

St. Lucie

PUBLIC SCHOOLS



Setting Up Microsoft Authenticator

This will allow you to use all Microsoft Office 365 applications when you are not on an SLPS campus.

ie: checking email, using Word, PowerPoint, etc. when you are not on an SLPS campus.

Why do you need Microsoft Authenticator?

The authenticator app is a **secure and convenient way to prove who you are.**

St. Lucie Public Schools is enabling Multi-Factor Authentication (MFA) starting the 2023-2024 school year. MFA verification uses an extra step like your phone to make it harder for other people to break in to your account. This means that to use your Microsoft Office 365 account on any network other than SLPS, you will need to set up Microsoft Authenticator. This process allows teachers and staff to remain safe and protected while using their Email, Microsoft apps, and more.

This process is optional and only needs to be completed by those employees who wish to use their Office products while off campus. This includes, but is not limited to:

- Checking email from your phone off campus
- Checking email while at home
- Attending Teams meetings at home
- Working in Word, PowerPoint, Excel, etc. while at home

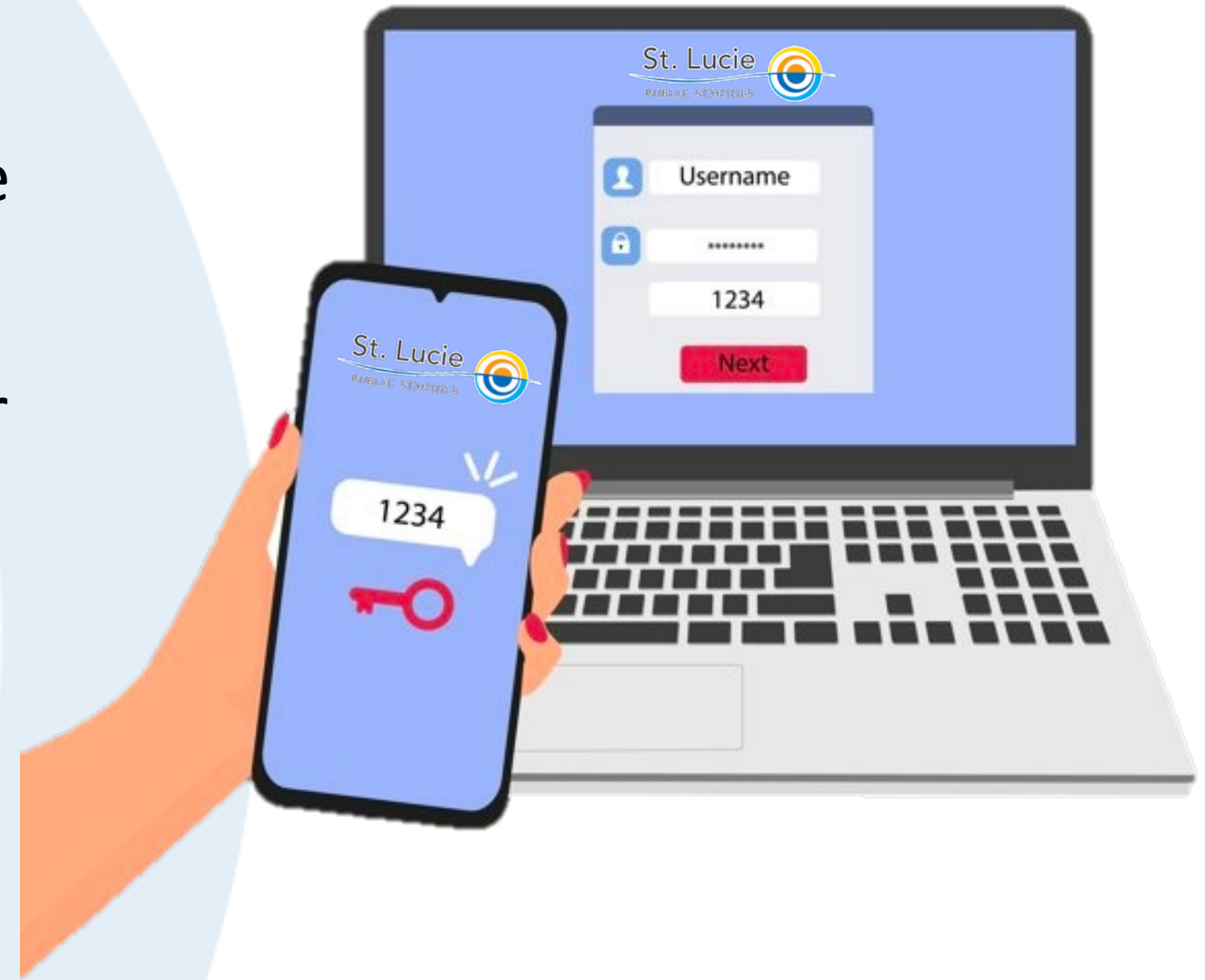


Requirements

- This process must be completed on an SLPS Network. This process will **NOT** be successful while off campus.
- You need your cell phone **and** your work computer



The following slides will indicate which device you should use.



Computer

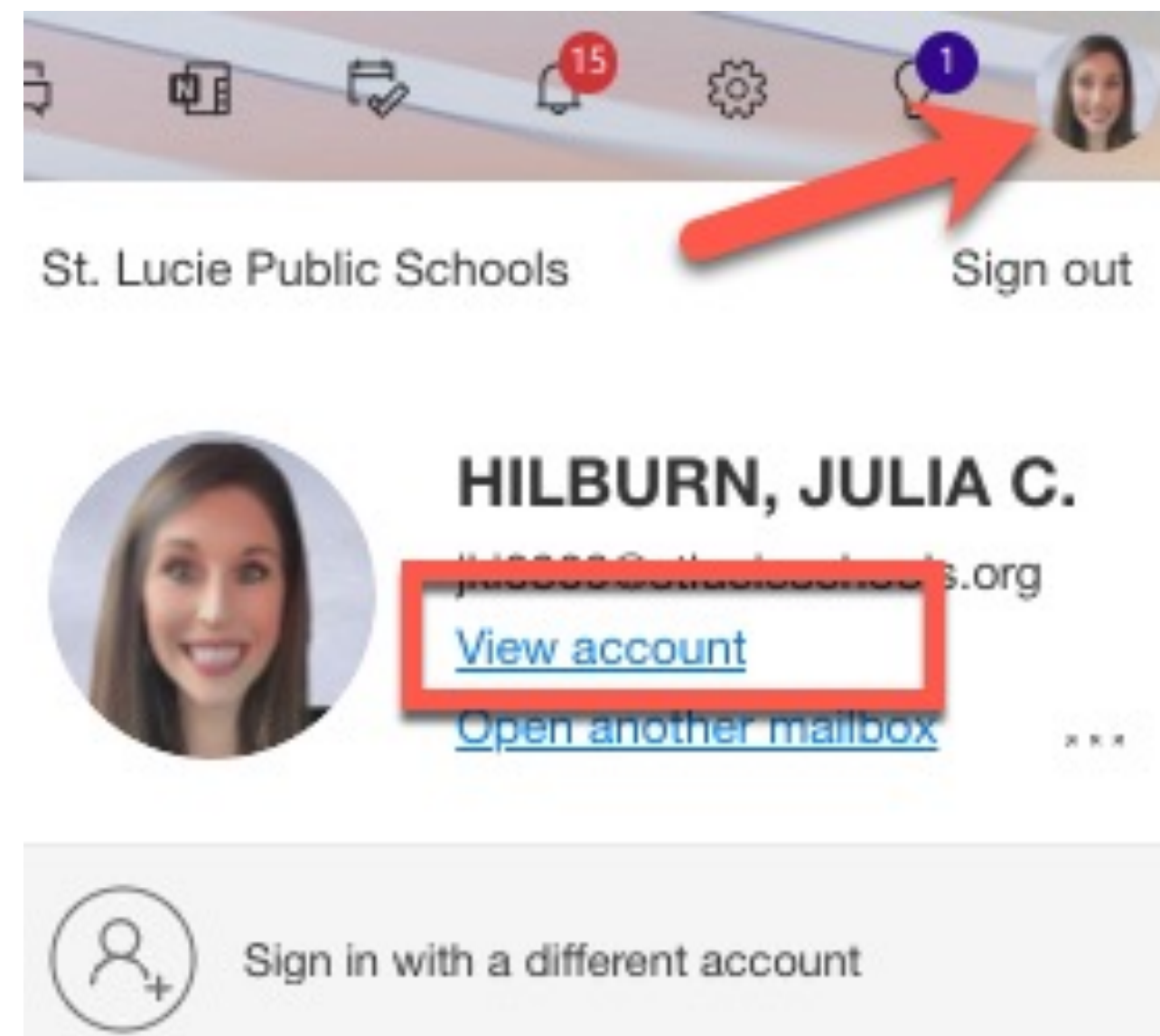


Cell Phone



Computer

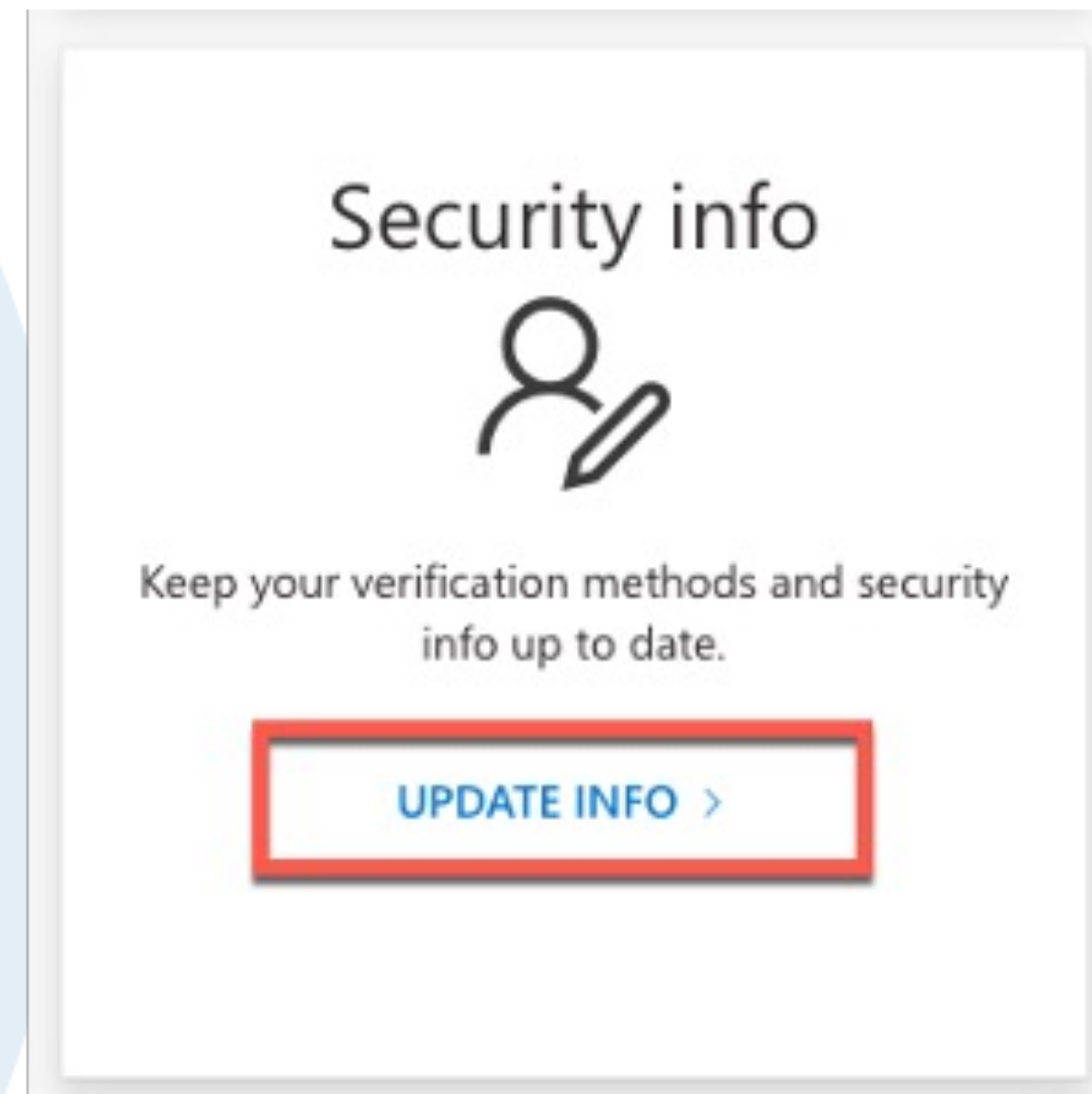
- Open your **Outlook Email** (work email) and click on your account icon in the top right corner.
- Click **View account**





Computer

- Click the card that says **Security info**
- Click **UPDATE INFO**





Computer

- Click **+ Add sign-in method**

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

+ Add sign-in method ←

	Microsoft Authenticator Passwordless sign-in	iPhone 14	Delete
	Email	[Redacted]	Delete
	Security questions	---	Delete



Computer


- Use the drop-down menu to choose **Authenticator app**
- Click **Add**

Add a method ✕

Which method would you like to add?

Choose a method ∨

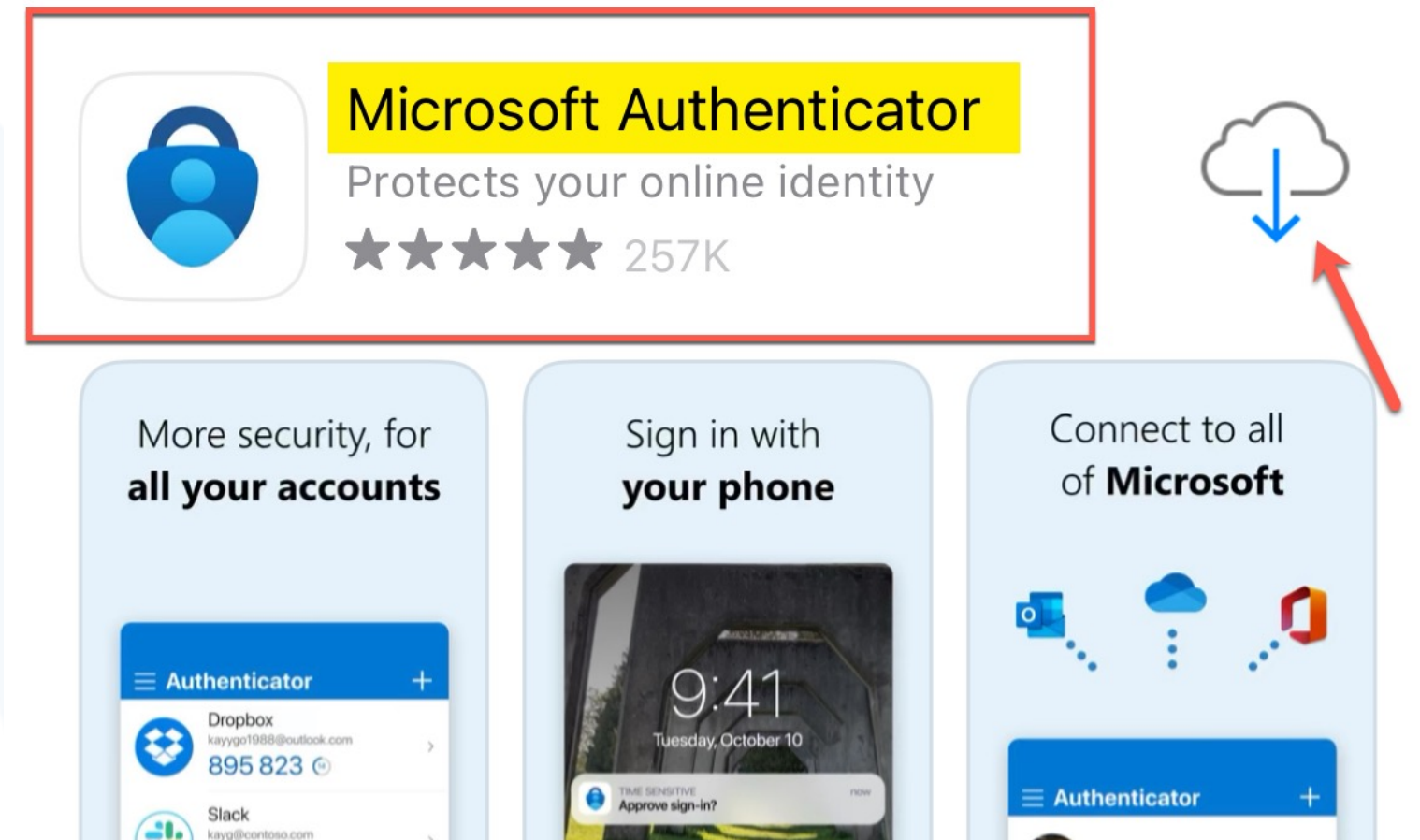
- Authenticator app
- Phone
- Office phone

A red arrow points from the top right towards the dropdown menu, highlighting the selection process.



Cell Phone

- Now, **ON YOUR PHONE**, download the **Microsoft Authenticator app**.

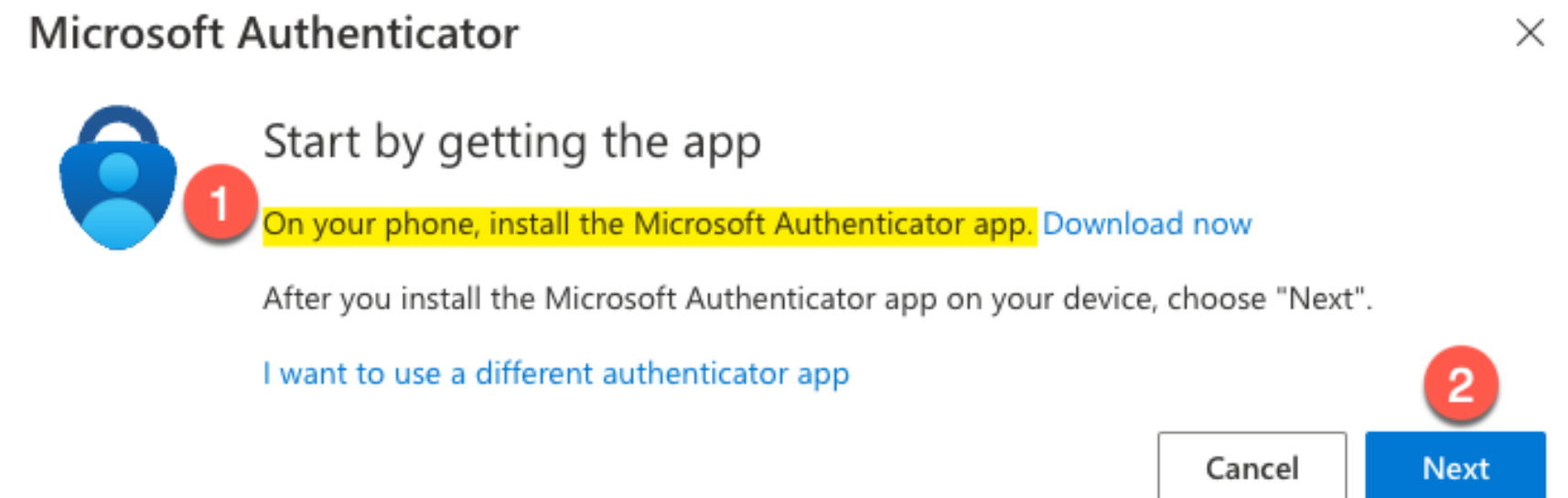


**Ensure the app is a MICROSOFT app and not a sponsored ad at the top.



Computer

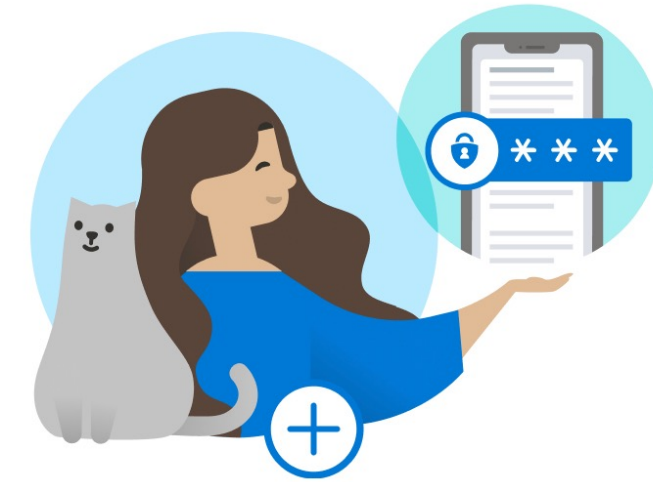
- **AFTER** you have downloaded the app on your phone, click **NEXT** on your computer.





Cell Phone

- On your **Phone**, click **Add account**



Ready to add your first account?

Any Microsoft account or other type of account you add will appear here.

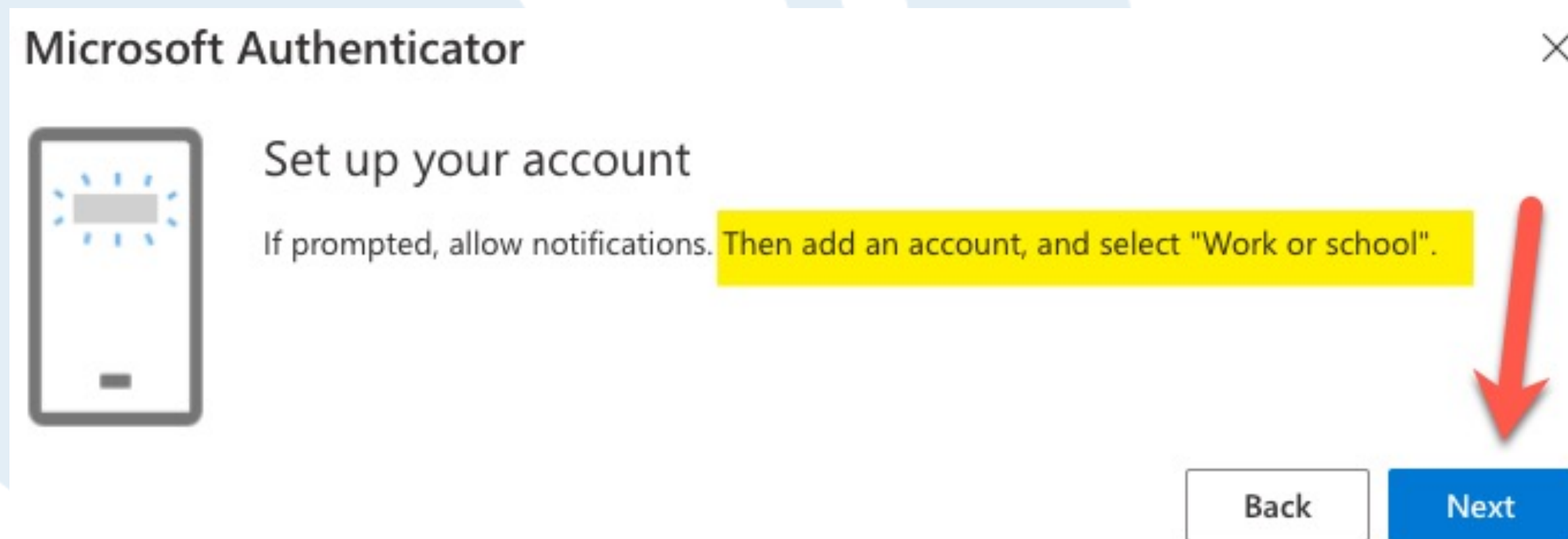


Add account



Computer

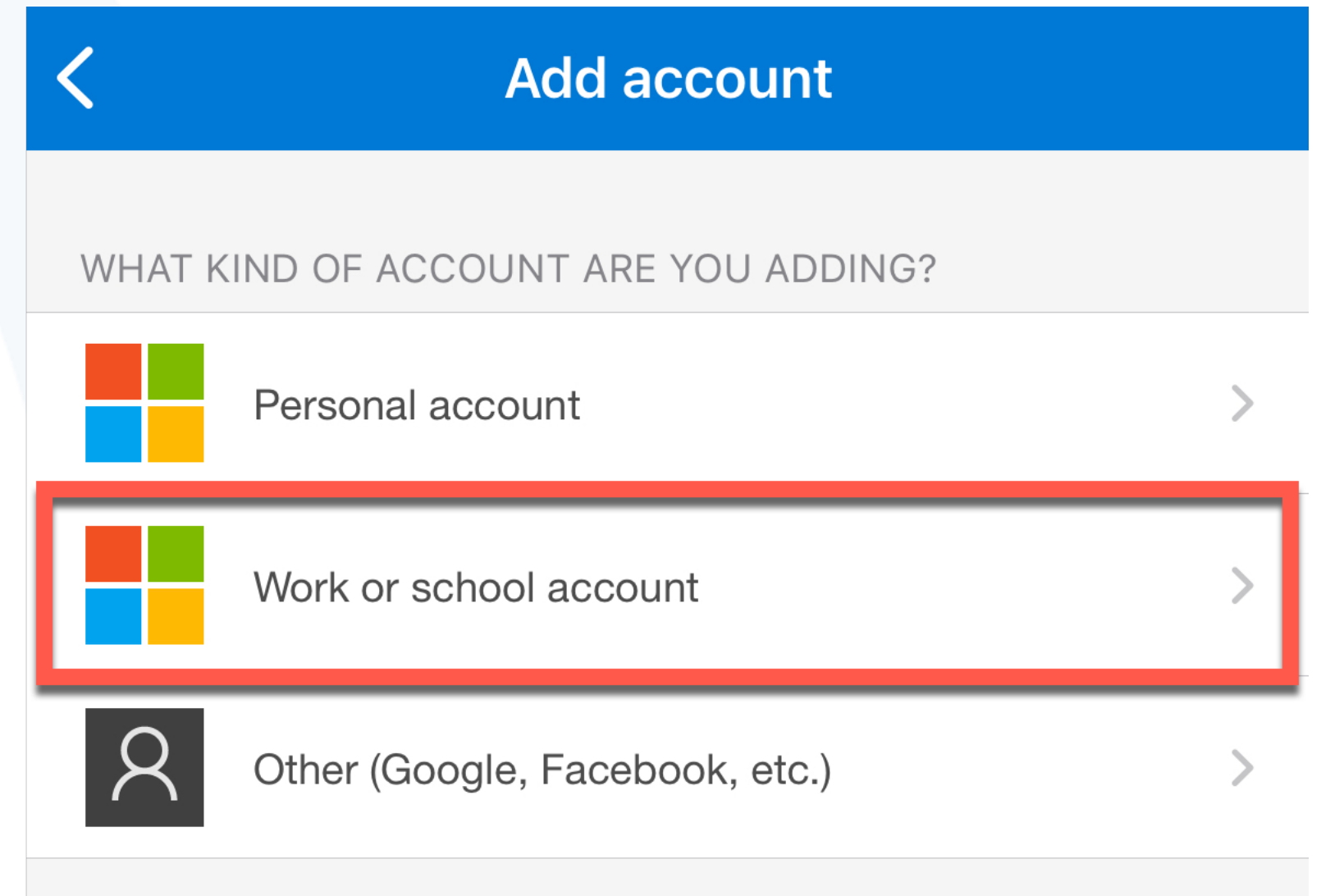
- The computer will walk you through the prompts of adding your Work/School Account on your phone.





Cell Phone

- On your **Phone**, choose **Work or School Account**

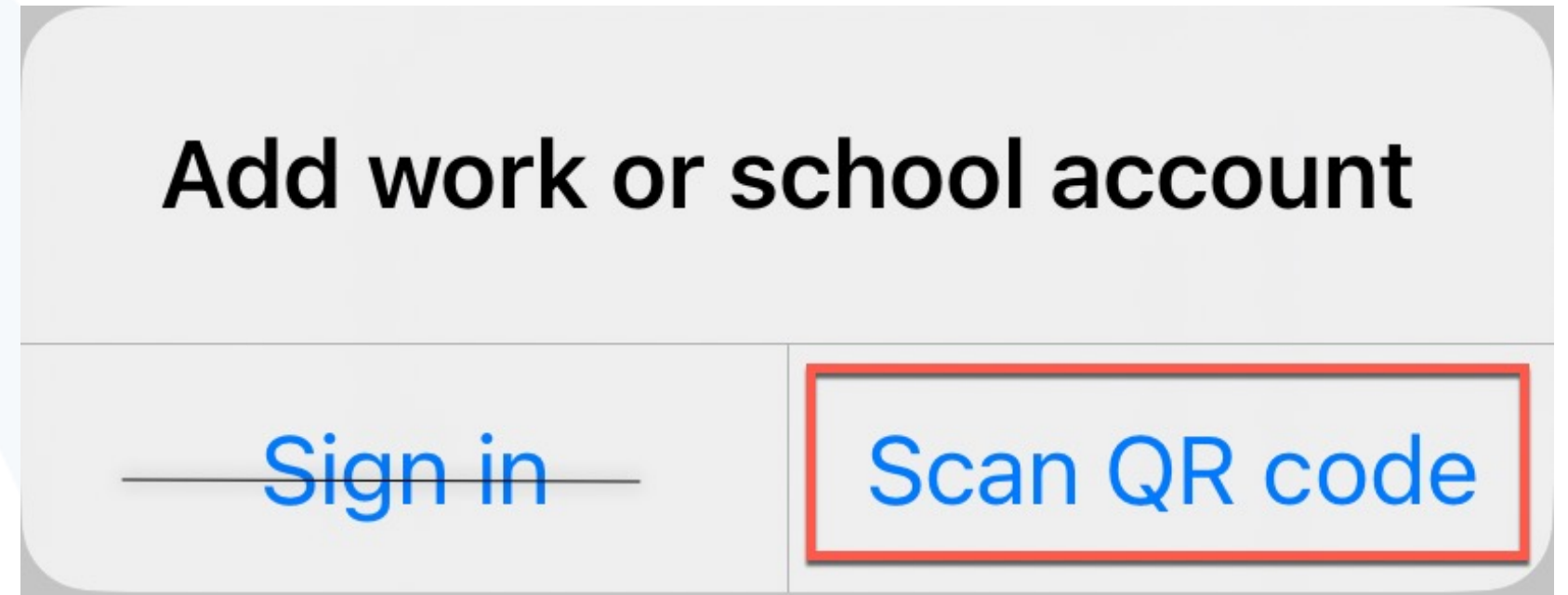




Cell Phone

- The app will ask you to **SIGN IN** or **SCAN QR CODE**.
- Choose **SCAN QR CODE**.

You must scan from the authenticator app, not your phone's camera app



Computer

- On your computer, you will see the QR Code to Scan with your phone.
- **Scan the code** and click **Next**

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?

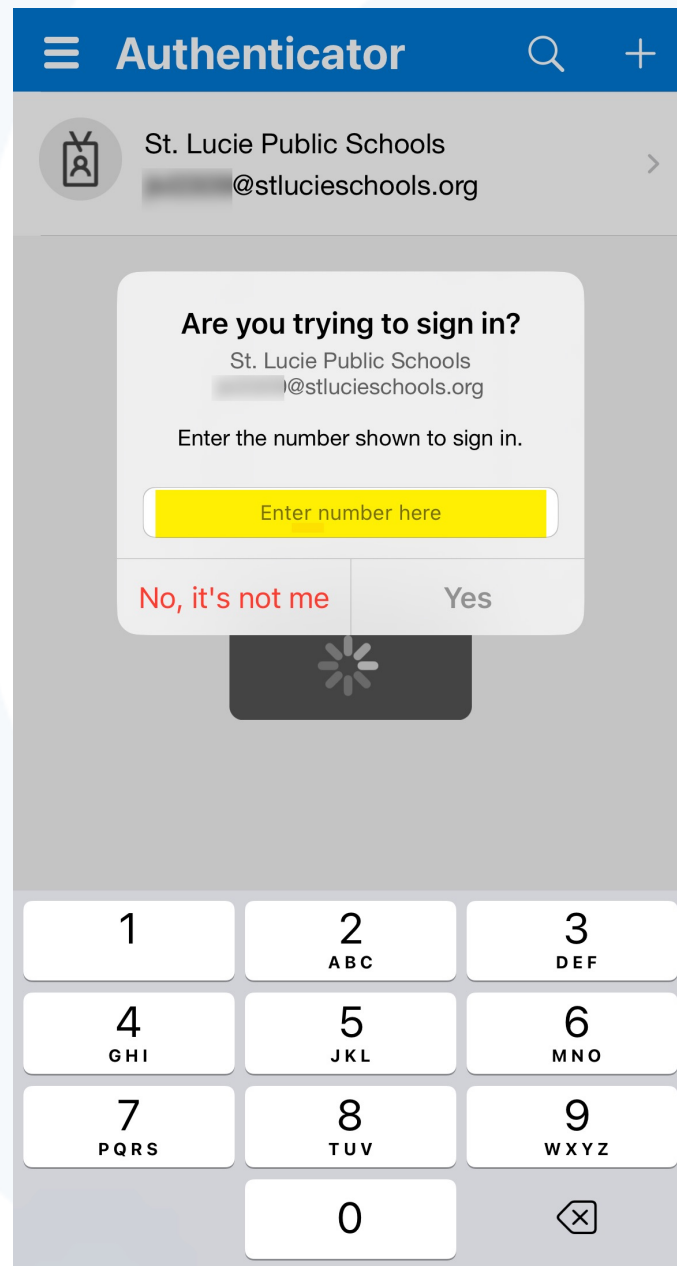
Back

Next



Cell Phone

- Your **Phone** will ask you to **enter the number** currently displayed on your computer.



Microsoft Authenticator



Let's try it out

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

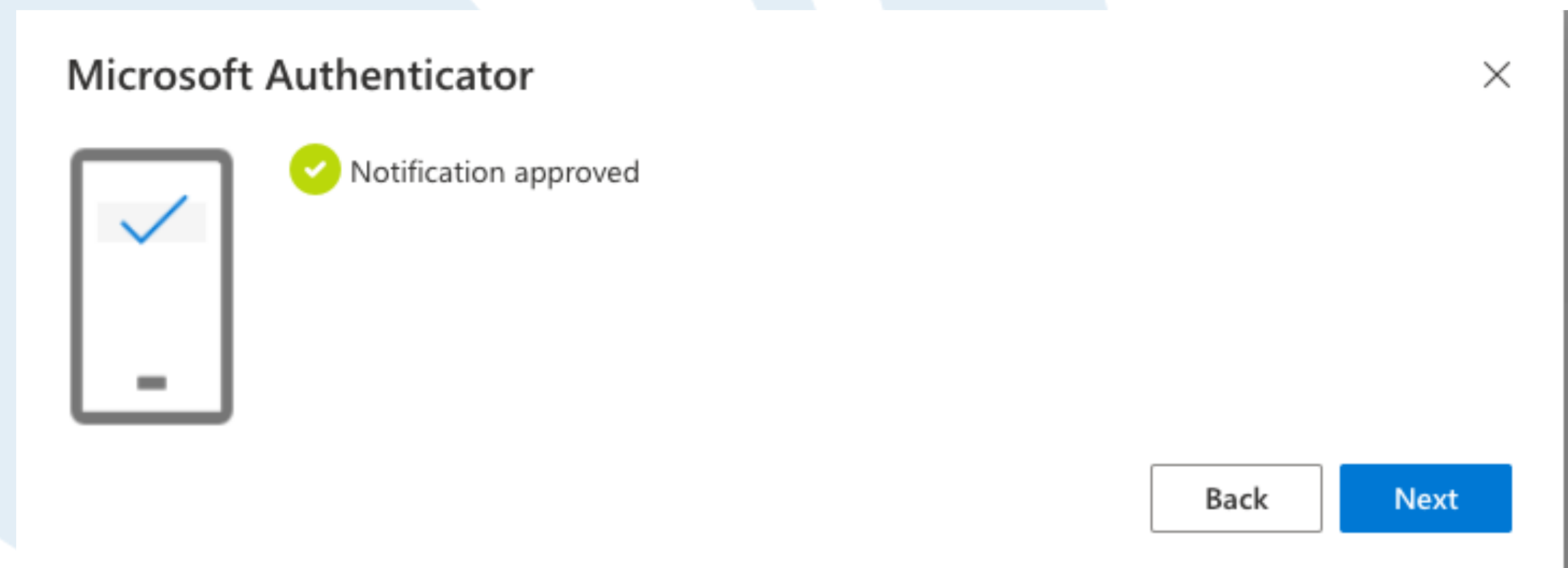


Back

Next

Success!

You are now finished with the Authenticator setup.



St. Lucie

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**If you need additional support,
please contact the
SLPS Help Desk**

772-429-HELP or submit an

Ask Lucie ticket from the district webpage.