**KSE Multi Factor Authentication Instructions**

It is important to note that when you’re outside the office or connecting for the first time on a device, you need to have a 2nd level of authentication (ie: cell phone) with you at all times to acknowledge a notification through the authenticator app.

**Please follow these steps to setup Multi Factor Authentication (MFA)**

(phone or computer icon on each step indicates the device the step is done on)

 do the steps on the phone. do the steps on the computer.

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| **1.** | Go to the App Store and download the Microsoft Authenticator App on the phone  (**You may already be using this app for VPN MFA**) |
| **2.** | **Go to** [**https://aka.ms/mfasetup**](https://aka.ms/mfasetup) |
| **3.** | Use the drop down to select **“Mobile App”**  Then choose the radio button for **“Receive notifications for verification”**  **Click Setup** |
| **4.** | Right Pointing Backhand Index In the Authenticator App look for the **+ button** on iOS  When prompted for access to the camera, Allow this. |
| **5.** | Capture the QR Code presented on the computer screen with your phone |
| **6.** | cid:image004.png@01D45414.68A6D4B0You will now see multiple accounts in your Authenticator App with different names |
| **7.** | Click Save and it will send a prompt to your phone to test verification. |
| 8. | Accept the prompt on your phone to complete setup. |
| **9.** | You will then see “Mobile app has been configured” on your Additional security verification page. |

**You are now protected with Multi Factor Authentication.**