

How-To Download and Install the Multi-Factor Authentication App

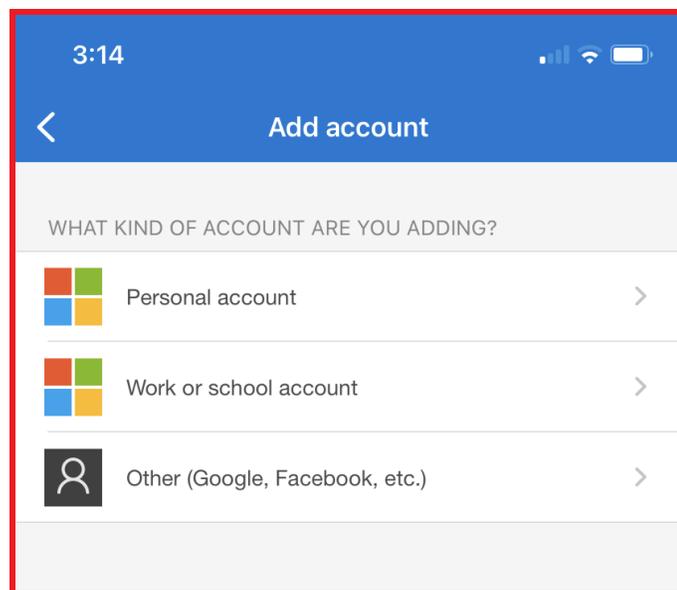
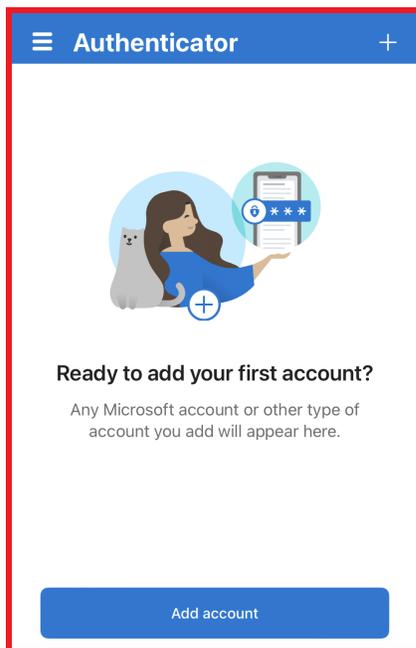
This app will need to be downloaded on a mobile device and will allow you to login to your Microsoft email account.

Signing into Outlook

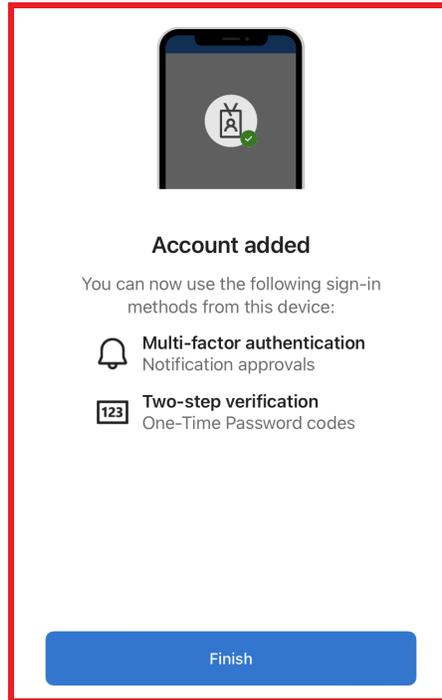
1. Using the SSD-Open network, if desired, open the App Store on your mobile device.
2. Search for the app called “Microsoft Authenticator”.



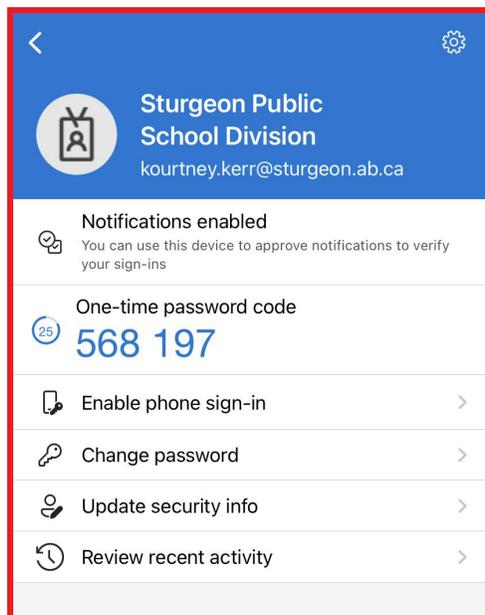
3. Download and install the app. Open the app.
4. Tap “Add account”, then choose “Work or school account”.



5. Enter the appropriate login information for your @sturgeon.ab.ca account. Your account will then be added and saved within the app. Tap “Finish”.



6. When you open the app, your email account will appear under Sturgeon Public School Division. Tapping on this will bring you to the details page. This is the information you will need to access to sign into your account.



Important Notes

- One-time password codes will be generated every 30 seconds. The app does not require Wi-Fi or access to cellular data to generate this code (ie: your device could be on airplane mode and a code will still generate).
- You will not be able to “Enable phone sign-in” as this is not setup within SPS. If you wish to change your password, update your security info, or view your recent activity, you will need to be connected to a Wi-Fi or cellular network.