



Multi-factor Authentication (MFA) Guide

What is Multi-factor Authentication

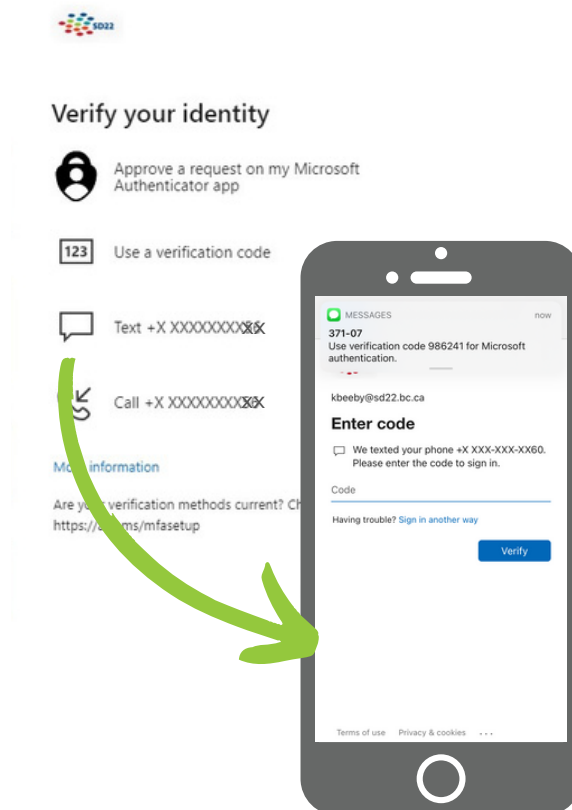
Multi-factor authentication (MFA) is when you are asked to provide an additional form of identification while signing in to a device or application. MFA is important for institutions to ensure security.

There are many ways to set-up multi-factor authentication. You can authenticate your account using the Microsoft Authenticator app, a verification code, text message (SMS), or phone call.

Once multi-factor authentication is set up, you will be asked to verify your account through one of these methods when you login to a new device, browse incognito, or reset your password.

The following instructions outline how:

- [To set up multifactor authentication](#) and
- [To set up the Microsoft authenticator app](#).



Bad: Password

123456
qwerty
password
iloveyou
Password1

Good: Password and...



Better: Password and...

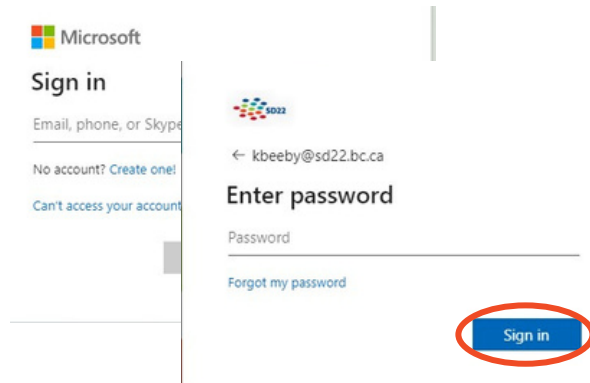


Best: Passwordless



To Set up Multifactor Authentication:

1. When multi-factor authentication is turned on, you will be prompted to sign in with your @sd22.bc.ca email and password.

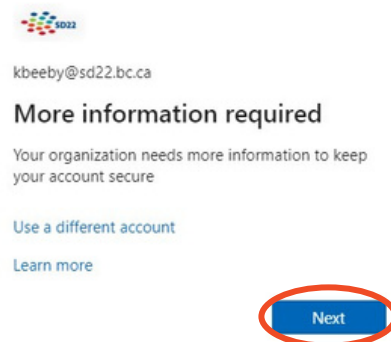


Microsoft
Sign in
Email, phone, or Skype
No account? Create one!
Can't access your account

← kbeebby@sd22.bc.ca
Enter password
Password
Forgot my password

Sign in

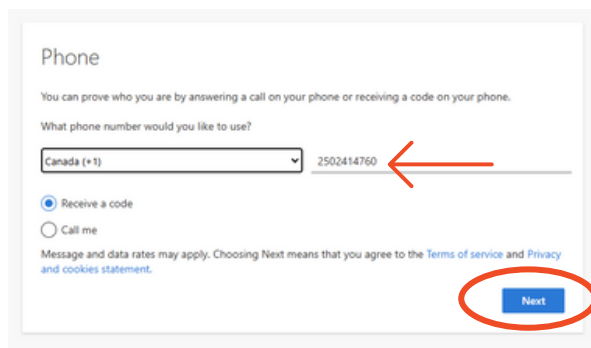
2. A “More information required” screen indicates that you are now setting up multi-factor authentication. Click “Next” to begin.



SD22
kbeebby@sd22.bc.ca
More information required
Your organization needs more information to keep your account secure
Use a different account
Learn more

Next

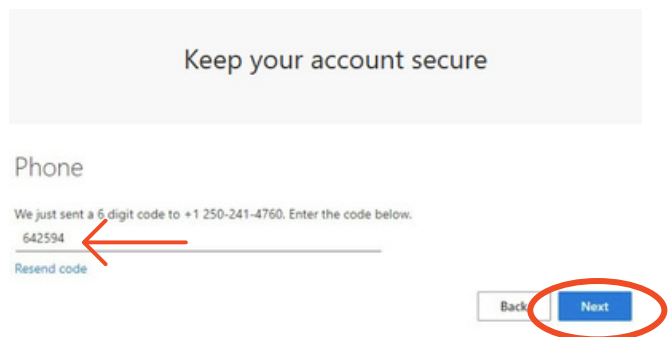
3. Select “Canada (+1)” from the drop-down menu and enter the phone number to which you can receive either a call or text message. Select either “Text me a code” or “Call me” and then Click “Next”.



Phone
You can prove who you are by answering a call on your phone or receiving a code on your phone.
What phone number would you like to use?
Canada (+1) 2502414760
Receive a code
Call me
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

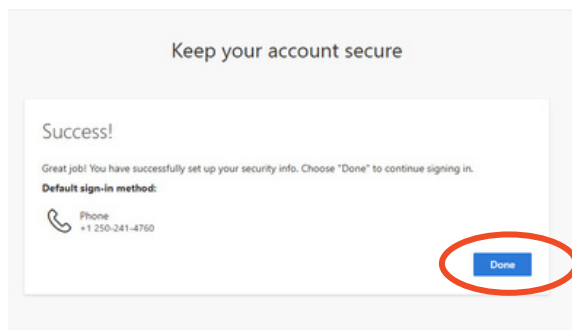
Next

4. If you chose “Call me” you will receive a call from Microsoft. Please follow the directions provided to you. If you chose “Receive a code” you will receive a text message with a 6-digit code. Enter that code and click Next.



Keep your account secure
Phone
We just sent a 6 digit code to +1 250-241-4760. Enter the code below.
642594
Resend code
Back Next

5. Click Next again to confirm the set up of the first method of multi-factor authentication.



Keep your account secure
Success!
Great job! You have successfully set up your security info. Choose “Done” to continue signing in.
Default sign-in method:
Phone
+1 250-241-4760

Done

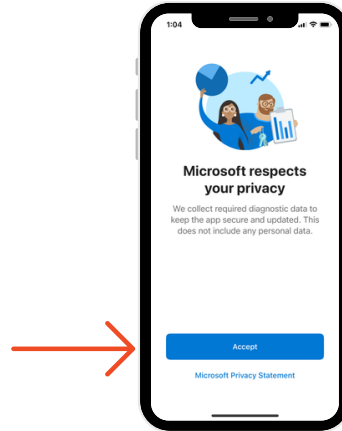
To Install the Authenticator App:

The free Microsoft Authenticator App ([iOS](#) & [Android](#)) can be installed on your phone to provide an easier method of authentication as well as another level of security.

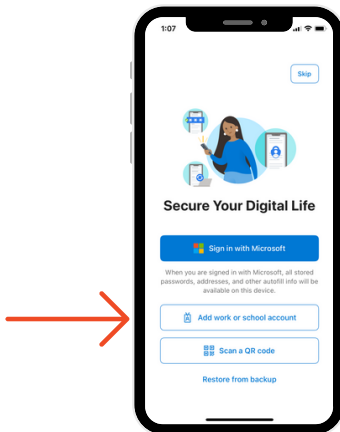
1. Install the Microsoft Authenticator App ([iOS](#) & [Android](#)) on your device.



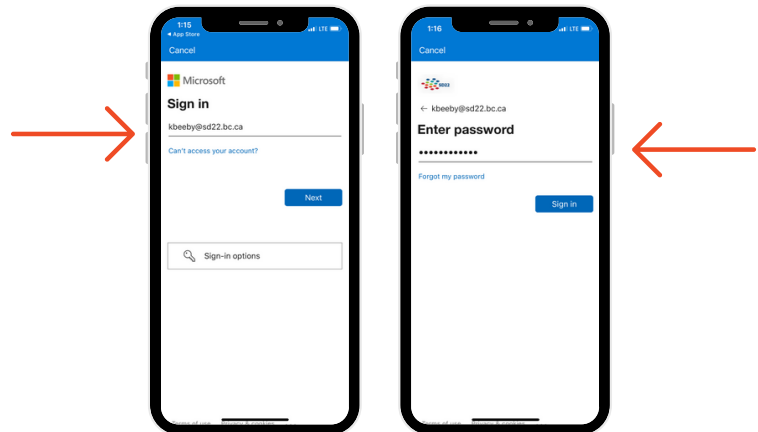
2. Tap "Accept" to accept Microsoft's privacy agreement.



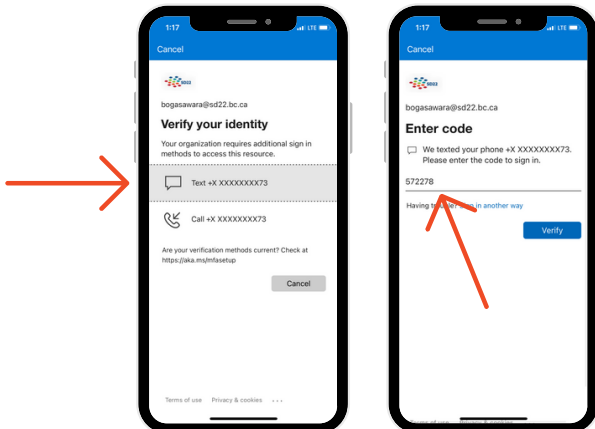
3. Tap "Add work or school account".



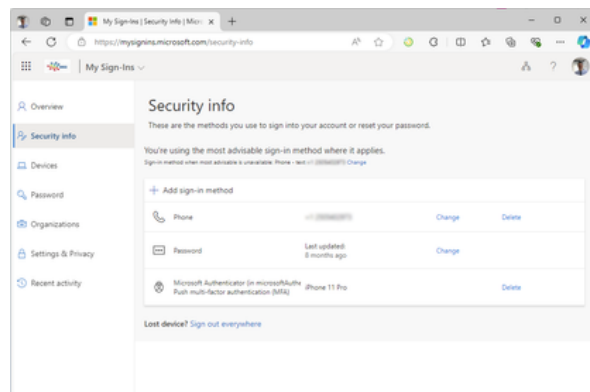
4. Login with your @sd22.bc.ca credentials.



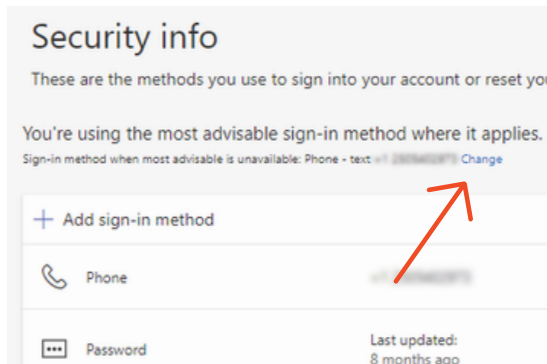
5. Verify your identity via your phone number (text message method shown).



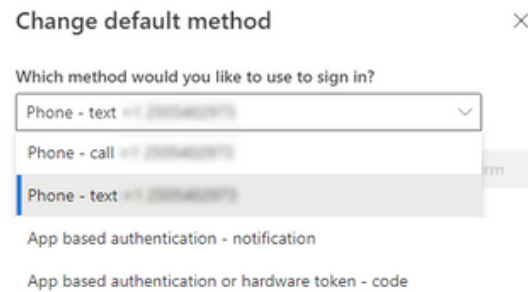
6. To make Microsoft Authenticator your default 2nd factor, use your computer to access your [Microsoft security info page](#).



7. Click on “Change”.



8. Choose “App based authentication - notification” & click “Confirm”.



As always, please don't hesitate to reach out to helpdesk@sd22.bc.ca or your schools Technology Innovation Coordinator if you run into any trouble or have any questions.