

QUICK START GUIDE

Multi Factor Authentication (MFA): Authentication App Setup Guide

MFA is a process of verifying legitimate sign in. SDS uses MFA to protect our systems and data. SDS are switching default system authentication to the Microsoft Authenticator app. <u>Please ensure you have a working smartphone or tablet with a camera as this will now be required for SDS/FIPS MFA.</u>

1. Navigate to FIPS URL: <u>https://skillsdevelopmentscotland.crm4.dynamics.com/</u> to be prompted with regular sign-in process where you will input your FIPS login address and password:

Microsoft Dynamics 365	Microsoft Dynamics 365
Bootsweet	i kalis Boottimaar
Sign in	← @skillsdevelopmentscotland.onmicro
Email address, phone number or Skype	Enter password
Can't access your account?	Password
	Forgotten my password
Back Next	Sign in

2. You will then be prompted with your Multi Factor Authentication options. Please choose the relevant method for you:





3. Enter the Code provided by Microsoft:



4. You will then be prompted to Improve your sign-ins. Please press <u>'Next'</u>





5. You will then be asked to download the Microsoft Authenticator app on your phone/tablet device. Once complete (step 6), click 'Next':

Microsoft	Authenticator	\times
6	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".	
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	Cancel	α

6. On your phone or tablet device, search for the Microsoft Authenticator app in the App Store or Google Play Store and download.

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7. Back on your laptop/PC, you will be asked to add an account on the app. If prompted, allow notifications. <u>Ignore the statement to select "Work or school"</u>. Press 'Next' which will take you to the screen shown at Step 11.





Steps 8 & 9 of this guide will be conducted on the app if you are downloading/using it for the first time. If this applies to you, ignore step 10.

If you already use the Microsoft Authenticator app for another account or have logged into it previously, skip steps 8 & 9 and go straight to step 10.

8. Back on the Authenticator mobile/tablet app, press 'Accept' on the first prompt then 'Continue' on the second prompt.





9. On the next app prompt, you will select the option 'Scan a QR code' and allow the app access to open your camera. Your device's camera will then open.





10. If you already use Microsoft Authenticator app or have logged in previously you will see a similar screen below left. Simply click on the + icon on the top right-hand corner. You will then be taken to the next screen where you will click on "Work or school account" and then "Scan QR code".

Microsoft Skills Development Scotland WHAT KIND OF ACCOUNT ARE YOU ADDING? Personal account Work or school account Other (Google, Facebook, etc.) Add work or school account Sign in	≡ Authenticator Q	+
Skills Development Scotland Work or school account Other (Google, Facebook, etc.) Add work or school account Sign in	A Microsoft	>
Skills Development Scotland Work or school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Constraint of the school account Image: Conschool account		
Other (Google, Facebook, etc.) Add work or school account Sign in	Skills Development Scotland	>
Add work or school account Sign in		
Sign in		
Scan QR code		
Cancel		
	Authenticator Passwords Addresses V	Verified IDs



11. Back on your laptop/PC, you will see the following screen. Using your phone's camera, which has now opened from the app, position the camera over the QR code on <u>your laptop/PC</u> (not the image below) to proceed, then press 'Next'.

Keep your account secure
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

12. The system will now send you a test authenticator code:

	Keep your account secure
Microso	oft Authenticator Let's try it out
Ŀ	Approve the notification we're sending to your app by entering the number shown below. 43 Back Next



13. On your mobile app, enter the number shown on your laptop/PC at step 11:





14. On your laptop/PC you will see the notification has been approved. Press 'Next'.

Keep your account secure
Microsoft Authenticator
Back Next

15. On the final screen on your laptop/PC screen, press 'Done' to complete the process.

Keep your account secu	ure
Success!	
Great job! You have successfully set up your security info. Choose "Done" to Default sign-in method: Microsoft Authenticator - notification	o continue signing in.
Microsoft Authenticator	
	Done