

Before you receive your work login credentials on your first day of employment, please download and install the **Microsoft Authenticator** app on your personal phone or mobile device like tablet/iPad. This step should be completed prior to your first day so that when you first log in, you will already have the app required to set up multi-factor authentication (MFA). MFA is a security system that enhances the protection of your account by requiring multiple forms of verification to confirm your identity which provides an additional layer of security against unauthorized access.

Step 1: Download the **Microsoft Authenticator** app on either Google Play for Android devices or the App Store for iPhone devices.

Get the app on your phone*

Scan the QR code with your Android or IOS mobile device.



Google Play



App Store

Step 2: After installing the app, you're ready for your first day. Once your manager gives you your login credentials, visit <https://onboard.up.education/> and follow the instructions to log in and set up multi-factor authentication (MFA) using the Authenticator app you just downloaded.

- If you are being supplied a company laptop to perform your work duties, then follow the **1st Time logging in using a Company Device** instructions.
- If you are using your own personal device to perform your work duties, then follow the **1st Time logging in using a Personal Device** instructions.

