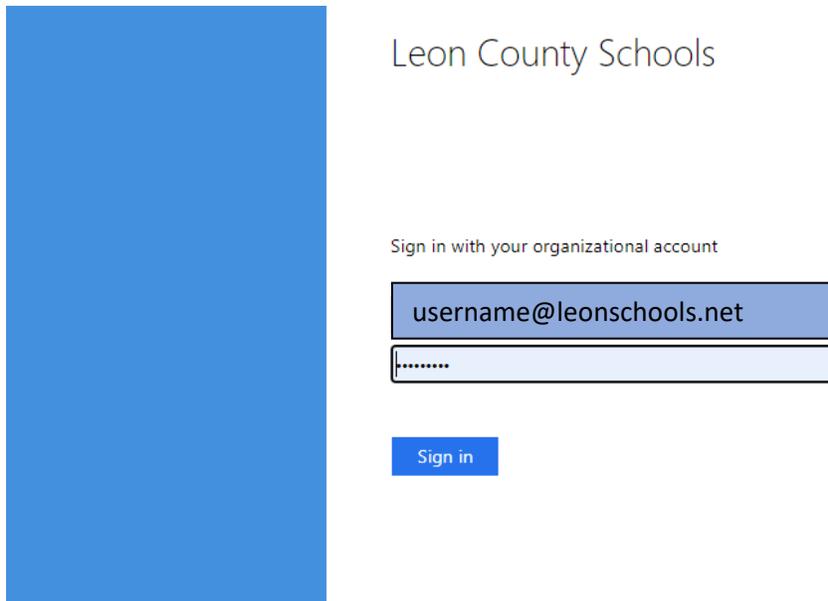


Setup MFA with Microsoft Authenticator App

On computer:

- Open a browser (ex: Google Chrome)
- Type office.com inside the address bar or go to <https://mysignins.microsoft.com/security-info>
- Sign in with your LCS credentials: `username@leonschools.net`

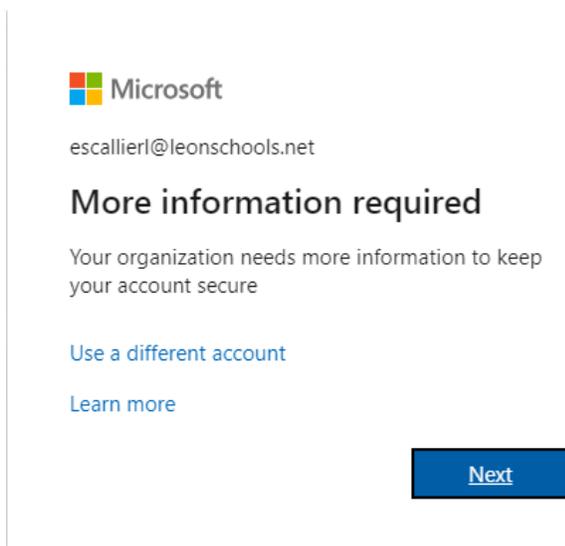


Leon County Schools

Sign in with your organizational account

[Sign in](#)

- After you choose to Sign in, you'll be prompted for more information



 Microsoft

escallierl@leonschools.net

More information required

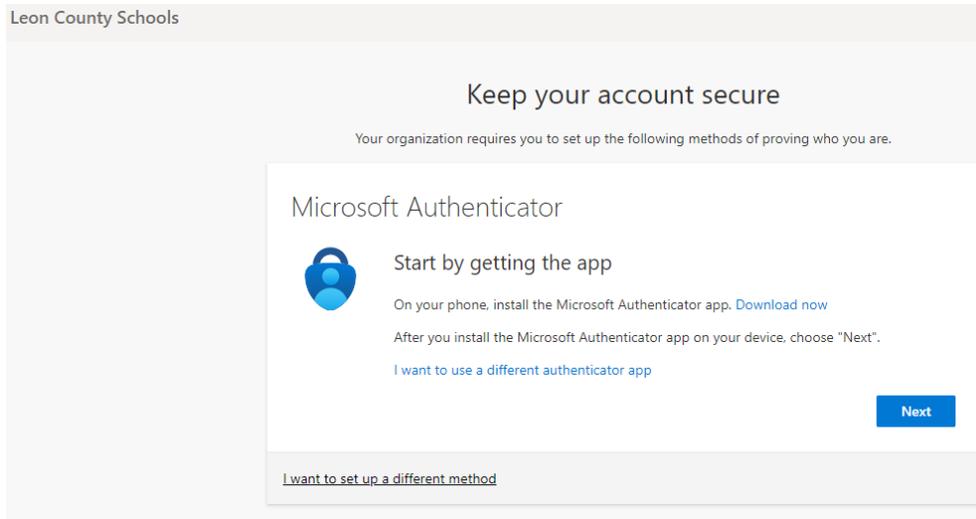
Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

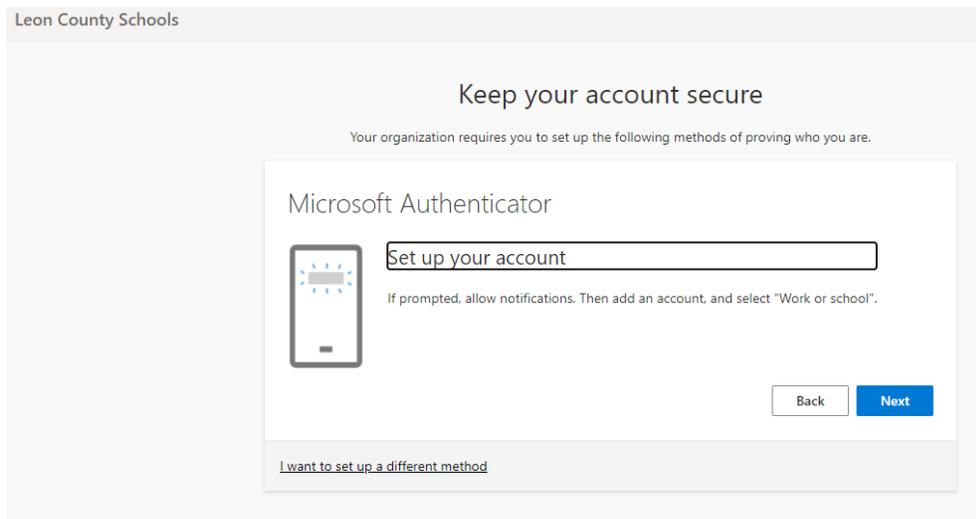
[Next](#)

- **Click Next**



- **Click Next**

The following dialog will display, do nothing until Phone steps are complete:

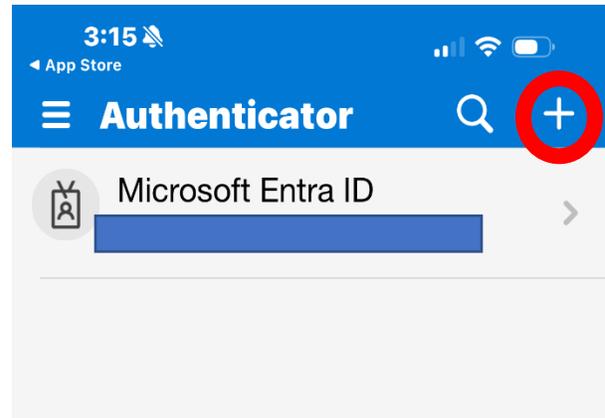


On your Phone

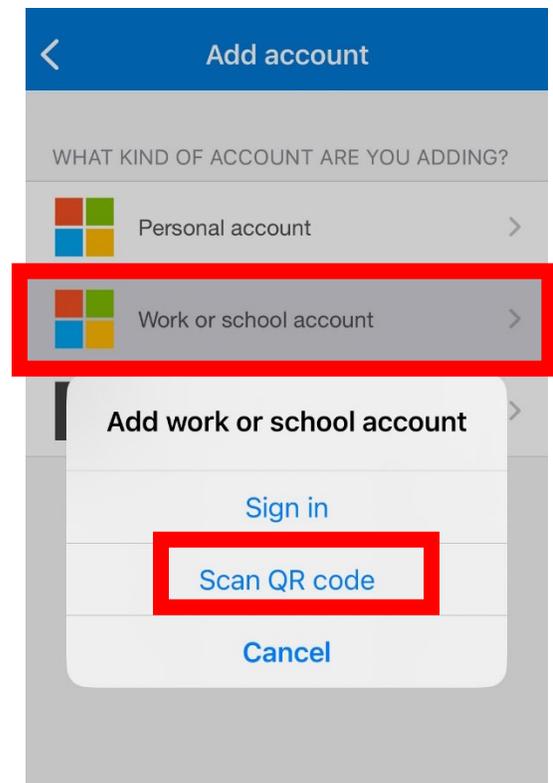
- Download Microsoft Authenticator App



- Open the Microsoft Authenticator app
- Click “+” sign to add account



- Select “Work or School account”
- Select Scan QR Code – this will connect your account to the LCS Authentication process



On the computer - Click Next on the dialog to get to the QR page

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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".



Can't scan image?

Back Next

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

On your phone, scan the QR code

This will connect your Microsoft Authenticator App to your LCS account and display as follows:

On your computer – you will receive a number with two digits to sync with the Authenticator

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Keep your account secure

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

Microsoft Authenticator

Let's try it out



Approve the notification we're sending to your app by entering the number shown below.

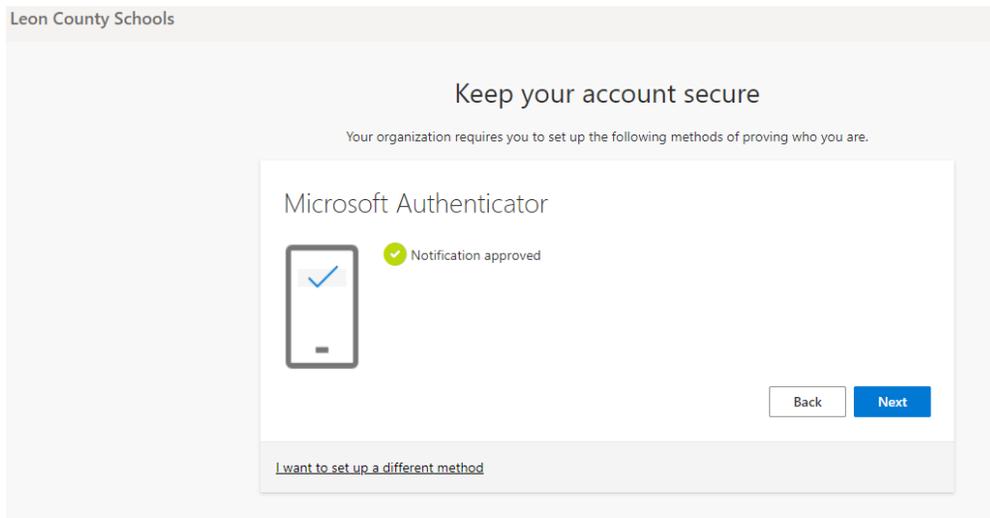
83

Back Next

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

On your phone, type the corresponding number to respond to the request

Once you respond, a confirmation message will appear on your computer



Finally, a message should appear saying Success! You have successfully registered for Microsoft Authentication – aka Multi-Factor Authentication (MFA)

