## Multi-Factor Authentication (MFA) Setup

The CloudGen App will require multi-factor authentication every 24 hours.

You can download Microsoft Authenticator App for your phone using this link: <u>Download the Microsoft</u> <u>Authenticator app</u>.

You can setup more than one method for backup purposes.

# On your computer, set your authentication methods at <u>https://mysignins.microsoft.com/security-info</u>.

### Sign in with your email address.

Microsoft	Microsoft	Microsoft
Sign in Email or phone	Enter password	Stay signed in?
Can't access your account?	Password Forgot my password	Do this to reduce the number of times you are asked to sign in.
Next	Sign in	Don't show this again

Whether you press Yes or No, you will be prompted every 24 hours.

Click	Add	Sign-In	method.
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Security info These are the methods you use to sign	into your account or reset your password.	
+ Add sign-in method		
Password	Last updated: a month ago	Change
Lost device? Sign out everywhere		

Add a method

Choose the method you want to setup.



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If you already have the app on your mobile device, press Next. If not, click "Download now" or "I want to use a different authenticator app"

# Authenticator app $\sim$ Cancel Add Microsoft Authenticator $\times$ 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

Add a method

Which method would you like to add?

Next Cancel

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**Open your Microsoft Authenticator app** on your mobile device. Click through the screens until you arrive at the screen to choose Work or School Account or Scan QR code.

Microsoft Authenticator

Microsoft Authenticator

Scan the QR code

app with your account.

Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back Next

Press Scan QR code

On your computer, Press Next.

With your mobile device Scan the QR code on your computer, if you cannot scan it, then press the "Can't scan image?" area an it will give you the code associated with the QR code.

After you scan the QR code, choose "Next".
Can't scan image?
Enter the following into your app:
Code: 463517264
URL: https://mobileappcommunicator.auth.microsoft.com/activatev2/819701817/SASPUBWUS3AZ3FD18 9
Back Next

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator



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If you already have Microsoft Authenticator, press the + sign in the top right-hand corner to add an account. Click Work or School Account.

Press Allow.



On your **computer**, you will see a number. On your **mobile device** in the Microsoft Authenticator app, type in the number it gave you and press next.

Microsof	t Authenticator		×
	Let's try it out		
	Approve the notification we're sending to your app by entering the	number sho	wn below.
L-J	55		
		Back	

The windows saying it was successful will pop up and you can press close.

Now you are back at the Security Info screen and can setup Phone (SMS) by pressing the Add sign-in method.

Skip