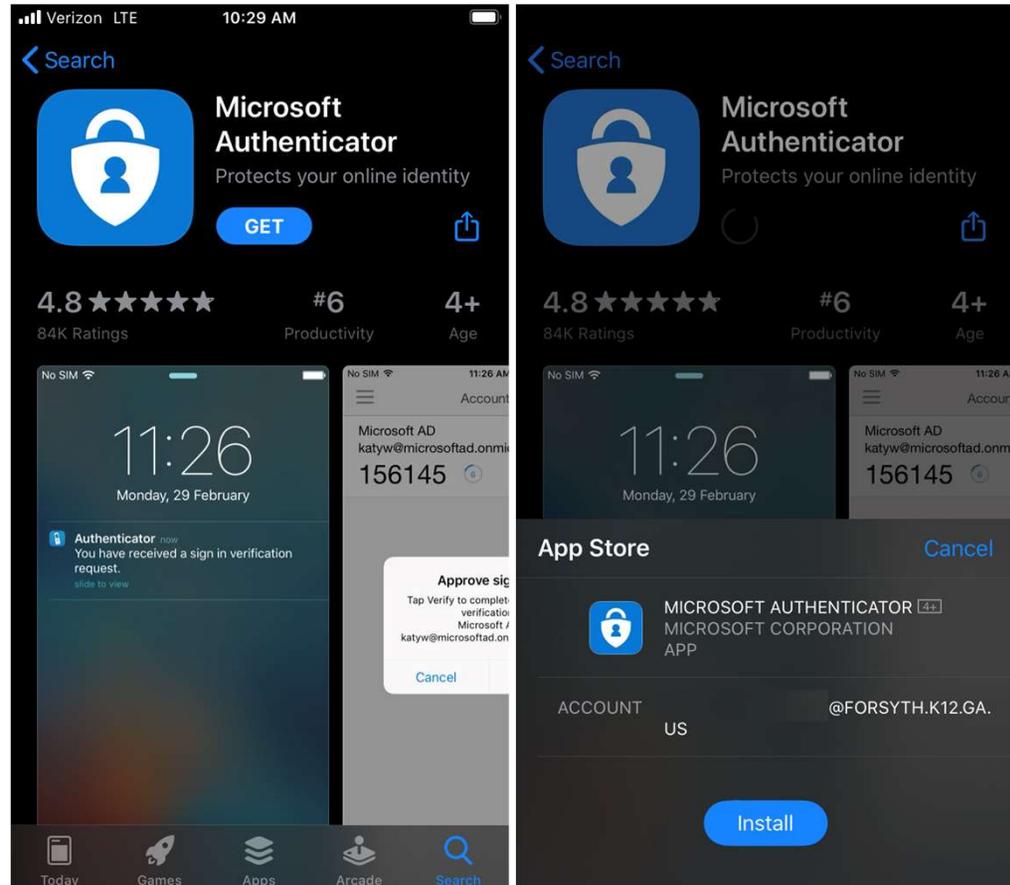


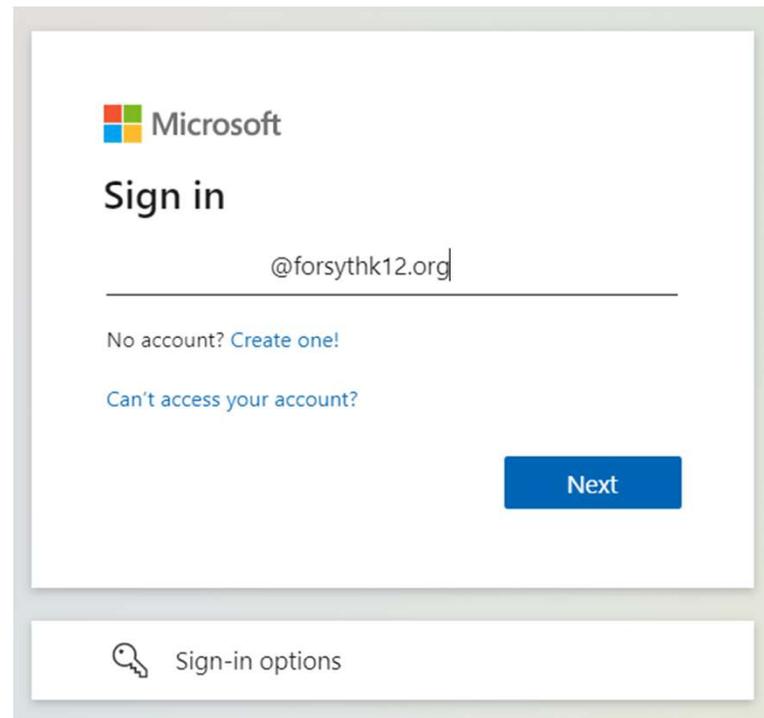
Multi Factor Authentication

- Start out by visiting the App Store on your smart phone and downloading the Microsoft Authenticator App



Multi Factor Authentication

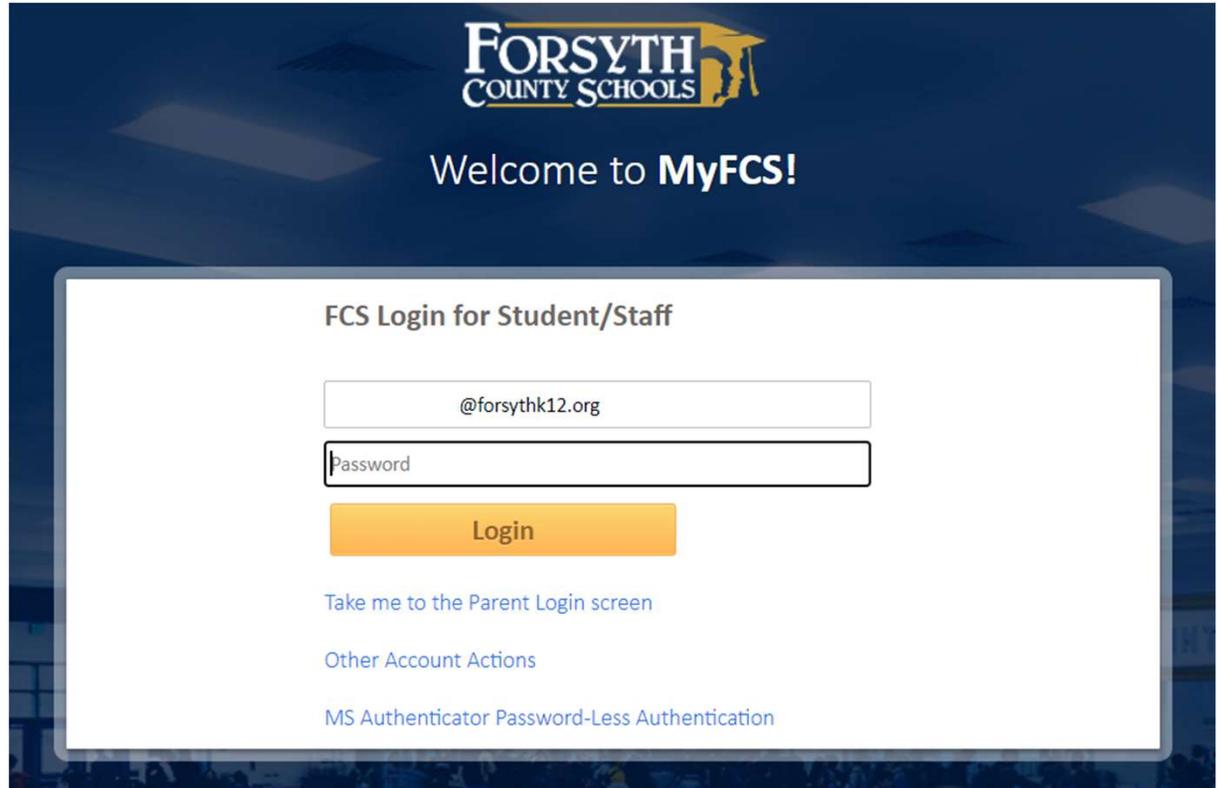
- Next Visit the MFA setup page on a laptop or desktop:
- <https://aka.ms/mfasetup>
- Sign in using your username followed by @forsythk12.org and select “Next”



A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "@forsythk12.org". Below the input field are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom of the page, there is a section titled "Sign-in options" with a key icon to its left.

Multi Factor Authentication

- This will take you to the “Welcome to MyFCS!” page where you will login with your username and password



The screenshot shows the Forsyth County Schools logo at the top right, with the text "Welcome to MyFCS!" below it. The main content is a white login box titled "FCS Login for Student/Staff". Inside the box, there are two input fields: the first contains "@forsythk12.org" and the second is labeled "Password". Below the fields is a yellow "Login" button. At the bottom of the box, there are three links: "Take me to the Parent Login screen", "Other Account Actions", and "MS Authenticator Password-Less Authentication".

FORSYTH COUNTY SCHOOLS

Welcome to **MyFCS!**

FCS Login for Student/Staff

@forsythk12.org

Password

Login

[Take me to the Parent Login screen](#)

[Other Account Actions](#)

[MS Authenticator Password-Less Authentication](#)

Multi Factor Authentication

- Verify the correct username and select “Next”



@forsythk12.org

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

Multi Factor Authentication

- In the first step you have already downloaded the app so please select “Next”

Keep your account secure

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

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

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

Multi Factor Authentication

- Please Select "Next"

Keep your account secure

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

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

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

Multi Factor Authentication

- Next open the Microsoft Authenticator app on your phone
- Select “I agree”
- Select “Scan a QR code”

Verizon LTE

10:55 AM



Your privacy matters

We collect required diagnostics to keep the app secure and updated. This does not include your name or any sensitive data.

We also collect optional usage data to improve your app experience. You can opt out of sharing optional usage data anytime from app settings.

I agree

[Privacy statement](#)

Verizon LTE

10:55 AM



Skip

Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

 Sign in with Microsoft

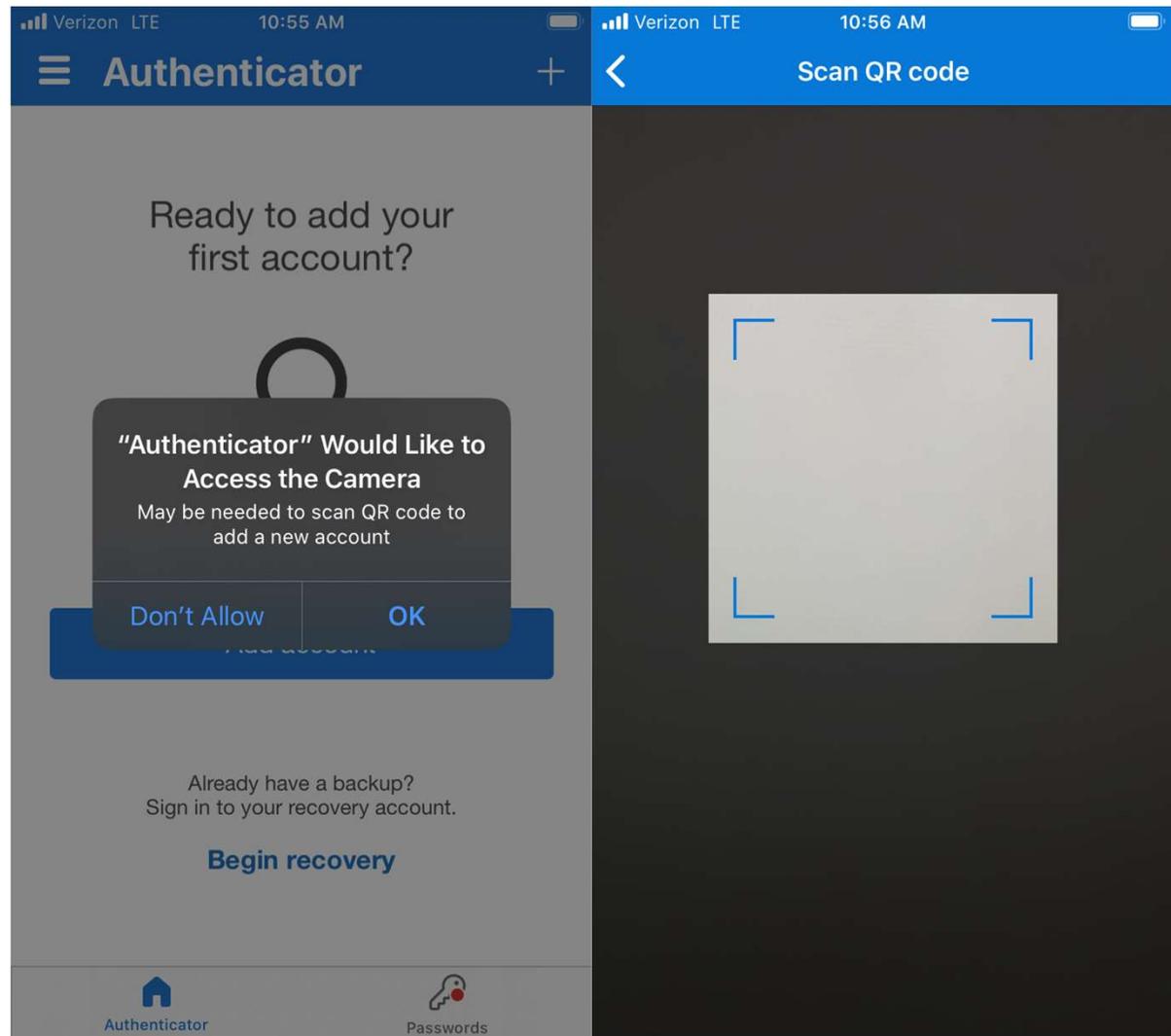
 Scan a QR code

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

[Restore from backup](#)

Multi Factor Authentication

- Next select "OK" to allow access to your Camera
- This will bring up the QR code scanner



Multi Factor Authentication

- On your laptop/desktop you should have the QR code on the screen
- Position the QR code scanner from your phone over the QR code on your laptop/desktop

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".



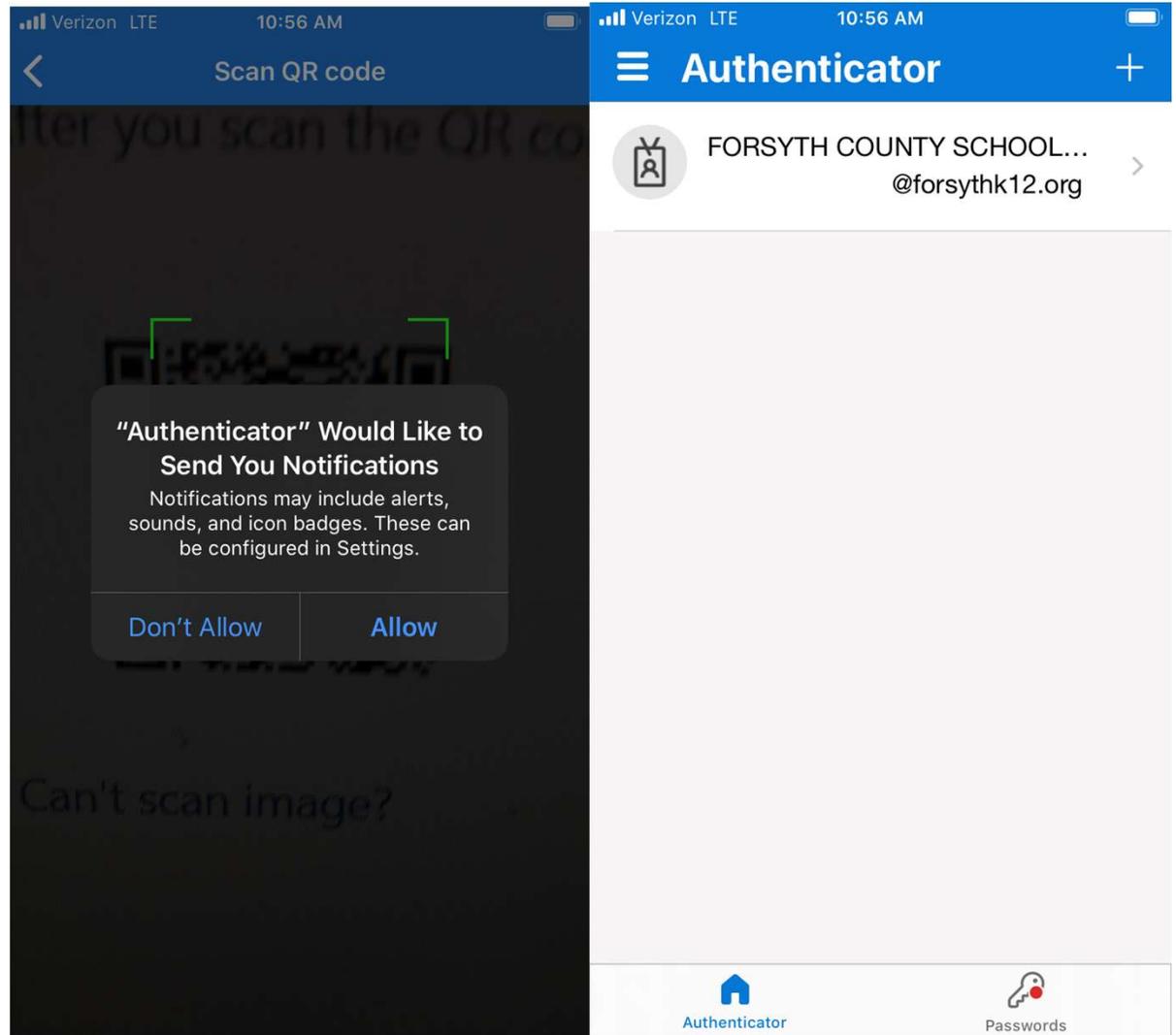
[Can't scan image?](#)

Back

Next

Multi Factor Authentication

- After the QR code has been verified on your phone please select “Allow” to send Notifications
- This will bring you back to the Authenticator app homescreen



Multi Factor Authentication

- After you have selected “Allow” on your smart phone, Select “Next” on your laptop/desktop

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”.



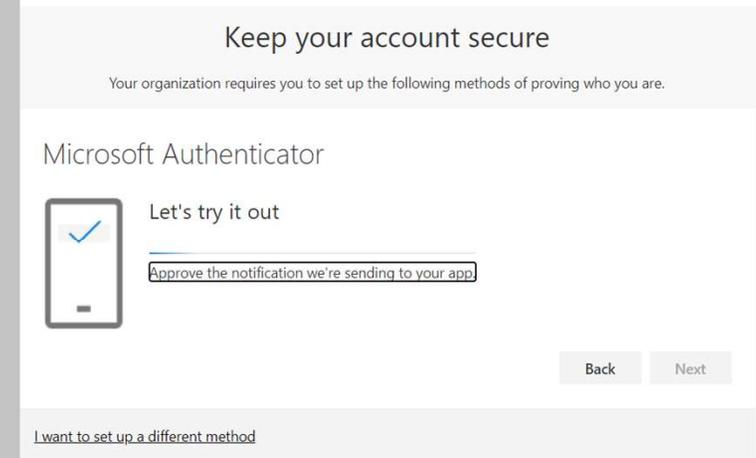
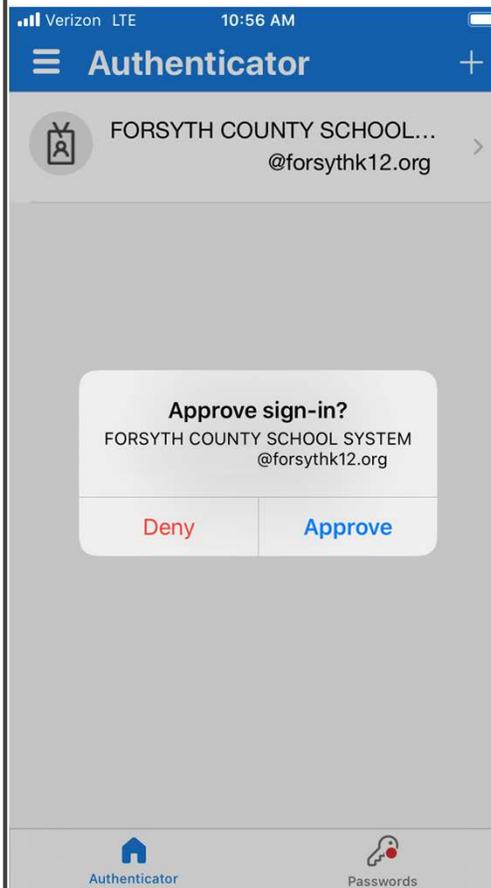
[Can't scan image?](#)

Back

Next

Multi Factor Authentication

- On your smart phone select “Approve” on the Approve sign-in notification
- After selecting “Approve” Please select Next on your laptop/desktop



Multi Factor Authentication

- On your laptop/desktop please select “Next” on the “approved notification screen”

Keep your account secure

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

Microsoft Authenticator



✔ Notification approved

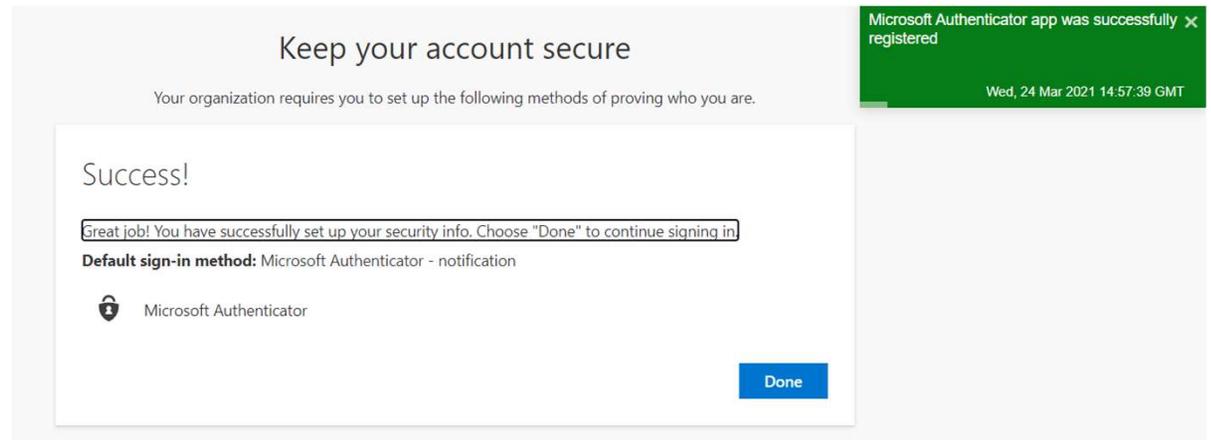
Back

Next

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

Multi Factor Authentication

- You have successfully registered your Microsoft Authenticator App
- Please select “Done”



Keep your account secure

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

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in

Default sign-in method: Microsoft Authenticator - notification

 Microsoft Authenticator

Done

Microsoft Authenticator app was successfully registered

Wed, 24 Mar 2021 14:57:39 GMT

Multi Factor Authentication

- Now you are redirected to your account where you can confirm that your smart phone has been registered
- Next we will add your phone number by selecting “+ Add method”
- In the drop down select “Phone” and click “Add”

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

+ Add method



Microsoft Authenticator

iPhone

Delete



Lost device? [Sign out everywhere](#)

Add a method

Which method would you like to add?

Authenticator app



Authenticator app

Phone

Alternate phone

Office phone

Multi Factor Authentication

- Enter your phone number and select “Text me a code”
- Click Next

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code

Call me

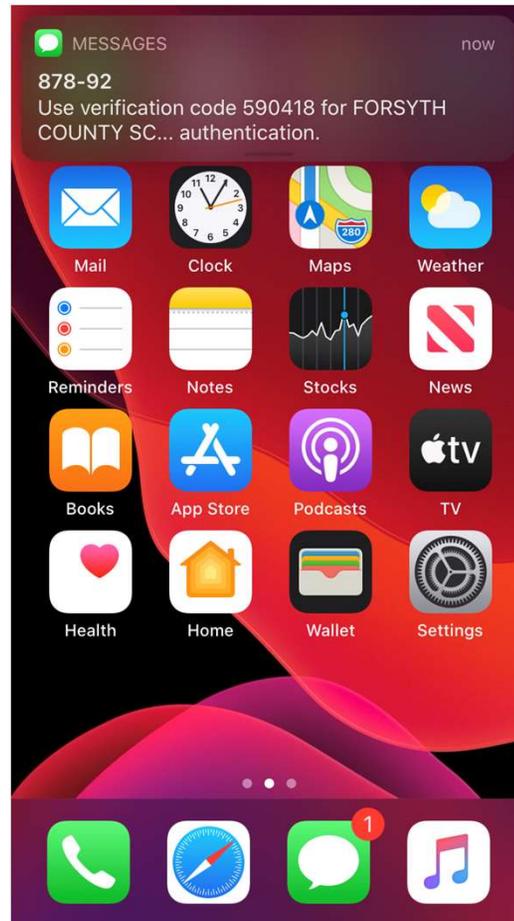
Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel

Next

Multi Factor Authentication

- On your smart phone you will receive a 6-digit verification code
- Enter the 6 digit code on your laptop/desktop and select "Next"



Phone

We just sent a 6 digit code to +1

Enter the code below.

xxxxxx|

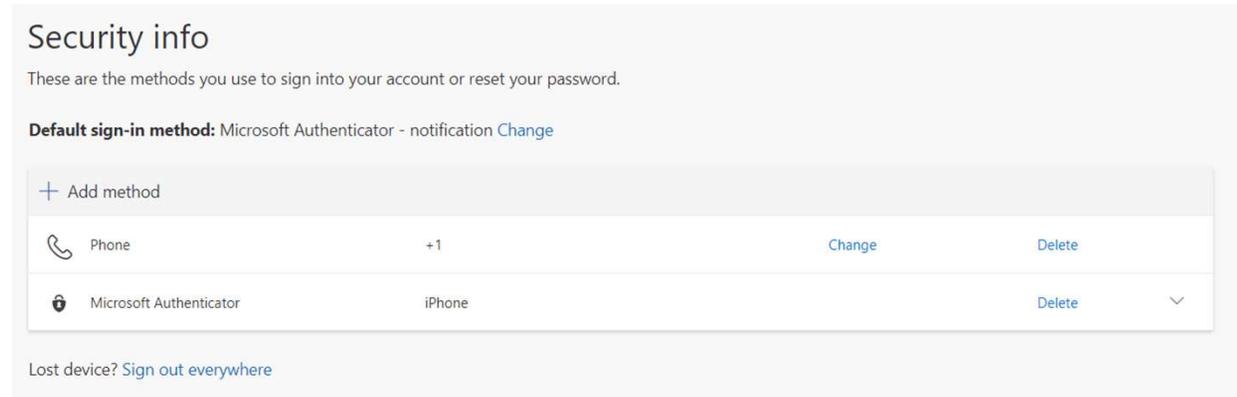
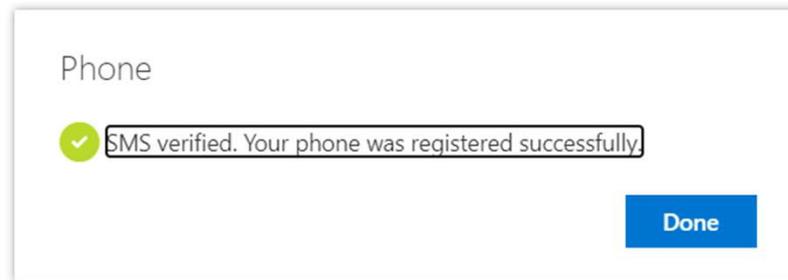
[Resend code](#)

Back

Next

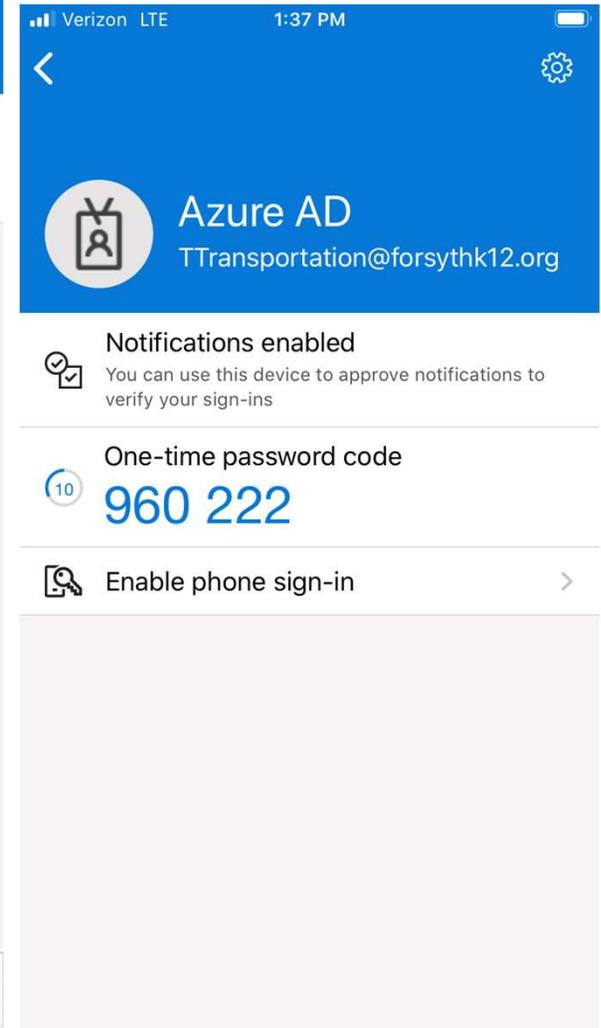
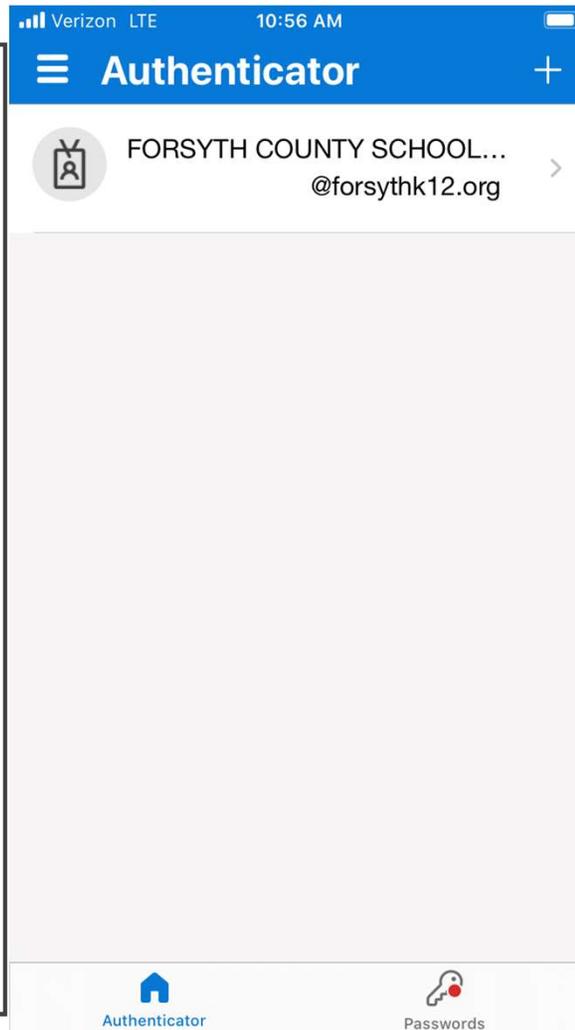
Multi Factor Authentication

- Next you will receive a message that states that your phone was registered successfully.
- Select “Done”
- Now you are redirected to your account where you can confirm that your phone number has been registered



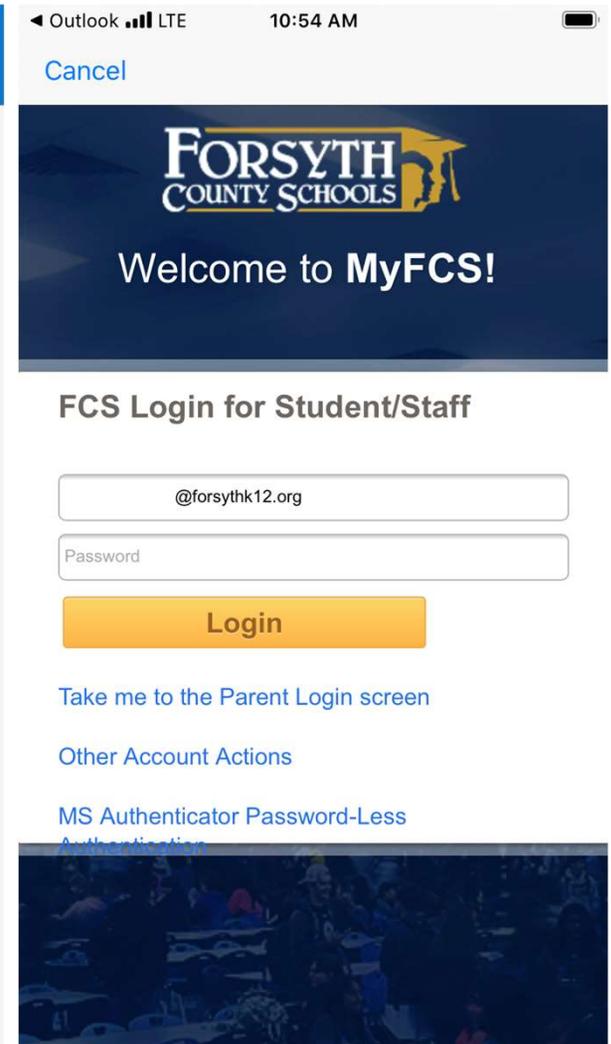
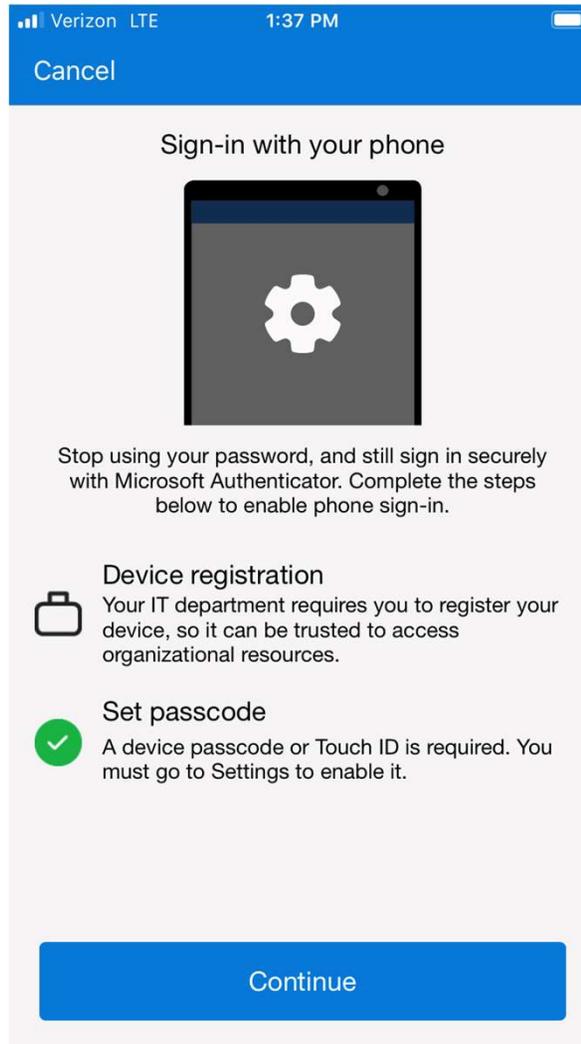
Multi Factor Authentication

- On your smart phone please open the Microsoft Authenticator App and select your account
- After selecting your account please select “Enable phone sign-in”



Multi Factor Authentication

- Select “Continue” to register your device on the “Sign-in with your phone” screen
- After selecting Continue please login with your username (@forsythk12.org) and password on the “MyFCS!” screen



Multi Factor Authentication

- Please select “Approve” on the Approve sign in request screen
- Select “Register” to complete the Registering of your device
- You have completed the setup of Multi Factor Authentication!

