

MFA Quick Start Guide

Multi-Factor Authentication (MFA) provides an extra layer of security to your VPN account.

Tools you will need: 1. Your Smartphone 2. A Computer with Internet Connection



Step 1. Install Microsoft Authenticator App on your mobile device

1. Visit the Apple store or the Google Play store on your mobile device.
2. Search for the Microsoft Authenticator App
3. Click **“Install”**.

Note: After installing the app, you will see the icon on your mobile device.

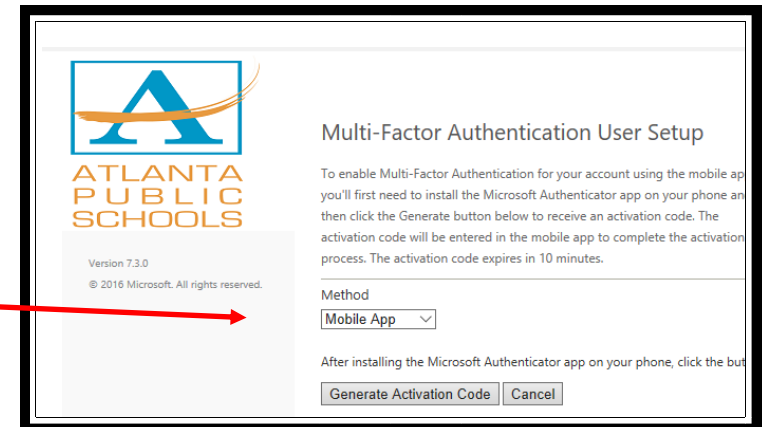
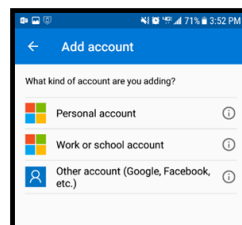


4. Open the Microsoft Authenticator App and allow the app to send you notifications.
5. The **“Add Account Screen”** will display on your mobile device.

STOP do not add account. Proceed to the section below - **“Registering your mobile device.”**

Step 2. Register your mobile device

1. From any **computer**, open your browser and navigate to <http://tinyAPS.com/?MFA>.
Or type <https://login.apsk12.org/MFAPortal>
2. Login in with your APS network username and password. (The same as when you log into your computer.)
3. Ensure the Method selected is Mobile App
4. Click the **“generate code”**.
5. On your mobile device, tap **“Add account”**
6. On your mobile device, choose **“Work or School account”**

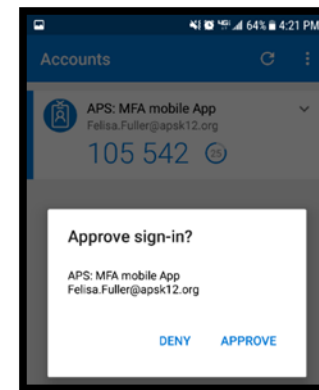


Step 2 cont.

7. Your mobile device's camera will activate to scan the QR Code on your computer screen.
8. Your mobile device will receive a push notification for you to approve the sign in. On your mobile device, tap **"Approve"**.



9. From your computer, click the **"Authenticate Me Now"**.



10. From your computer, complete the security questions. You will need to select four (4) unique questions and four (4) unique answers.
11. Click continue.
12. You may now log out of the MFA portal on your computer.

Step 3. Test It Out—Connect to VPN with MFA

1. Launch the VPN client Global Protect.
2. Click **"Connect"** to connect to the VPN Client.
3. You will receive the push notification on your mobile device.
4. Choose **"Approve"**.
5. Once you choose to approve, you will be connected.
6. You may now navigate to your desired APS application or VPN resource.

Having Difficulties ?

Contact the IT Service Desk [404.802.1000] between 7am to 5pm weekdays.

After-hours or weekend, please access our Nimbus System @ <http://www.atlantapublicschools.us/support> .

