



# Microsoft Authenticator App

DoDEA Account Verification

# Set up Multi-factor Authentication (MFA)

- ▶ When you login to Microsoft services, you must setup multi-factor authentication (MFA) to verify who you are.
- ▶ You must verify your identity in *at least* two different ways:
  - › Something you know – such as your username and password, a secret code or answers to private questions
  - › Something you have access to – such as an access card, phone, email
  - › Something you are – such as your fingerprint or iris scan, or DNA
- ▶ For DoDEA purposes, you will use:
  - › something you know (username and password), **PLUS:**
  - › something you have access to: your office phone, mobile phone, alternate email or the Microsoft authenticator mobile app for Android or iPhone.

Continue with this guide or watch the video guide:  
<https://youtu.be/Q8OzabuNwHI>



What You Know



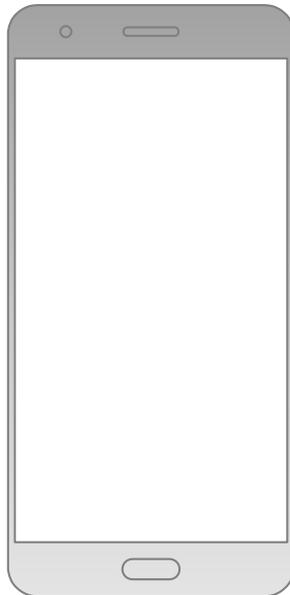
What You Have



What You Are

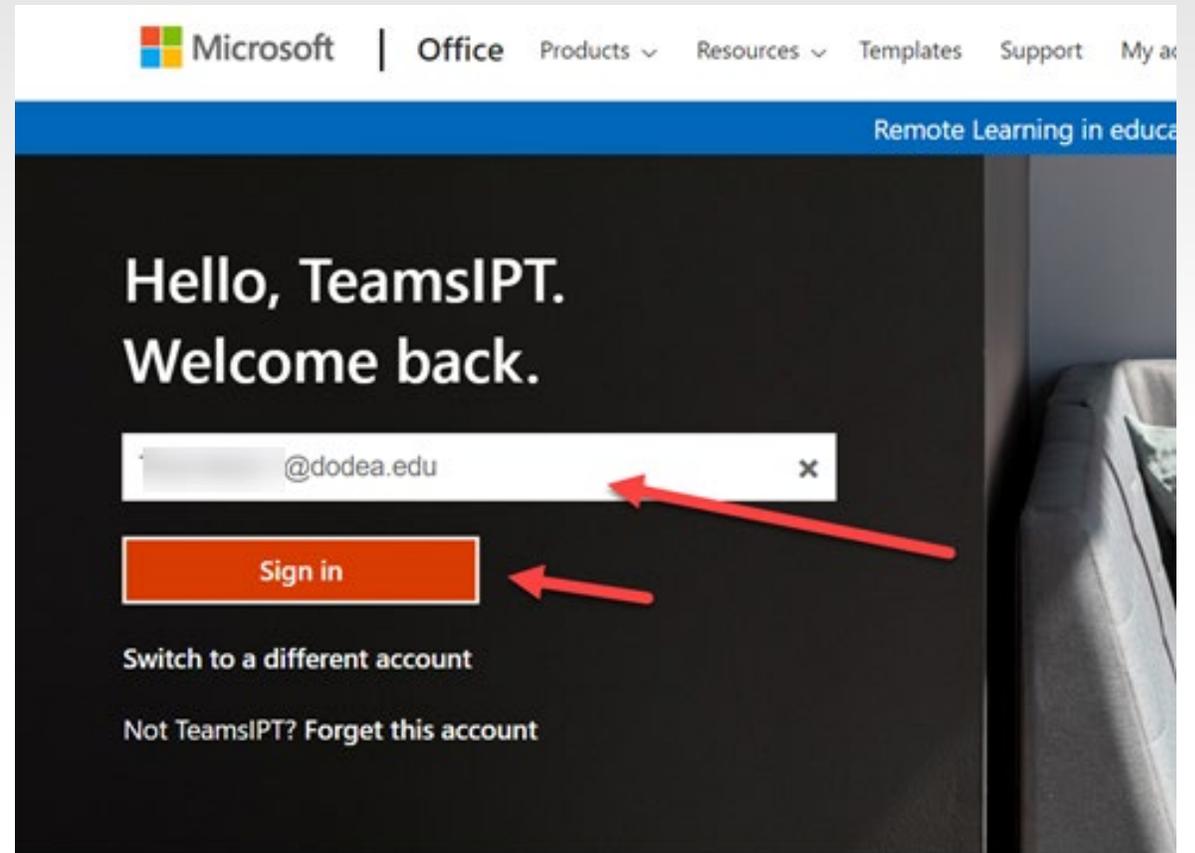
# Authenticator Setup

- ▶ To begin, first go to the app store on your mobile phone or a tablet while connected to an internet connection.
- ▶ Select and install the “Microsoft Authenticator” app onto the device.
- ▶ Microsoft Authenticator is compatible for both Apple iOS and Android.



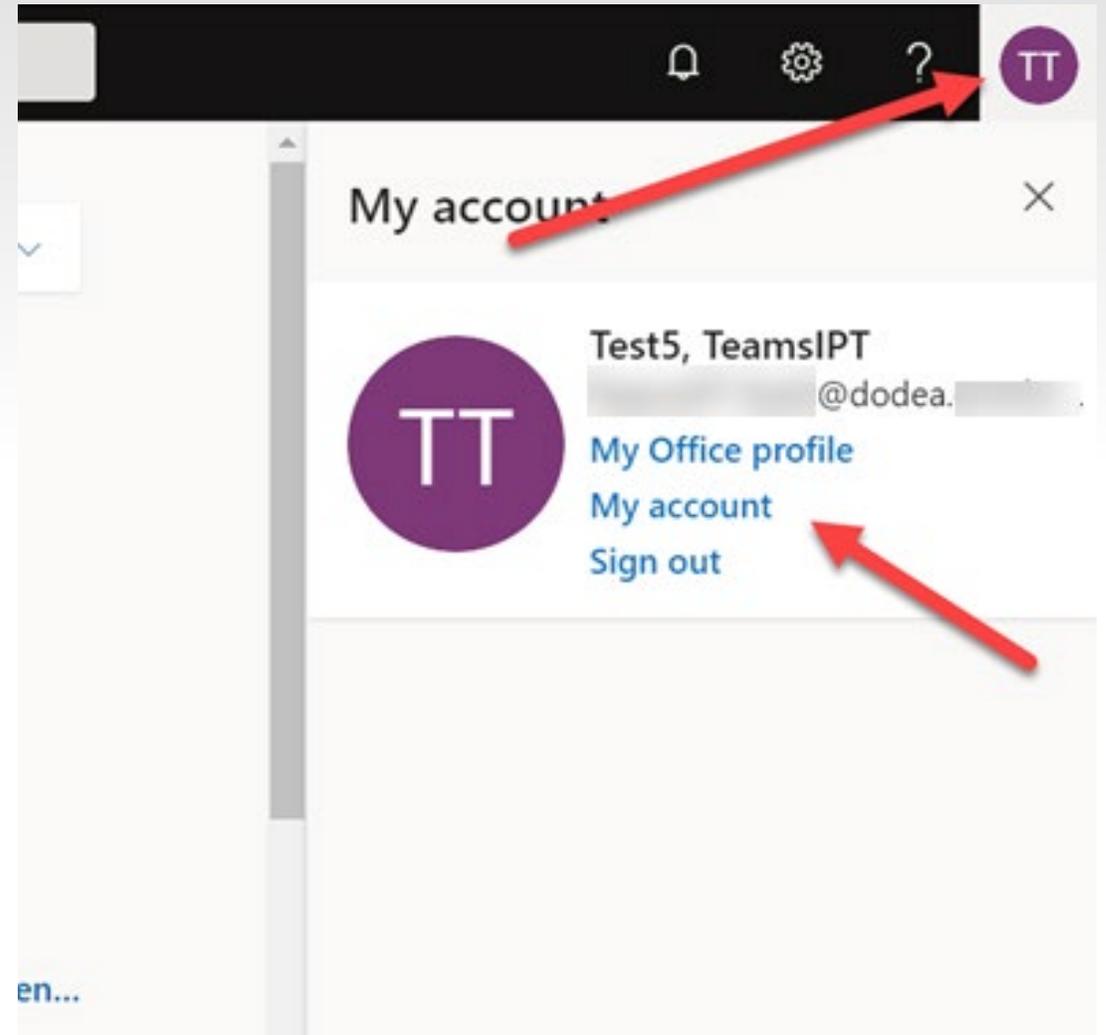
# Authenticator Setup

- ▶ On your internet-connected computer, log back into the Microsoft Portal:  
<https://portal.office.com>
- ▶ Sign in with the account provided in your welcome email. This should be similar to **firstname.lastname@dodea.edu**



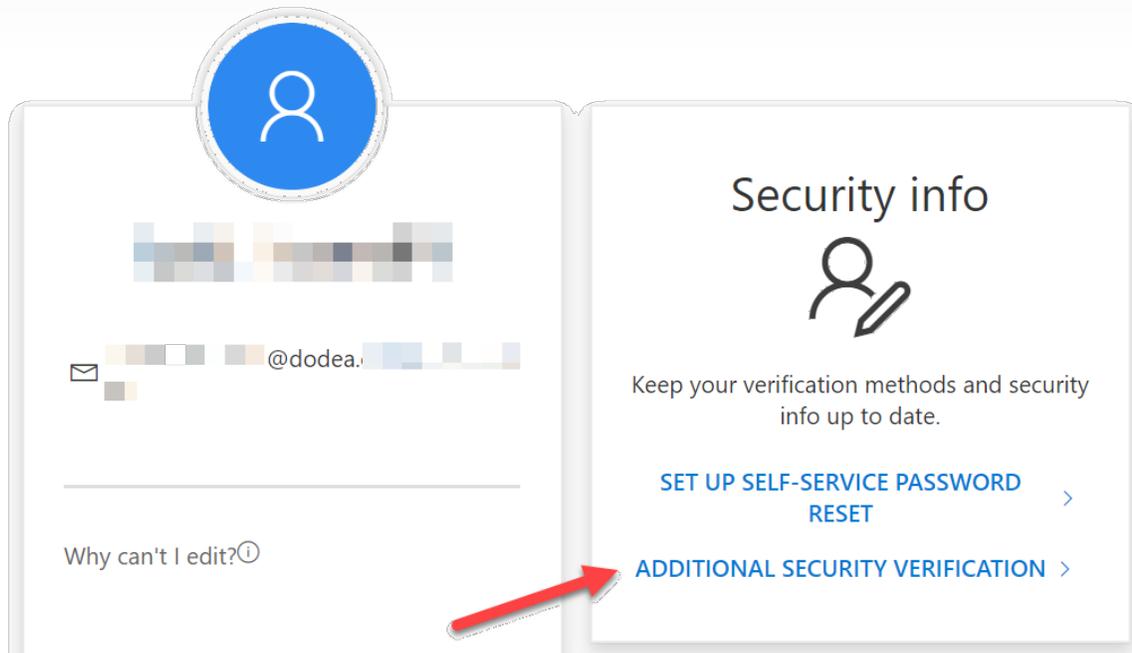
# Authenticator Setup

- ▶ Once you are signed in, at the top right corner of your window you will see a small circle with two letters in it.
- ▶ Click on the top right circle with the letters.
- ▶ In the options menu that appears, click on **“My Account”**

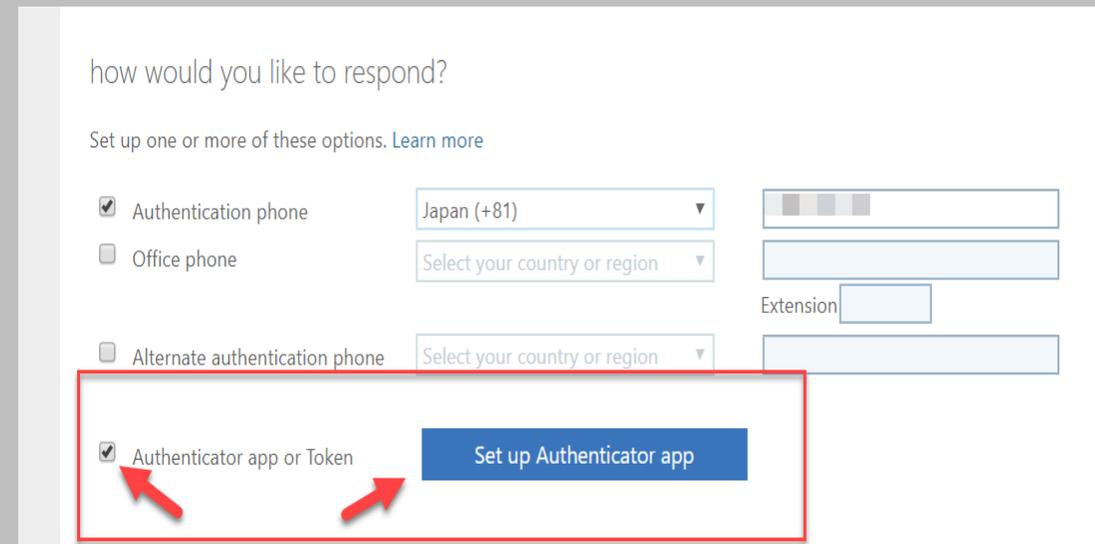


# Authenticator Setup

- ▶ In this new window, find and click **“Additional Security Verification”**



- ▶ In this window, please scroll to the section titled **“How would you like to respond?”**.
- ▶ Click the box for **“Authenticator app or Token”**
- ▶ Click **“Setup Authenticator app”**



# Authenticator Setup

- ▶ A new window will appear presenting you with a QR code and some instructions.
- ▶ Leave this window open.
- ▶ Go to your mobile device and open the Microsoft Authenticator application.

## Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



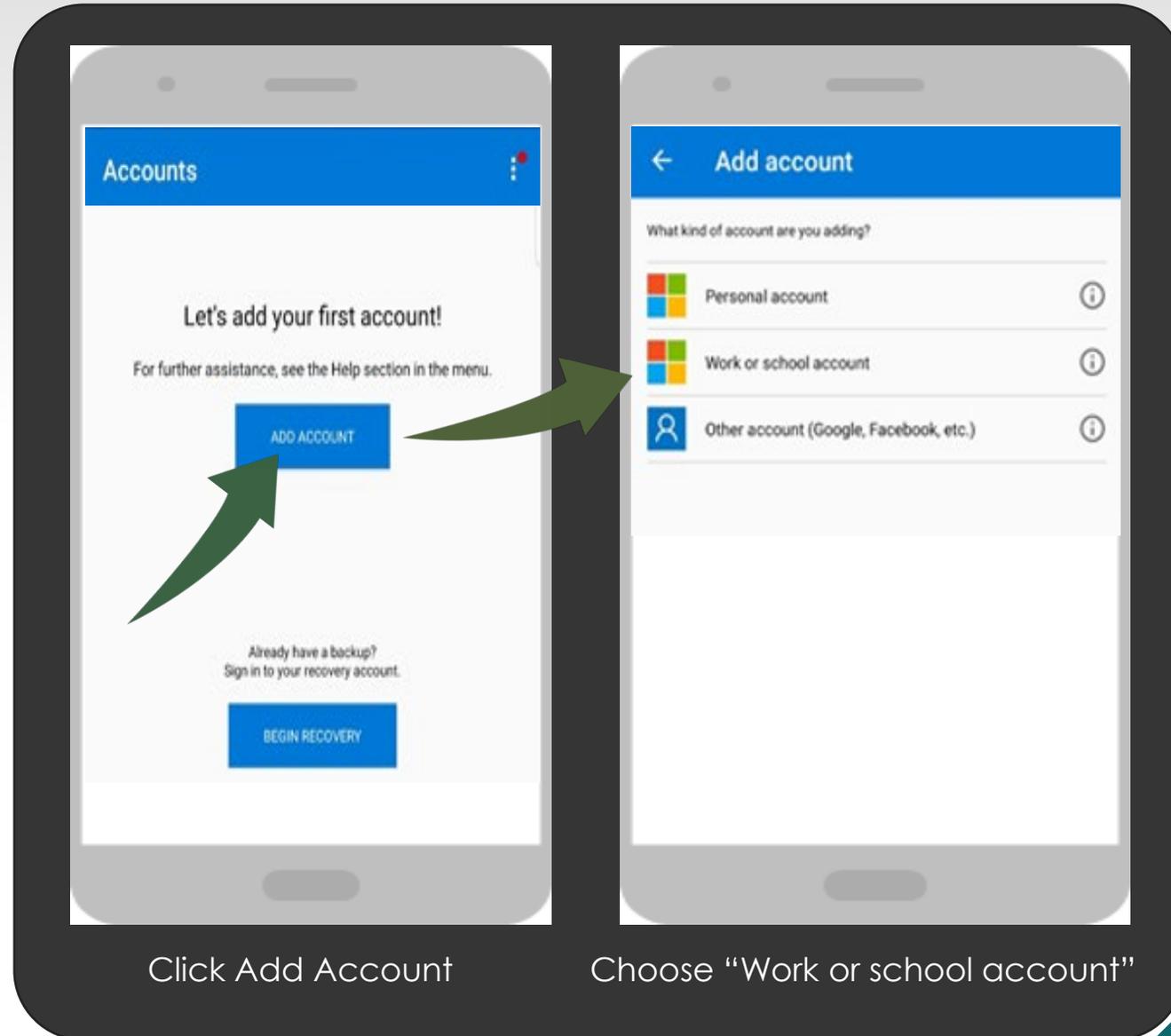
If you are unable to scan the image, enter the following information in your app.  
Code: 459 488 178  
Url: <https://bn1napad08.na.phonefactor.net/pad/081661168>

If the app displays a six-digit code, choose "Next".

[Next](#) [cancel](#)

# Authenticator Setup

- ▶ When you open the Microsoft Authenticator application on your phone, you should see the same or similar screen pictured.
- ▶ Press the “**Add Account**” button.
- ▶ On the next screen, select “**Work or school account**”



1

Authenticator App will prompt for access to your mobile phone's camera to scan the QR code. Click **OK**.

2

Select **Allow**; then, scan the code. If you choose to Deny access to take pictures, a 9-digit code appears. Use the 9-digit code to enter the app.

3

**APPROVE** sign-in.  
Upon completion, a numeric code will appear in the mobile app.

Authenticator will need to access the camera

To scan a QR code and add your account, you'll need to give the app access to your camera.

OK



Allow **Authenticator** to take pictures and record video?



Don't ask again

Deny

Allow



Approve sign-in?

DODEA

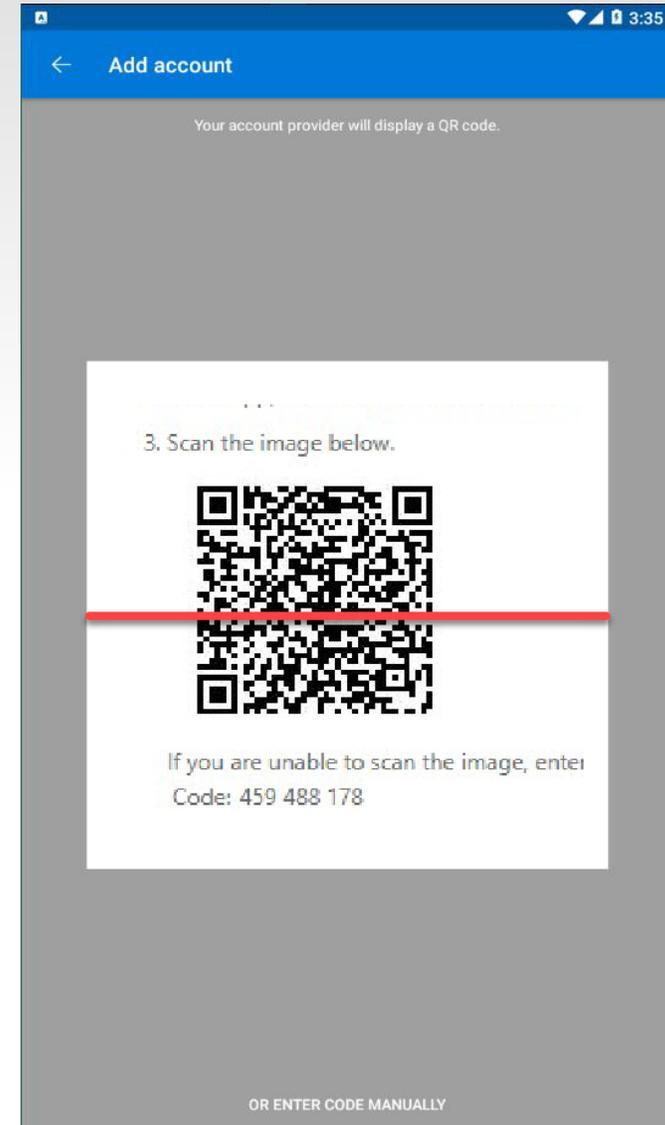
█@dodea.edu

DENY

APPROVE

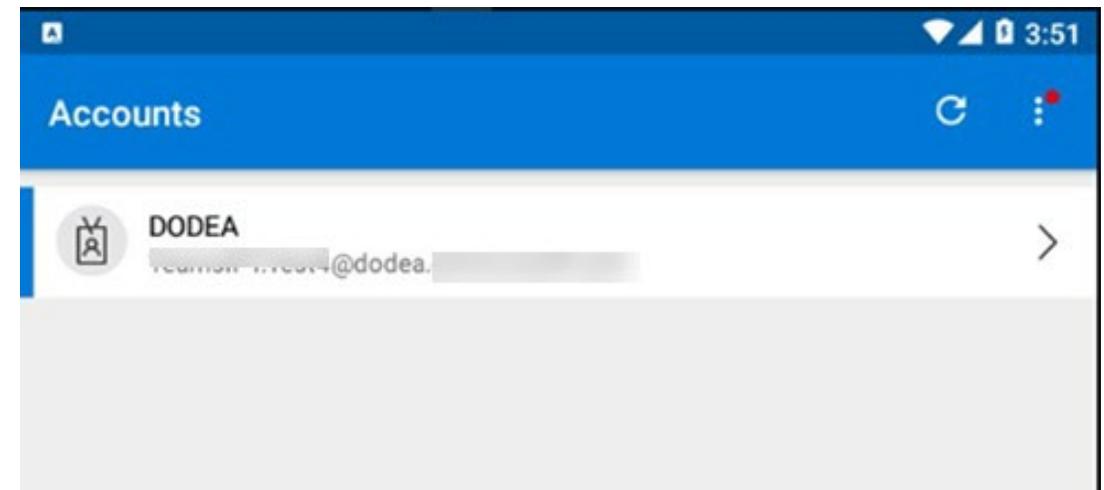
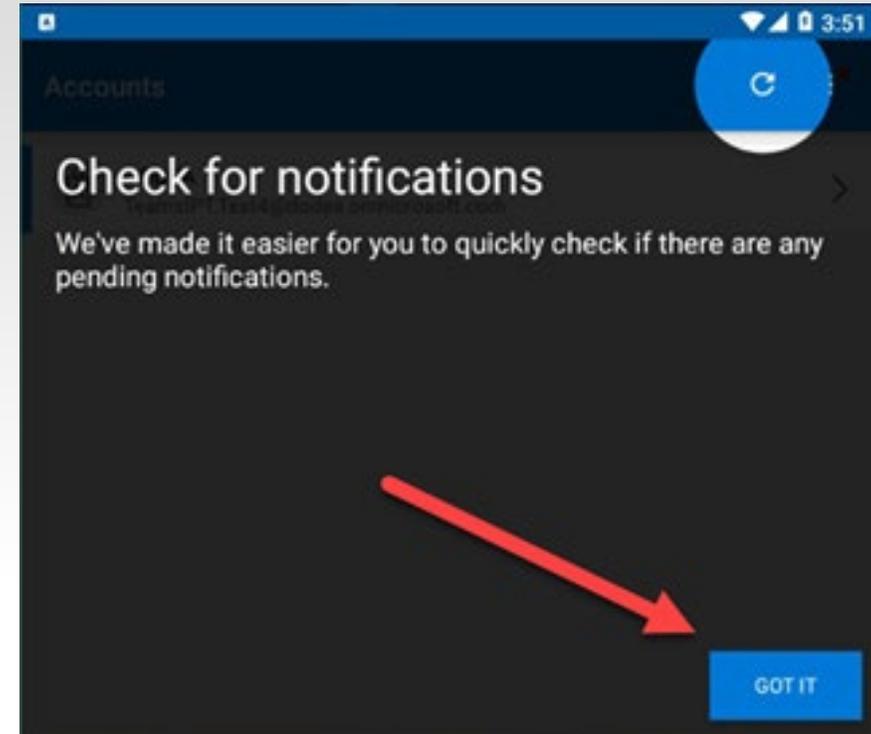
# Authenticator Setup

- ▶ Your phone camera should turn on.
- ▶ Point your phone at the QR code showing on your computer screen.
- ▶ Due to possible screen glare or brightness, you may need to try to scan the code a few times to read it properly.
  - If the code does not accept, you may click to go back to the previous screen to generate a new QR code.
  - You may also choose to enter the code provided manually.



# Authenticator Setup

- ▶ The Authenticator application should automatically pick up the account from the QR code and add it.
- ▶ You may or may not see the screen shown in this example. If you do see it, simply click **“Got it”**
  
- ▶ When Authenticator finishes the setup process your screen should look like the example shown.
- ▶ You may now close the Microsoft Authenticator application on your phone.



# Authenticator Setup

- ▶ Now that we have completed the Authenticator setup you can now move back to the computer and click the “**Next**” button.
- ▶ If all went well, your Microsoft Authenticator is now configured.

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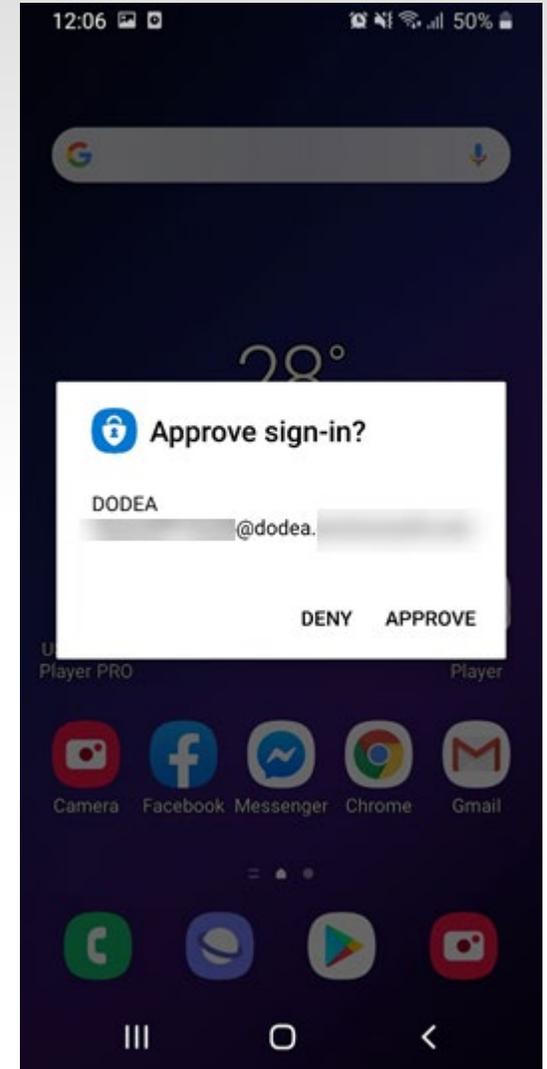
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If the app displays a six-digit code, choose "Next".

[Next](#) [cancel](#)

# Authenticator Setup

- ▶ Now that you have Authenticator setup, when you log into Teams or the Microsoft Portal, it will send a notification to the Authenticator app on your phone asking to “Deny” or “Approve” the request.
- ▶ Once you “**Approve**” the request in Authenticator, your logon will continue.
- ▶ Here are just two examples of what a Microsoft Authenticator notification may look like on your phone.



# Authenticator Setup

- ▶ Here is an example of what it may look like when you log into Teams or the Microsoft portal.
- ▶ A window will appear asking you to approve the logon request from Authenticator.

*\*The look and feel of the Microsoft Authenticator notification window may vary from phone to phone (Apple vs Android)*

**Your app is now setup and you can start using the Microsoft online applications authorized by DoDEA and Microsoft Teams on your desktop.**

dodea

@dodea

### Approve sign in request

 We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

Don't ask again for 14 days

Having trouble? [Sign in another way](#)

[More information](#)

## Phone

