Office.com MFA setup:

- 1. Login to office.com with your email address and password
- 2. This is screen you will get after logging in. Click Next

pwmtestuser@tukwilawa.gov					
More information required					
Your organization needs more information to keep your account secure					
Use a different account					
Learn more					
Next					
Need City of Tukwila IT Help? Call 206-433-7155					

3. Make sure you have the Microsoft Authenticator app installed on your phone. Once installed, click Next



4. Open the Authenticator app on your phone and add an account

Keep your account secure	
Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select	Work or school". Back Next
I want to set up a different method	

This is what it looks like on your phone



5. Scan the QR code with your phone and click Next

Reep your account secure						
Microsoft Authenticator						
Scan the QR code						
Use the Microsoft Authenticator app to scan the GR code. This will connect the Microsoft Authenticator app with your account.						
After you scan the QR code, choose "Next",						
Can't scan image?						
Back Next						
I want to set up a different method						

This is the view from your phone

	9:32	.ul 🗢 🖽		
<	Add account			
WHA	T KIND OF ACCOUNT ARE YOU ADD	ING?		
	Personal account	>		
	Work or school account			
8	Other (Google, Facebook, etc.)	>		
	Add work or school accou	int		
	Sign in			
	Scan QR code			
	Cancel			
-				

6. You will now be prompted in the Authenticator app asking if you are trying to login. Enter the number on the screen and click Yes on your phone

	Keep your account secure									
Micr	osoft A	uthentio	cator							
	Let	's try it ou	it							
L-	App	rove the notific	cation we're se	nding to your 93	app by enterin	g the number sh	own below.			
						Back				
Lwant to set up a different method										
^{9:33} ≓ Authe	enticator	nl ≎ 83 Q +								
Are PVit Enter 1	you trying to sigr City of Takwia MestUser@TakwiaXW he number shown to a	n in? Lpov kgn in.								
No, it's	not me Ye	es								
1	2	3								
4 0H1	5	6								
7 Paks	8 TUY	9								
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7. Once you entered the correct number, you are done. Click Next and you will be logged in.