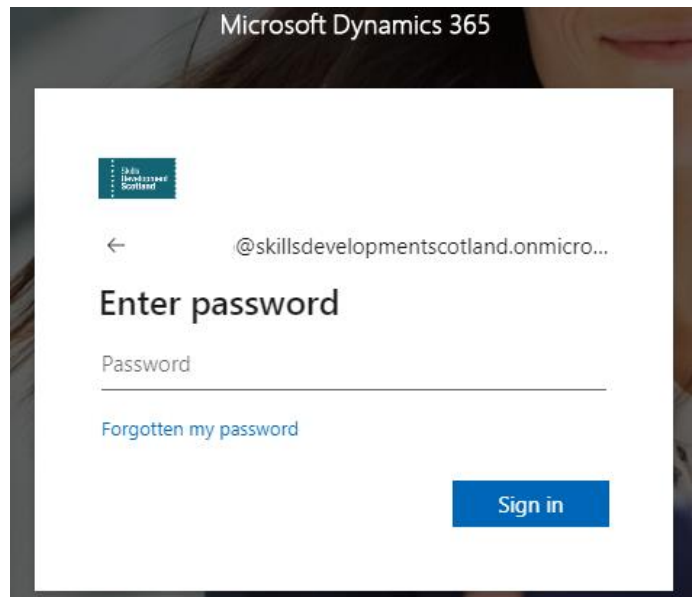
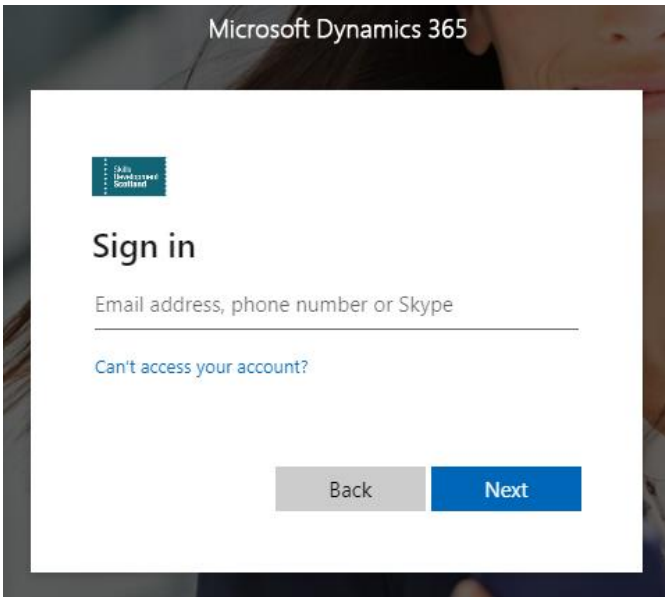


QUICK START GUIDE

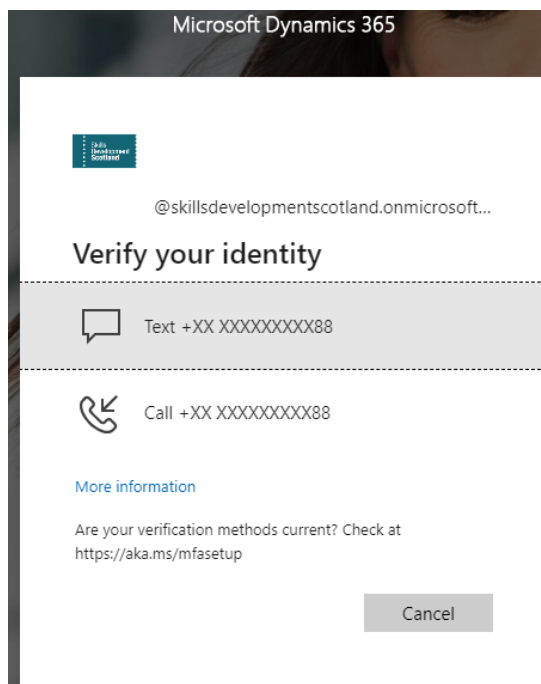
Multi Factor Authentication (MFA): Authentication App Setup Guide

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. **Please ensure you have a working smartphone or tablet with a camera as this will now be required for SDS/FIPS MFA.**

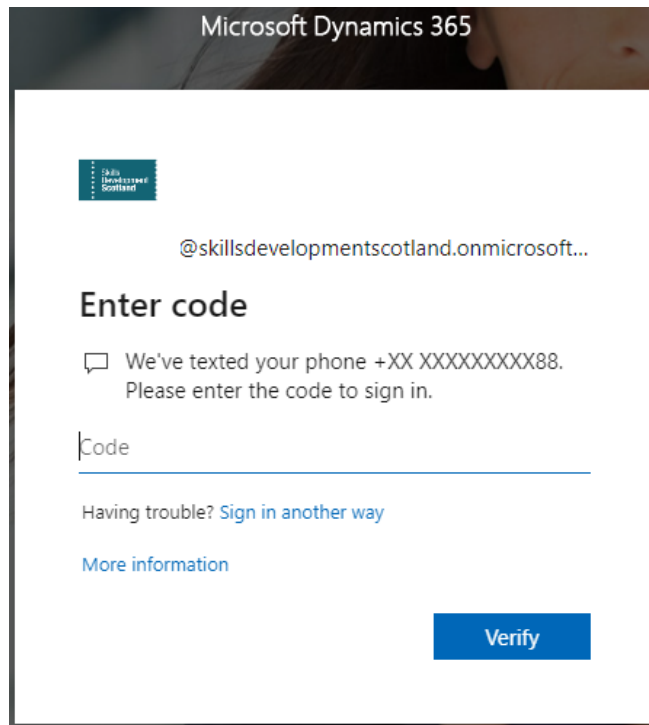
1. Navigate to FIPS URL: <https://skillsdevelopmentscotland.crm4.dynamics.com/> to be prompted with regular sign-in process where you will input your FIPS login address and password:



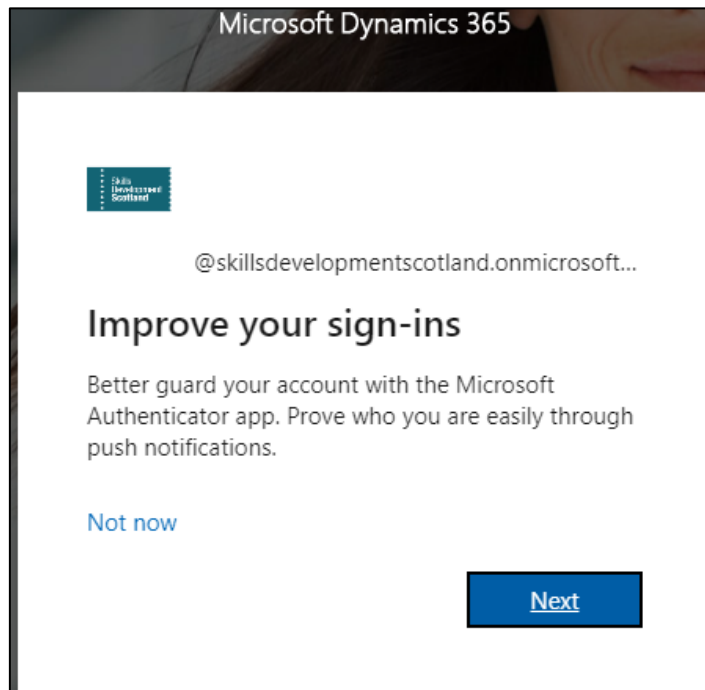
2. You will then be prompted with your Multi Factor Authentication options. Please choose the relevant method for you:



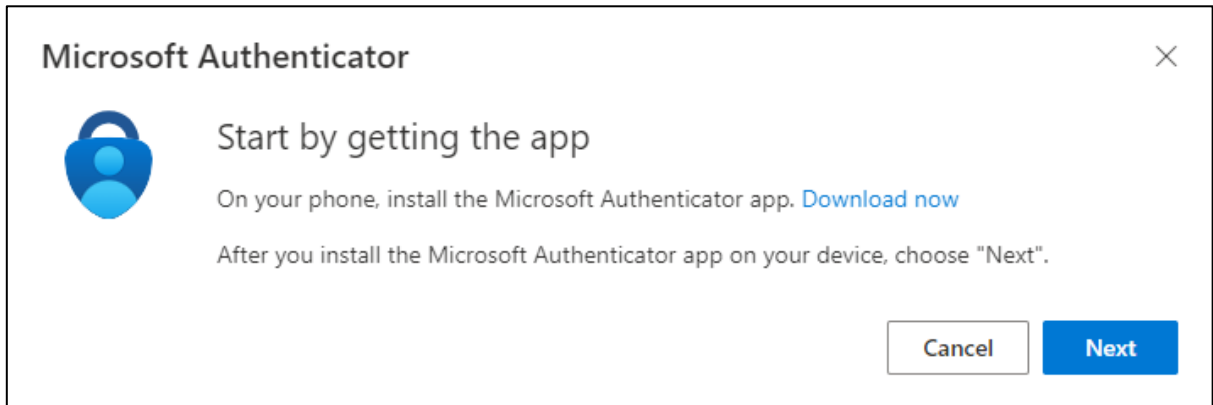
3. Enter the Code provided by Microsoft:



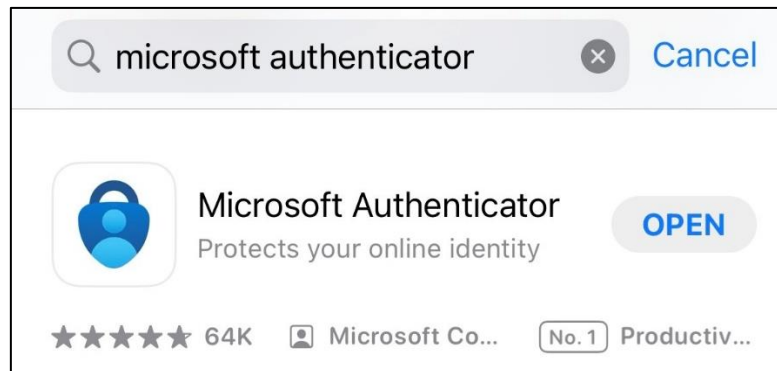
4. You will then be prompted to Improve your sign-ins. Please press 'Next'



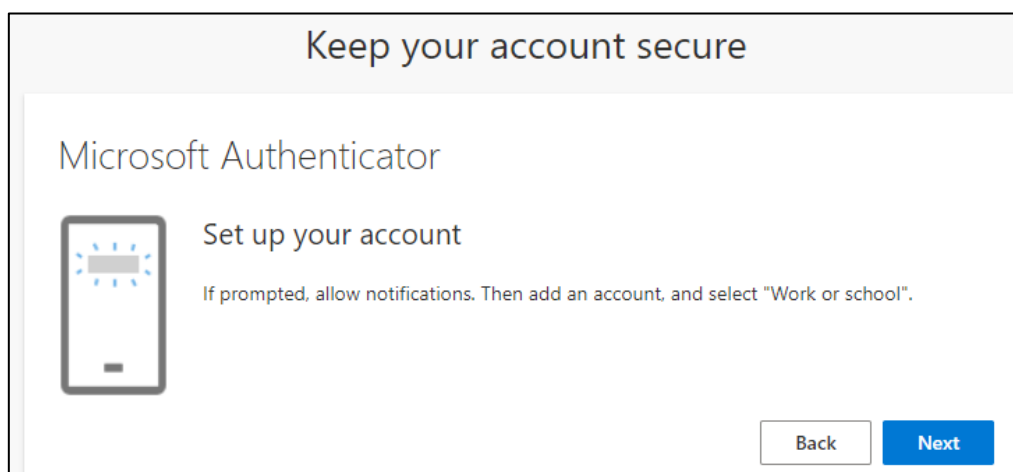
5. You will then be asked to download the Microsoft Authenticator app on your phone/tablet device. Once complete (step 6), click 'Next':



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



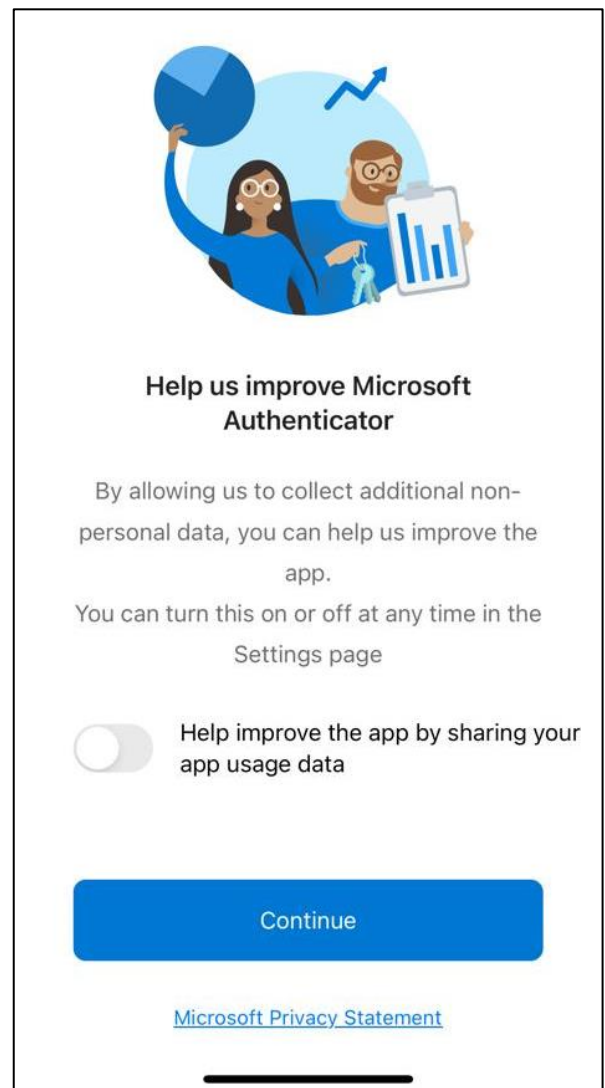
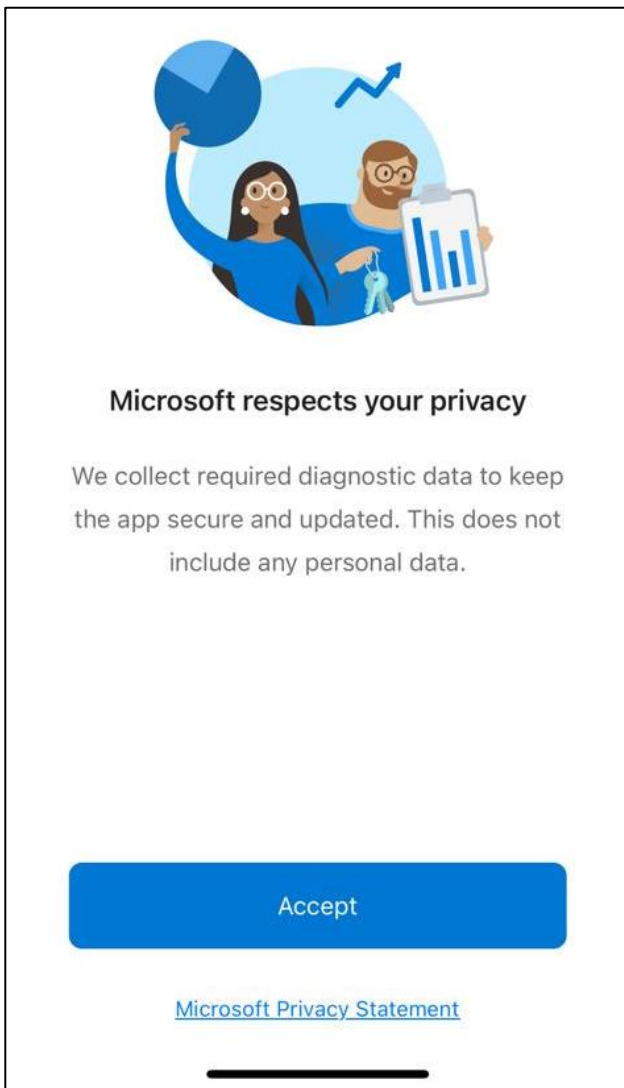
7. Back on your laptop/PC, you will be asked to add an account on the app. If prompted, allow notifications. Ignore the statement to select "Work or school". Press 'Next' which will take you to the screen shown at Step 11.



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.

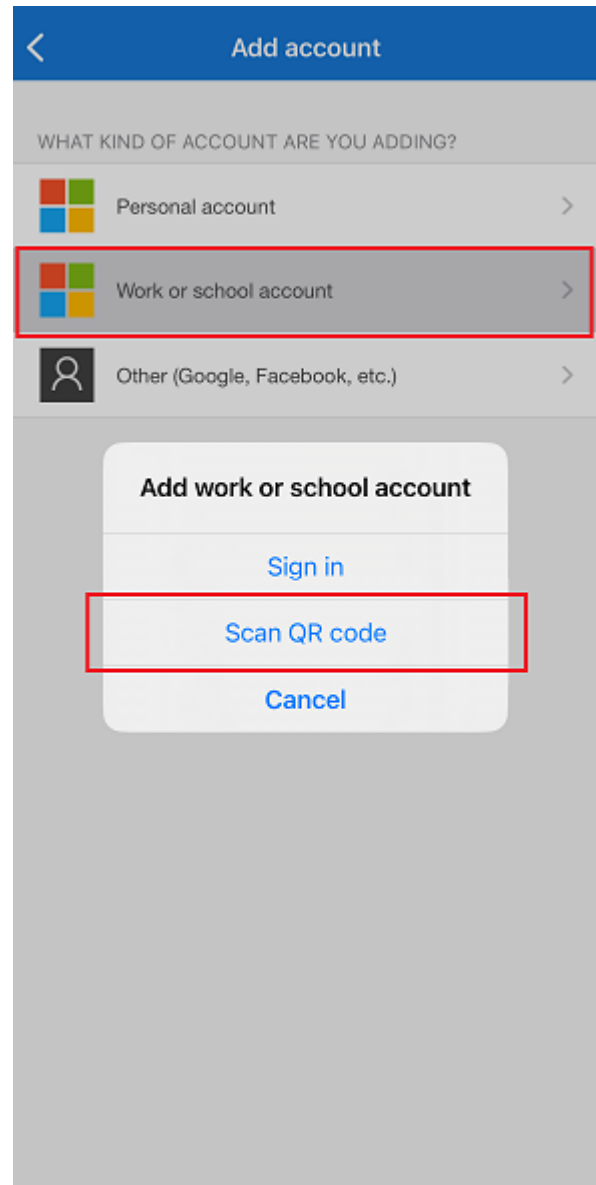
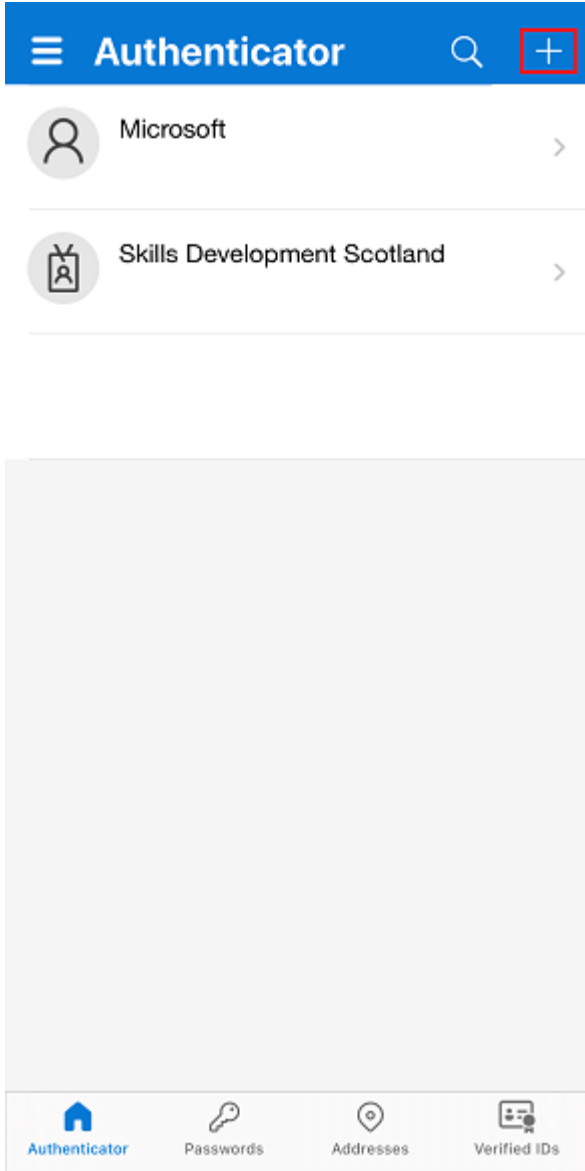
8. Back on the Authenticator mobile/tablet app, press 'Accept' on the first prompt then 'Continue' on the second prompt.



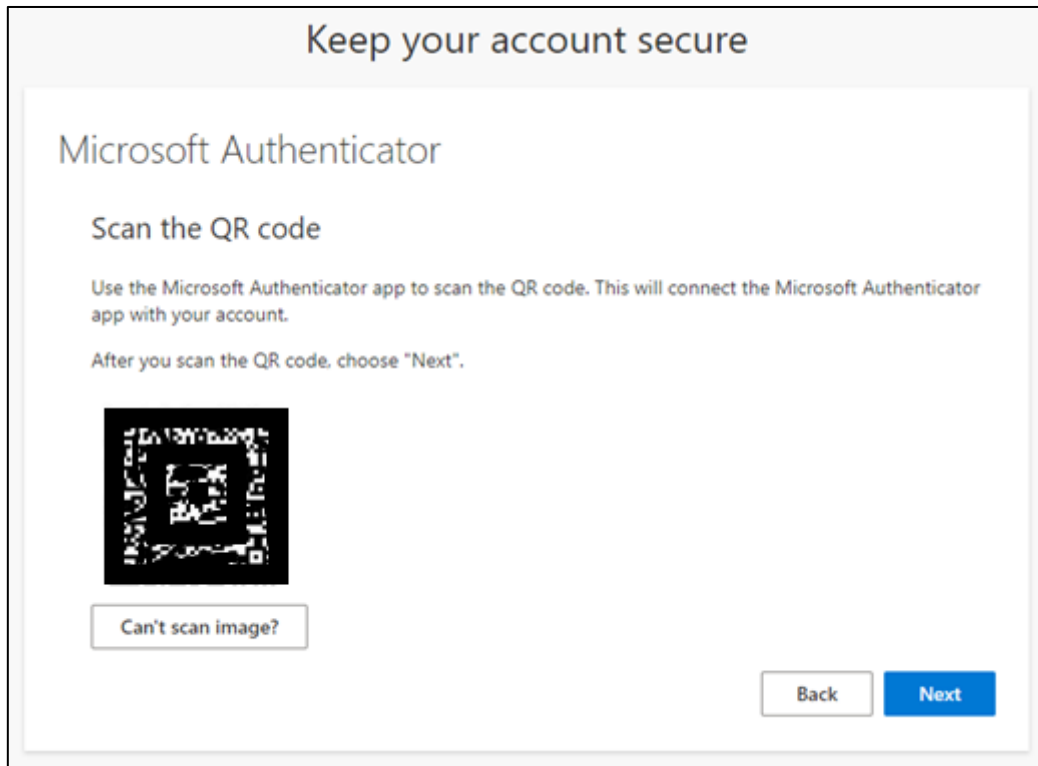
9. On the next app prompt, you will select the option 'Scan a QR code' and allow the app access to open your camera. Your device's camera will then open.



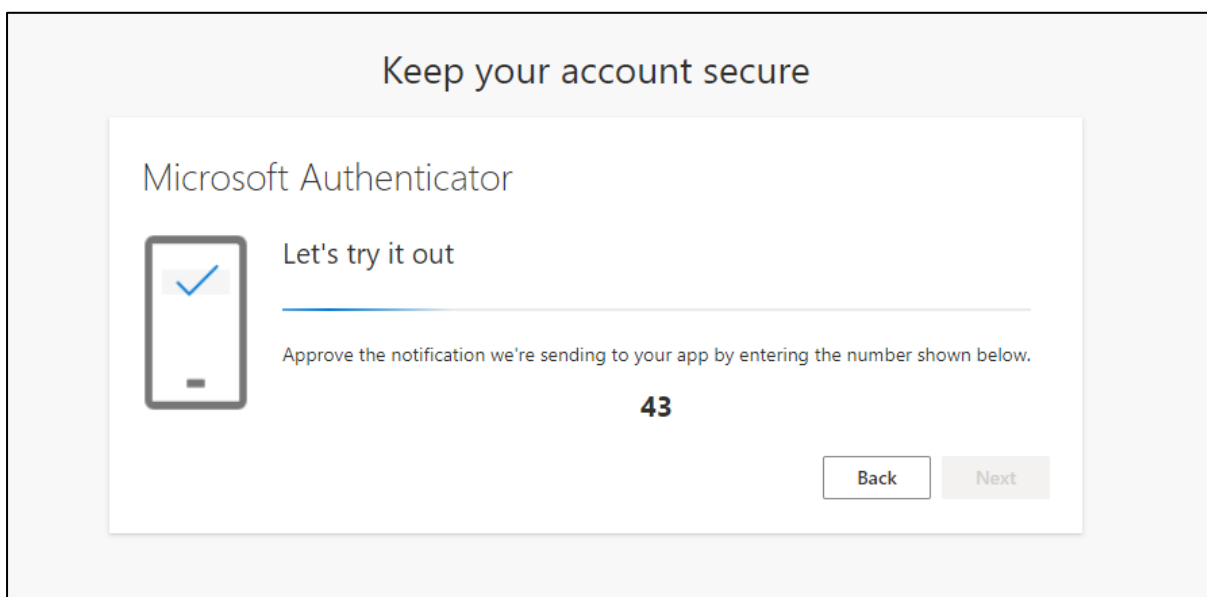
10. If you already use Microsoft Authenticator app or have logged in previously you will see a similar screen below left. Simply click on the + icon on the top right-hand corner. You will then be taken to the next screen where you will click on “Work or school account” and then “Scan QR code”.



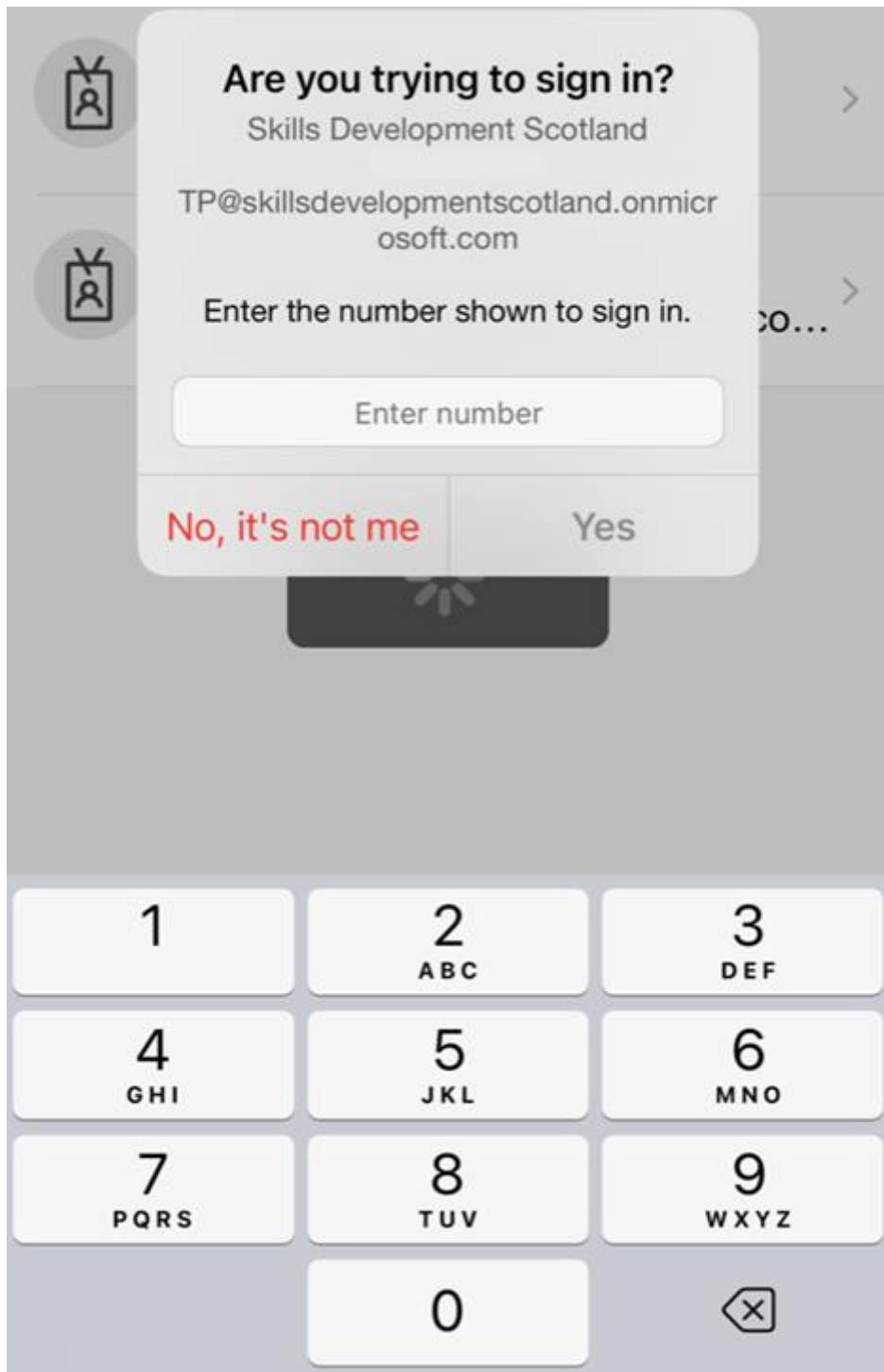
11. Back on your laptop/PC, you will see the following screen. Using your phone's camera, which has now opened from the app, position the camera over the QR code on your laptop/PC (not the image below) to proceed, then press 'Next'.



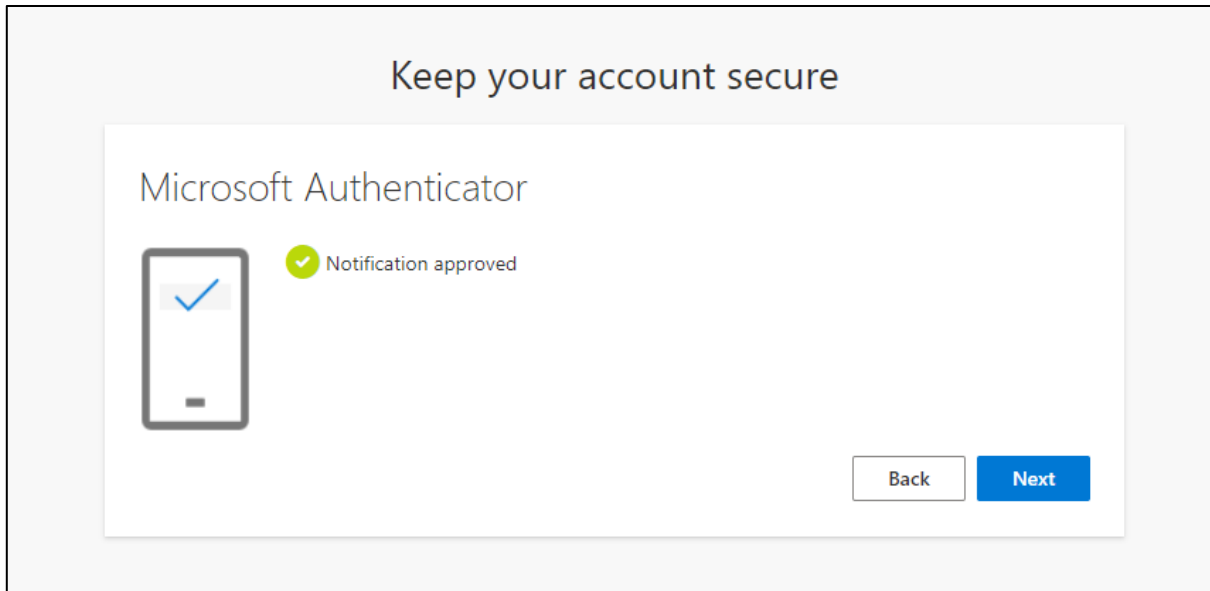
12. The system will now send you a test authenticator code:



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'.



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

