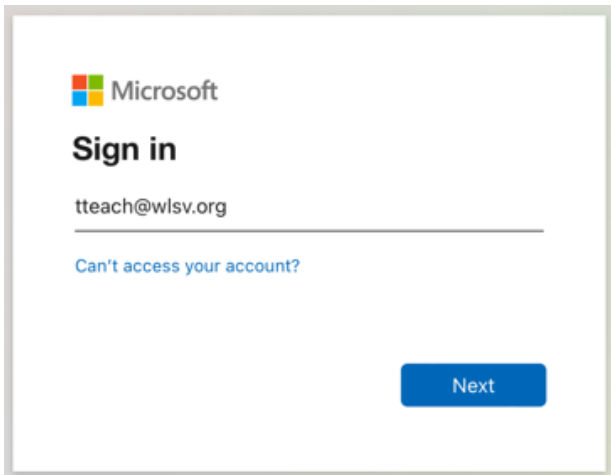
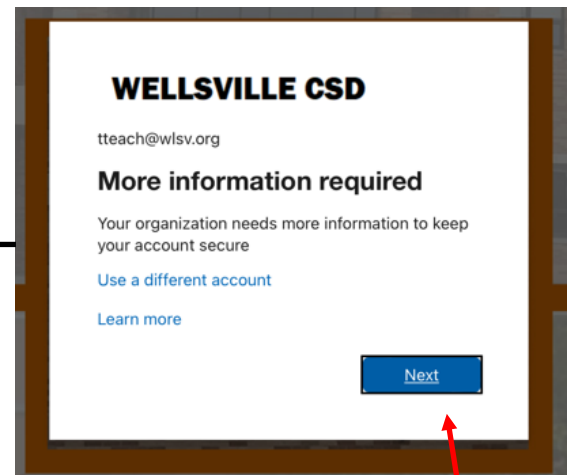


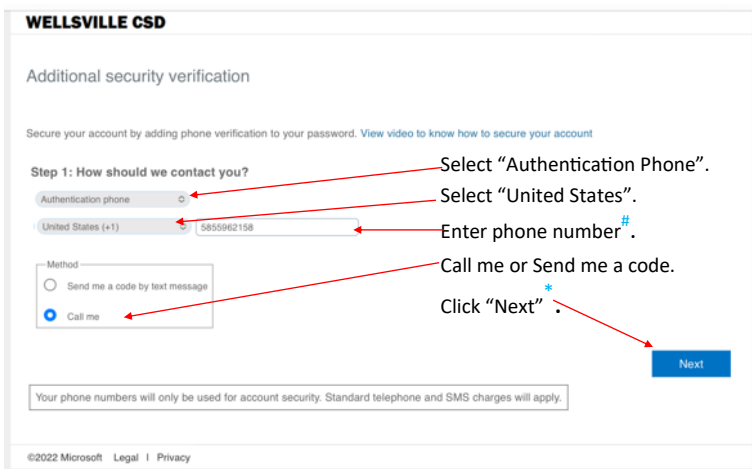
Wellsville CSD Setup 2 Factor Authentication



On a Windows computer: Open a web browser and go to portal.office.com and sign in to your Office 365 Account (email). If you are already signed in, please close all browser windows, open a new window and sign in.



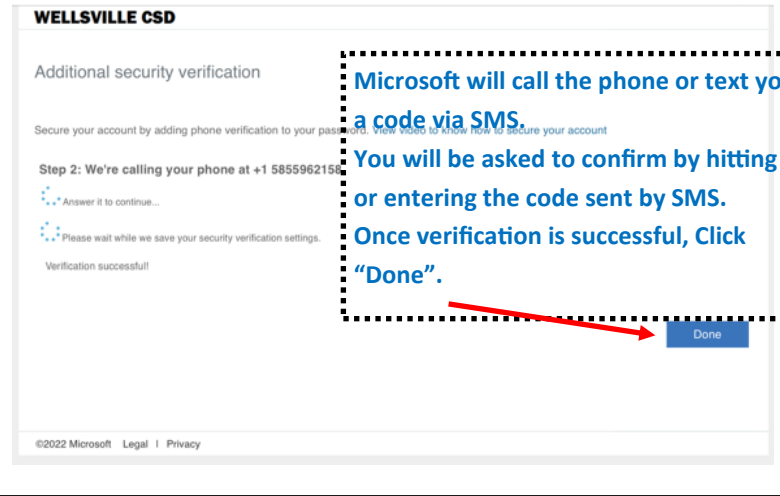
You will be prompted as above.
Click: "Next".



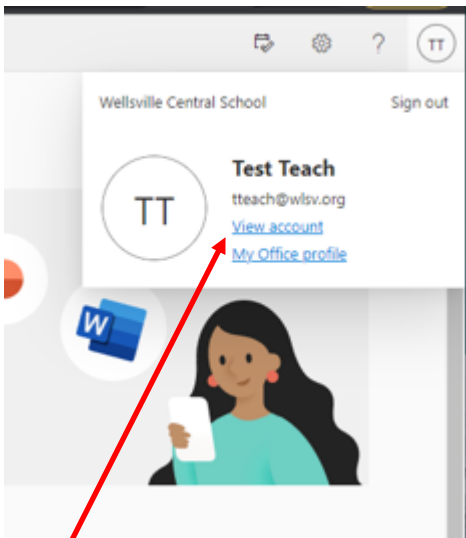
This can be a mobile phone or a landline. If it is a landline it must be able to receive a call from outside.

* You can also choose to receive a text message with a code here but it must be a mobile phone.

If you are ok with using the phone option to authenticate (every 90 days), you do not need to go further. If you would prefer to use an authentication app as your primary authentication or as backup authentication, please continue on.



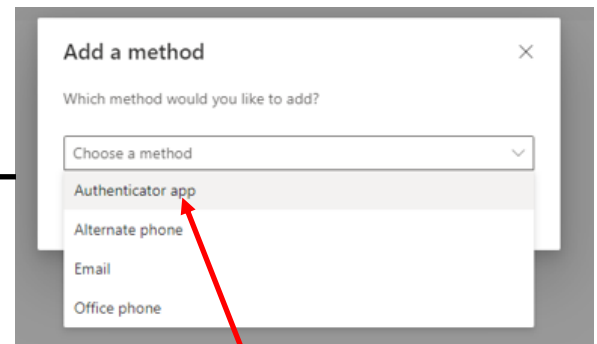
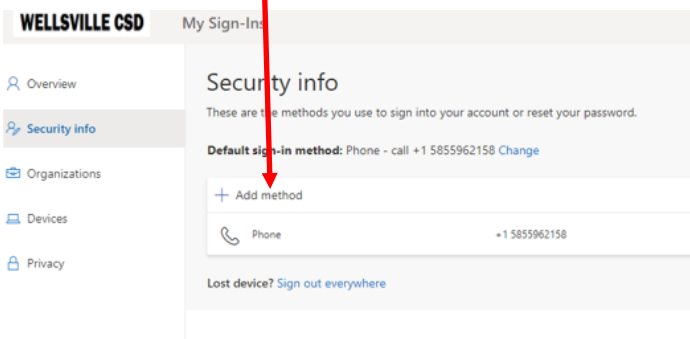
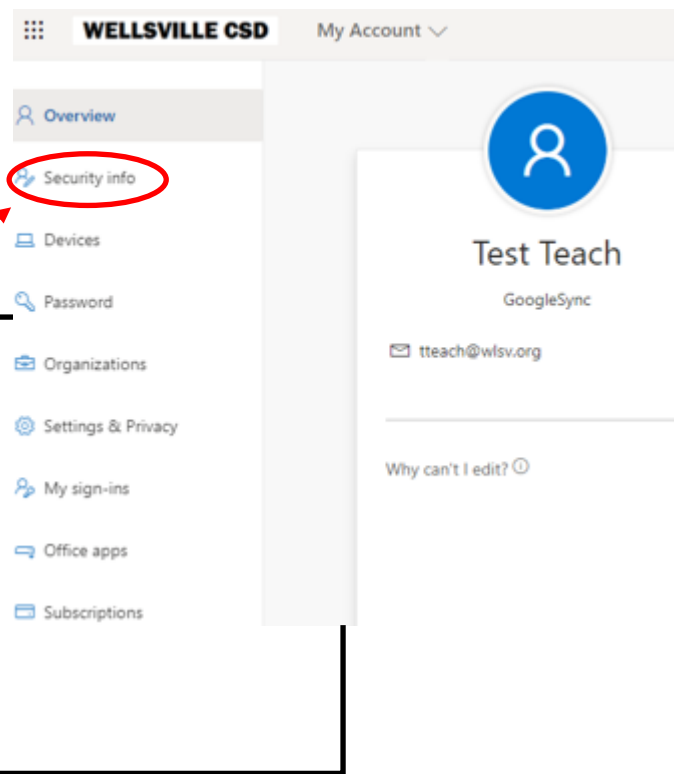
Microsoft will call the phone or text you a code via SMS. You will be asked to confirm by hitting # or entering the code sent by SMS. Once verification is successful, Click "Done".



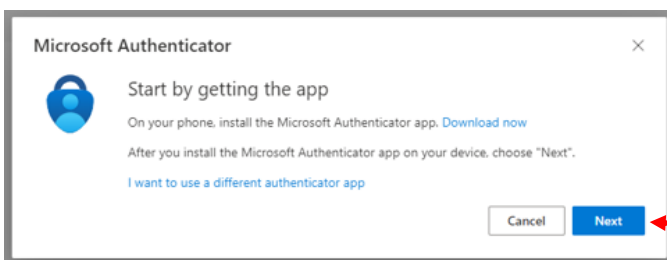
Once logged into portal.office.com, click on your circled initials in the top right and then click on "View Account".

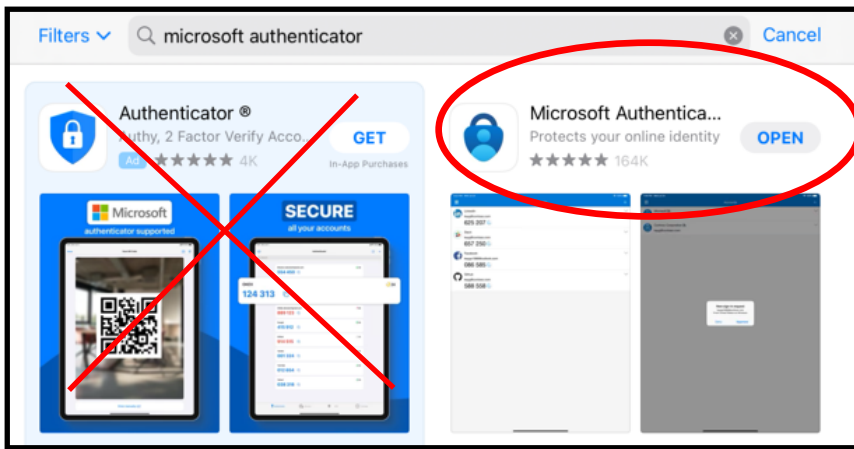
Click on "Security Info" in the menu on the left.

Click on "Add Method".



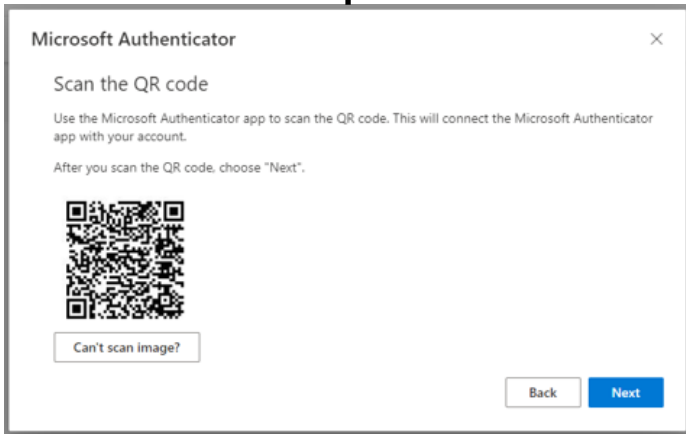
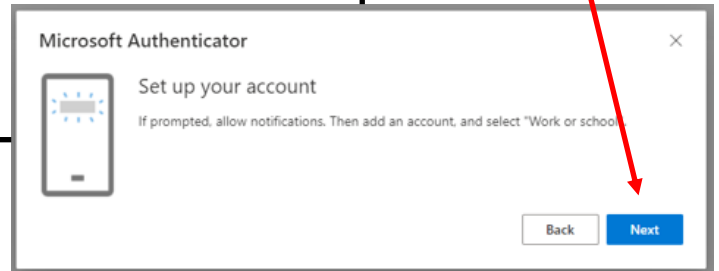
Choose "Authenticator app".
Choose "Next".



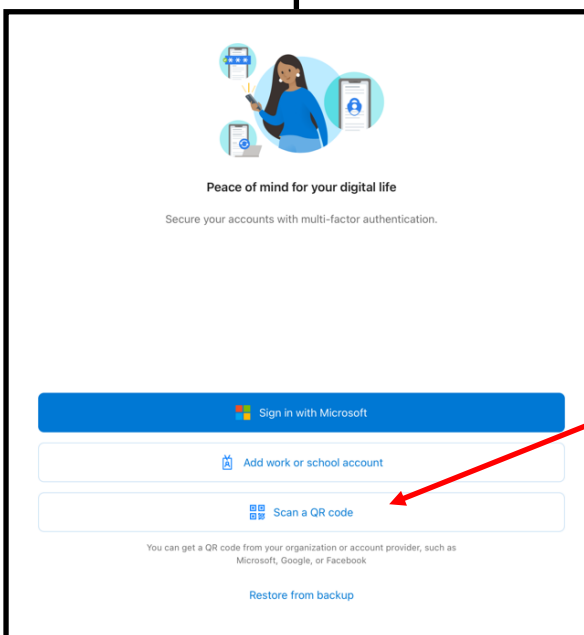


On your school iPad go to the App Store and install the Microsoft Authenticator App if this is not currently on your iPad.

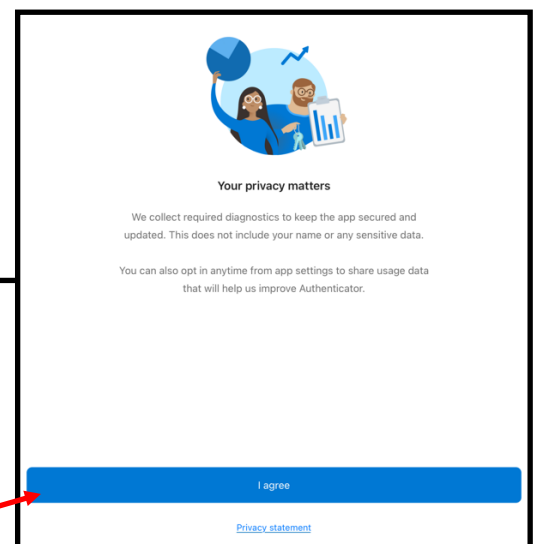
Back on the computer, click "Next".



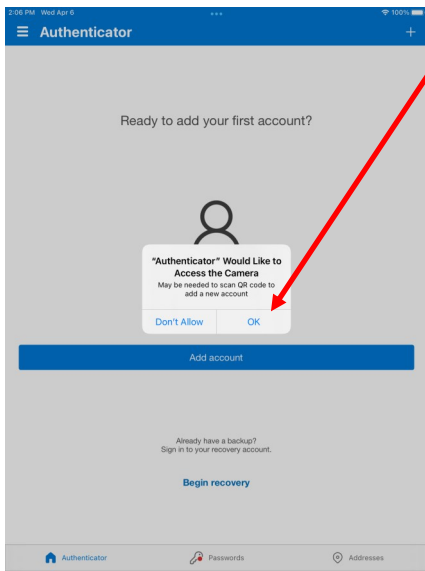
Once a QR code comes up open the Authenticator app up on your iPad.



Click "Scan a QR code".

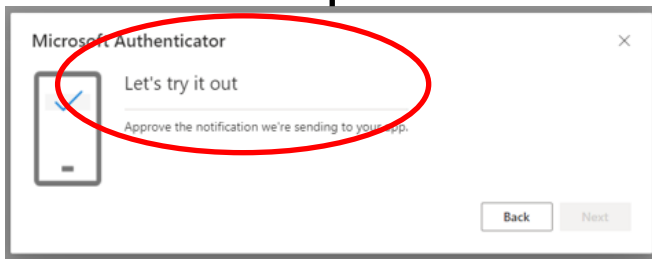
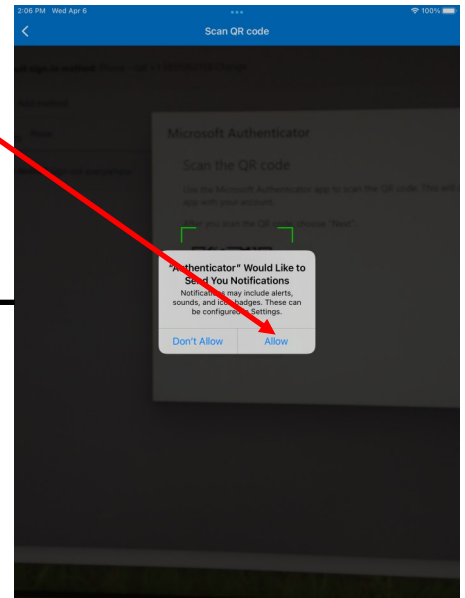


Click "Agree".

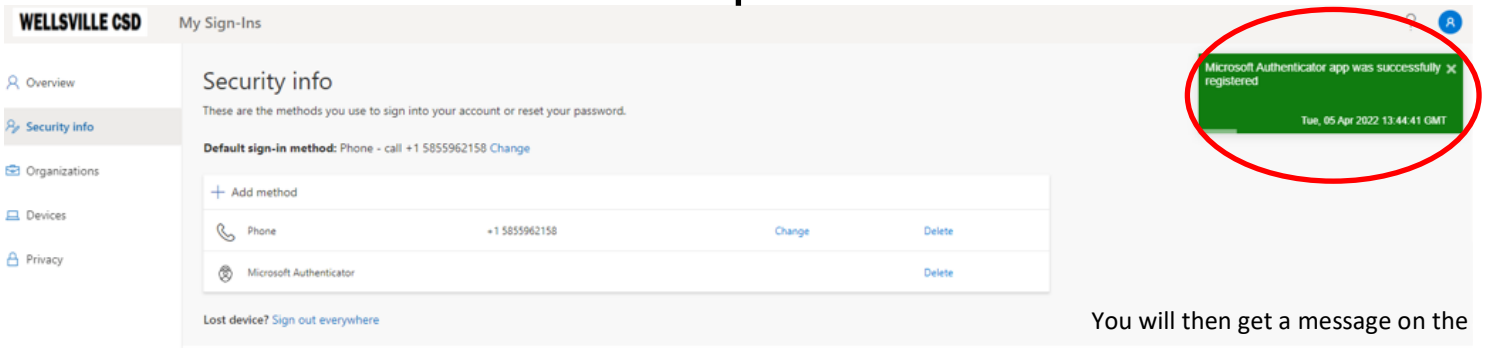
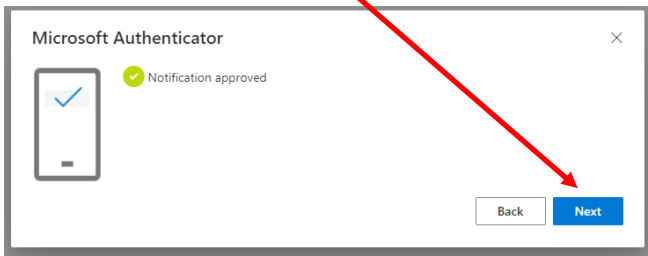
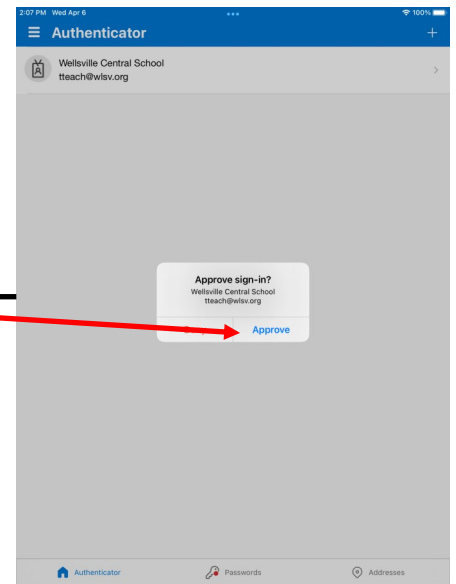


Click "OK" to allow camera access
Click "Allow" for Notifications.

Scan the QR code that is on the computer screen with your iPad.



The computer will then prompt you to test the authenticator.
On the Authenticator app on the iPad click "Approve".
On the computer click "Next".



You will then get a message on the computer that the authenticator app has been setup successfully.