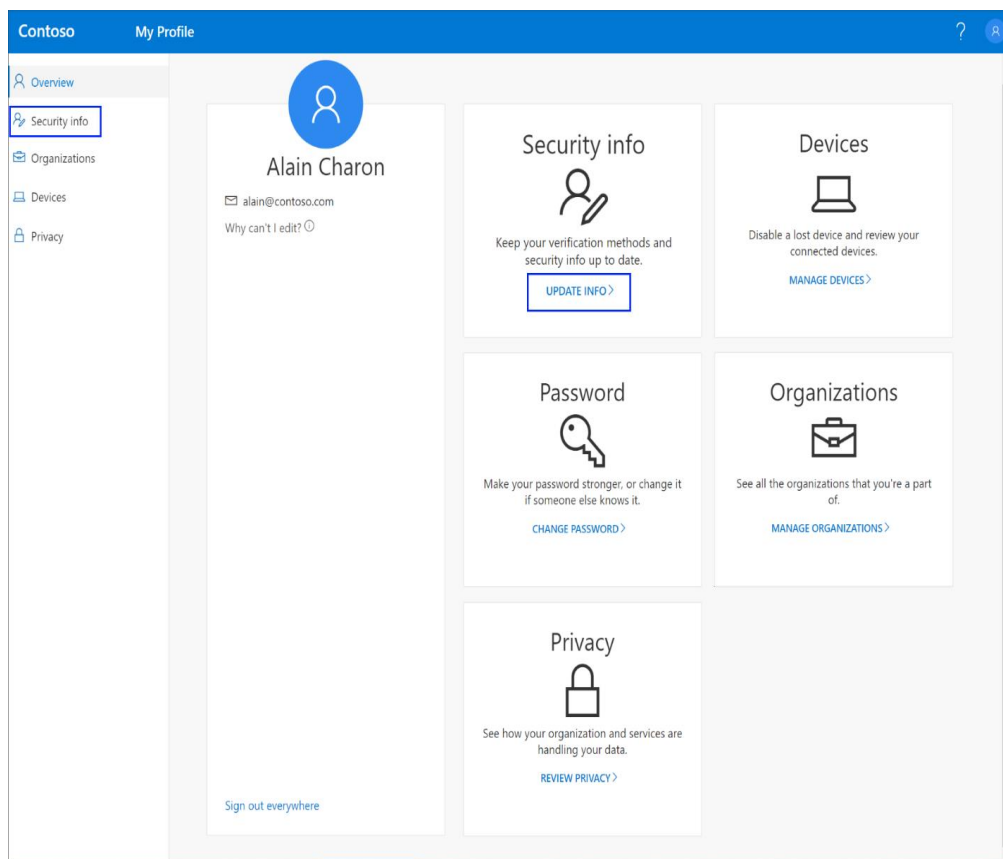


Microsoft Authenticator app Setup

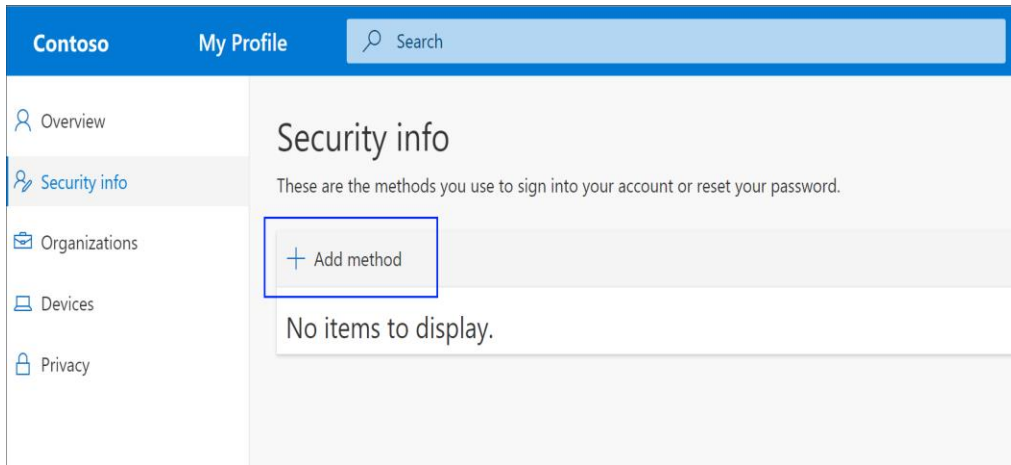
You will need your Mobile phone & Computer to complete these steps.

Directions:

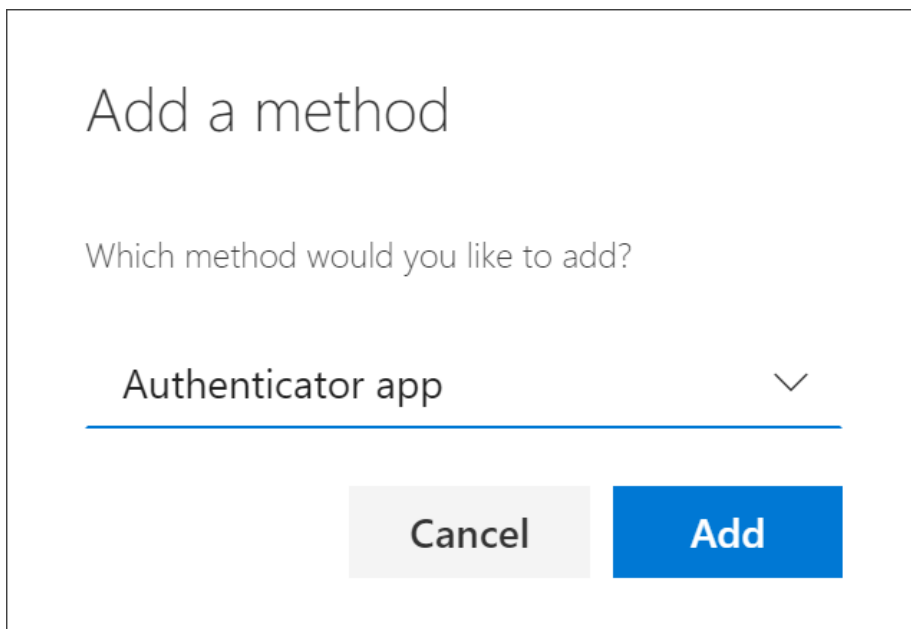
1. Using your computer, go to <https://myprofile.microsoft.com/> page.
2. Then sign into your FCS account.
3. Select **Security info** from the left navigation pane or from the link in the **Security info** box.



4. Select **Add method** located directly under **Security info**.




5. Under **Add a method**, select **Authenticator app** from the drop-down list, and select **Add**.



6. Using your mobile device, search for the Microsoft Authenticator App, **Download** and **install the Authenticator application**.
 - a. App Store (iPhone Users)

b. Play Store (Android Users)

Microsoft Authenticator



Start by getting the app


On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

7. Remain on the **Set up your account** page while you install the Microsoft Authenticator app onto your mobile device.

Microsoft Authenticator



Set up your account

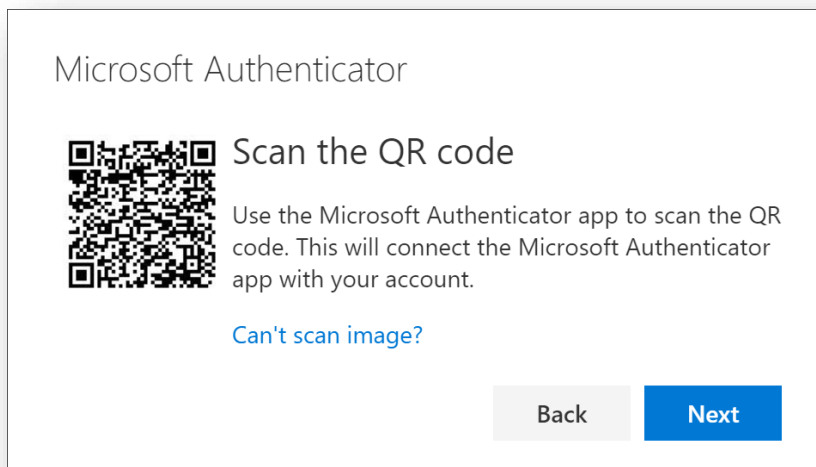
When prompted, allow notifications. Then add an account, and select "Work or school".

8. **Using your mobile device.** open the Microsoft Authenticator app,
 - a. Select to allow notifications (if prompted),
 - b. Select **Add account** from the **Customize and control** icon on the upper-right.
 - c. Select **Work or school account**.

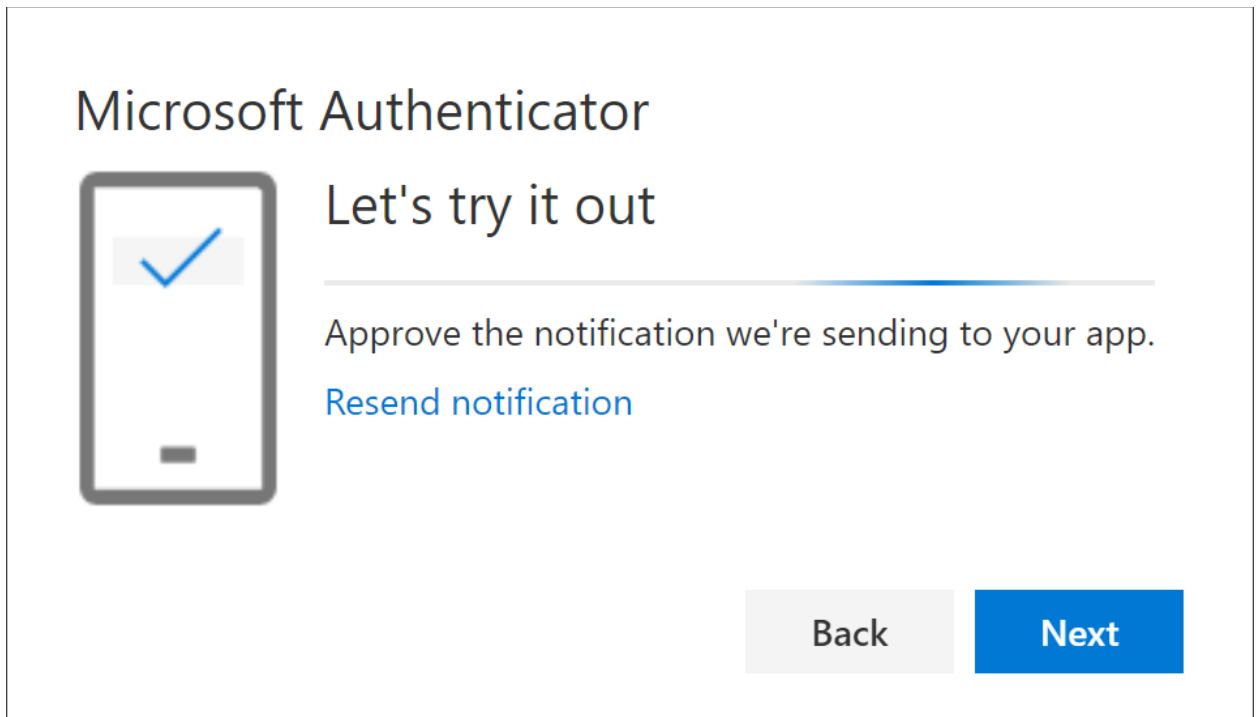
Note:

If this is the first time you're setting up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android). **You must select Allow** so the authenticator app can access your camera to take a picture of the QR code in the next step.

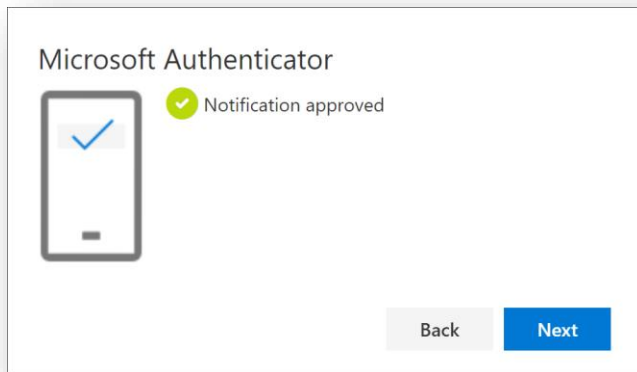
9. **Return to your computer,** **Select Next** from the Set up your account page.
 - a. The Scan QR code page will appear.



10. Scan the provided code with the Microsoft Authenticator app QR code reader, which appeared on your mobile device after you created your work or school account in Step 8.
11. From your computer Select **Next** on the **Scan the QR code** page.
 - a. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.



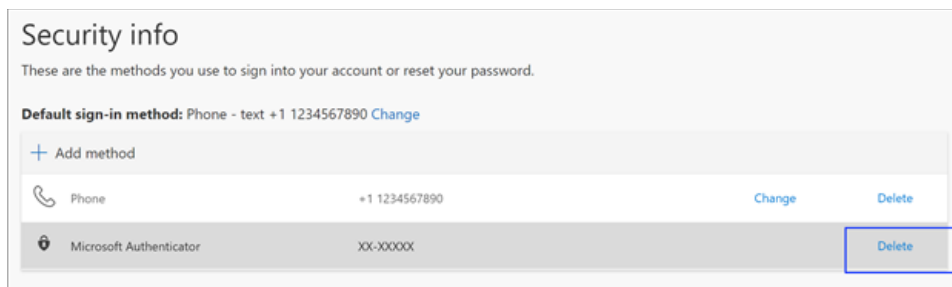
12. Approve the notification in the Microsoft Authenticator app, and then select **Next** and you're **Done**.



Your security info is updated to use the Microsoft Authenticator app by default to verify your identity when using two-step verification or password reset.

To delete the authenticator app

1. On the **Security info** page, select the **Delete** link next to the Authenticator app.



2. Select **Yes** from the confirmation box to delete the authenticator app. After the authenticator app is deleted, it's removed from your security info and it disappears from the **Security info** page. If the authenticator app is your default method, the default will change to another available method.
3. Open the authenticator app on your mobile device, select **Edit accounts**, and then delete your work or school account from the authenticator app.

Your account is completely removed from the authenticator app for two-factor verification and password reset requests.