



## Setting up your Multi-factor Authentication

[SCL Program](#) > [Explore Projects](#) > [Multi-factor Authentication](#) > setup your MFA

		
Setup your MS Authenticator MFA	Setup text message & landline MFA	Setting your default MFA method

### Things to note

Staff need to follow the steps below to set up multi-factor authentication:

- **Setting up**
  - Allow about 20 minutes of uninterrupted setup time.
  - Best to set this up before multi-factor authentication goes live in your school.
  - If you are not set up before MFA goes live in your school, you will be stepped through a setup process when you next log in.
- **Backup methods** - register at least two MFA methods (eg MS Authenticator, text message or land line that is directly reachable). Having a backup will enable you to log in when something goes wrong with your default

### Additional links...

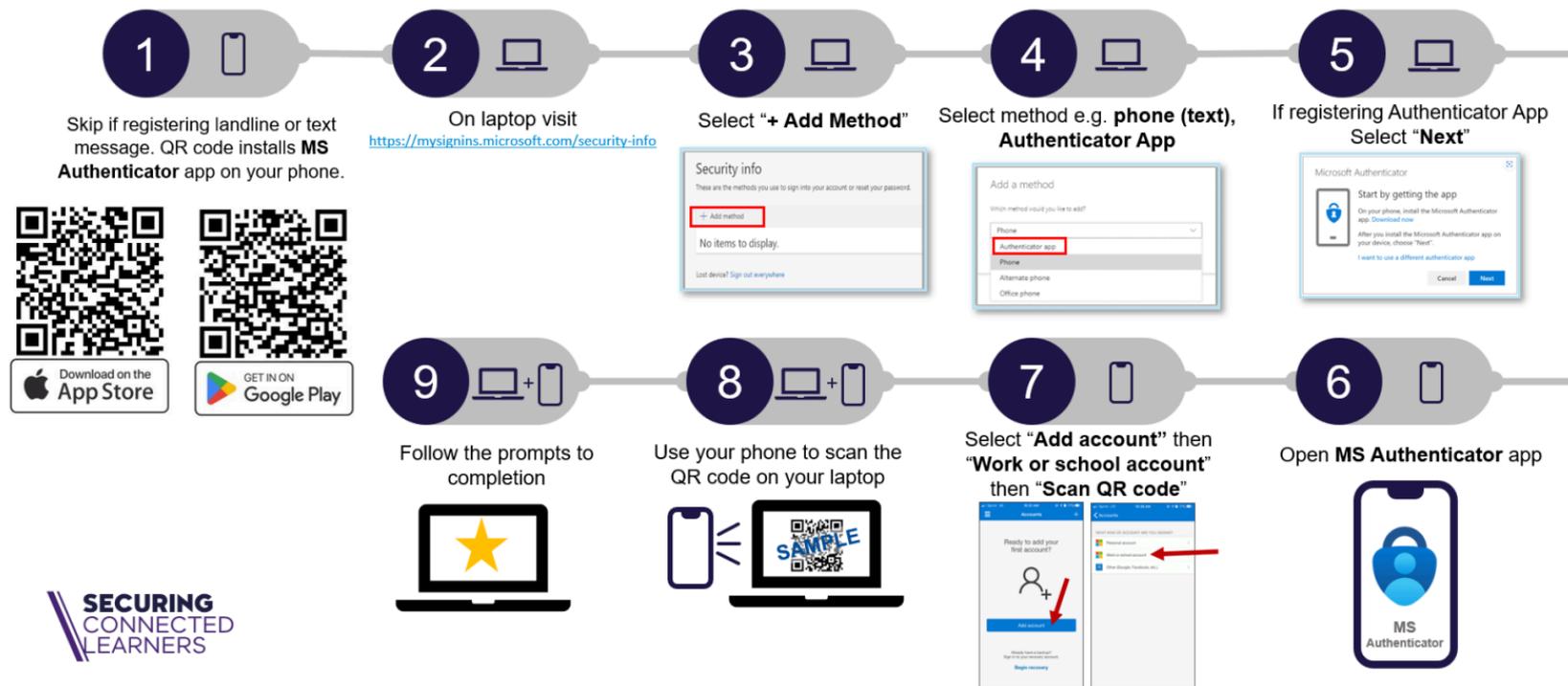
-  [Printable setup guide - Compass](#)
-  [Printable setup guide - Sentral](#)
-  [Printable setup guide - Xuno](#)
-  [Video tutorials](#)
-  [Where to get help](#)

method. Otherwise a service request will be needed.

- **MS Authenticator** - the recommended default method (most secure) is **MS Authenticator with notifications**. This option also gives staff the ability to authenticate when out of phone range, out of Wi-Fi range and if the phone system has an outage. If the phone is replaced you will need to re-register this MFA method on your new phone.
- **Text message** - still reliant on a personal mobile phone and does not require software installation on your device and will continue to work if your phone is replaced, provided your phone number is the same number.
- **Exemptions** - people who do not need to MFA include students, short term casual relief teachers, student teachers, parents and guardians. If you do not have access to a mobile, you can also request a temporary exemption.

## Setup your MS Authenticator

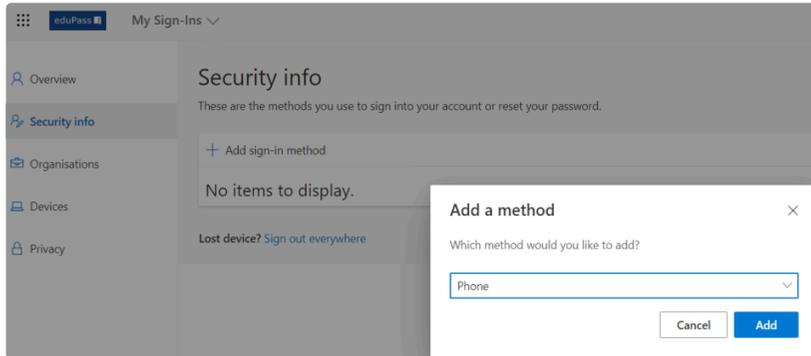
 = laptop steps    
  = phone steps  
 You will need your phone and laptop



## ^ Setup your text message method

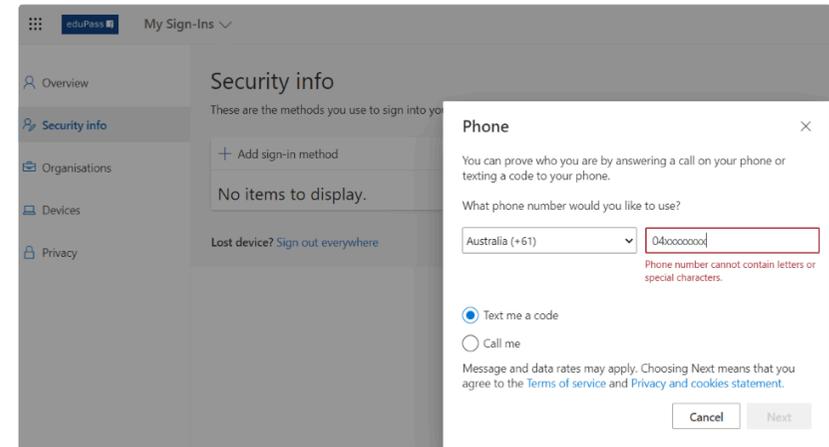
### Step 1

[Click this link](#) and select **Add sign-in method** and select phone.



### Step 2

Select **Australia (+61)**, Check **Text me a code** (or **Call me** for phone), add your mobile phone number. Click **Next**

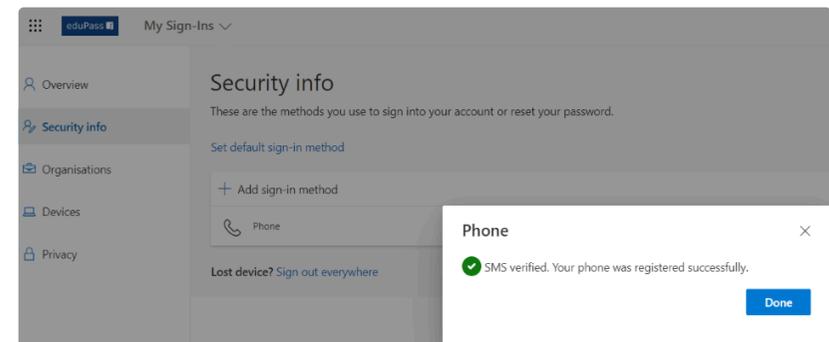


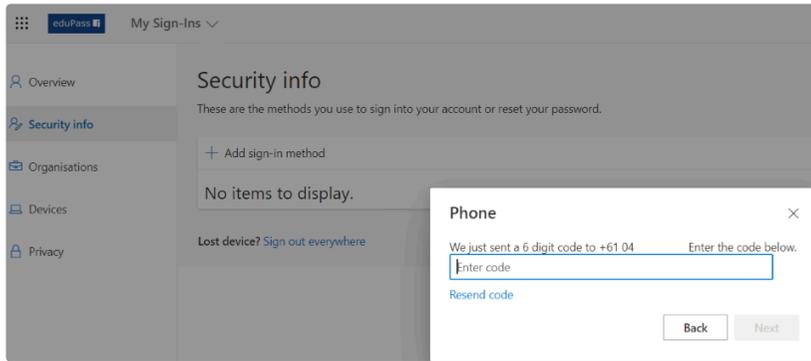
### Step 3

Enter the **6 digit code** you should have received via SMS on your mobile phone. Click **Next**

### Step 4

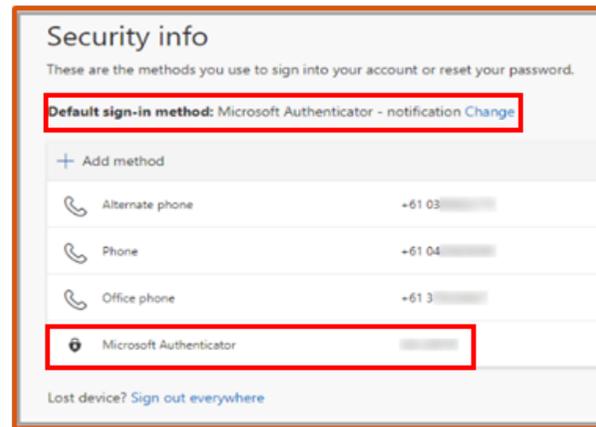
Click **Done**



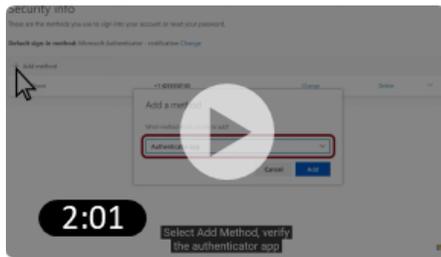


## ^ Setting your default MFA method

1. <https://mysignins.microsoft.com/security-info>
2. Select Default sign-in method... Change
3. Select your default method



## ^ Video tutorials



Video stepping through MFA pre-registration

This shows MFA pre-registration steps (before MFA goes live) starting here: <https://mysignins.microsoft.com/security-info> and with MS Authenticator already installed on mobile device.

Video plays from time stamp 69 seconds. Watch from the beginning for instructions on how to setup authenticator on a replaced phone.

## ^ Where to get help

1. Talk to your schools Specialist Technician, IT system administrator or technical support
2. If you need additional support (e.g. you need an MFA reset), contact Services Portal via [Services Portal MFA Support Form](#) or 1800 641 943.



Video stepping through MFA setup

This steps you through MFA wizard if registering after MFA goes live.