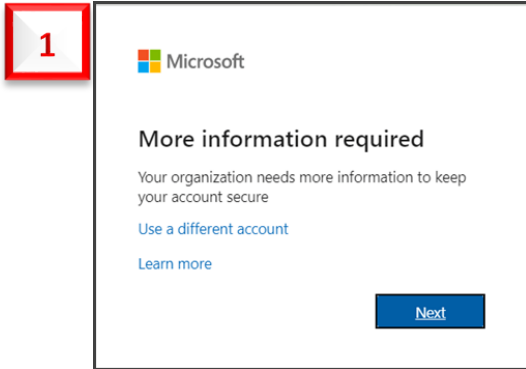


## Setup MFA (Multi-factor Authentication)

Follow these steps:

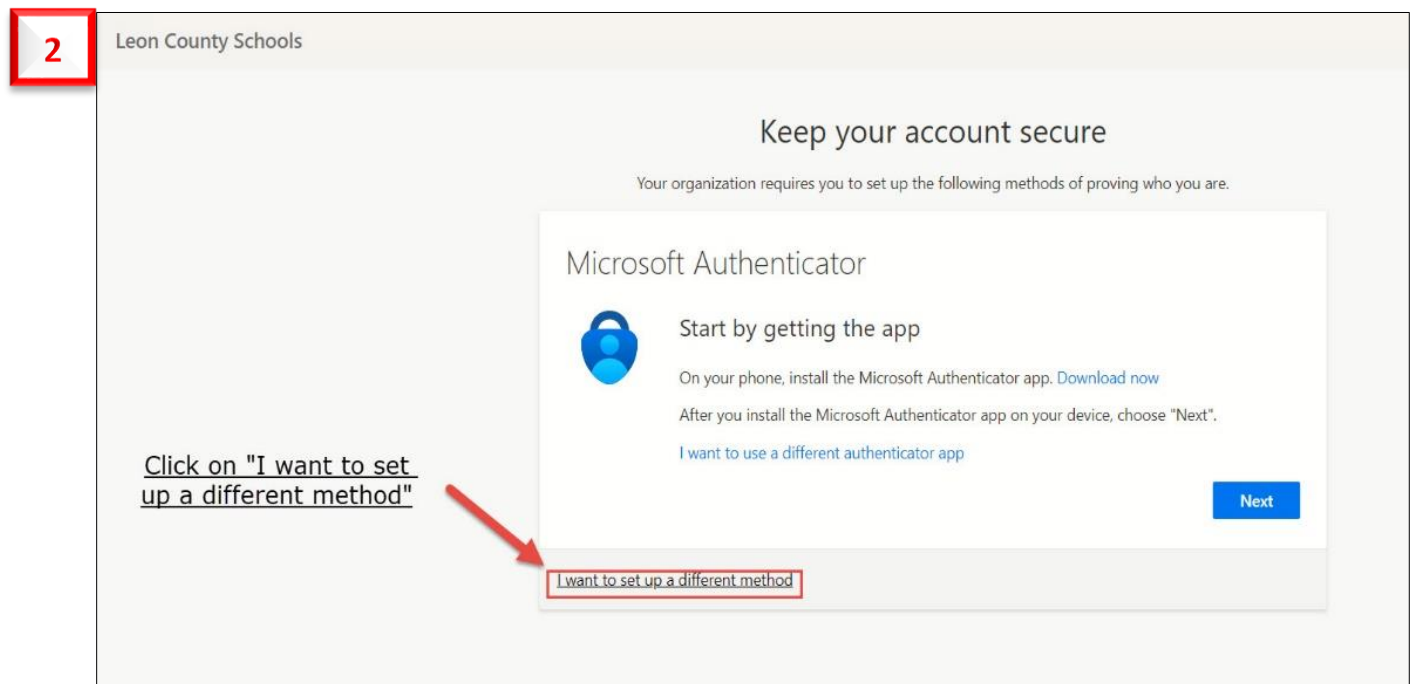
- Open a browser (ex: Google Chrome)
- Type [office.com](https://office.com) inside the address bar or go to <https://mysignins.microsoft.com/security-info>
- Sign in with your LCS credentials: [username@leonschools.net](mailto:username@leonschools.net)
- After you choose to **Sign in**, you'll be prompted for more information



Choose **Next**.

The default authentication method is to use the free Microsoft Authenticator app. If you have it installed on your mobile device, select **Next** and follow the prompts to add this account. If you don't have it installed there is a link provided to download it.

If you would rather use SMS messages sent to your phone instead, select **"I want to set up a different method"**. Microsoft 365 will ask for your mobile number, then send you an SMS message containing a 6-digit code to verify your device.



## Setup MFA (Multi-factor Authentication)

**3**

Choose a different method ×

Which method would you like to use?

click arrow →

Cancel Confirm

Choose a different method ×

Which method would you like to use?

Phone Click "Phone"

Authenticator app

Choose a different method ×

Which method would you like to use?

Phone

Click "Confirm" → Cancel Confirm

Enter Cellphone number to receive **SMS message containing a 6-digit code:**

**4**

Leon County Schools

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) Enter phone number

Select "Text me a code" → ☒ Text me a code ☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

Next

Must enter your personal Cell phone number

Then Click "Next"

I want to set up a different method

**5**

Leon County Schools

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 8506613578. Enter the code below.

Enter code

Resend code

Back Next

A text message with a 6 digit code will be sent to the cell number entered on the previous page.

Then Click "Next"

NEXT PAGE : Click "Done"

Once you complete the instructions to specify your additional verification method, the next time you sign in to Microsoft 365, you'll be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.