

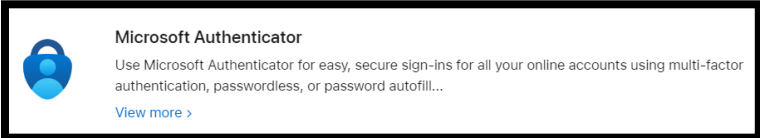
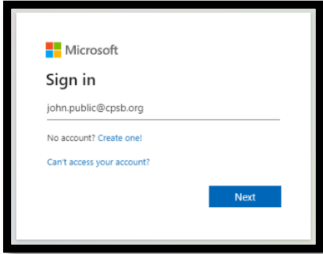
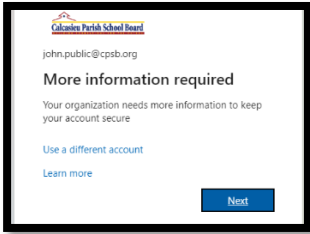


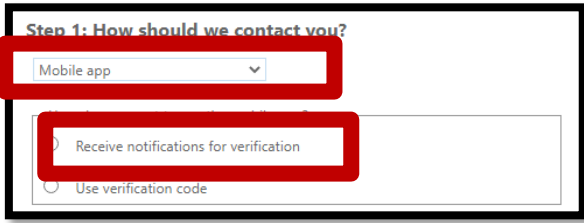
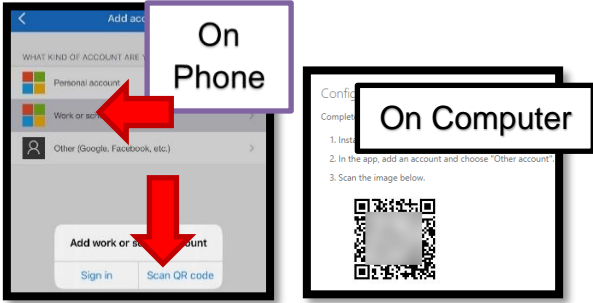
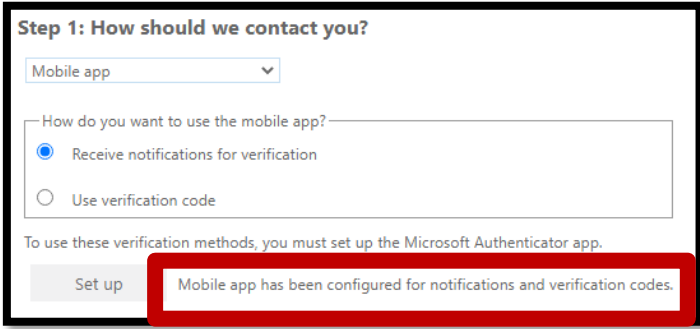

# Setup Multi-Factor Authentication (MFA)

CPSB will be enabling “Multi-Factor Authentication (MFA)” for Office 365 on staff accounts. MFA adds a layer of protection when using Office 365 products such as CPSB email. Hackers are getting very creative in acquiring user passwords and MFA should dramatically decrease the likelihood of your password being compromised and in return compromising the school system. Please do the following steps to set up MFA. This is a one-time setup process.

For assistance, call Tech Help at (337) 217-4357.

Before you get started, you may want to print out these instructions. Sign out of any Office 365 online/web apps that you may have open in browsers on your device.

Setup MFA	
<p>1. Install the <b>Microsoft Authenticator</b> app on your phone. Keep push notifications enabled.</p>	
	
<p><b>Note:</b> If you do not use one of the above links, when searching for the app in the App Store or Google Play store, make sure to search for <b>Microsoft Authenticator</b>.</p>	
	
<p>2. On your computer, go to <a href="https://office.com">office.com</a>.</p> <p>3. Sign-in with your CPSB <u>email address</u> and click <b>Next</b>.</p> <p>4. Enter your CPSB <u>password</u> and click <b>Sign in</b>.</p>	
<p>5. On the <u>More information required</u> prompt, click <b>Next</b>.</p>	

<p>6. Select <b>Mobile app</b> and <b>Receive notifications for verification</b>.</p> <p>7. Click <b>Set up</b>.</p> <p>8. On your phone, open the <u>Microsoft Authenticator App</u>.</p>	
<p>9. In the phone app, add an account and touch <b>Work or school account</b>.</p> <p>10. Touch <b>Scan QR code</b>.</p> <p>11. Scan the <b>QR code</b> on your computer screen.</p> <p>12. Your account will be added to the <u>Authenticator app</u>.</p> <p>13. On the computer, click <b>Next</b>.</p>	
<p>14. The QR code popup will close and the <u>Mobile app will be configured for notifications and verification codes</u>.</p> <p>15. Click <b>Next</b>.</p>	
<p>16. On your phone, you should receive a popup notification, click <b>Approve</b>.</p> <p>17. You can ignore the <b>app password</b> for now or copy it for later use.  <b>***Note:</b> See link below for more info.</p> <p>18. Click <b>Done</b>.</p>	

### Approving sign-ins from the Microsoft Authenticator app

1. Sign in to an application or service, such as Office 365 using your CPSB email and password.
2. The app or website pushes an approval notification to your phone.
3. On your phone, press **Approve** on the popup notification.

**\*\*\*Note:** Push notifications must be enabled for the phone app.

**App passwords** will be needed for apps that don't support MFA. [See this link for more information.](#)