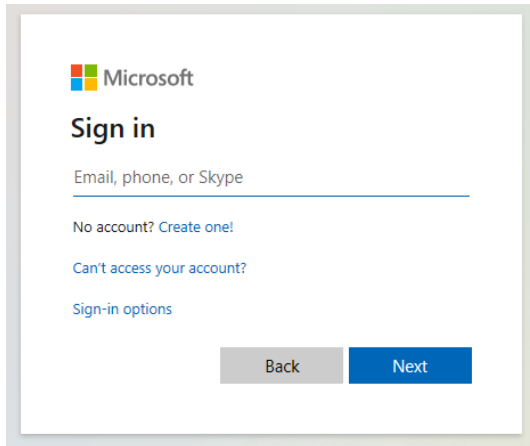


Microsoft Multifactor Authentication (MFA) User Enrollment

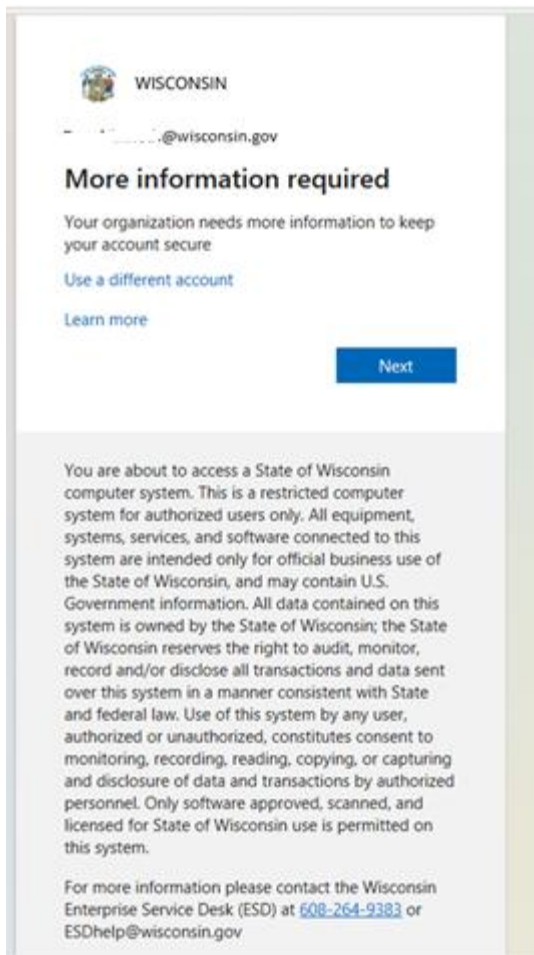
On your computer (VDI or personal)

1. Go to <https://aka.ms/mfasetup>.
2. Sign-in to your State of Wisconsin Office 365 email account or select your State of Wisconsin account and click Next...



The image shows the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the heading "Sign in". There is a text input field labeled "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". Below these links is the text "Sign-in options". At the bottom are two buttons: "Back" and "Next".

3. Click Next to Enroll in MFA

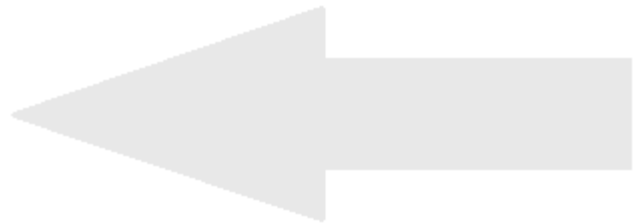


The image shows a screen from the State of Wisconsin with the heading "More information required". Below the heading is the text "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". A blue "Next" button is at the bottom right. Below the button is a large block of text: "You are about to access a State of Wisconsin computer system. This is a restricted computer system for authorized users only. All equipment, systems, services, and software connected to this system are intended only for official business use of the State of Wisconsin, and may contain U.S. Government information. All data contained on this system is owned by the State of Wisconsin; the State of Wisconsin reserves the right to audit, monitor, record and/or disclose all transactions and data sent over this system in a manner consistent with State and federal law. Use of this system by any user, authorized or unauthorized, constitutes consent to monitoring, recording, reading, copying, or capturing and disclosure of data and transactions by authorized personnel. Only software approved, scanned, and licensed for State of Wisconsin use is permitted on this system." At the bottom is contact information: "For more information please contact the Wisconsin Enterprise Service Desk (ESD) at 608-264-9383 or ESDhelp@wisconsin.gov".

On your smartphone

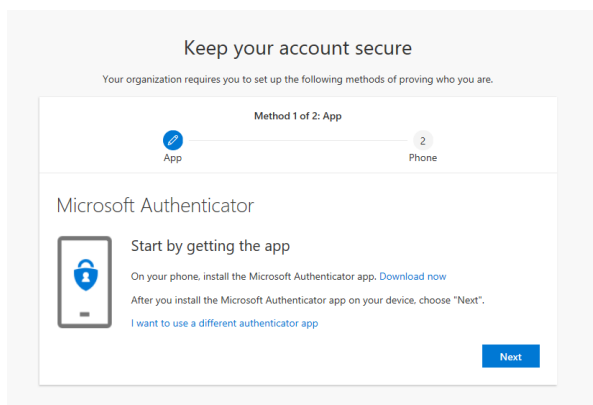


Follow the directions on the left until step 6



Follow the directions on the left until step 6

4. You will see this screen on your computer:



5. Now move to your smartphone

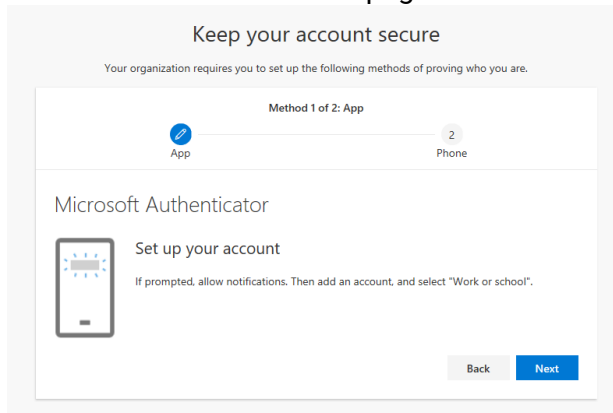


Follow the directions on the right until step 7

6. On your smartphone
- Download the Microsoft Authenticator App on your smartphone from the appropriate app store (Google Play or the Apple Store).
 - Make sure to allow the Authenticator app to be able to access your camera in your smartphone permissions to allow scanning of the QR code that will be required.
 - When you open the Microsoft Authenticator application on your phone you will see three options to choose from:
 - Sign in with Microsoft
 - Add work or school account
 - Scan a QR code
 - Select **"Scan a QR code"** and proceed to step 7.
 - You may see something slightly different depending on your specific smartphone.
 - If you see **"Let's add your first account"** then click on that and select **"Work or school account"** at the next screen, followed by **"Scan a QR code."**
 - If you see **"Add work or school account"** then select that, followed by **"Scan a QR code."**
 - Regardless of which prompts are displayed for you and the order they are displayed in, you will need to get to a screen that has you scan a QR code

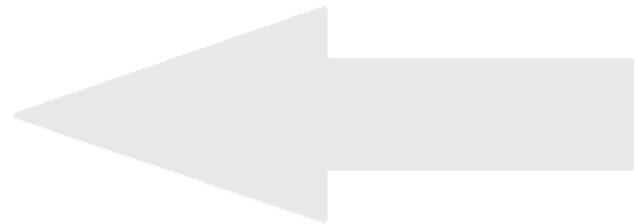
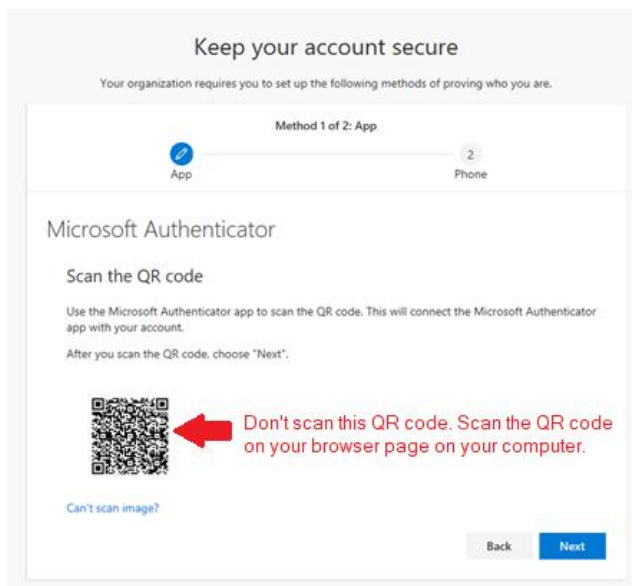
Note: If your phone displays a prompt saying: "you need to confirm your sign-in w/ biometrics or passcode", enter the same passcode that you would normally use to unlock your phone.

7. Click Next on the browser page.



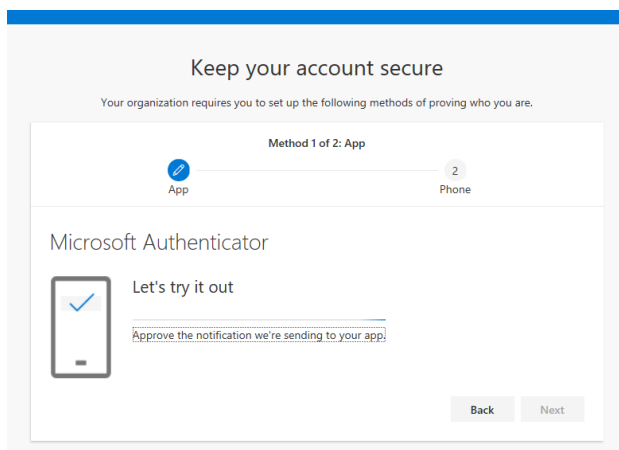
Follow the directions on the left until step 11

8. Hold your phone's camera up to the screen to scan the QR code. On the Microsoft Authenticator Application, it should quickly register the account. Then click Next.



Follow the directions on the left until step 11

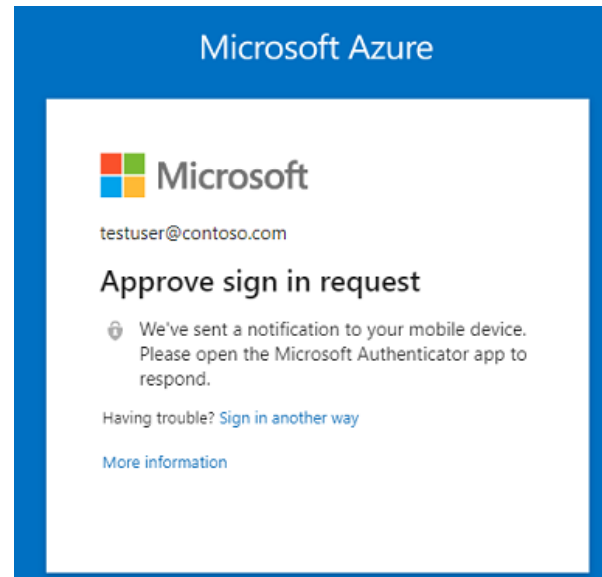
9. You should see this in your browser:



Follow the directions on the left until step 11

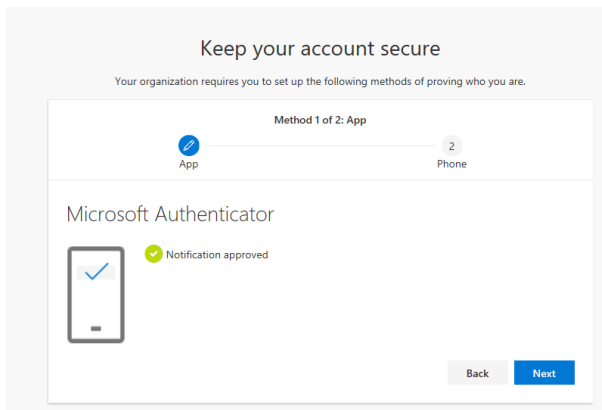
10. Now move to your Smartphone

11. You will get a prompt on your smartphone via the Microsoft Authenticator app to approve the login.



12. Go back to your browser

13. After approving the login, you will see the following screen in your browser



14. Click next. This should complete your setup.

It is critical to complete all the steps in the enrollment process and verify setup. If you do not complete all the steps you will need to contact the DCF Service Desk to reset your MFA enrollment and repeat the entire enrollment process.

You are now enrolled for Microsoft MFA for connecting to Office 365.