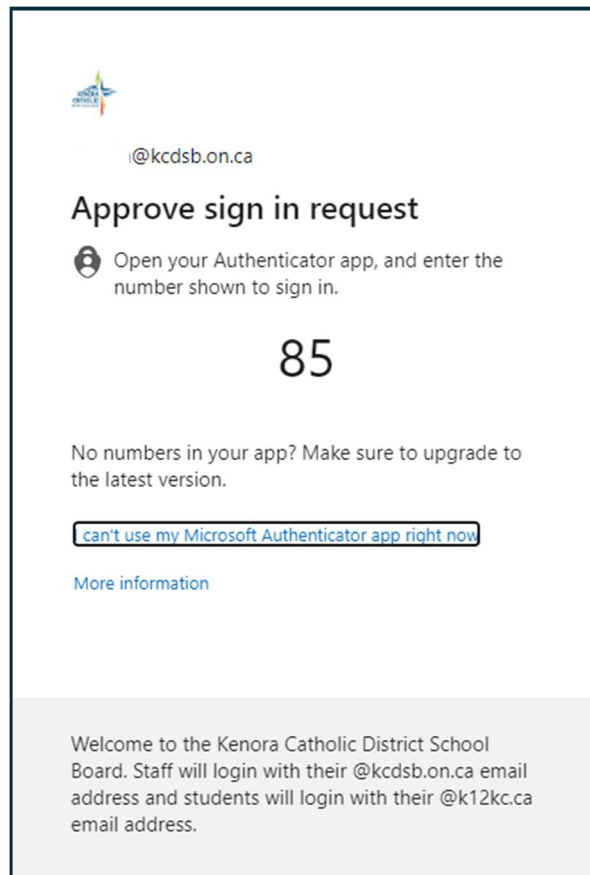
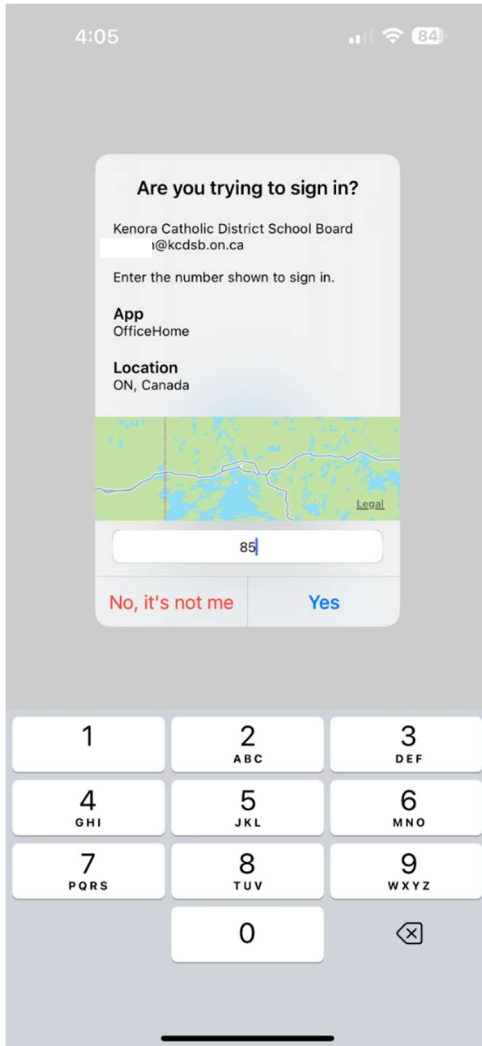
Step 5: Open the authenticator app on your phone, select Add work or school account. Select Scan QR code and allow any camera permissions. **Do not use 'sign in' you must use the QR code option**



Step 6: Use your phone to scan the code on your computer, after the account adds to your phone, select Next on your computer



Step 7: Test connection. Your computer will ask you to test the setup. On your phone open the authenticator app and select Approve. Enter the two-digit number from your computer on your phone



Step 8: If the notification is approved select Next

