

Multi-Factor Authentication Setup

Google

- 1) On your smartphone, download the Google app from your app store and login to it with your school Google email address (username@g.montasd.org) and password
- 2) Go to www.montasd.org, click on the [Staff](#) menu, and then click [Google 2-Step Verification Enrollment](#)
- 3) Enter your school [Google email address](#) (username@g.montasd.org) and [password](#)
- 4) At the “Don’t get locked out” page, click on [Enroll](#)
- 5) At the “Set up your phone” page, click on [Show More Options](#) and choose [Google prompt](#)
- 6) You should see your phone under “These devices can get prompts”
- 7) Click [Continue](#) and complete the rest of the instructions

Microsoft/Office365/Outlook

- 1) Go to www.montasd.org, click on the [Staff](#) menu, and then click on [Office 365](#)
- 2) Enter your [email address](#) (username@montasd.org) and [password](#)
- 3) Click [Next](#) on the “More information required” screen
- 4) In the first dropdown, you have 3 options for contact methods. You should use either Authentication phone or Mobile app. The Authenticator app is a better option as you can simply click approve on your phone versus having to type in a code sent via text message every time on your laptop. The app is also a better option due to limited cell phone service in the building for calls/text messages.
 - a. Authentication phone setup:
 - i. Select your Country
 - ii. Enter your cell phone number (XXX-XXX-XXXX)
 - iii. Select Send me a code by text message
 - iv. Click Next and complete the rest of the instructions
 - b. Authenticator app setup:
 - i. On your smartphone, download the Microsoft Authenticator app from your app store then proceed to step ii.
 - ii. Click on Receive notifications for verification
 - iii. Click Setup and follow the instructions for scanning the QR Code into the Authenticator app on your smartphone
 - iv. Click Next and complete the rest of the instructions