

Microsoft Multi-Factor Authentication Guide

To strengthen security, Nassau BOCES is implementing multi-factor authentication on our accounts. This guide will walk you through setting up Multi-Factor Authentication for your Nassau BOCES account.

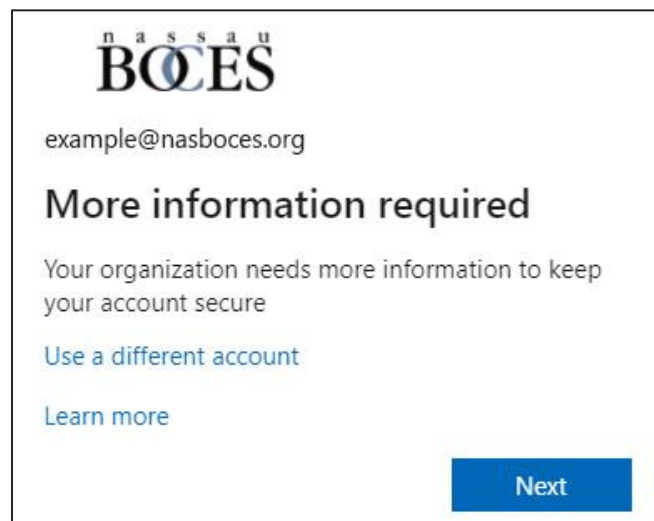
Get the app on your phone

1. You will need to download the Microsoft Authenticator app from the Apple App Store (for iOS users) or the Google Play Store (for Android users). There are two convenient ways to get the app:
 - a. Navigate to this site to use a QR code to open the installation page on your phone:
<https://www.microsoft.com/en-us/security/mobile-authenticator-app>
 - b. Search the Apple App Store/Google Play Store for Microsoft Authenticator. Make sure that it is the app published by Microsoft.

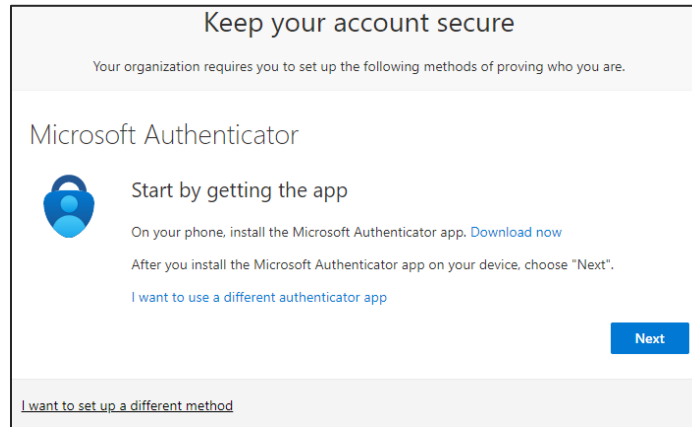


Enroll your account in Microsoft Multi-Factor Authentication

1. From a Web browser on your computer, visit your Account Settings page at www.nassauboces.org/mfa/accountsettings.
2. Sign in to your Nassau BOCES account.
3. You will be prompted to enter more information. Click **Next** to continue.

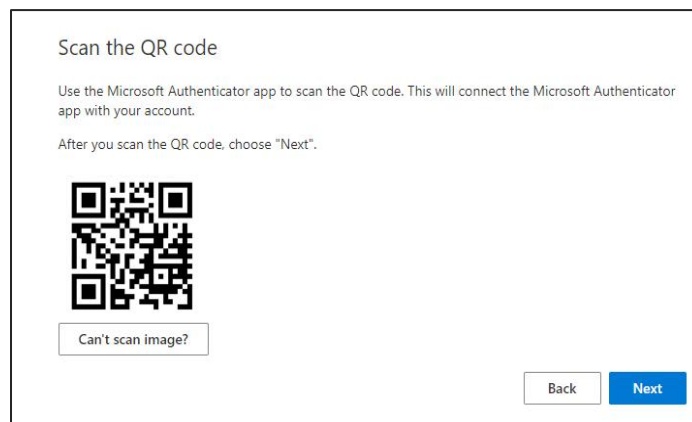


4. On the next screen, a **Keep your account secure** wizard appears. If you already have installed the [Microsoft Authenticator app](#) on your device, choose **Next**.

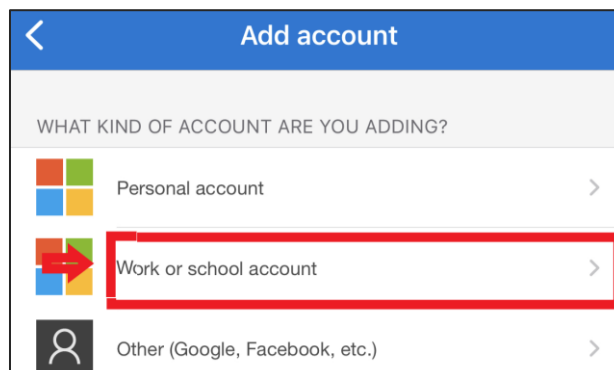
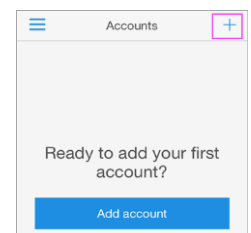


5. Now you will connect your Microsoft Authenticator app with your Nassau BOCES Microsoft account. Click **Next** to continue.

6. On the next screen, you will be presented with a QR code on your computer.



- a. Open the Microsoft Authenticator App on your mobile device
- On **iPhone**: Click on the plus icon in the top right.
 - On **Android**: click on the three dots in the top right and then click add account
- b. Select the **Work or school account** option.

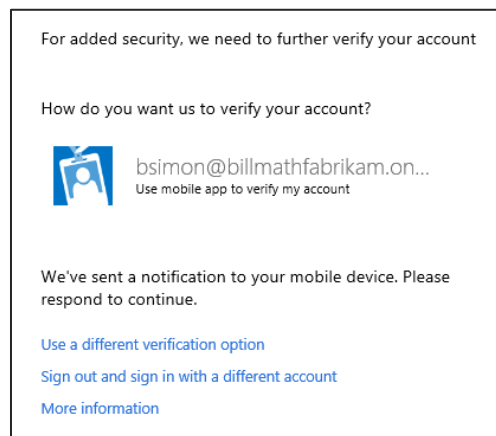


- c. Choose the **Scan QR Code** option and scan the QR code that appears on your computer.
7. Click **Next** on the screen that appears on your computer.
8. You will be prompted to approve the sign-in on your device. Click the notification that appears and choose **Approve**.
9. Complete the enrollment process by clicking **Next** and then **Done**.

Sign in to your Nassau BOCES account using your two-step verification method

To sign in with a notification from the Microsoft Authenticator app:

1. Sign in to an application or service such as Microsoft 365 using your Nassau BOCES username and password.
2. Microsoft sends a notification to the Microsoft Authenticator app on your mobile device.



3. Open the notification on your phone and select the Verify key. You should now be signed in.

See also

- [Multi-factor authentication: What is it and why use it?](#)
- [Common problems with multi-factor authentication](#)