MFA - Setup Multi-Factor Authentication

Multi-Factor Authentication

This document is designed to help staff utilize multi-factor authentication to safely access certain applications when outside an ASD building or site. Once you have authenticated you will not need to use VPN. If you have access issues, enter a ticket at ServiceDesk.asdk12.org or call the ASD Service Desk at 742-4615 option 1.

** MFA setup can only be completed while on the ASD network at a work site. This process cannot be completed from a non-ASD location.

Setup MFA in the Login Portal

- Sign into login.asdk12.org
- Click on the icon "Setup MFA"
- You can change your preferred authentication option in the "What's your preferred option?" Dropdown
    - See below for how to set-up the Microsoft Authenticator app
- Check the Authentication phone checkbox and enter your mobile phone number
    - You can also enter additional numbers here
- If you have not set up your security settings, you will be prompted the first time you try to access certain applications from outside an ASD building

Changing Security Settings in the Login Portal

- Sign into login.asdk12.org
- Click on your name/picture at the top right corner of the screen
- Select Profile
- Click on Additional security verification
- You can change your preferred authentication option in the "What's your preferred option?" dropdown
    - See below for how to set-up the Microsoft Authenticator App
- Check the Authentication phone checkbox and enter your mobile phone number
- You can also enter additional numbers here

## Install Microsoft Authenticator App on a Mobile Device

The Microsoft Authenticator App provides an additional level of security in your school account and is available for Windows Phone, iOS, and Android.

- Download the Authenticator App for your mobile device
- If prompted to allow notifications select Allow
- Swipe right through the directions of tap SKIP
- Tap Add Account
- Tap Work or School Account
- Allow access to camera? Click yes to activate a QR reader screen.
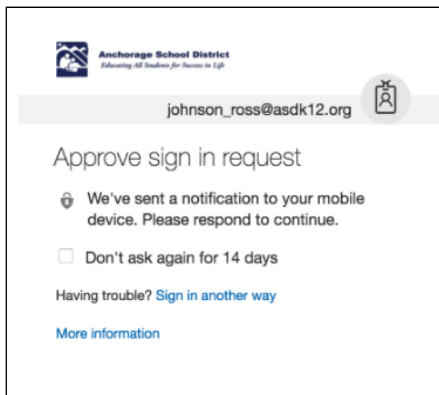
Configure Microsoft Authenticator app

- Go back to the Additional security verification window on your computer
- Click on Configure
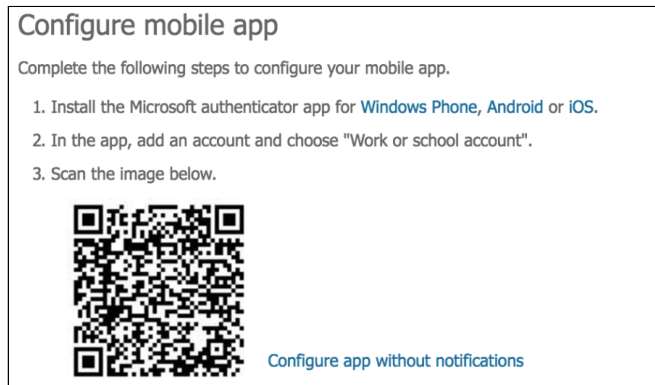
- Aim the QR reader screen on your mobile device at the QR code on your account. (*the one provided in this document is for reference only)* Your mobile app is now configured

Login Outside of an ASD Building or Site

- To access certain applications outside of an ASD building or site you may be prompted to approve a sign in request.
- Based on your settings, you will either receive a text message or phone call with an access code, or receive a notification on your Microsoft Authenticator App.
  - If using the App, look at the mobile device that you set up with Microsoft Authenticator and select Approve.
- Once you have entered the code or approved using the app, you will now be able to access the ASD application without using VPN.

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