# **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 Smartphone2. 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

- From any computer, open your browser and navigate to <u>http://tinyAPS.com/?MFA</u> (use when onsite at an APS building) <u>https://login.apsk12.org/MFAPortal</u> (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".
- 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.



	Multi-Factor Authentication User Setup Follow the instructions below to activate the Microsoft Authenticator app on your phone and test an authentication using the mobile app.	Frage
n 7.3.0 6 Microsoft, All rights reserved.	Enter the following activation code and URL when prompted by the mobile app. The activation code expires in 10 minutes. You may generate a new code at any time.	
	018 005 329	
1	Integrate New Activation Code After activation is complete, click the following button to test authentication and continue the setup process.	
	Authenticate Me Now Cancel	



## **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.

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# 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 <a href="https://webmail.apsk12.org/owa/">https://webmail.apsk12.org/owa/</a>
- 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.



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#### Sign in with your organizational account

Password	someone@example.com		
	Password		



#### STUDENTS: We've made some changes on how to login. You have to enter the following extension after your user name each time you attempt to access the system.

Example csmith222@student.apsk12.org.

### **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.