

Setting Up Multifactor Authentication

Applies to: All Employees

If you need assistance, please place a [request](#) or schedule a [one on one consultation](#).

STEP 1

Technology Services recommends using the Microsoft Authenticator app on your mobile device. We can connect your mobile device to a secure staff only wireless network, if you choose.



If you don't already have the Microsoft Authenticator app, you must first install it on your mobile device (cell phone, tablet, etc.):

- Android Devices: [Google Play](#)
- Apple Devices: [Apple App Store](#)

STEP 2

On your computer, go to <https://aka.ms/mfasetup>


A. Enter your entire Cornwall-Lebanon School District email address and click "Next."

A screenshot of the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing the email address "jmurray@clsd.k12.pa.us". Below the input field are two links: "No account? Create one:" and "Can't access your account?". At the bottom right are two buttons: "Back" and "Next".

B. Select the "Work or school account."

A screenshot of the Microsoft account selection screen. At the top is the Microsoft logo. Below it is the text: "It looks like this email is used with more than one account from Microsoft. Which one do you want to use?". There are two account options listed: "Work or school account" (Created by your IT department, jmurray@clsd.k12.pa.us) and "Personal account" (Created by you, jmurray@clsd.k12.pa.us). A blue arrow points from the top right towards the "Work or school account" option. At the bottom is a "Back" button.

C. Enter your Cornwall-Lebanon School District account password and click "Sign In."



← jmurray@clsd.k12.pa.us


Enter password

.....

[Forgot my password](#)

[Sign in](#)

D. Click "Next" when prompted for more information.



More information required

Your organization needs more information to keep your account secure



[Use a different account](#)

[Learn more](#)

[Next](#)

STEP 3

Click "Next" on the next two screens.

Keep your account secure	Keep your account secure
<p>Your organization requires you to set up the following methods of proving who you are.</p> <h3>Microsoft Authenticator</h3> <p> Start by getting the app</p> <p>On your phone, install the Microsoft Authenticator app. Download now</p> <p>After you install the Microsoft Authenticator app on your device, choose "Next".</p> <p>I want to use a different authenticator app</p> <p>Next</p> <p>I want to set up a different method</p>	<p>Your organization requires you to set up the following methods of proving who you are.</p> <h3>Microsoft Authenticator</h3> <p> Set up your account</p> <p>If prompted, allow notifications. Then add an account, and select "Work or school".</p> <p>Back Next</p> <p>I want to set up a different method</p>

If you don't have access to a smart phone, click on "I want to setup a different method" and follow the instructions for phone or email.

STEP 4

Open the Microsoft Authenticator app on your mobile device.

Choose "Add Account" then "Work or school account" and lastly "Scan a QR code."

STEP 5

Scan the QR code on your computer screen with your mobile device.

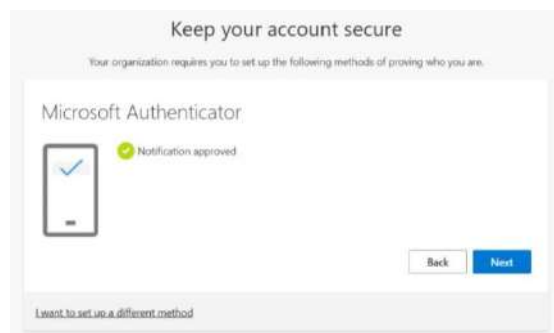


STEP 6

A. Approve the notification sent to your mobile device.



B. Click "Next"



C. Click "Done"

