

7 January 2022

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**TAP to set up authenticator**

1. On your computer, open an incognito (private) Chrome window by following the below steps

Graphical user interface, application

Description automatically generated

Or you can open it via the taskbar by right clicking on the Chrome icon

Graphical user interface, application

Description automatically generated

1. Go to <https://aka.ms/mfasetup>
2. You will be required to sign in with your work account

Graphical user interface

Description automatically generated

1. You will now have the option to use the temporary access pass

Graphical user interface, application

Description automatically generated

1. In the temporary access pass please put in the code that was given to you by IT then click **sign in**
2. You should then be taken to the MFA set up site.
3. Click **add method**

Graphical user interface, text, application

Description automatically generated

1. Select the **authenticator app** option then click **add**

Graphical user interface, application

Description automatically generated

1. You will then be shown the steps to set it up

Graphical user interface, text, application, email

Description automatically generated

1. Now on your phone, go into the authenticator app and at the top right there should be either a plus symbol or 3 little dots, click that and there should be an option to add an account > then work or school account > then it will ask for a QR code.
2. On your computer > click next until the QR code is displayed for your phone to scan
3. Once QR has been scanned, wait for your phone to say “account added successfully” then click next on your computer and it will send through a test notification to approve on your phone. Once approved, you are all set up 😊