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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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CIS
INTERNATIONALLY
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SCHOOL



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1. Install the Microsoft Authenticator App (Recommended)

On your mobile phone:

iPhone [App Store](#)

search " Microsoft Authenticator "

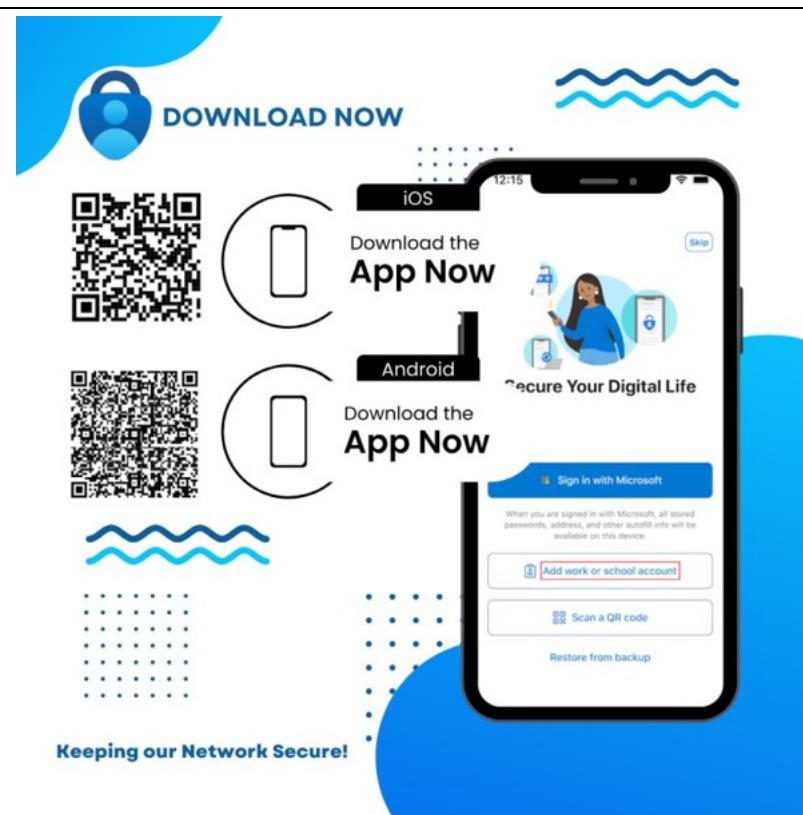
Android [Google Play](#)

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**.

Back

Next

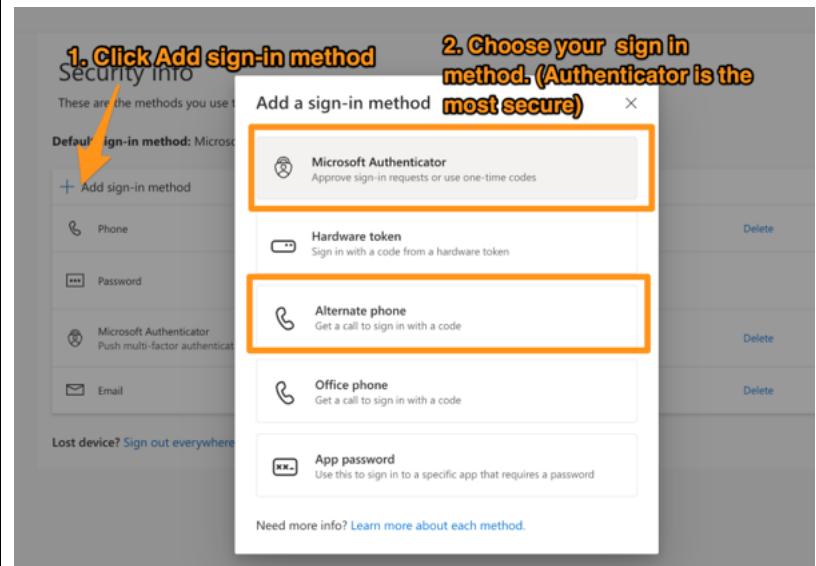


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2. Go to the MFA Setup Page

On your laptop or computer:

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



1. Click Add sign-in method

2. Choose your sign in method. (Authenticator is the most secure)

Microsoft Authenticator

Hardware token

Alternate phone

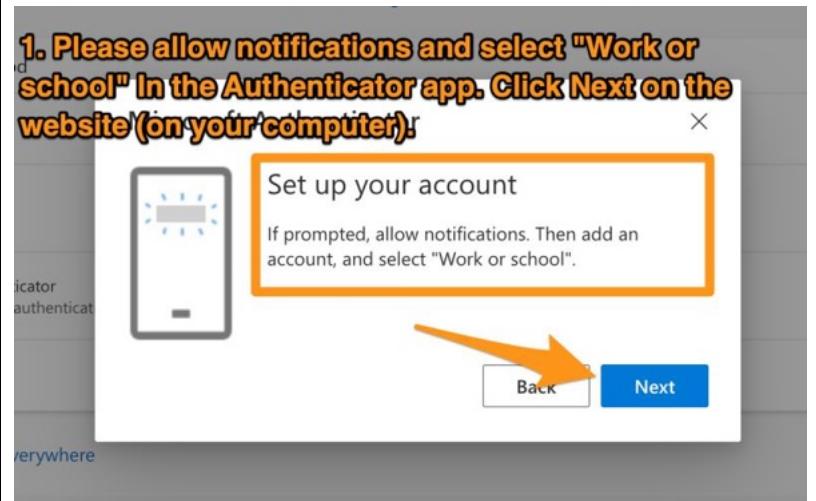
Office phone

App password

3. Add Your MFA Method

Authenticator App (Preferred)

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

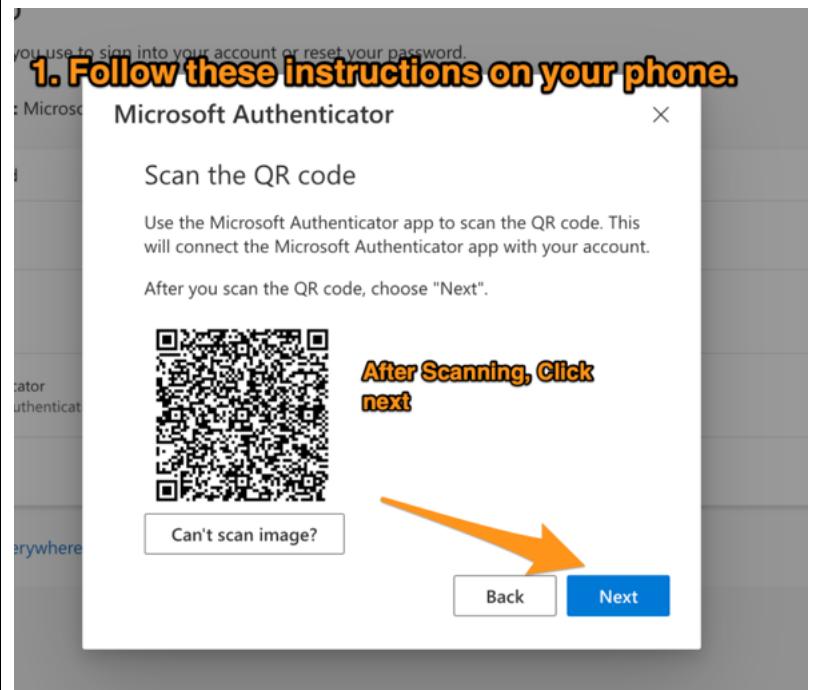


1. Please allow notifications and select "Work or school" In the Authenticator app. Click Next on the website (on your computer):

Set up your account

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

Back Next



1. Follow these instructions on your phone.

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

After Scanning, Click next

Back Next

- 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 X

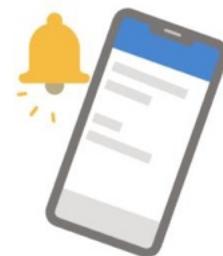


If prompted, allow notifications. Then add an account, and select **Work or school**.

[Back](#)

[Next](#)

Let's try it out X



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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



1

2

3

4

5

6

7

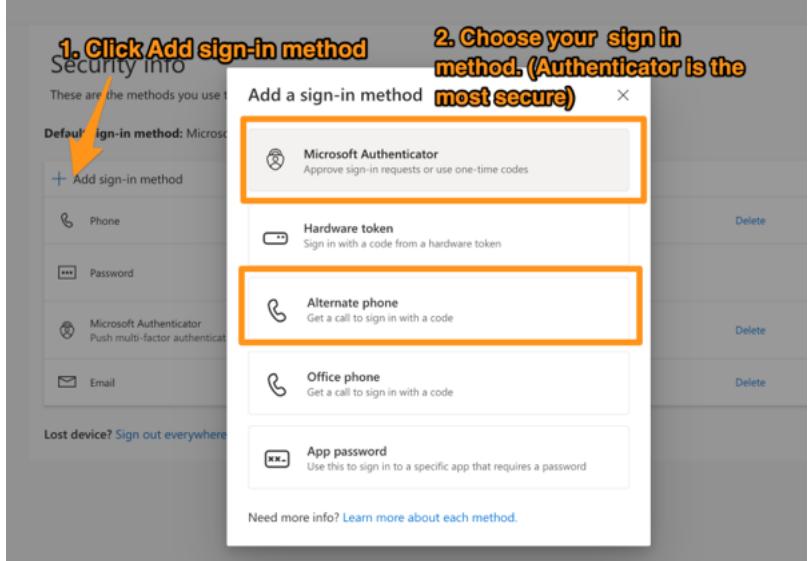
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9



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<p>4. Add a Backup Method (Strongly Recommended)</p> <ol style="list-style-type: none"> Add one of the following in case you change or lose your phone: A second phone number (e.g., personal number) SMS verification Phone call verification <p>Go to https://aka.ms/mfasetup at any time to add more methods.</p>	 <p>1. Click Add sign-in method</p> <p>2. Choose your sign in method. (Authenticator is the most secure)</p>
<p>5. Link to Video</p> <p>6. Overview of multi factor authentication</p>	<p>https://www.youtube.com/watch?v=JCFAoMPFg-Q</p>

