MFA SETUP FOR SKYWARD INITIAL SET UP

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Set Authenticator App Device - 05.24.06.00.08 - Google Chrome

web1.ems-isd.net/scripts/wsisa.dll/WService=wsFin/q2fa001.w

IMPORTANT NOTICE

New security guidelines have been implemented. You are now required to use Multifactor Authentication.

Step 1 - DOWNLOAD AN AUTHENTICATOR APPLICATION

Install an Authenticator application on your device. Search for "authenticator" in your App Store. If you are using the Microsoft Authenticator App and you have multiple Skyward accounts with the same login, then you will need to either manually enter the Code after adding the first account or use a different Authenticator App for each account.

Step 2 - SCAN OR ENTER THE QR CODE

Open the Authenticator application and scan the QR Code. If you cannot scan the code, you can also enter it manually with the code provided below. This code will expire in 10 minutes.



Note: Scan the QR Code shown on your **Skyward Login Screen**

Generate New Code

Enter Code Manually: 5XIIEKT4ZYE4SVNZYQ325M6O4ZNZSEWD

Step 3 - ENTER THE AUTHENTICATION CODE

Enter the 6-digit code displayed by your authenticator application and then click Save.

Asterisk (*) denotes a required field

* Code:

Log in to your Skyward account using your username and password

Follow the step by step on the pop up

Navigate to your Authenticator App on your device

Note: Scan the QR Code from your Authenticator App NOT your camera





Click to add a new account (ex. plus sign in top right)



(i) When you are signed in with your personal account, all stored passwords, addresses, and other autofill info will be available on this device.

Choose type of account: **OTHER**

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sensitive



First time logging in **AFTER** Set Up After entering your login credentials you will receive a pop up asking for a Security Code Check "Trust This Device"



You will NOT receive a notification on your device. Navigate to your Authenticator App to retrieve code

The MFA process will be required every 10 days