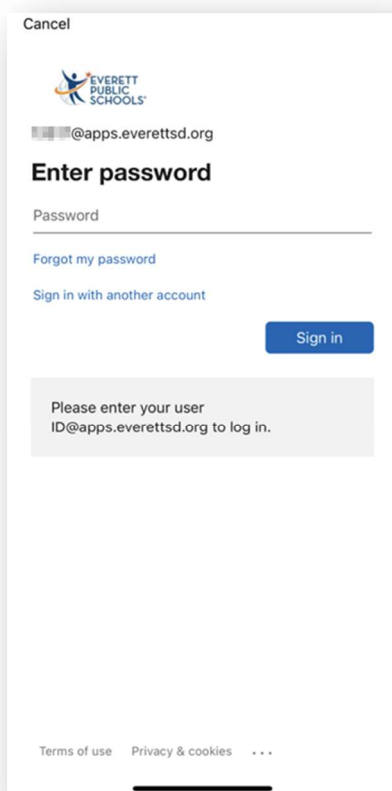


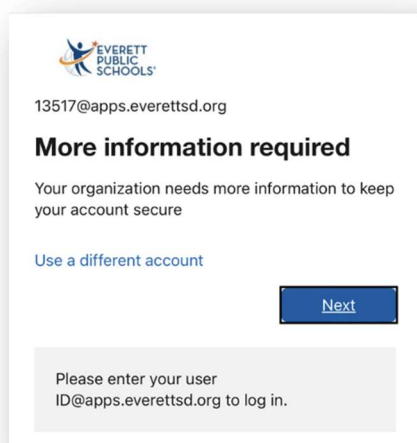
Activating MFA on a Mobile Phone

These instructions will help you configure multi-factor authentication on your mobile device. Note: this is a completely optional step, only required if users are logging into district resources, like district email, from a personal computer at home or a personal mobile phone.



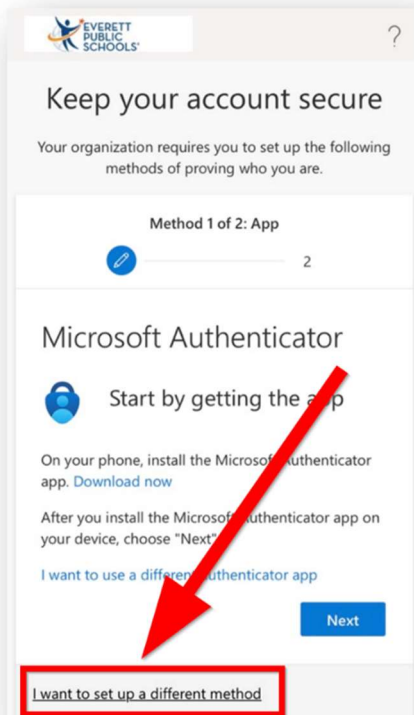
1. When prompted, sign in to Microsoft 365 with your id@apps.everettsd.org and district password as usual.

2. After you choose **Sign in**, you'll be prompted for more information:

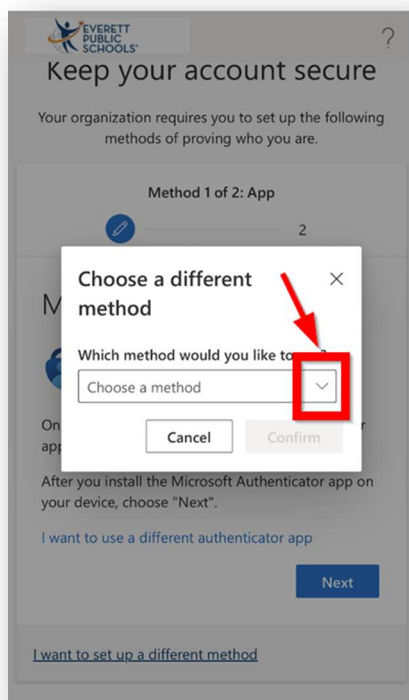


3. Click **Next**.

4. There are multiple methods staff can set-up for using MFA, but **Everett Public Schools** advises **setting up a phone number to receive a six-digit code via text message or call.**

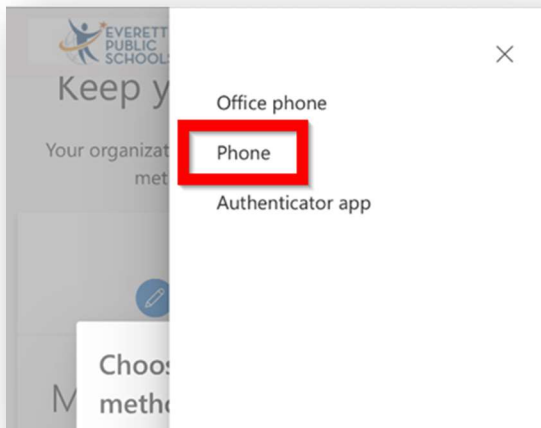


Near the bottom of the screen, click the link that states **I want to set up a different method.**

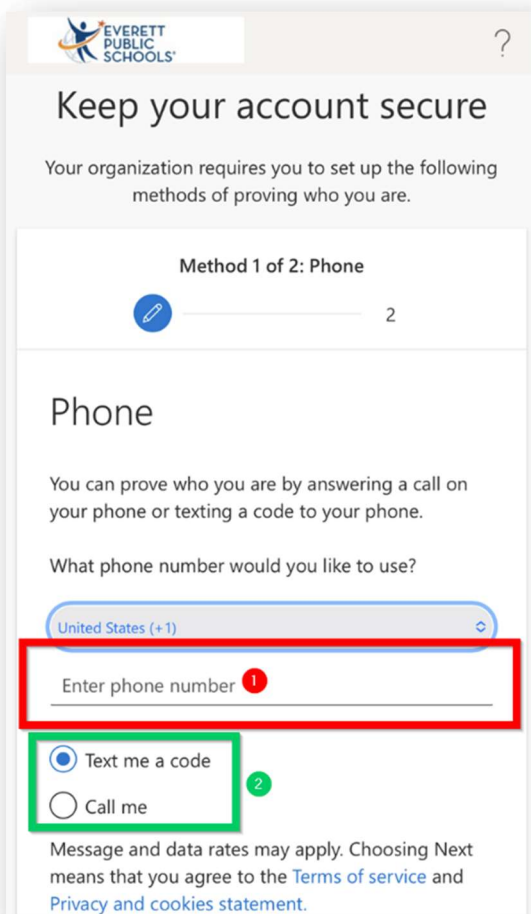


5. Click the down arrow next to **“Choose a Method.”**

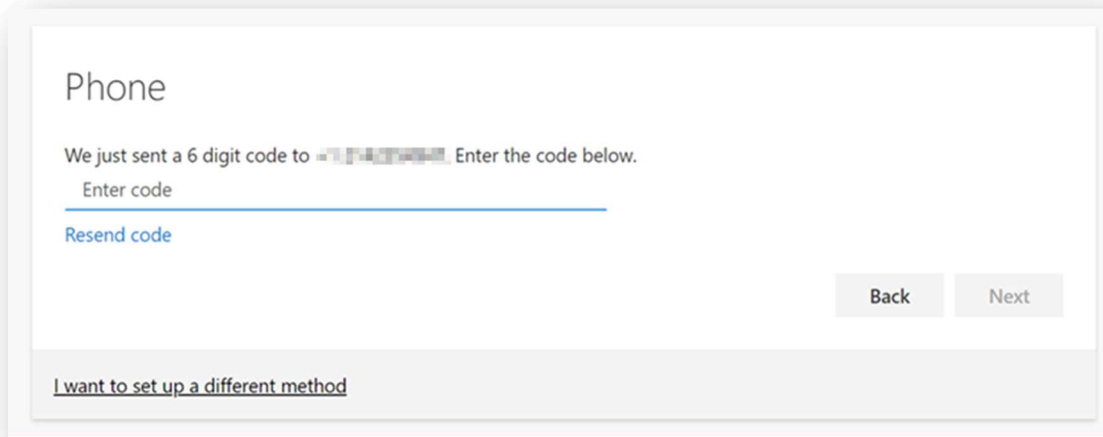
6. Click **Phone**.



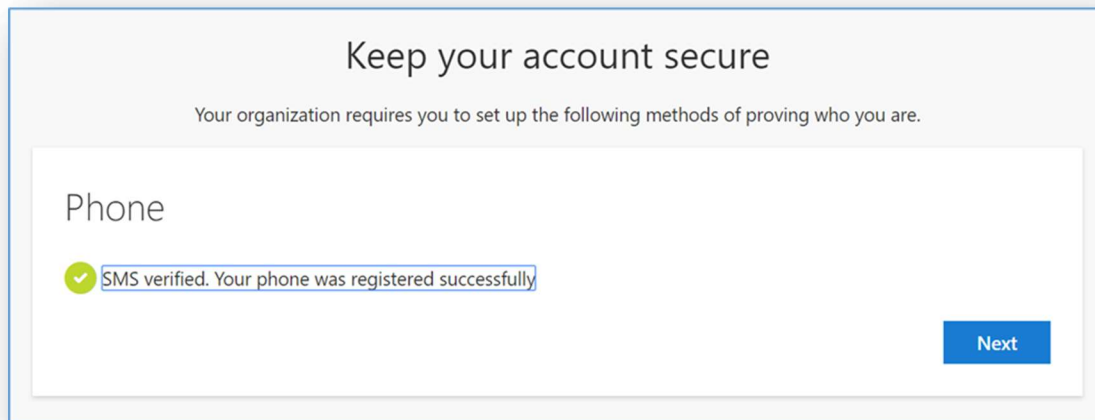
7. Enter your phone number and choose either **Text me a code** or **Call me** in the options.

A screenshot of a mobile app interface showing the 'Keep your account secure' screen. The screen has a header with the Everett Public Schools logo and a question mark icon. Below the header, it says 'Keep your account secure' and 'Your organization requires you to set up the following methods of proving who you are.' There is a progress bar labeled 'Method 1 of 2: Phone' with a blue circle icon and the number '2'. The main section is titled 'Phone' and contains the text 'You can prove who you are by answering a call on your phone or texting a code to your phone.' and 'What phone number would you like to use?'. Below this is a dropdown menu showing 'United States (+1)'. A red rectangle highlights the 'Enter phone number' field, which has a red circle with the number '1' next to it. Below the field are two radio button options: 'Text me a code' (which is selected and highlighted with a green rectangle) and 'Call me'. A green circle with the number '2' is next to the 'Text me a code' option. At the bottom, there is a disclaimer: 'Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).'

8. Depending on whether you chose Text or Call, the system will automatically send you a 6-digit code or call you. Enter the code when prompted, then click **Next**.



When you see the green checkmark, you have successfully added your **first** MFA method. Click the blue **Next** button.



9. Repeat these steps for the **second** method of your choosing. You will have the option to choose receiving an email as your second option.
10. Once you complete these instructions and see two green checkmarks, you are all done. You'll be prompted to provide the additional verification information or action the next time you sign-in to Microsoft 365. You will only need to utilize the code when you change your password, when you login to your phone for the first time to check your mail, or when you login to a personal computer at home to do district work.