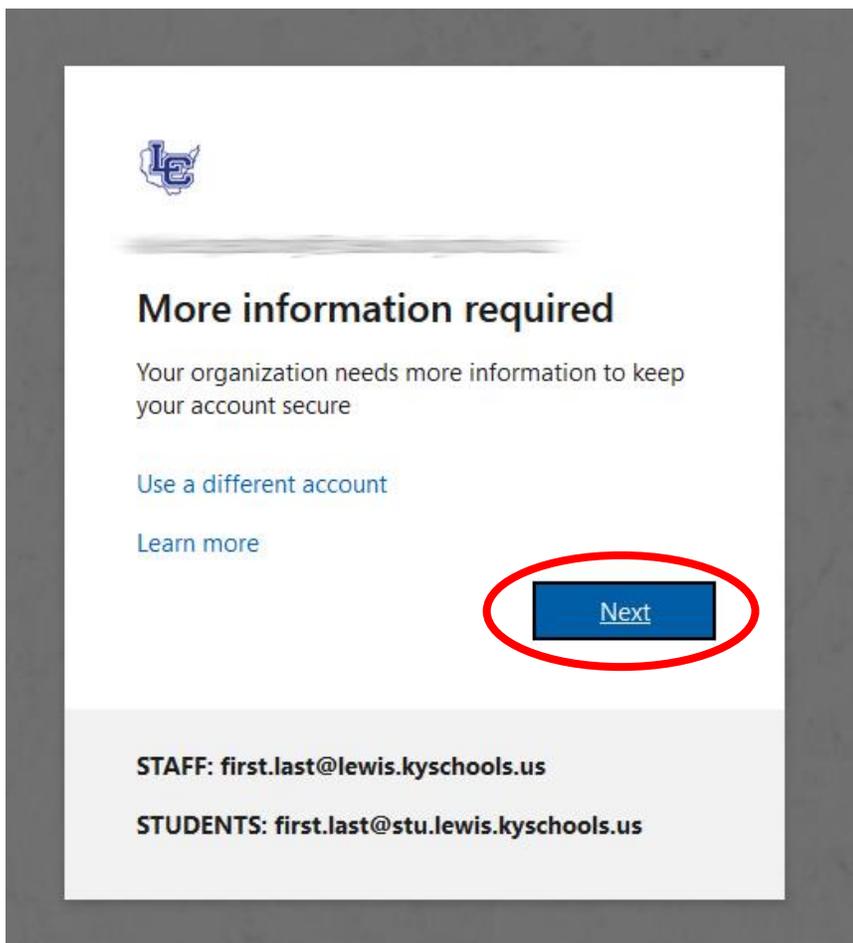


How to Enroll in Multi-Factor Authentication at Lewis County Schools

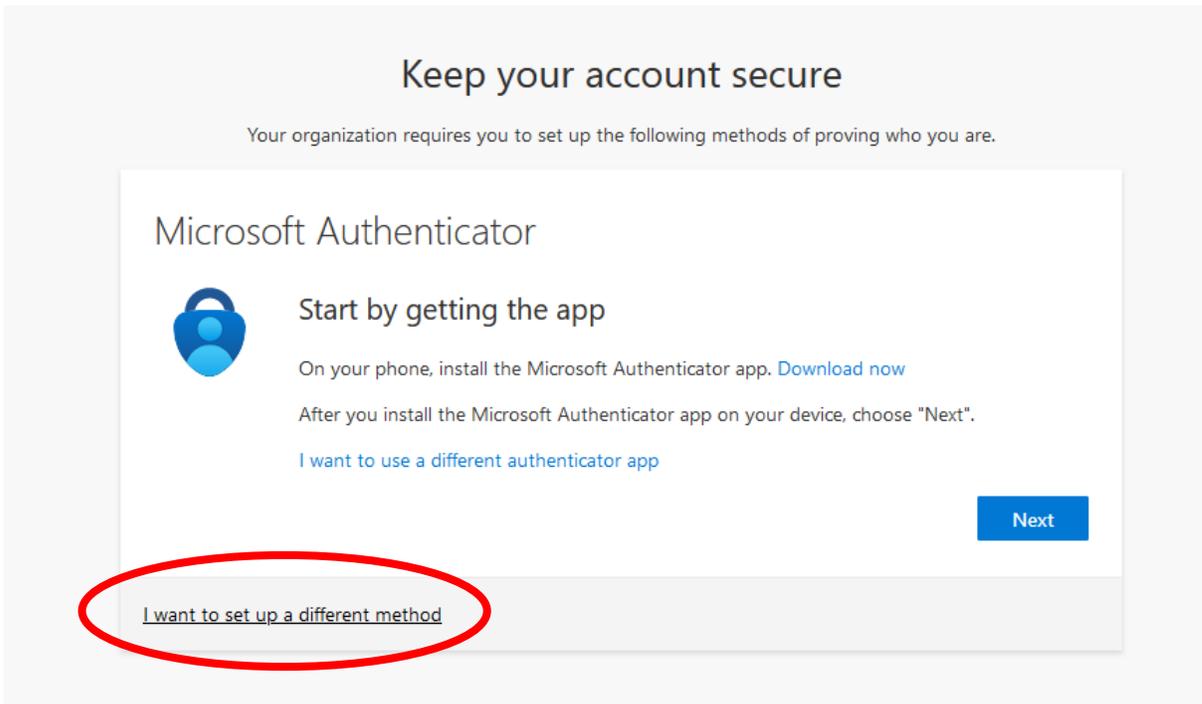
IF YOU CANNOT RELIABLY RECEIVE TEXT MESSAGES ANYWHERE YOU WOULD WANT TO ACCESS YOUR ACCOUNT (CLASSROOM, HOME, ETC.), PLEASE USE THE MICROSOFT AUTHENTICATOR METHOD LISTED UNDER OPTION 2



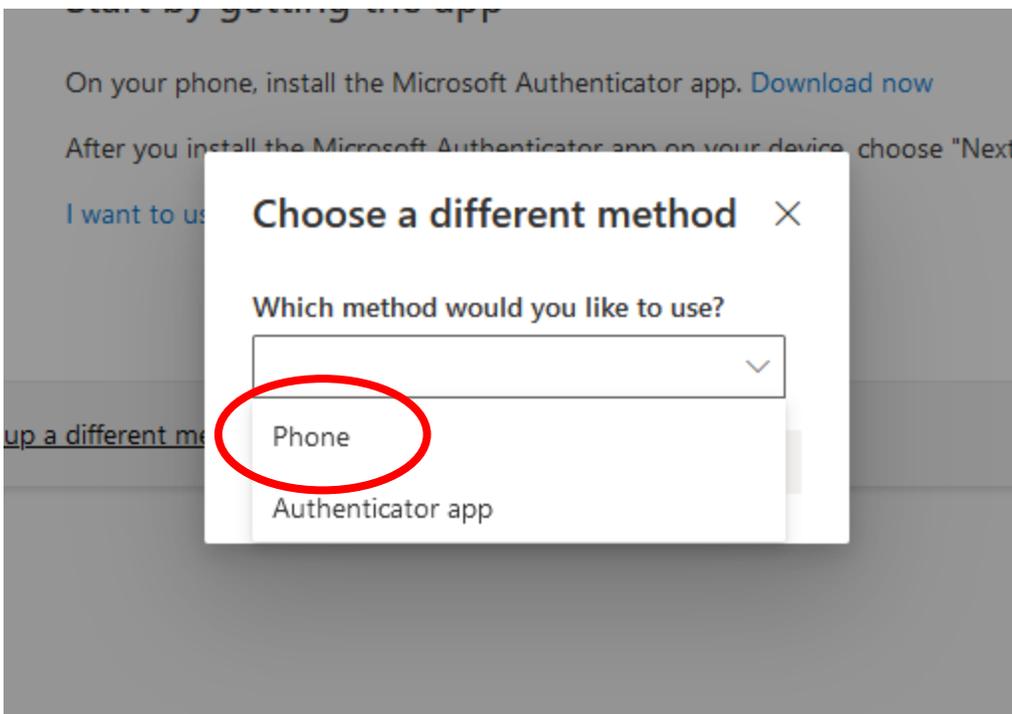
Once you receive your password for your account and attempt to log in for the first time, you will be asked to provide more information, please hit next and continue to either Option 1 or Option 2 depending on whether you can reliably receive text messages at work and home.

Option 1 – Text Message or Voice Authentication

1. You will start on this page, please select “I want to set up a different method



2. Select phone



3. Enter your phone number, select TEXT, and hit Next

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

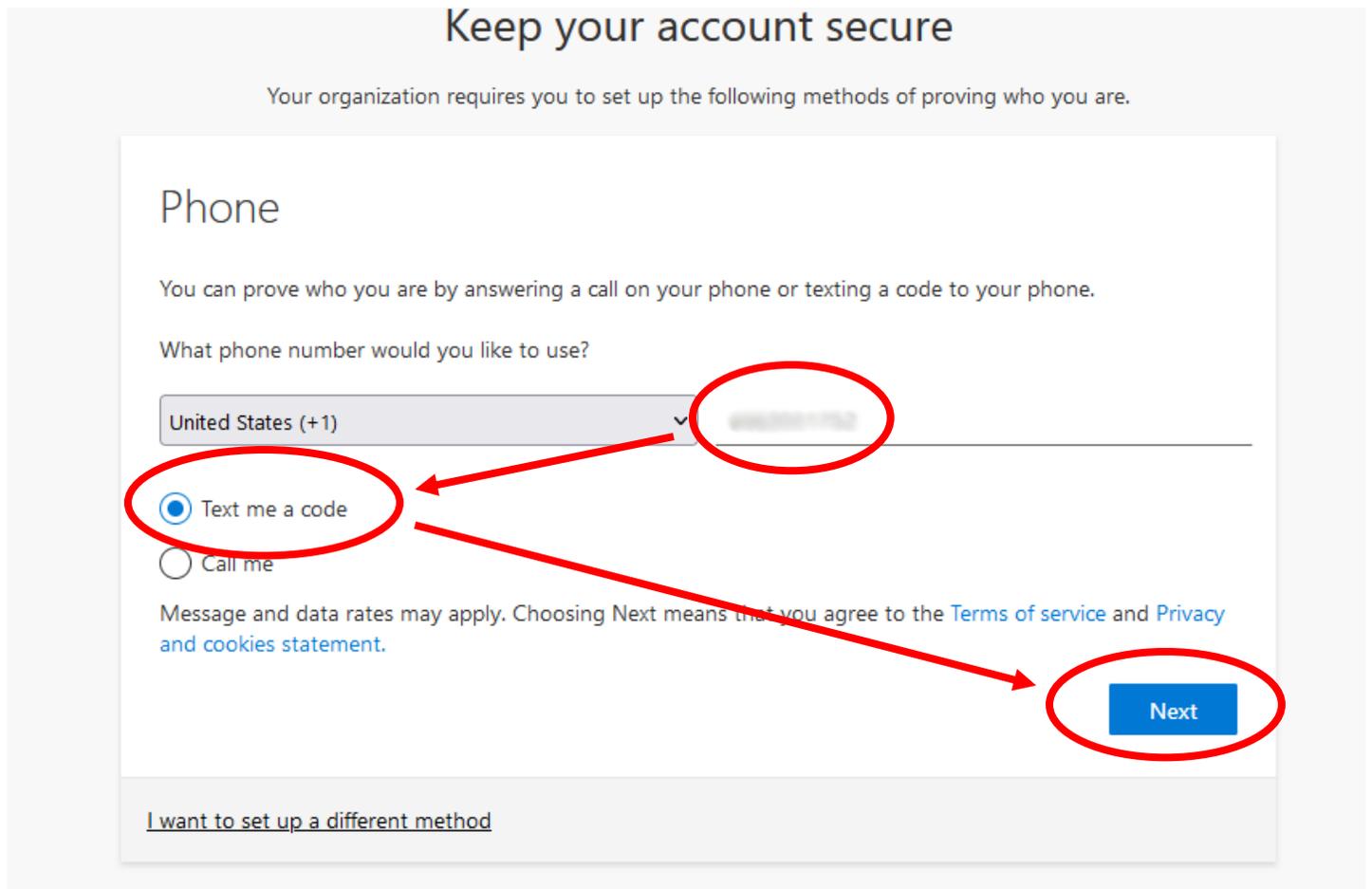
What phone number would you like to use?

United States (+1)

Text me 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](#).

[I want to set up a different method](#)



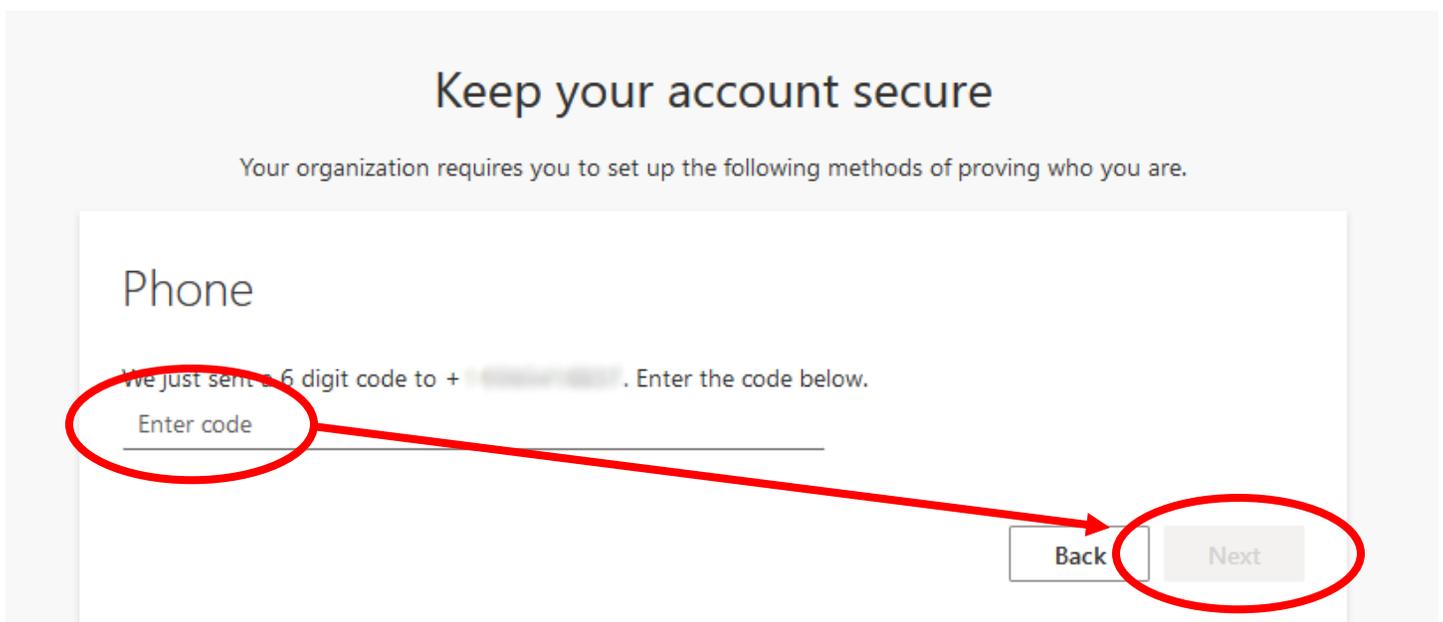
4. Enter the 6 digit code you receive, and hit Next

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to + . Enter the code below.



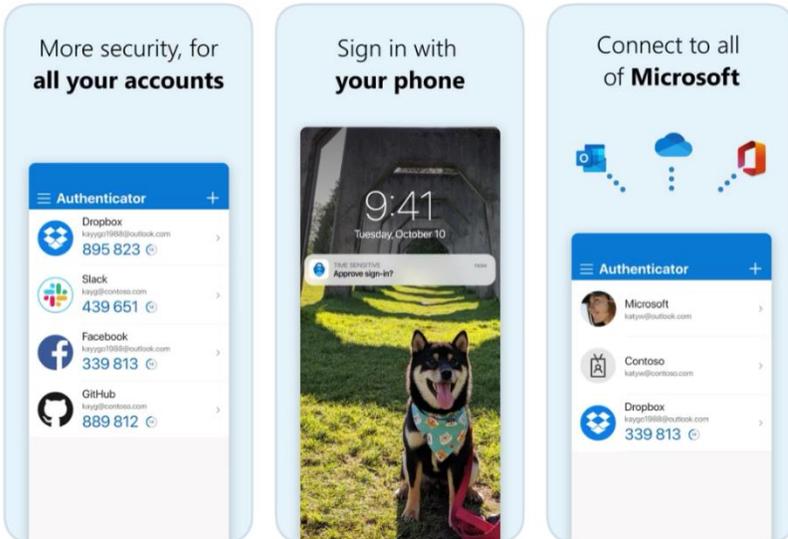
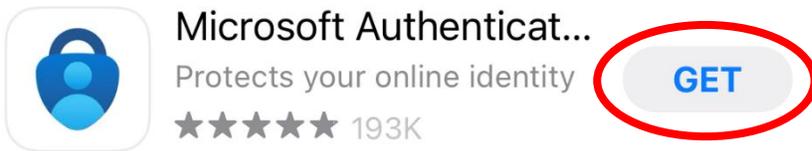
If you receive a success message, your account has been successfully enrolled in MFA. Welcome to your enhanced-security account!

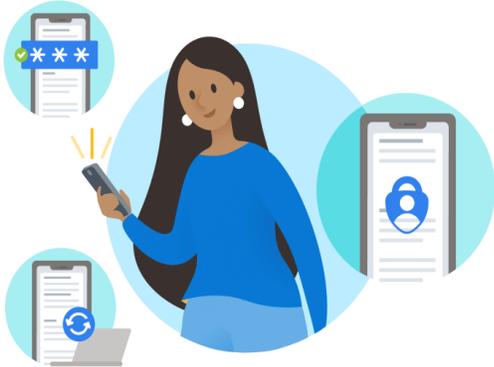
NOTES:

Never share the 6-digit code with anyone. It uniquely identifies your phone and can be used by an attacker to get into your account. It is only good for 30 minutes, which is why it is so much more secure.

Option 2 – Microsoft Authenticator App

1. On your cell phone, download the Microsoft Authenticator app and go through basic setup





Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

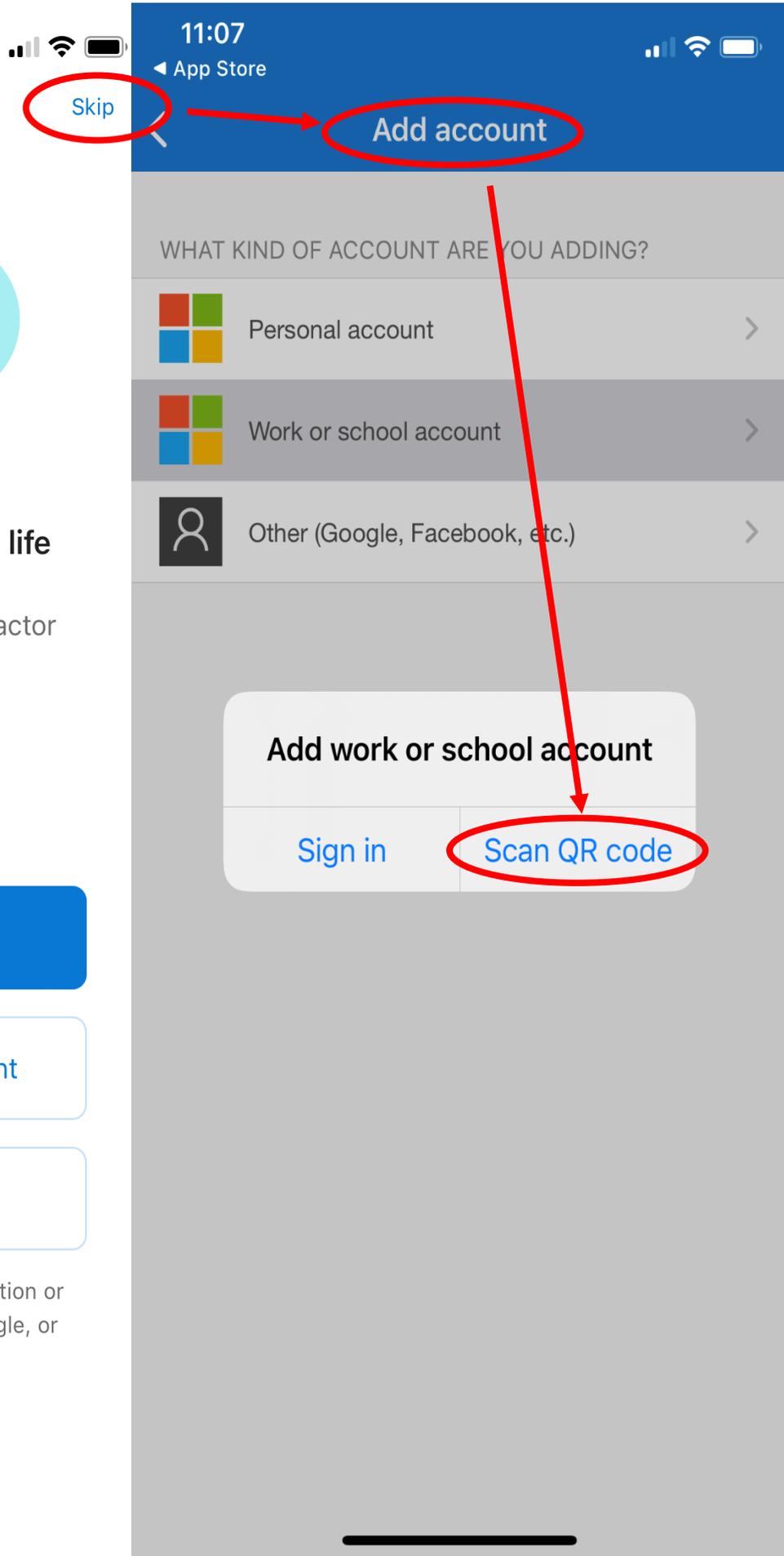
 Sign in with Microsoft

 Add work or school account

 Scan a QR code

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

[Restore from backup](#)



On your enrollment device (smartphone, PC, etc.) hit Next

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Set up your account

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

Back

Next

[I want to set up a different method](#)

Keep your account secure

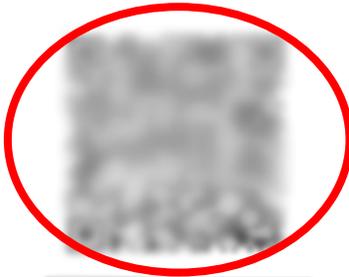
Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

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".



**YOU WILL SCAN THIS
WITH YOUR CELL PHONE**

Can't scan image?

Back

Next

[I want to set up a different method](#)

11:08

App Store



Scan QR code

Your account provider will display a QR code
Keep your a
Your organization requires you to set up th

Microsoft Authenticator

"Authenticator" Would Like to Send You Notifications

Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.

Don't Allow

Allow



Can't scan image?

I want to set up a different method

Or enter code manually

11:08

App Store



Lewis County KY Schools



Notifications enabled

You can use this device to approve notifications to verify your sign-ins



One-time password code

4
382 296



Enable phone sign-in



Change password



Update security info



Review recent activity

11:09

◀ App Store



Lewis County
KY Schools



Notifications enabled

You can use this device to approve notifications to verify your sign-ins



Approve sign-in?

Lewis County KY Schools

lewis.kyschools.u
s



Deny

Approve



Update security info



Review recent activity



If you receive a success message, your account has been successfully enrolled in MFA. Welcome to your enhanced-security account!

NOTES:

Never approve a login you do not recognize or did not request.