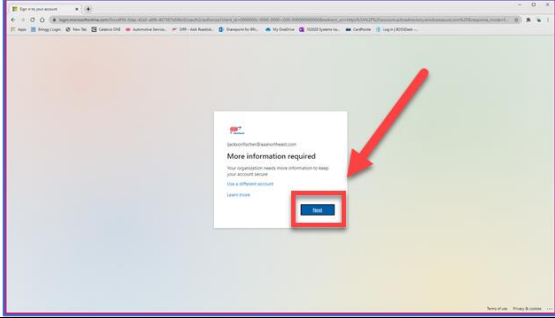
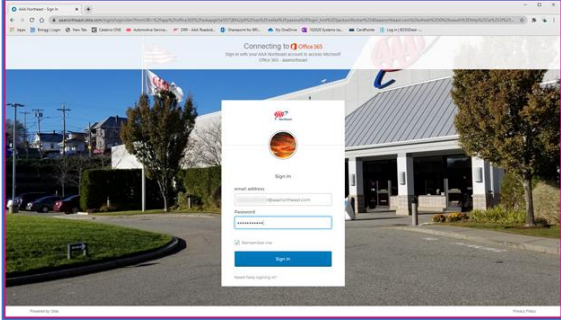
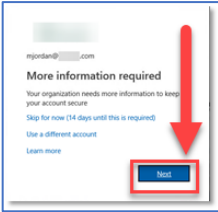
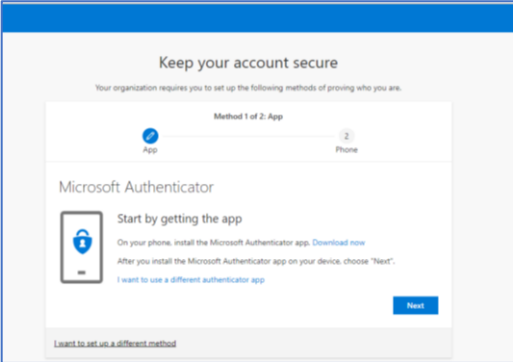


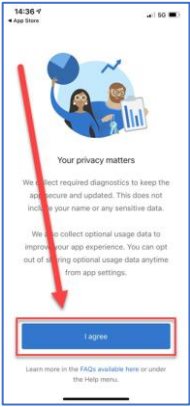
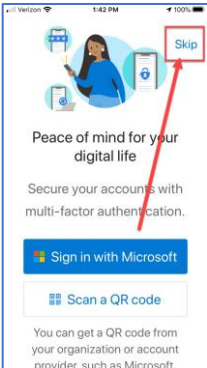


Prepare Your AAA Computer

Step	Task
1	<p>Open Chrome window.</p> <ul style="list-style-type: none"> • Clear cache (click here for details) • Type http://aka.ms/mfasetup • Hit Enter on your keyboard
2	<p>Click Next</p> 
3	<p>Enter e-mail address and password</p>  <ul style="list-style-type: none"> • Click Sign In
4	<p>OPTIONAL: If More information required displays, then click Next</p> 
5	<p>The following screen displays:</p>  <ul style="list-style-type: none"> • We will return to this screen later.


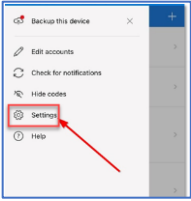
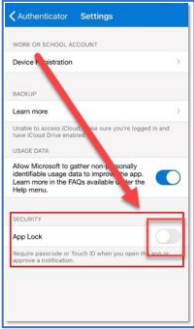
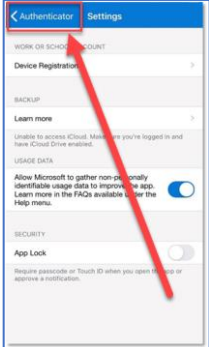
Download the App on Your Smart Phone

(NOTE: Screen shots may appear different depending on Apple vs Android as well as the software version running on the phone)

Step	Task
1	<p>Open the Apple App Store/Google Play Store on your smart phone</p> <ul style="list-style-type: none"> • Search for Microsoft Authenticator • Download the Microsoft Authenticator app 
2	<p>Open the app</p> 
3	<p>Select I agree</p> 
4	<p>If Sign-in screen appears, select Skip</p> 

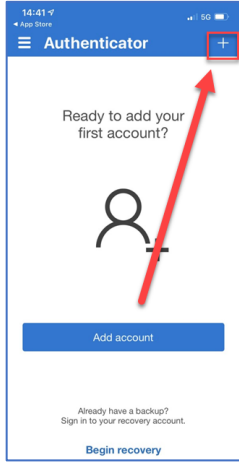
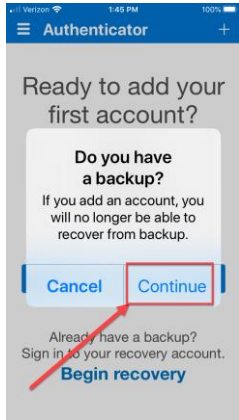
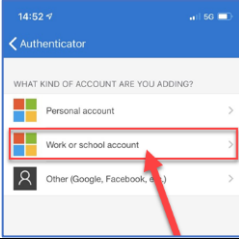
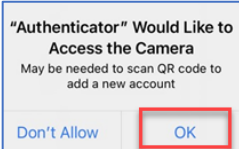
Turn off Settings for the App on your Smart Phone

(NOTE: Screen shots may appear different depending on Apple vs Android as well as the software version running on the phone)

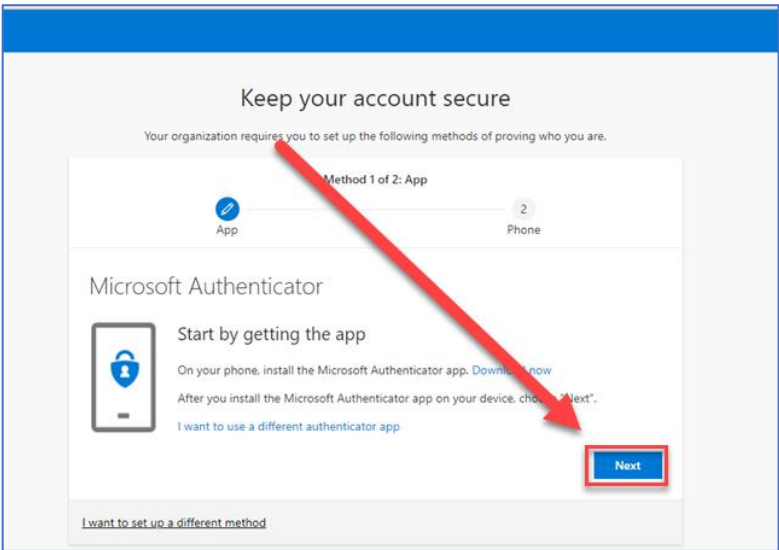
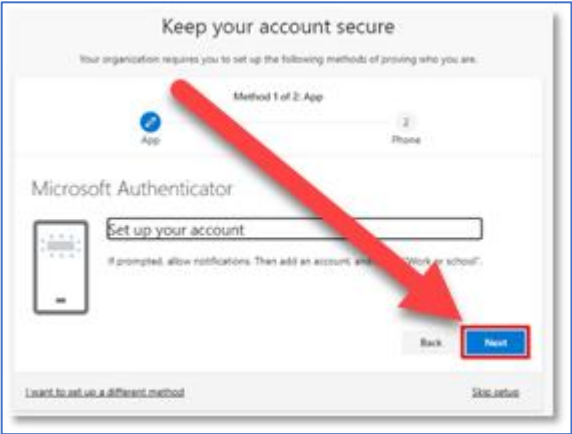
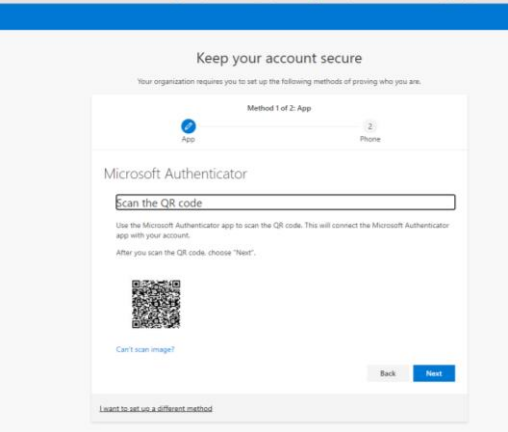
Step	Task
1	<p>Select the Settings icon</p> <ul style="list-style-type: none"> • Apple=3 lines • Android=3 dots 
2	<p>Select Settings</p> 
3	<p>Turn off App Lock (if not already turned off)</p> 
4	<p>Return to main screen for Account Setup</p> 

Set up the Account on your Smart Phone

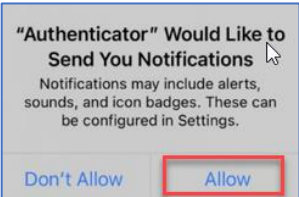
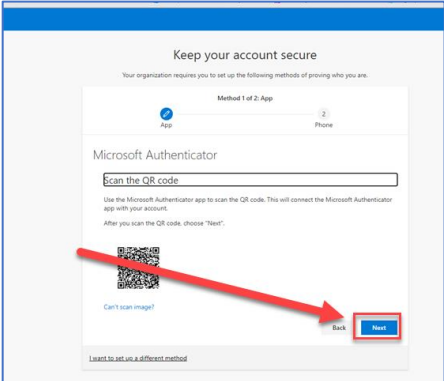
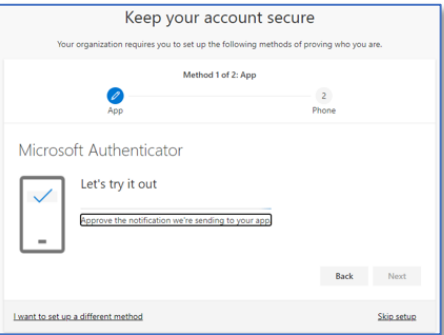
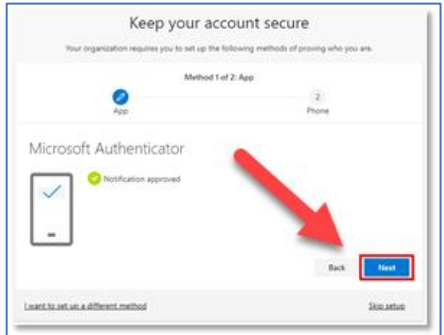
(NOTE: Screen shots may appear different depending on Apple vs Android as well as the software version running on the phone)

Step	Task
1	<p>Select the +</p> 
2	<p>If presented with Do you have a backup?</p> <ul style="list-style-type: none"> Click Continue 
3	<p>Select Work or school account</p> 
4	<p>Select OK to access the camera</p> 

Get QR Code from AAA Computer

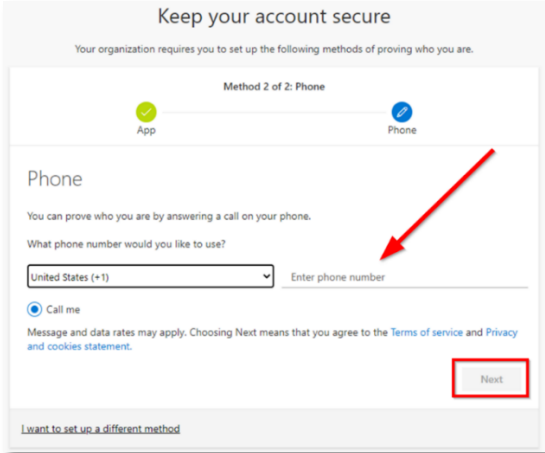
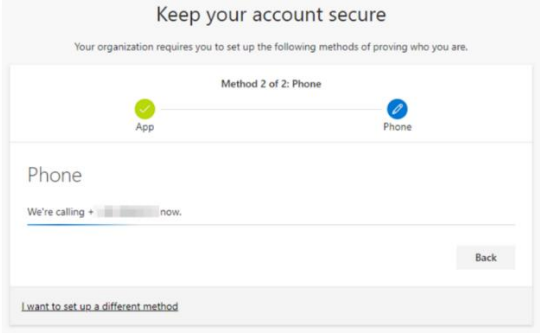

Step	Task
1	<p>Return to your AAA Computer and select Next</p> 
2	<p>Select Next</p> 
3	<p>The QR Code displays in the new set up window</p> 

MICROSOFT AUTHENTICATOR SETUP (WITH SMARTPHONE)

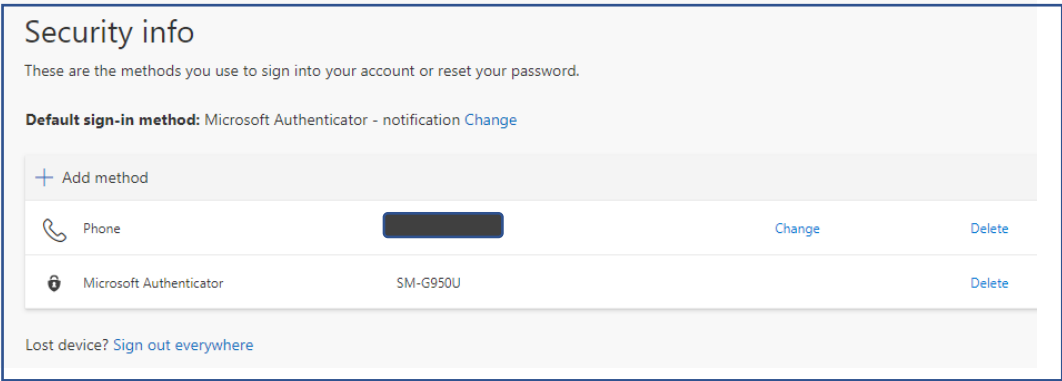
4	Using your smart phone, scan the QR Code displayed in the New Set-up Window on your AAA computer. <ul style="list-style-type: none"> • NOTE: Do NOT try to scan the QR Code in this document.
5	Select Allow to turn on notifications <div style="text-align: center; margin-top: 10px;">  </div>
6	Click Next <div style="text-align: center; margin-top: 10px;">  </div>
7	Notification is sent to your smart phone <div style="text-align: center; margin-top: 10px;">  </div> <ul style="list-style-type: none"> • Click Approve on your smart phone
8	The following screen displays <ul style="list-style-type: none"> • Click Next <div style="text-align: center; margin-top: 10px;">  </div>

Setting Phone Call Functionality

(NOTE: This will provide a backup option and aid you for self-service password resets)

Step	Task
1	<p>Enter your cell phone number (no spaces or dashes)</p> <ul style="list-style-type: none"> • Select Call me • Select Next  <ul style="list-style-type: none"> • Select Call me
2	<p>You will receive a phone call.</p> <ul style="list-style-type: none"> • Answer the phone and follow the prompts (press the pound key)
3	<p>The following screen displays</p> 
4	<p>After phone call has been answered and verified, select Next.</p> 
5	<p>Congratulations! You have successfully completed the process.</p> <ul style="list-style-type: none"> • You can now close your browser window.

Verifying Microsoft Authenticator is set up properly

Step	Task
1	<p>Click on the following link: https://mysignins.microsoft.com/security-info</p> <ul style="list-style-type: none"> Your screen should look like the following:  <p>The screenshot shows the 'Security info' page. At the top, it says 'These are the methods you use to sign into your account or reset your password.' Below that, it lists the 'Default sign-in method' as 'Microsoft Authenticator - notification' with a 'Change' link. There is an 'Add method' button and a list of methods: 'Phone' (with a redacted number and 'Change/Delete' links) and 'Microsoft Authenticator' (with ID 'SM-G950U' and a 'Delete' link). At the bottom, there is a link for 'Lost device? Sign out everywhere'.</p>
2	<p>Using the Snipping tool, copy and paste the image to the chat.</p> <ul style="list-style-type: none"> Your SME will verify that your are set up properly