

Multi-Factor Authentication Guide

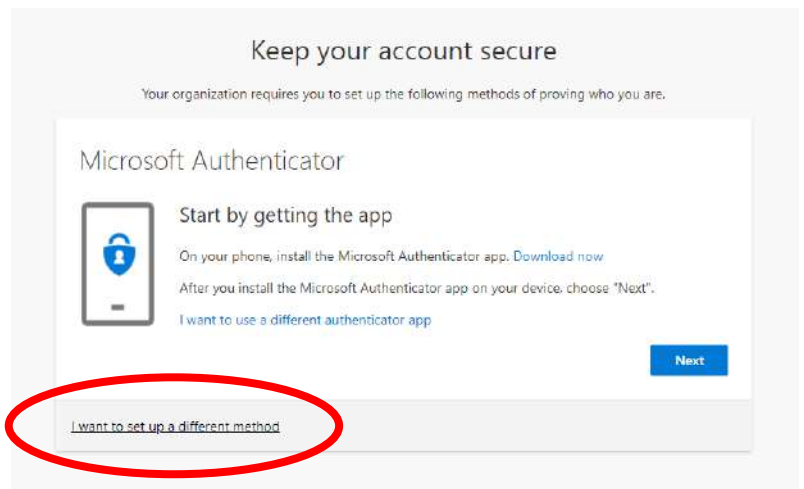
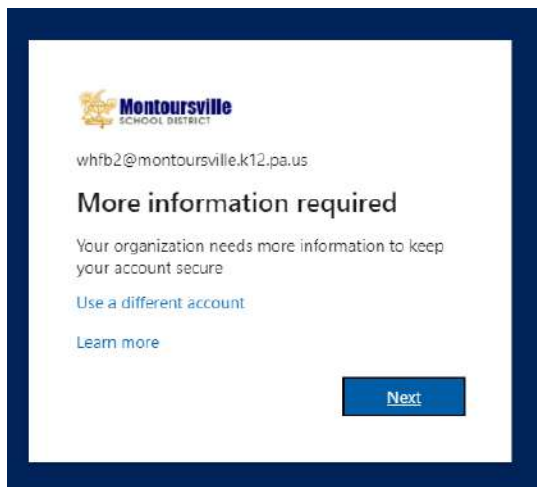
MASD is moving forward with Multi-Factor Authentication (MFA) in order to further protect our district accounts.

MFA is the requirement of additional security information (such as a phone number or registration of a smartphone app) in order to prove your identity. See diagram below.



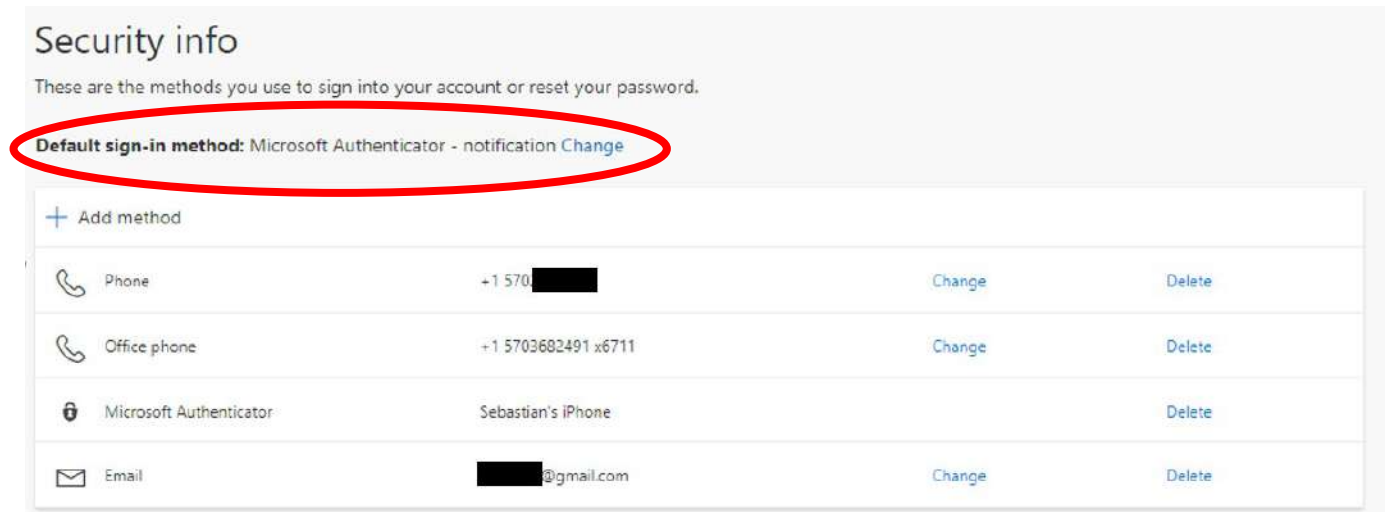
The next time you log into your district laptop or webmail, you may see a message requesting additional security info like the one below.

By default, you will be asked to setup the Microsoft Authenticator smartphone app (can be downloaded from the app store). This is the most convenient option, but if you'd rather use SMS or a phone call to verify your identity, you may do so by clicking "I want to set up a different method" (circled below).



You can manage your security info at any time using the link on our website, or by going to <https://mysignins.microsoft.com/security-info>

You can add or remove sign-in methods (such as a phone number, or smartphone app) to your account and set the default option for when you log into your account. It is best to setup as many options as possible while setting your preferred method as the default.



To make things a bit easier, any district laptop with biometric capabilities (fingerprint scanners, facial recognition, etc.) can now optionally use those capabilities to avoid entering a password for that device.

If you have a compatible device, you will be prompted to create a **device-specific** PIN and setup the biometrics next time you log in.



Finally, due to this new increase in account protection, district passwords will no longer expire. If needed, you can change your password at any time, but you will no longer be required to do so. 😊