



# How to Login for the 1<sup>st</sup> Time Using a Personal Device

Depending on your job role and employment type, you will either receive a company-owned laptop or use a personally supplied device to perform your work duties. Regardless of the device type, you can access UP Education systems from both. Logging into these systems with your work credentials requires setting up MFA (Multi-Factor Authentication) on your work account.

Setting up Multi-Factor Authentication (MFA) on your work account is important because it adds an extra layer of security. Here's why it's beneficial:

**Increased Security:** MFA requires you to provide two or more verification factors to access your account, such as a password and a code sent to your phone. This makes it much harder for unauthorized users to gain access, even if they have your password.

**Protection Against Password Theft:** If someone steals or guesses your password, they still won't be able to access your account without the second factor, like authentication app confirmation.

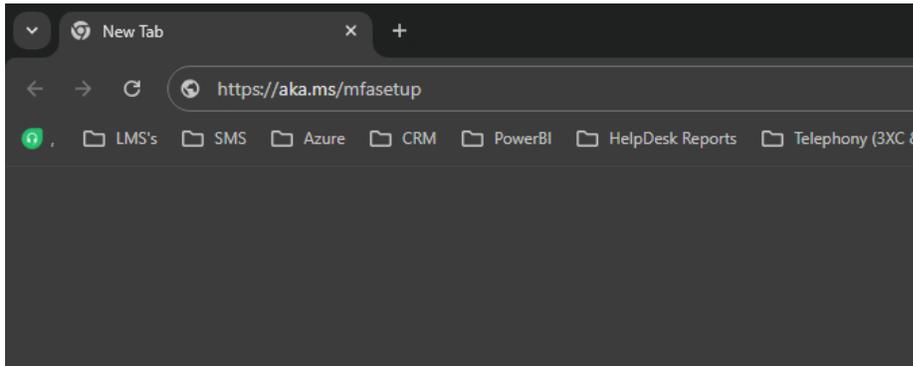
**Safeguards Sensitive Information:** Work accounts often contain sensitive information, such as company data, financial details, and personal information. MFA helps protect this information from cyber threats.

**Preventing Account Hijacking:** Cybercriminals often try to hijack accounts to carry out malicious activities. MFA significantly reduces the risk of your account being hijacked.

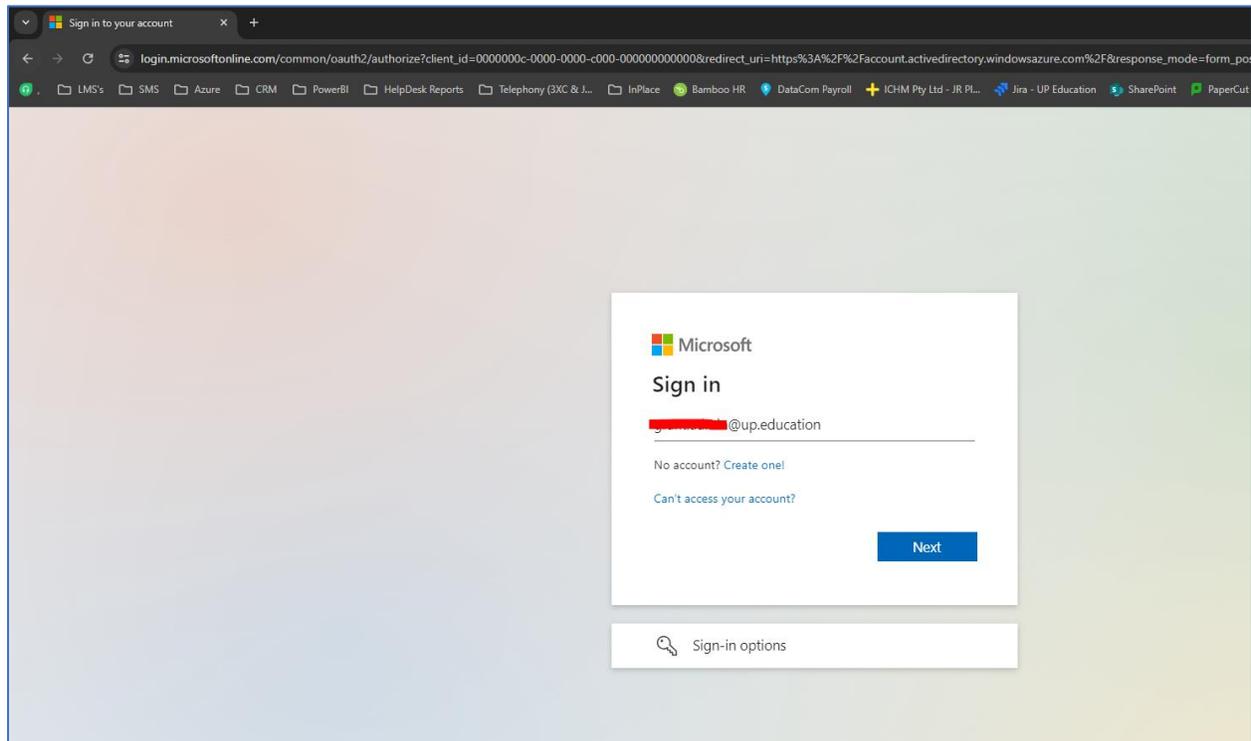
By setting up MFA, you're adding an important security measure that protects both your personal information and your company's data from potential threats.

To set up MFA on your work account using your personal device, please follow the steps outlined in this document.

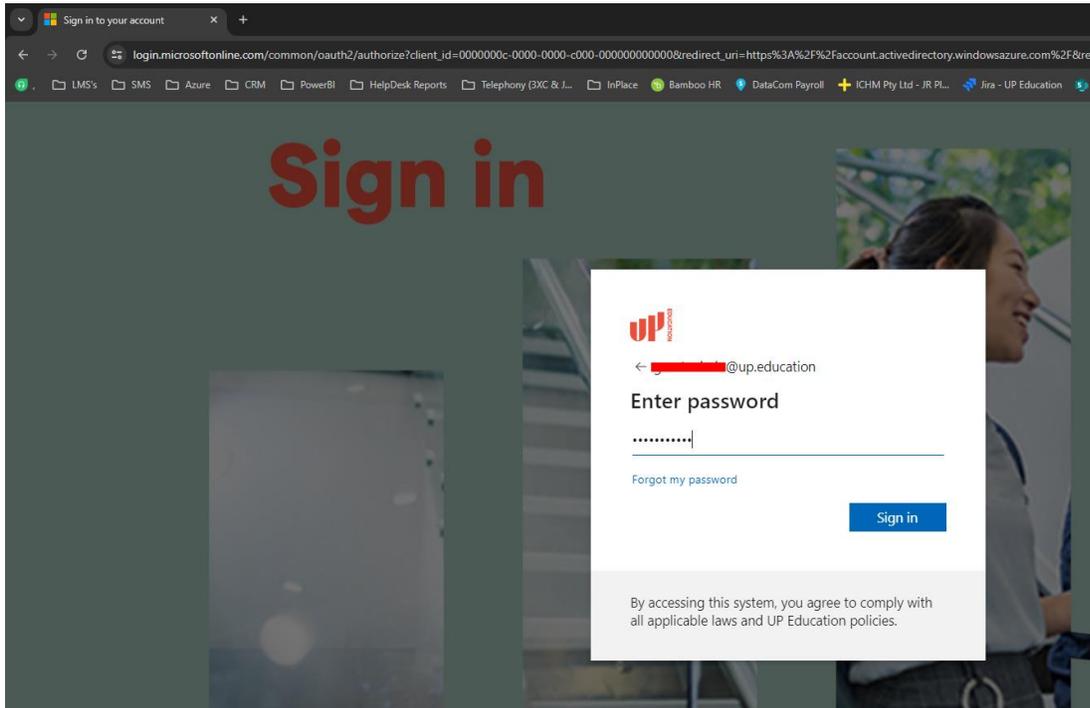
**Step 1:** In a web browser, visit the following <https://aka.ms/mfasetup>



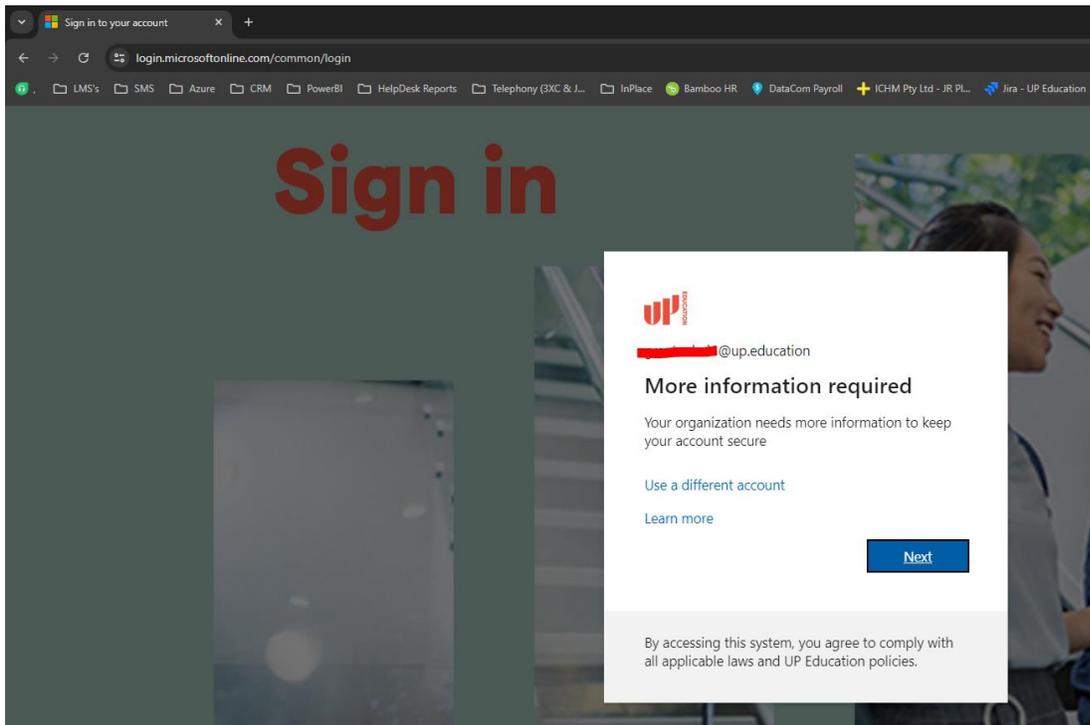
**Step 2:** Input the username for your staff account and click **Next**. Your username would have been supplied to you by your reporting manager.



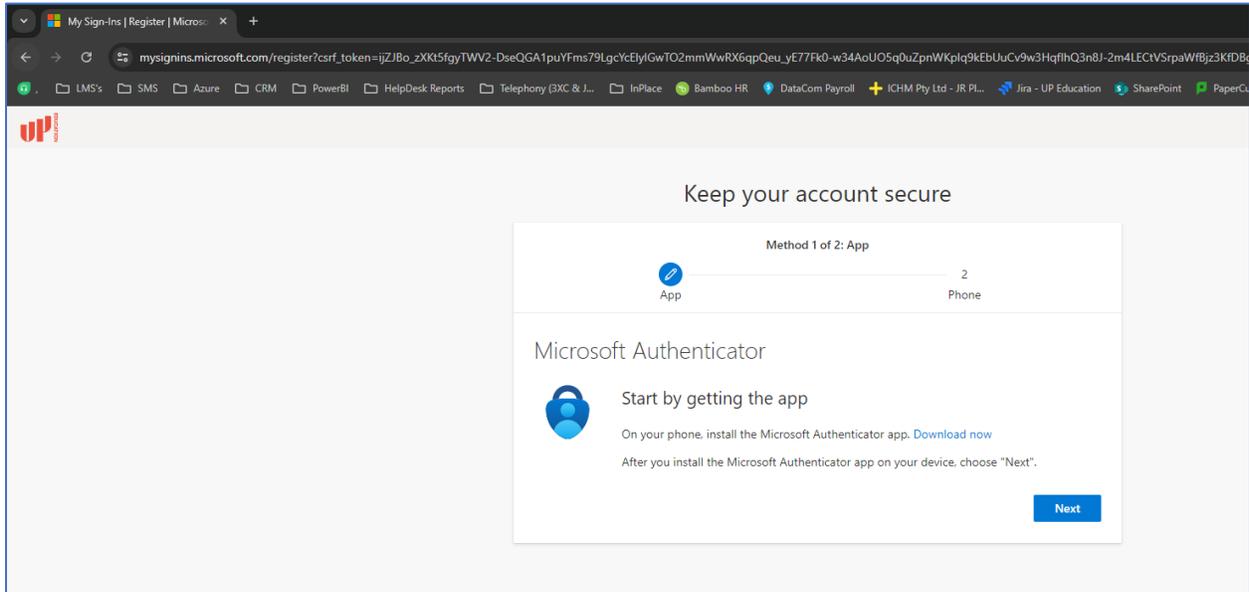
**Step 3:** Enter in your password and click the **Sign in** button. This also would have been supplied to you by your reporting manager.



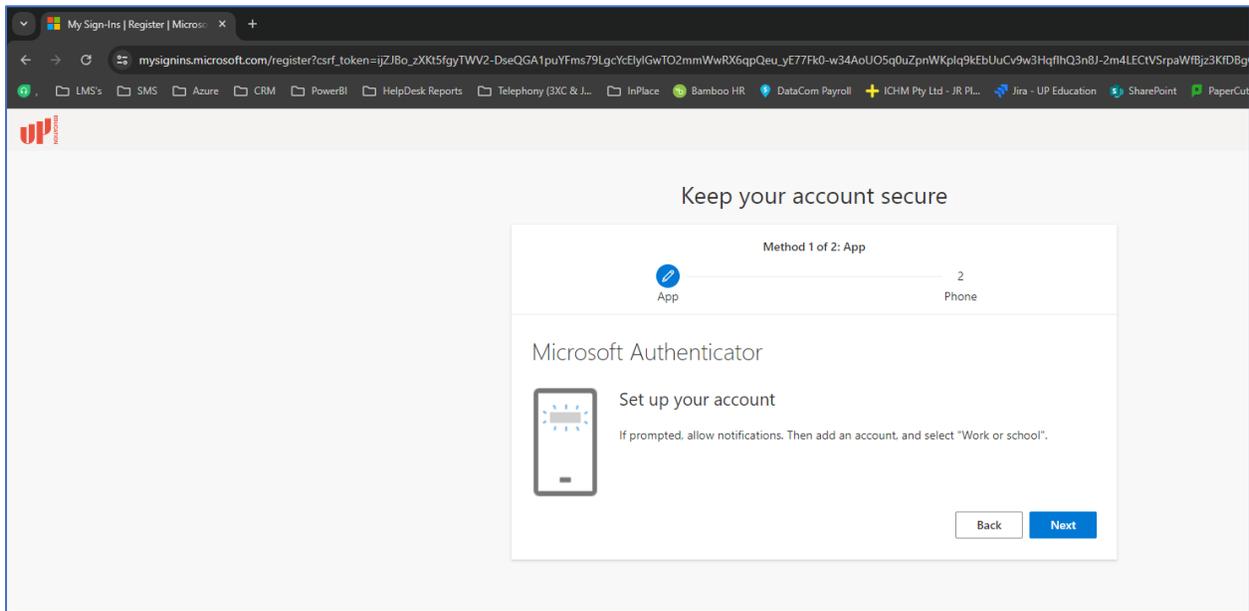
**Step 4:** You will receive a message saying that your organization requires more information to keep your account safe. Click on the **Next** button.



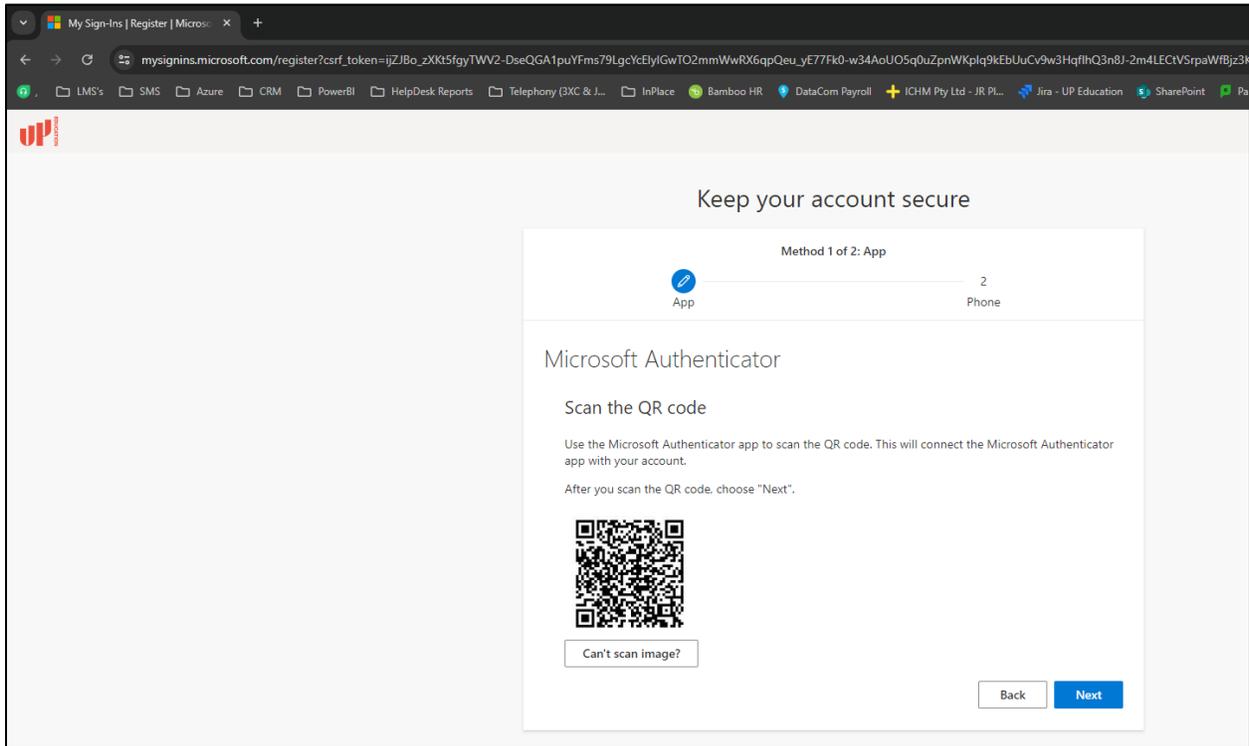
**Step 5:** You will now be instructed to download the **Microsoft Authenticator** app on your phone or other mobile device like a tablet/iPad. If you haven't done so already, please follow the instructions [here](#). Once you have downloaded the app click the **Next** button.



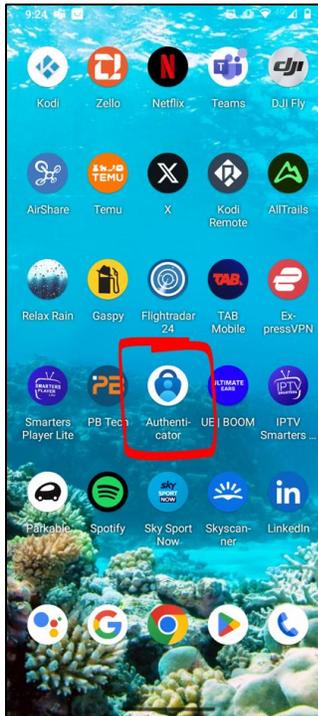
**Step 6:** Click the **Next** button



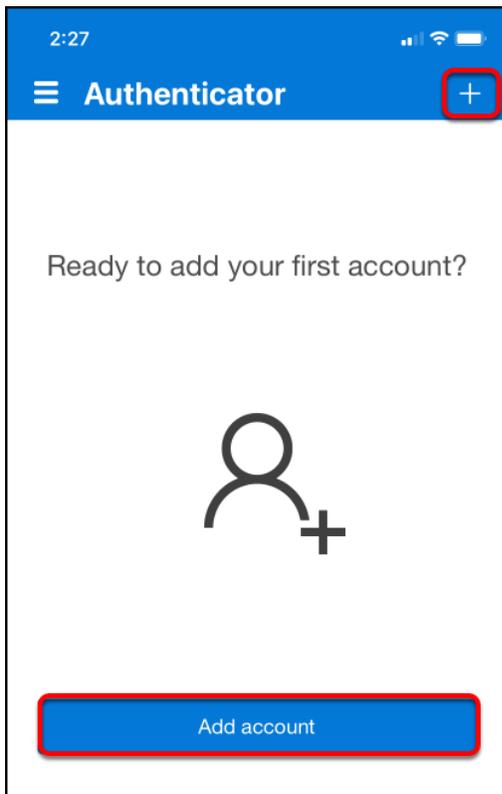
**Step 7:** You will now see a screen with a QR code on it. Leave this window open, do not click on **Next**



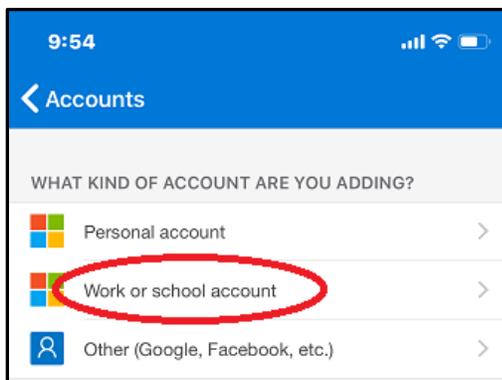
**Step 8:** Locate the **Microsoft Authenticator** app on your mobile device and tap it to open.



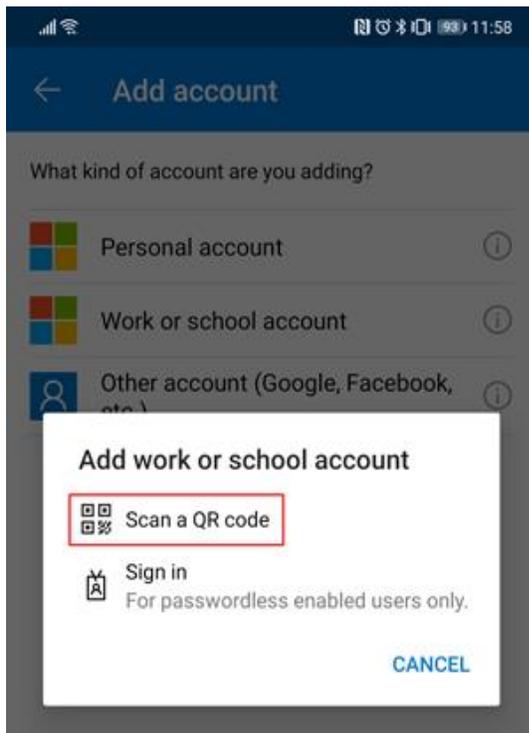
**Step 9:** The app might look slightly different from the screenshot below but look for a + or **Add account** and tap it.



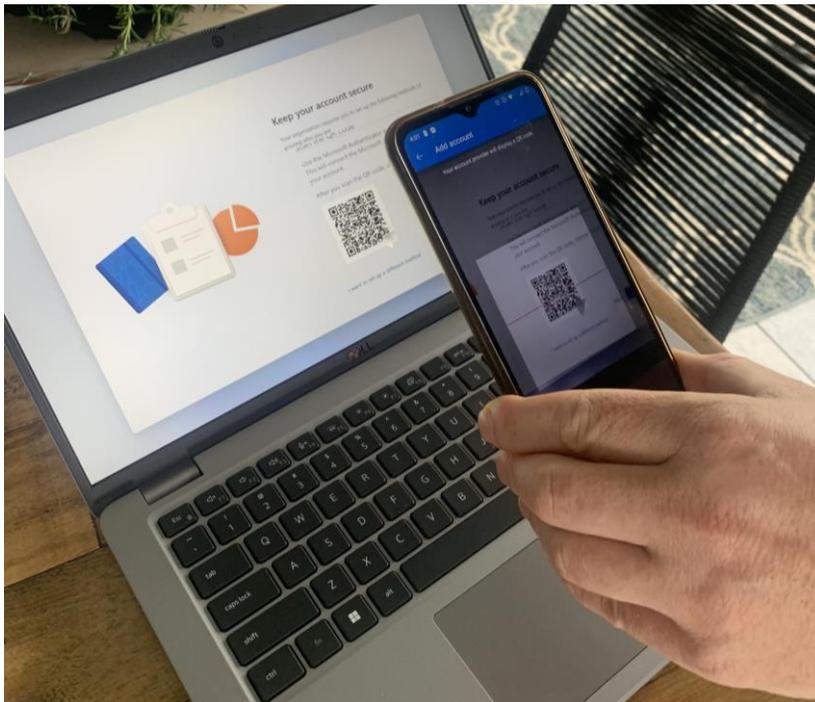
**Step 10:** Tap **Work or school account**



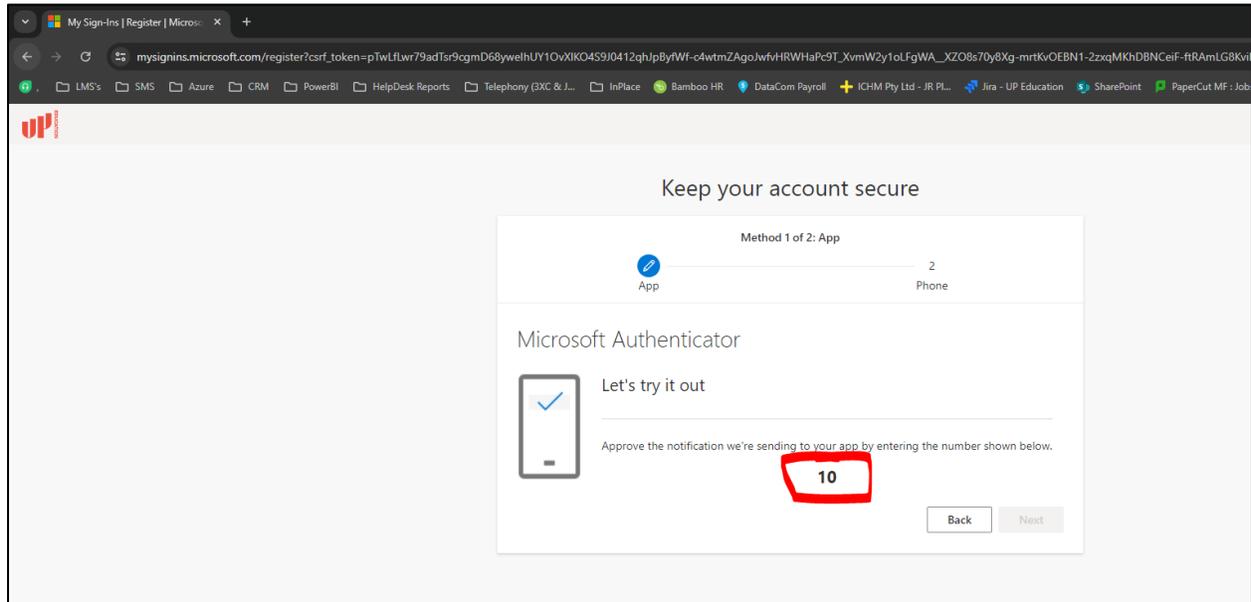
**Step 11:** Select the **Scan a QR code** option



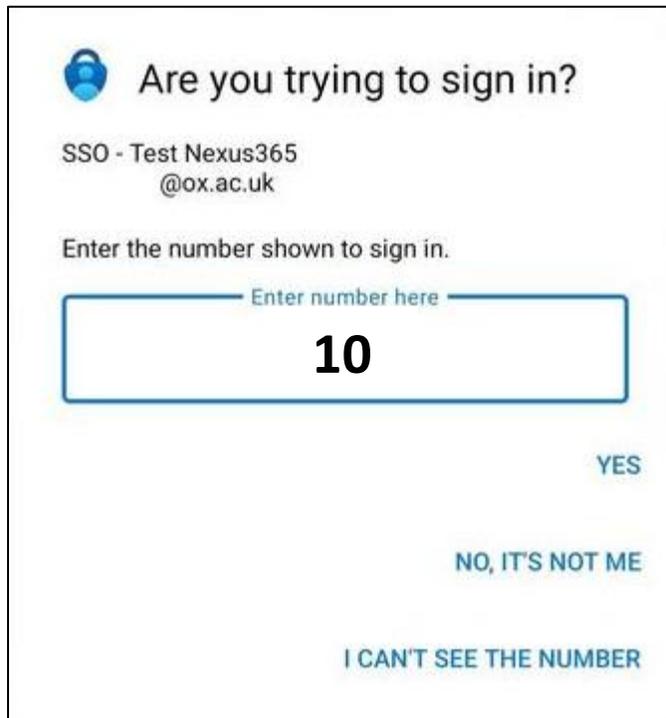
**Step 12:** Using your phone, scan the QR code on the screen to set up your account in the authenticator app and then click the **Next** button on your computer.



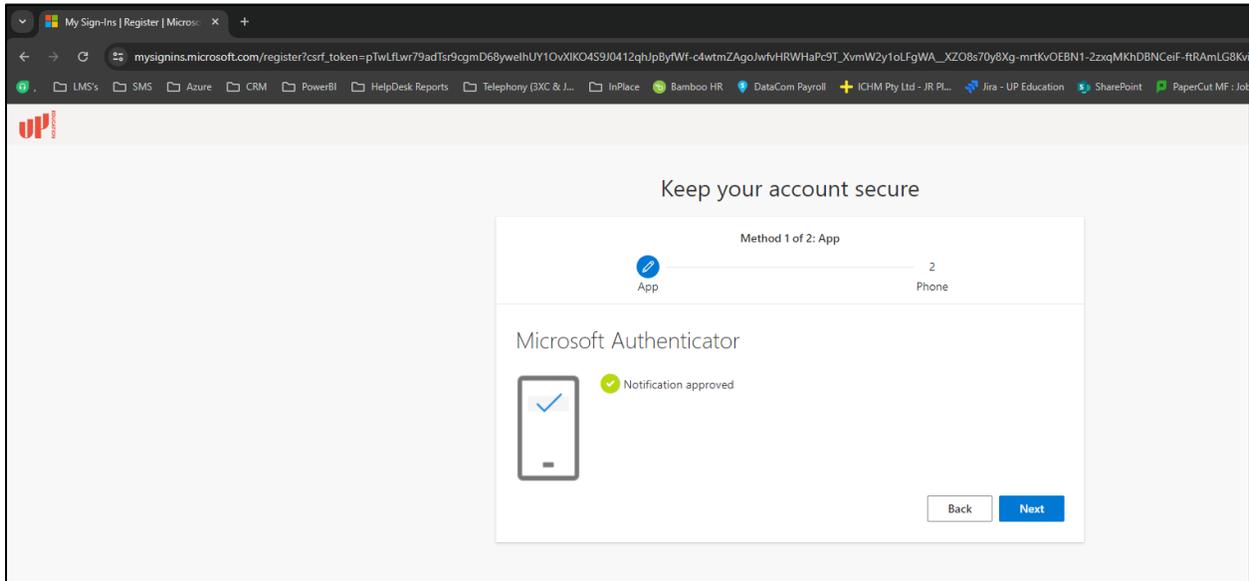
**Step 13:** It will do a quick test. Take note of the number it gives you.



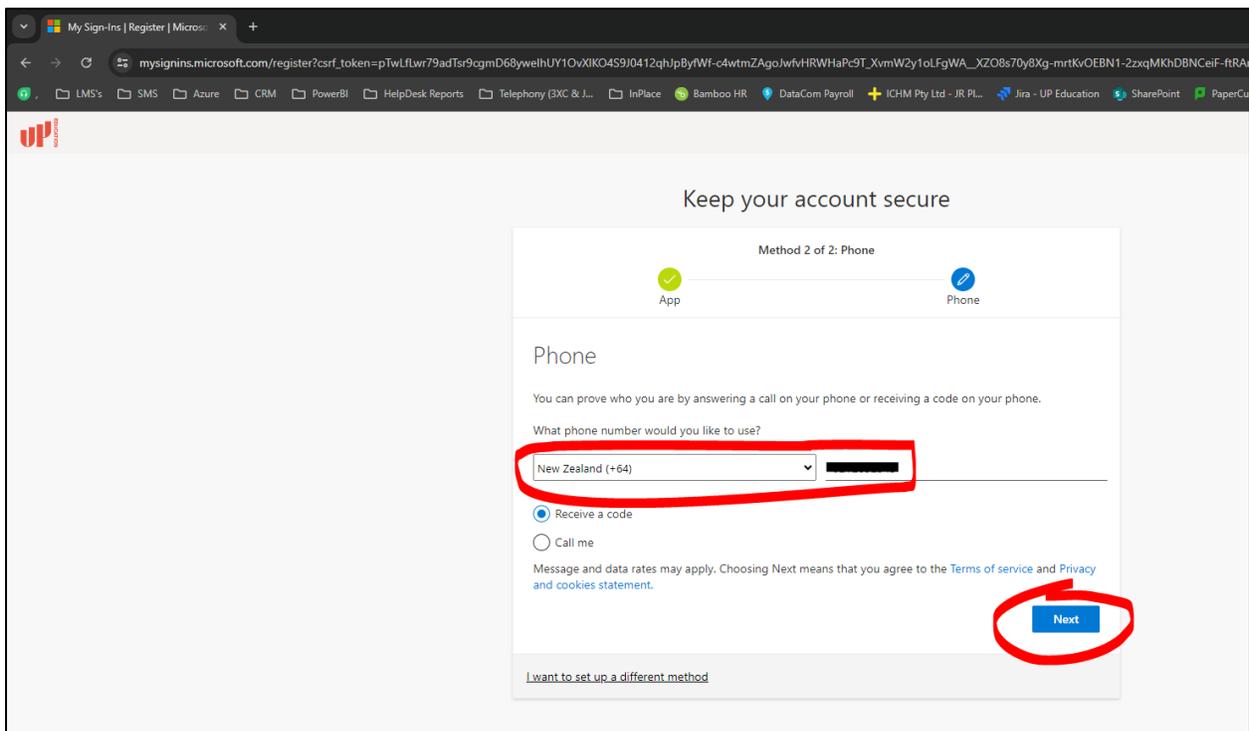
**Step 14:** On your phone/mobile device a message should pop up. Type in the code that you were supplied and tap **YES**



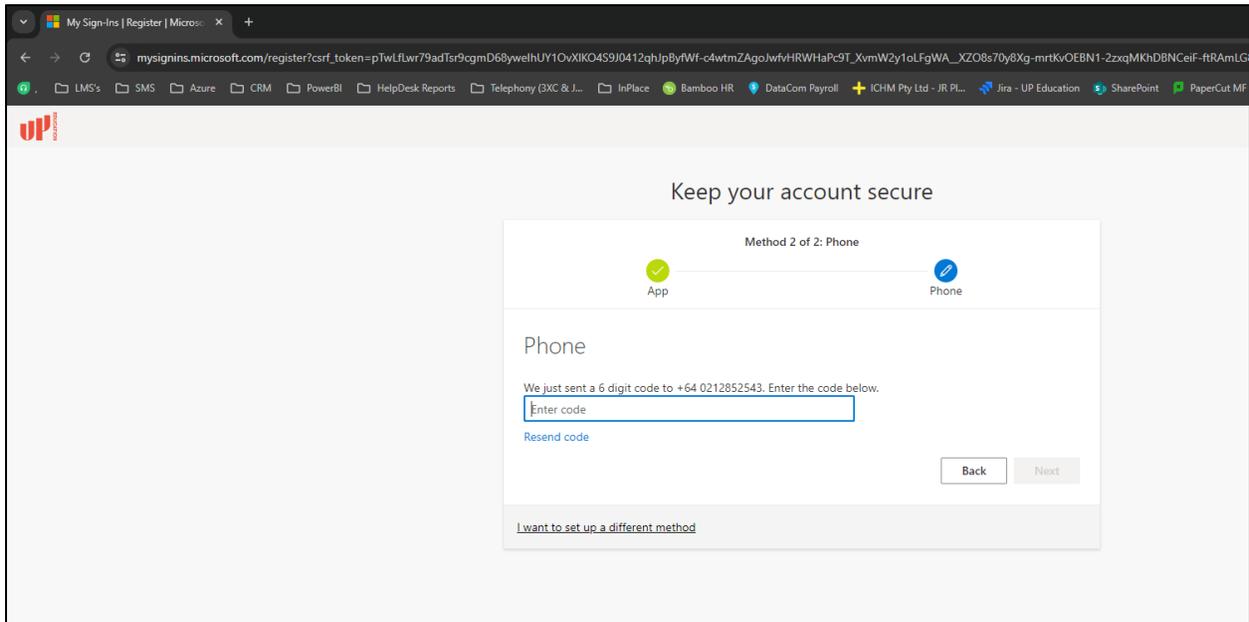
**Step 15:** You should then get a confirmation that the test was successful. Once you get this then click the **Next** button.



**Step 16:** In case the Authenticator app fails in the future, you have the option to receive a text message or phone call as a backup instead of using the app. To set this up, please provide your country code and cell phone number below, then click **Next**.



**Step 17:** You should receive a txt message with a 6-digit code on your mobile phone. Type in this 6-digit code and click **Next**



**Step 18:** You should now receive a message saying your phone has been registered. MFA on your account now set up! Whenever you try to access UP Education systems using your work credentials in the future, you will be prompted on your phone to enter a code in order to login.

