**Setting up MFA:**

1. Download the Microsoft Authenticator app on your smart phone
2. Visit the set-up page on a laptop or desktop at: <https://aka.ms/mfasetup>
3. Sign in using your username followed by @forsythk12.org and select next
4. This will take you to the “Welcome to MyFCS!” page where you will login with your username and password
5. Verify your username and hit next
6. Select next if you already downloaded the app
7. Select next on the next page to set up your account
8. Next open the MFA app on your phone and select “I agree” and then “Scan QR Code”
9. Allow access to your camera for the QR scanner to come up
10. On your laptop/ desktop you should have a QR code go ahead and scan that with your phone
11. Once it has been verified that it scanned select “allow” for notifications – that will take you back to the app home page
12. Select next on your laptop/ desktop
13. This will then test the app. A 2-digit number will show on your computer screen. Input the 2-digit number into your app and select “yes” once your phone shows the notification from the app. Then select next on your laptop/ desktop.
14. On your laptop/ desktop it will show you approved the notification. Then select next.
15. You have successfully registered the app- select done
16. Now you are redirected to your account where you can confirm that your smart phone has been registered
17. On the top of that page on your laptop/desktop click on Change your default method.
18. Use the drop down arrow to select the App based authentication-notification and click confirm.
19. Now you have successfully completed setting up MFA.