

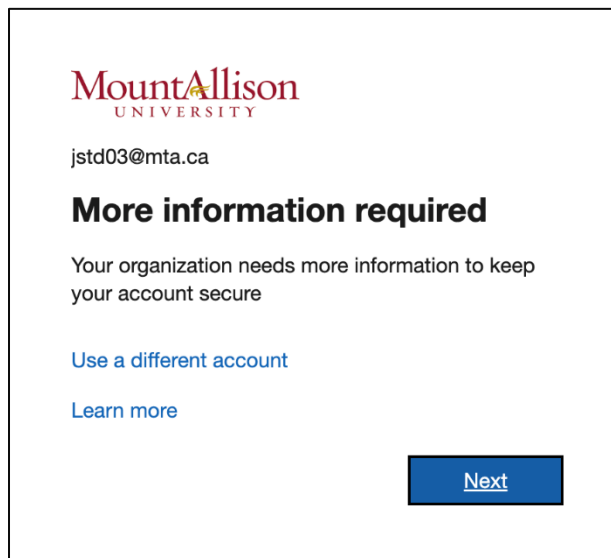


## Multi-Factor Authentication

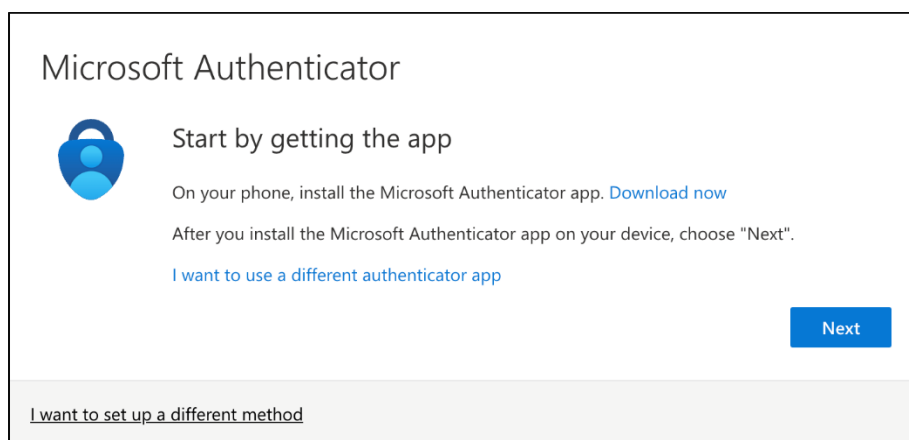
Get started by logging into your MtA account using a desktop computer or laptop and have your mobile device ready to use. You can also sign up directly by visiting <https://aka.ms/mfasetup> at any time.

### Step-by-Step Guide

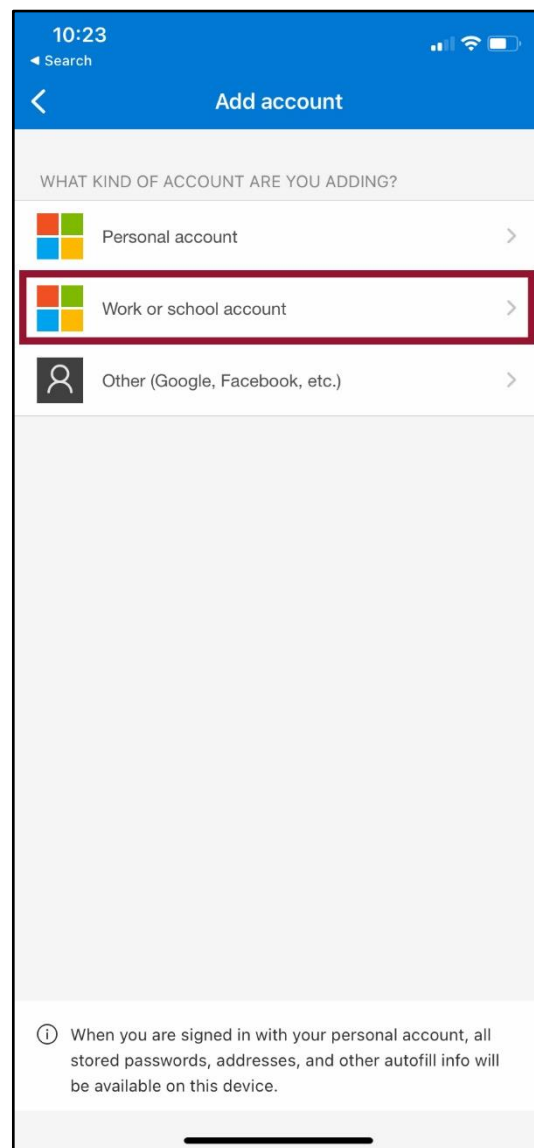
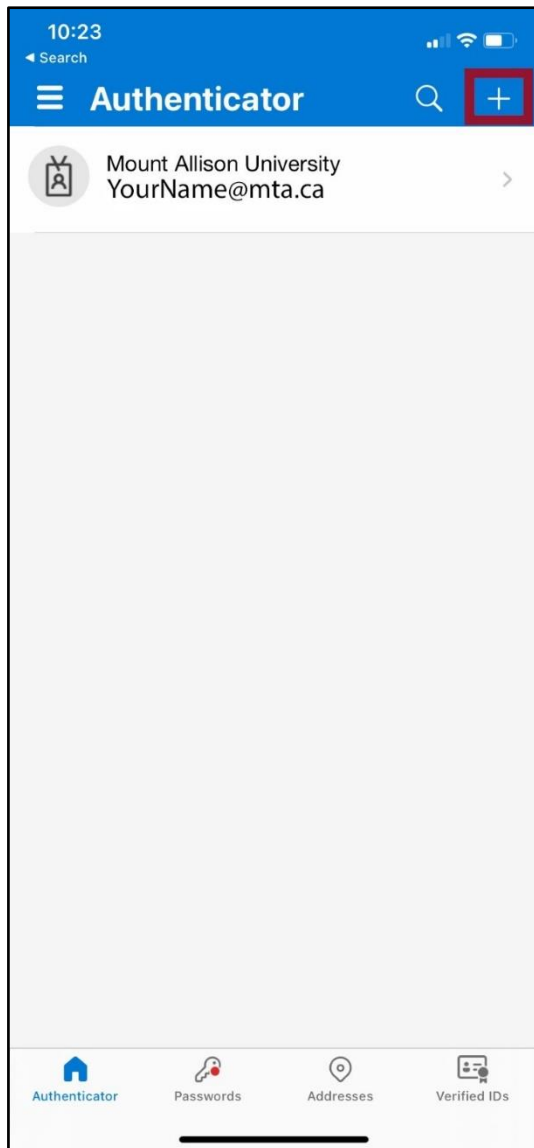
1. You will be prompted to set up MFA when signing into your MtA email. Select "Next."



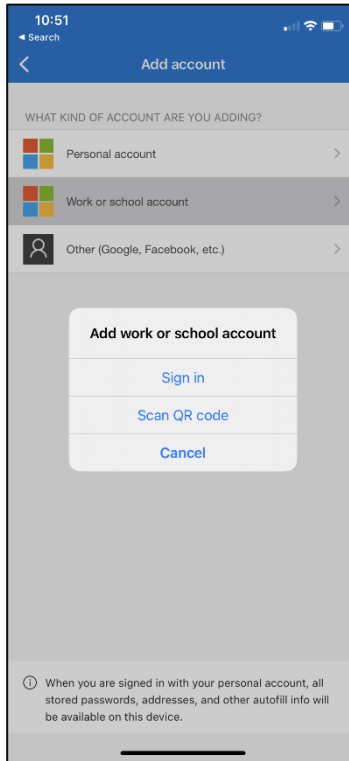
2. Download the Microsoft Authenticator App. CSD recommends downloading the Microsoft Authentication app on your mobile device through the app store.



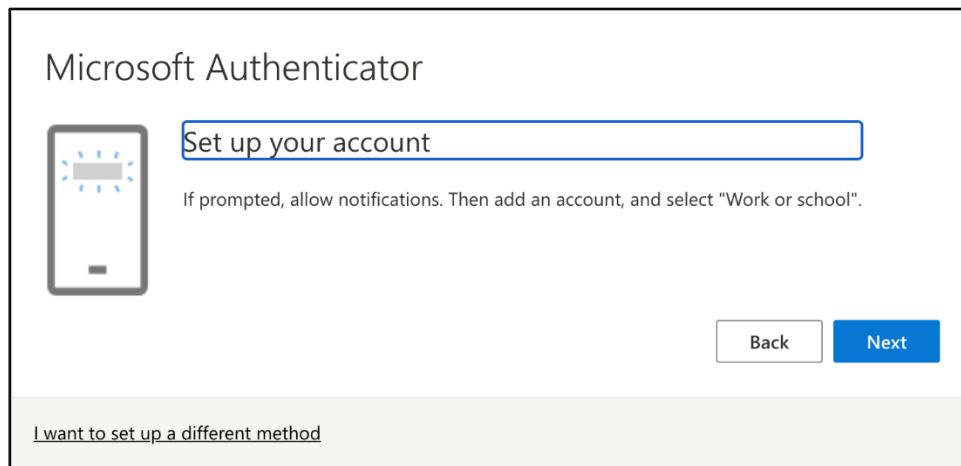
3. Once the app is downloaded, open the Microsoft Authenticator App on your mobile device. If prompted, allow notifications from the App.
4. Tap the “+” located in the upper right-hand corner of the Authenticator App to add a new account.
5. Select “Work or School account” when prompted to add an account.



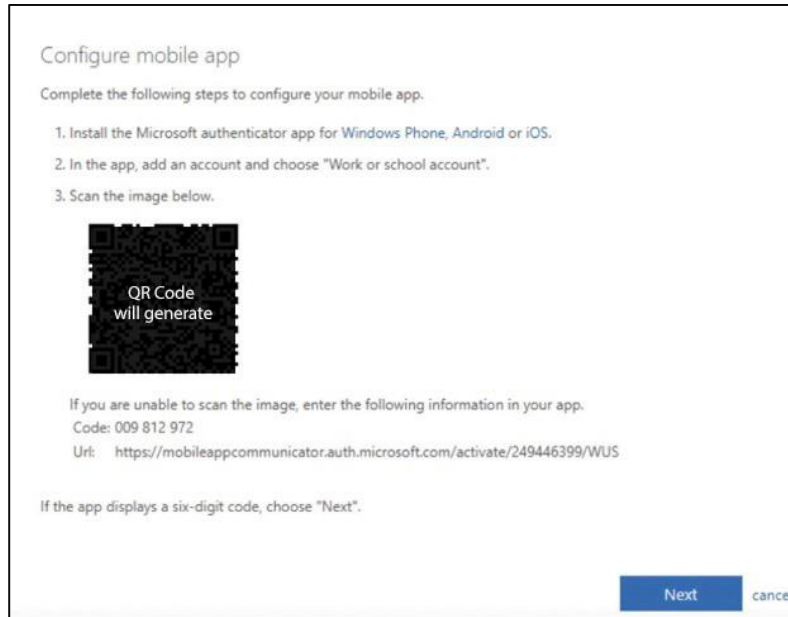
6. When prompted by the App on your mobile device to either “Sign In” or “Scan the QR code”, CSD recommends that you tap “Scan the QR code”.



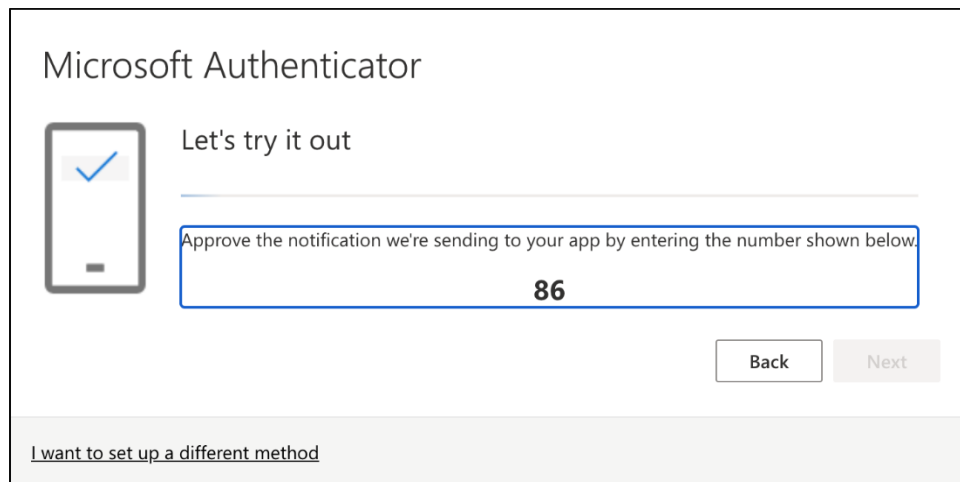
7. Go back to your laptop or desktop computer and select “Next” to generate a QR code.



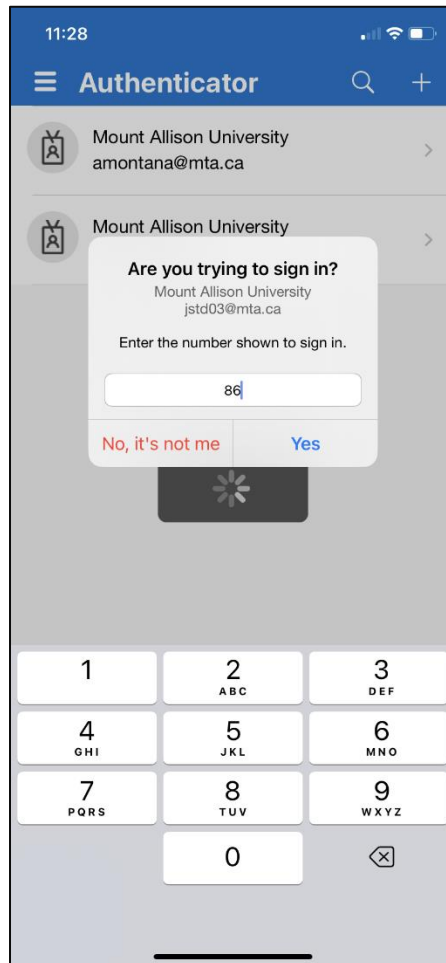
8. Using your mobile device, scan the QR code that will generate on your laptop or desktop computer. After you scan the QR code from your mobile device, click "Next."



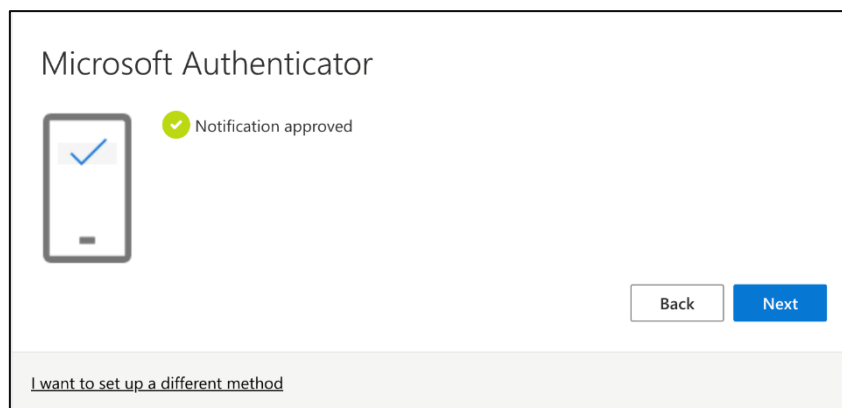
9. After you select "Next", you will be prompted to test the authenticator app is working. A number will generate on your laptop or desktop computer. (*Please note, the app will generate a different number each time*).



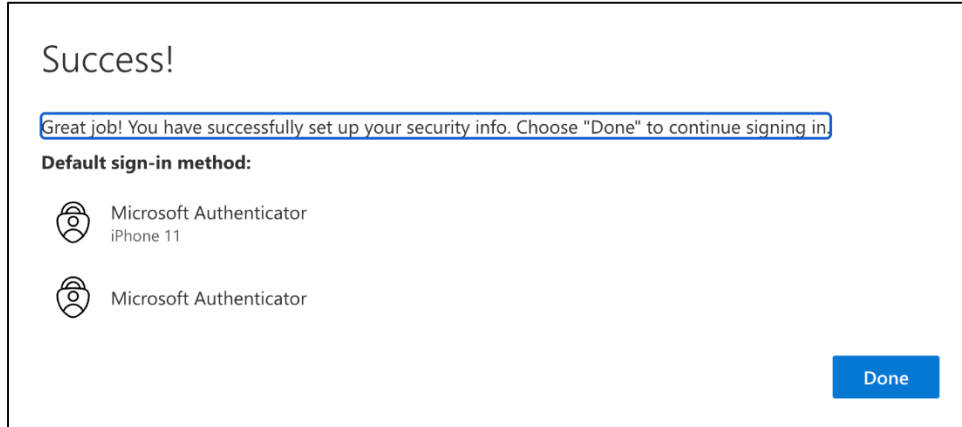
10. Type the number into your mobile device to ensure that the authentication app is working properly and then select "Yes".



11. You will receive a notification on your laptop or desktop computer that the notification has been approved. Select "Next".



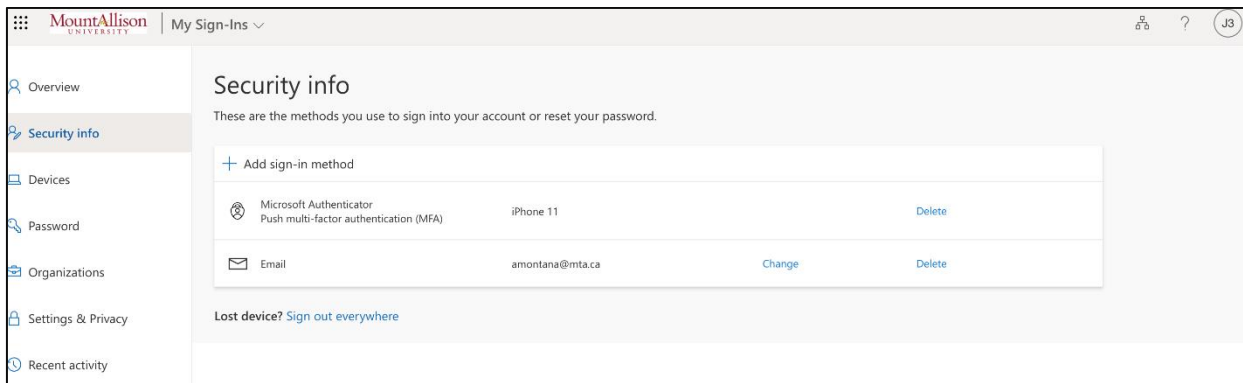
12. Success! You've set up Multi-Factor Authentication and a summary of your default sign in methods will appear. Select "Done"



13. It is recommended that you add another authentication method as a back-up if your default method is unavailable. For example, if you replace your mobile phone or forget your mobile phone at home, you may need to use a secondary authentication method to access your Mta account.

14. To add a secondary method, go to "Security Info" and select "Add sign-on method" to enter details as prompted.

**Reminder: You can add or modify your sign-in methods at any time by visiting: <https://aka.ms/mfasetup>**



**Questions?** Please email [Helpdesk@mta.ca](mailto:Helpdesk@mta.ca) if you need further assistance with setting up.