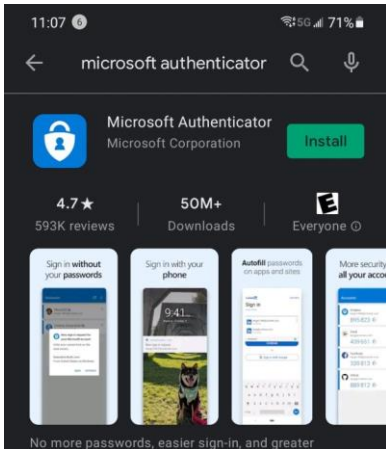


MFA Setup Instructions

On your phone

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

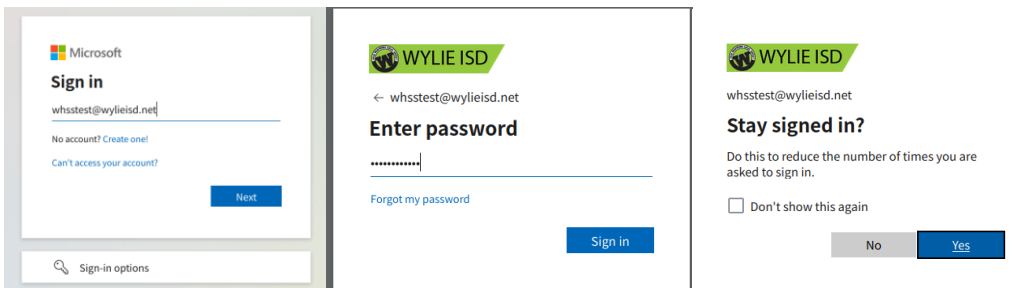


Note: As the app is installing, switch over to your computer.

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."

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

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

Please configure the mobile app.

Next

Step 5: Under “**How do you want to use the mobile app?**” choose “**Receive notifications for verification**”, as shown above, and then click **set up**. This should take you to the screen below.

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: 790 386 084

Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/510101603>

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

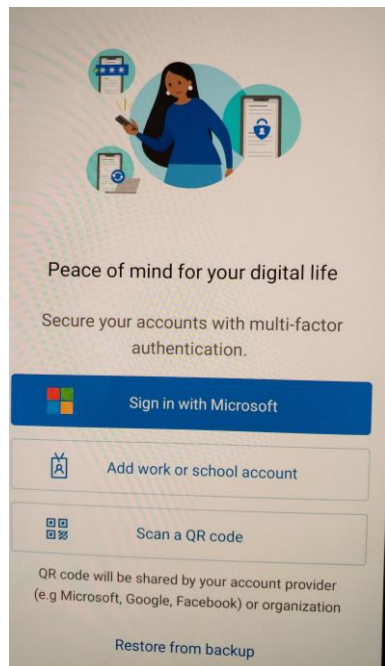
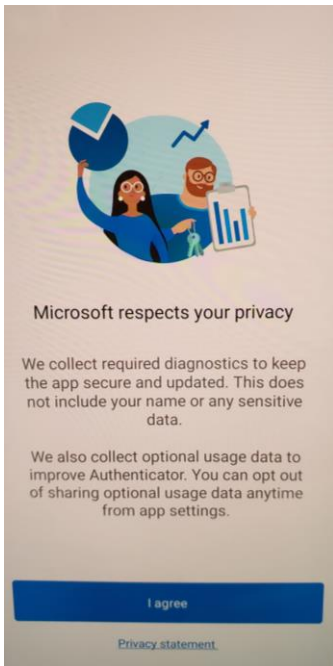
Next

cancel

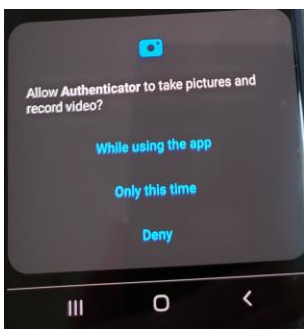
On your phone

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

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

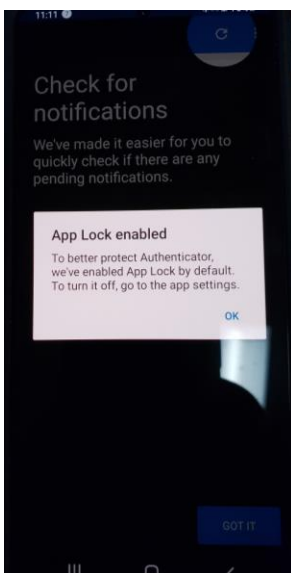


Step 7: If you get a security pop up for your camera choose **Only this time**

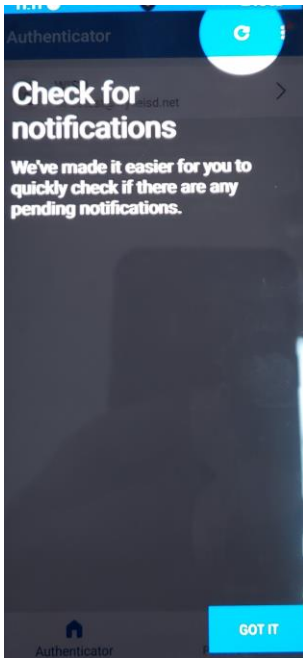


Step 8: Scan the qr code on your computer screen with your phone.

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



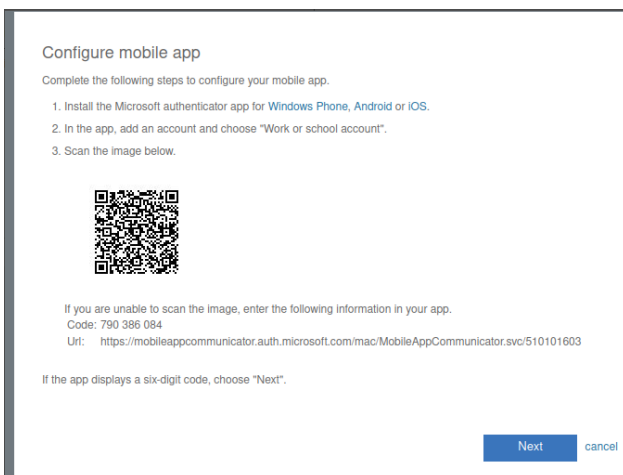
Step 10: Tap **Got It** on the **Check for Notifications** screen.



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**.

A screenshot of a web browser displaying a security verification page. The page title is 'Additional security verification' and it is for 'WYLIE ISD' with the email 'whsatest@wylieisd.net'. The page instructs the user to secure their account by adding phone verification. It shows 'Step 3: In case you lose access to the mobile app' with a dropdown menu set to 'United States (+1)' and an empty input field. A red error message reads: 'Invalid phone number. Please provide a phone number in following format: 999 999 9999'. A blue 'Done' button is visible at the bottom right. A footer note states: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.' The footer also includes '©2021 Microsoft | Legal | Privacy'.

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.