MFA Registration Quick Start Guide

Multi-Factor Authentication (MFA) provides an extra layer of security protection to your APS accounts.
Tools you will need: 1. Your Smartphone   2. A Computer with Internet Connection

Step 1. Install Microsoft Authenticator App on your mobile device

1. Install the Microsoft Authenticator App on your mobile device from the Apple store or Google Play store.

   *Note:* After installing the app you will see the icon on your mobile device.

2. Open the Microsoft Authenticator App and **Allow** the app to send you notifications.

3. The "**Add Account Screen**" will display on your mobile device.

   <u>STOP</u> do not add account. Proceed to Step 2 section below— " Register your Mobile Device"

Step 2. Register your Mobile Device

1. From any **computer**, open your browser and navigate to
   http://tinyAPS.com/?MFA (use when onsite at an APS building)
   https://login.apsk12.org/MFAPortal (offsite & case sensitive)

2. Log into the MFA portal with your APS network username and password. (The same credentials used to log into your computer.)

3. Ensure the Method selected is **"Mobile App" .**

4. Click "**Generate Code**".

5. On your mobile device, tap "**Add Account**" .

6. On your mobile device, choose "**Work or School Account**" .

7. Your mobile device's camera will activate to scan the QR Code on your computer screen.

   * *No camera access: Manually enter on your mobile device the authentication code and URL shown.*

8. Your mobile device will receive a push notification for you to approve the sign in. On your mobile device, tap "**Approve**"

9. From your computer, click the "**Authenticate Me Now**".

10. From your computer, complete the security questions. You will need to select four (4) unique questions and four (4) unique answers. Click "**Continue**" , the Welcome page will appear. You are finished with registration. Log out.
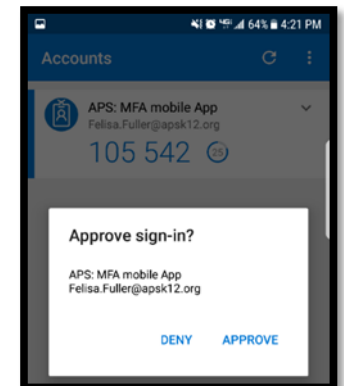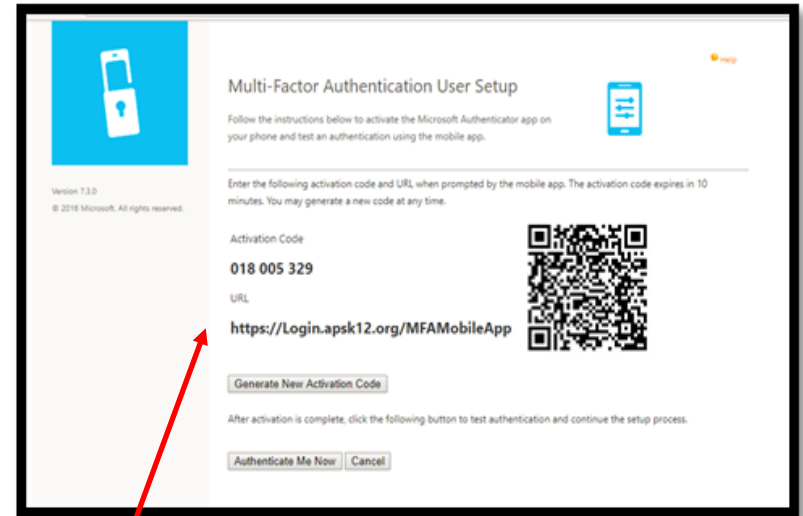
Connect to VPN with MFA

1. Launch the VPN client "Global Protect".

2. Click "**Connect**" to connect to the VPN Client.

3. You will receive the push notification on your mobile device.

4. Choose "**Approve**."

5. Once you choose approve, you will be connected.

6. You may now navigate to your desire APS application or VPN resource.
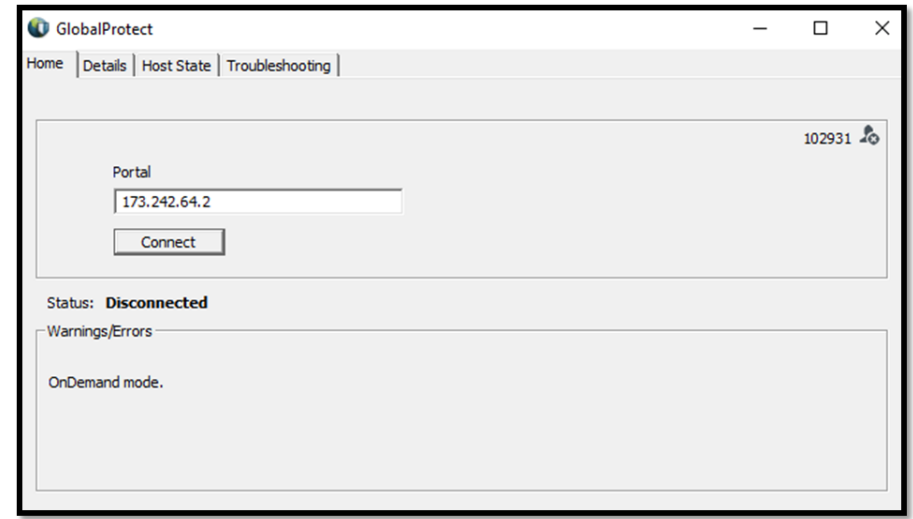

Access Webmail with MFA

Tools you will need:

A. Your MFA registered mobile device   *B. Any computer or tablet*

1. Open your internet browser and navigate to **https://webmail.apsk12.org/owa/**

2. Sign-in to the APS landing page using your network
   username@apsk12.org and password.
Example: john.doe would login as **john.doe@apsk12.org**

3. Click "**Sign-in**"

4. You will receive a push notification on your registered MFA
mobile device.

5. Choose "**Approve**"

6. Once approval is selected, you will be connected.

7. You may now navigate throughout APS webmail on your
Computer or tablet.
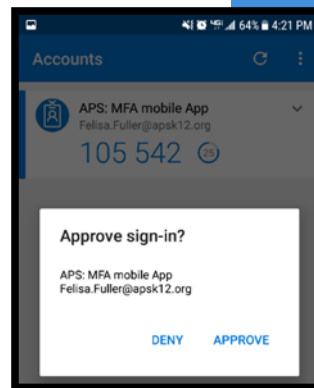
Having Difficulties?

Contact the IT Service Desk at (404)802-1000 between 7 am to 5 pm on weekdays.

After-hours or weekends, please access our Nimbus System at **http://www.atlantapublicschools.us/support**.