

Multifactor Authentication (MFA) Setup Instructions:

On your phone

Step 1: Please open your app store, search for **Microsoft Authenticator** and select Get/Install.

Note: As the app is installing, switch over to your computer.

On your computer

Step 2: Open your preferred web browser and go to the following link: <https://aka.ms/mfasetup>

Step 3: If prompted please login with your district username and password: username@wylieisd.net (e.g., gumpb@wylieisd.net) and Click **Next**.

Step 4: Switch “**How should we contact you**” to “**Mobile App.**”

Step 5: Under “**How do you want to use the mobile app?**” choose “**Receive notifications for verification**” and then click **set up**.

On your phone

Note: If the Microsoft Authenticator App is not open please open it.

Step 6: Select **I agree** and **Scan the QR Code**

Step 7: If you get a security pop up for your camera choose **Only this time**

Step 8: Scan the qr code on your computer screen with your phone.

Step 9: Tap **OK** for the "app lock enabled" notification.

Step 10: Tap **Got It** on the **Check for Notifications** screen.

On your computer

Step 11: Click **Next** on computer after scanning the QR code.

Note: You will be asked to verify your setup on your phone.

On your phone

Step 12: If your phone is locked, unlock your phone and select the **Approve Sign in** from the Approve Sign in pop up message. If you don't have a popup, please check your notifications area or open the Microsoft Authenticator application and choose Approve.

On your computer

Step 13: You can click **Next** on the next two screens until you come to a screen with **Done**.

Step 14: If you would like to add a phone number as a secondary method you can and click **Done** to finish.

Note: You are now complete and can simply close out the tab or the browser. We will be emailing out more information on the future use of this authentication method. If you have any issues following this process, please submit a helpdesk ticket under **Software / Online Systems > Mobile Apps > App Request** and a technician will assist when available.