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NIS Ed-Tech Support Guides

MFA Guide

This guide will assist you in setting up Multi Factor Authentication for your school Office 365 Account.

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Heading Font Style

1. Install the Microsoft Authenticator App (Recommended)

On your mobile phone:

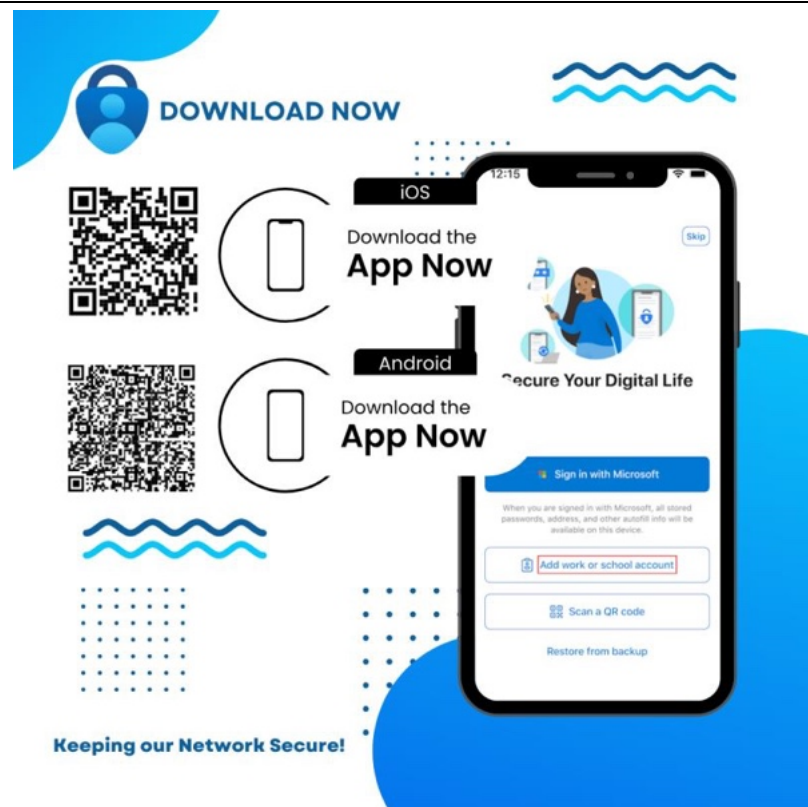
iPhone [App Store](#)
search "Microsoft Authenticator"

Android [Google Play](#)
search "Microsoft Authenticator"

This will be your second step of verification when logging in.

Setup your account in the app.

- Login with school account.
- Enable Notifications.



Set up your account in app ×



If prompted, allow notifications. Then add an account, and select **Work or school**.

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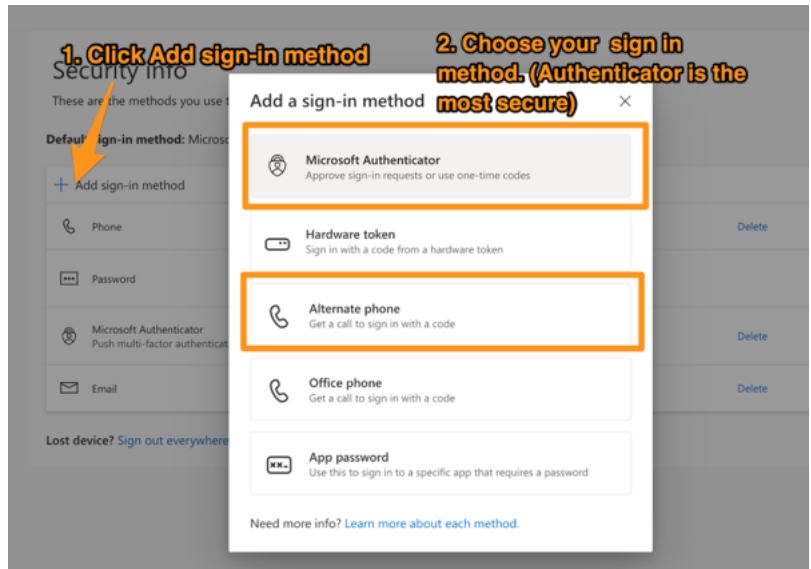


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2. Go to the MFA Setup Page

On your laptop or computer:

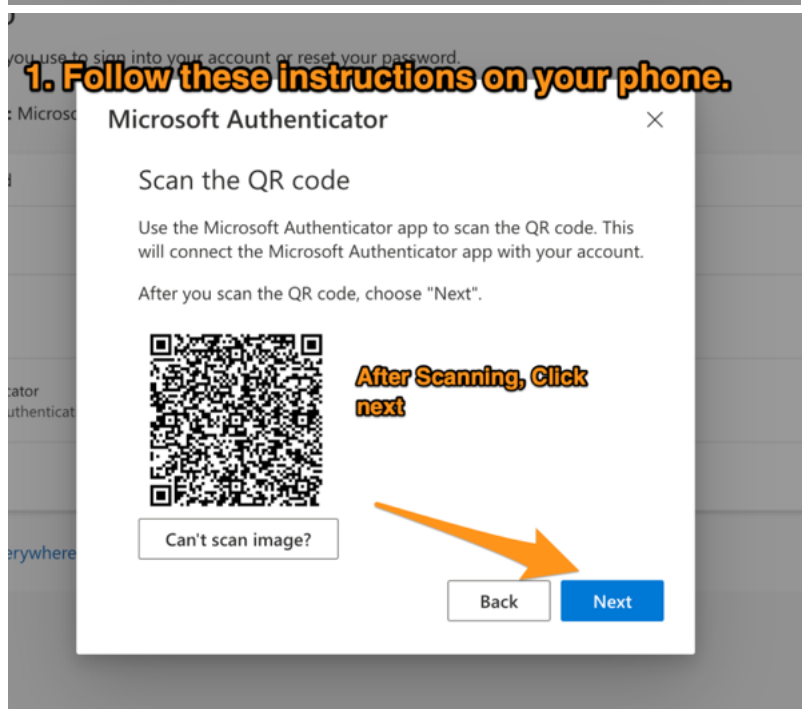
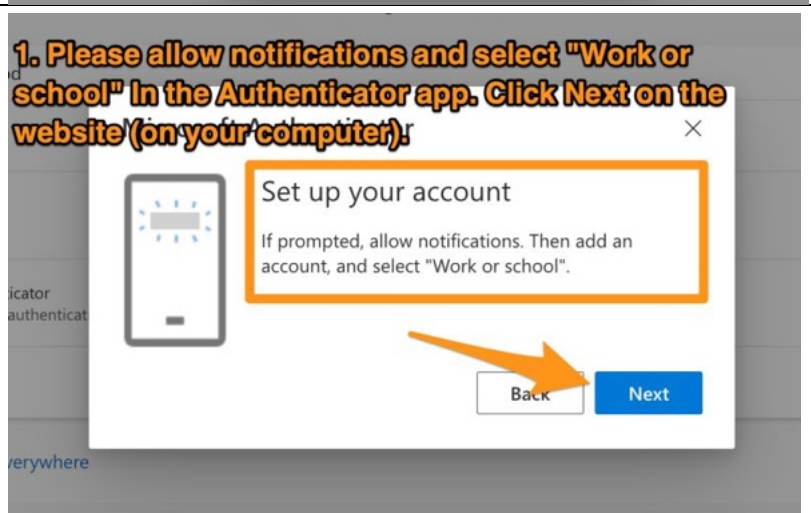
- Visit <https://aka.ms/mfasetup>
- Sign in with your school email and password
- Follow the prompt: "Set up your sign-in method"



3. Add Your MFA Method

Authenticator App (Preferred)

- Select Authenticator App
- Click Next until you see a QR code



- c. On your phone: Open the Authenticator App Add Account Work or School Scan QR
- d. Approve the test notification

Set up your account in app ×

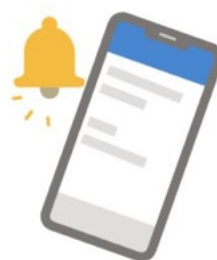


If prompted, allow notifications. Then add an account, and select **Work or school**.

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Let's try it out ×




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Enter the number shown in the app to approve the sign-in request.

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 Are you trying to sign in?

南京国际外籍人员子女学校
shannondoak@Nanjing-school
.com

Enter the number shown to
sign in.

Enter number here
44

YES

NO, IT'S NOT ME

I CAN'T SEE THE NUMBER



GIF



1

2

3

4

5

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7

8

9



0

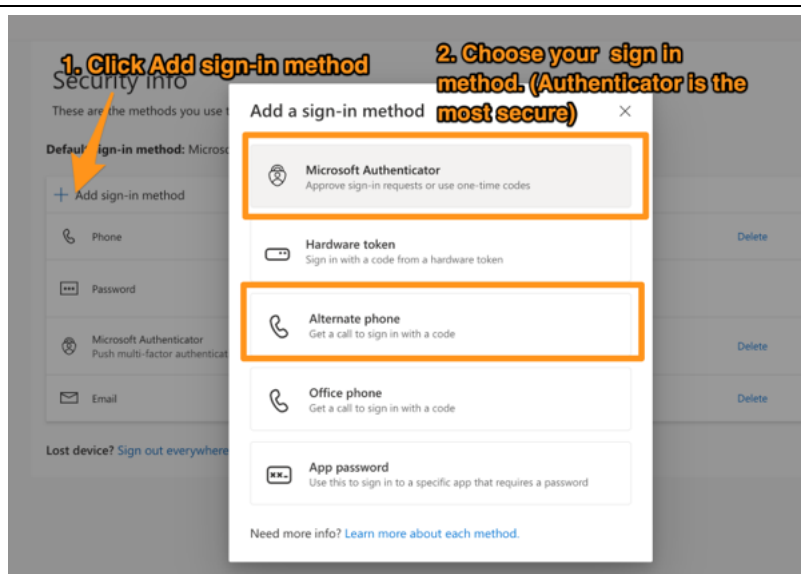


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4. Add a Backup Method (Strongly Recommended)

- a. Add one of the following in case you change or lose your phone:
- b. A second phone number (e.g., personal number)
- c. SMS verification
- d. Phone call verification

Go to <https://aka.ms/mfasetup> at any time to add more methods.



5. Link to Video

6. Overview of multi factor authentication

<https://www.youtube.com/watch?v=JCFAoMPFq-Q>