

Multi-Factor Authentication using the Authenticator App or Text Message

A guide on how to set up MFA

Presented by: Financial System Services

MFA APP METHOD

- Accept the Email
- First, check your inbox for an email from invites@microsoft.com. The subject will say 'Prince William County Government invited you.' Click 'Accept Invitation' to begin
- Next, sign in using the email address you provided and click 'Next.'
- Choose MFA- When prompted, choose the 'Authenticator App' as your MFA method

Prince William County Government invited you to access applications within their organization [Inbox x](#)

 Microsoft Invitations on behalf of Prince William County Government <invites@microsoft.com> Tue, Mar 26, 9:36 AM (1 day ago)
to

- In the message body you will need to click on Accept invitation link.

Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: Prince William County Government
Domain: pwcgov.org

This message was provided by the sender and is not from Microsoft Corporation.

 Message from
Prince William County Government:

“ Welcome to Prince William County! ”

If you accept this invitation, you'll be sent to <https://launcher.myapps.microsoft.com/api/signin/380affed-455a-4230-99cd-523c2f308cd3?tenantid=bdd0b77b-b1b5-4801-93a2-9852376e4e4c>

[Accept invitation](#)

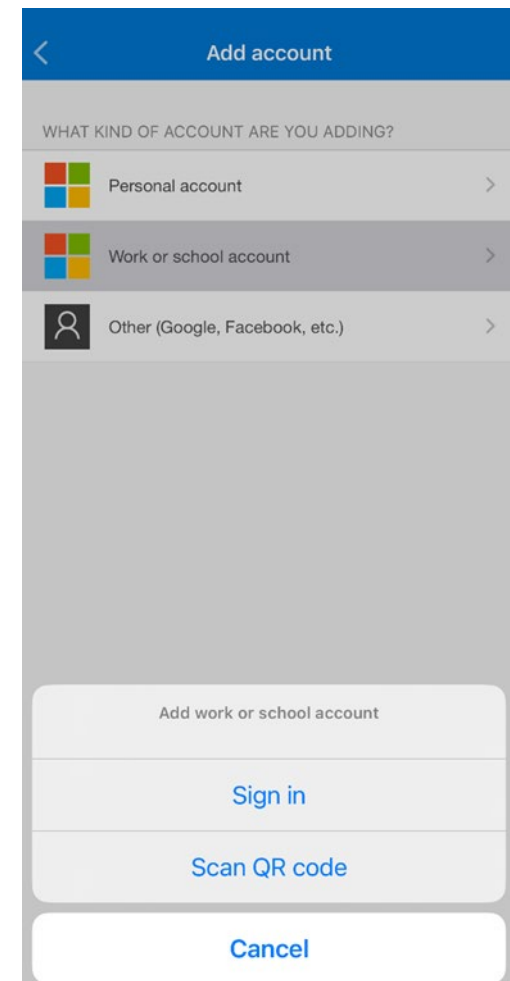
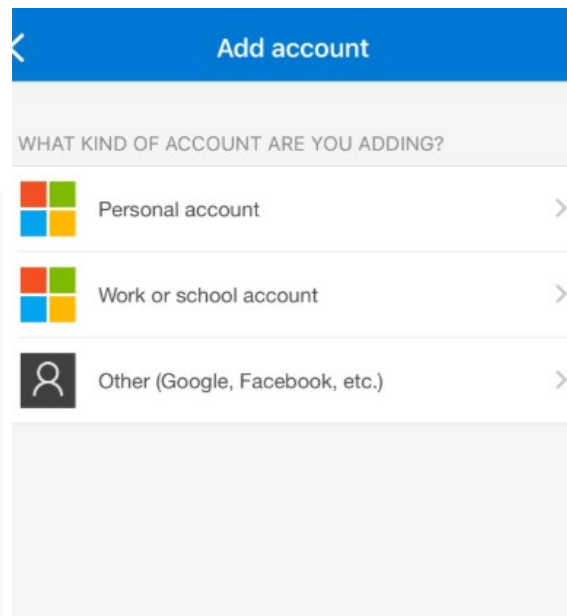
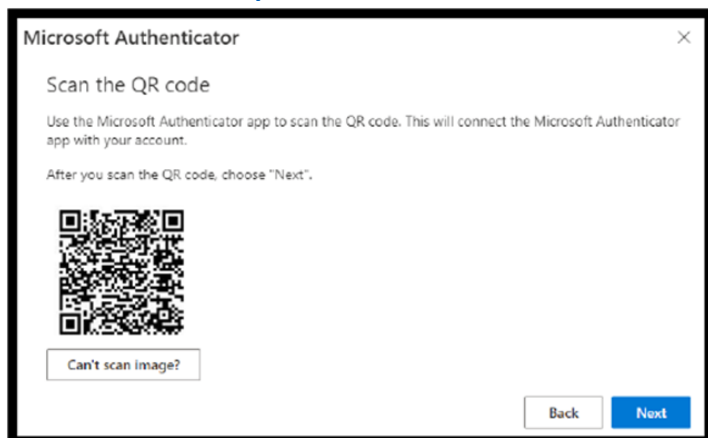


MFA APP METHOD

- Configure App
 - Open the Microsoft Authenticator App on your phone. Tap 'Add Work or School Account' and scan the QR code shown on your computer

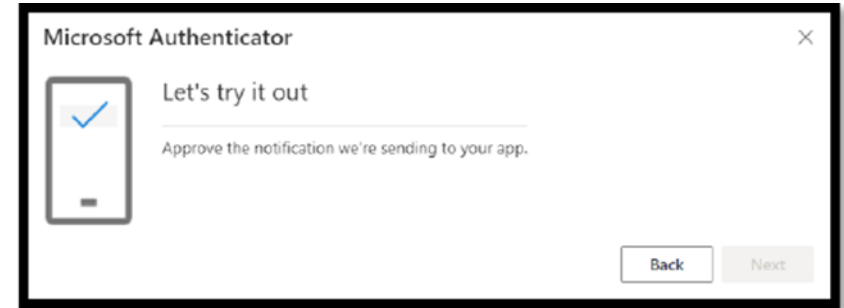
MFA App Screens

Computer Screen




MFA APP METHOD

- Approve Notification
 - A notification will be sent to your phone. Approve the sign-in to proceed.
- Confirmation
 - You'll see a confirmation message. Your MFA setup using the Authenticator App is complete



TEXT MESSAGE METHOD

- Accept the email
 - Prefer using your phone number instead? Start the same way—click 'Accept Invitation' in your invite email

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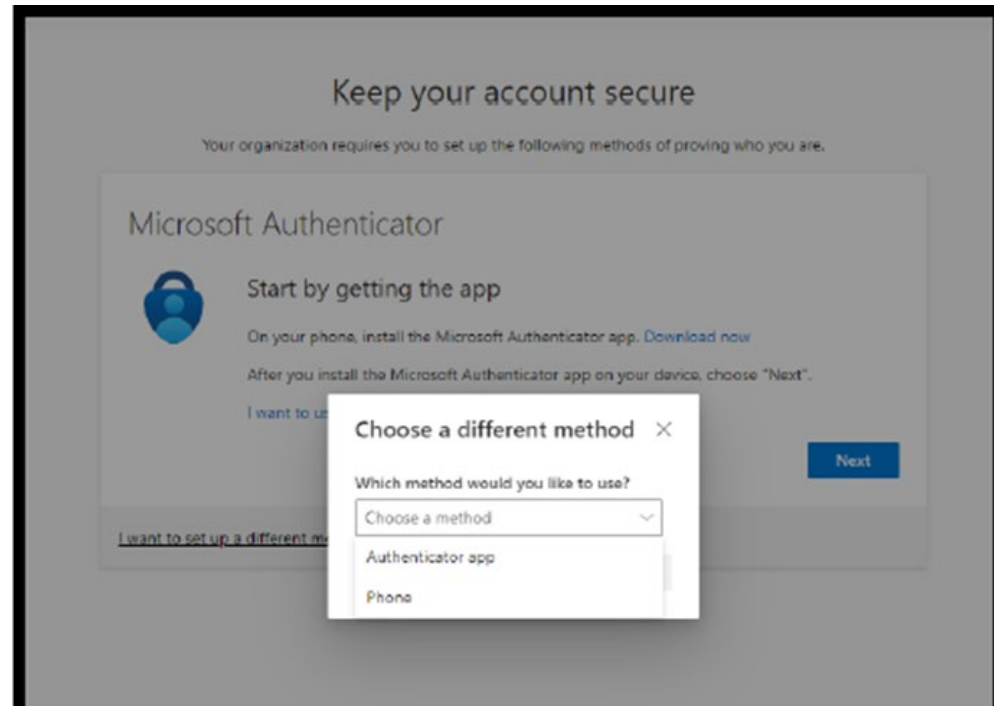


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[Accept invitation](#)

TEXT MESSAGE METHOD

- Sign in- Choose Phone Option
 - Enter your email address and click 'Next' to proceed
- Choose Phone Option
 - On the setup screen, select 'I want to set up using a different method' and choose 'Phone'



TEXT MESSAGE METHOD

- Enter Your Phone Number
 - Enter your mobile number and choose whether to receive a text message or a phone call
- Enter Code
 - You will receive a code on your phone. Enter the code to verify your number

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) 703

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 703 [REDACTED]. Enter the code below.

Enter code

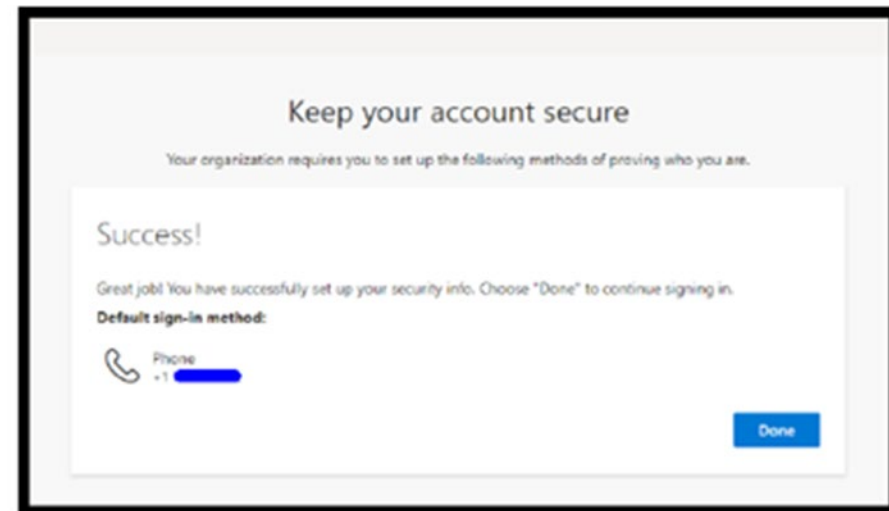
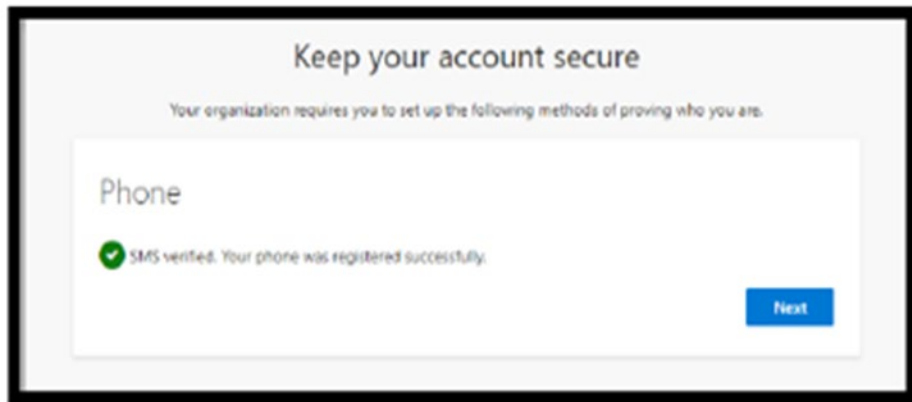
[Resend code](#)

Back Next

[I want to set up a different method](#)

TEXT MESSAGE METHOD

- Confirmation
 - Once verified, you'll see a success message. Your MFA setup via text message is now complete.



**YOU SHOULD BE ALL
SET WITH MFA AND
HAVE ACCESS TO THE
MOBIUS PORTAL!**

- [FAQ's](#)