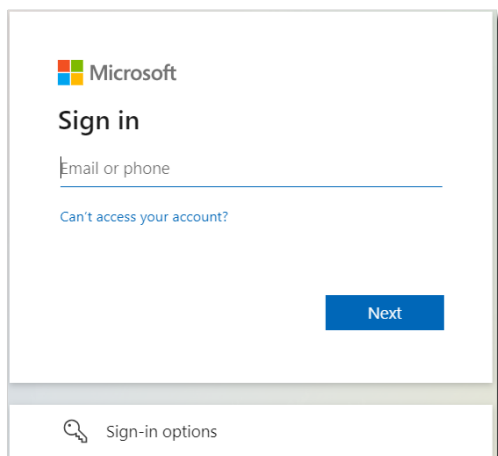


Enrolling in the Microsoft Authenticator App

1. Before beginning multifactor authentication (MFA) enrollment, ensure you have your mobile device handy. During enrollment, you will switch between your mobile device and computer several times.
2. Begin on your computer by opening a new browser tab or window. Navigate to <https://aka.ms/mysecurityinfo>. You should be presented with a Microsoft "Sign in" page as below. Your user ID may already be populated for you. Only switch to mobile device when indicated.

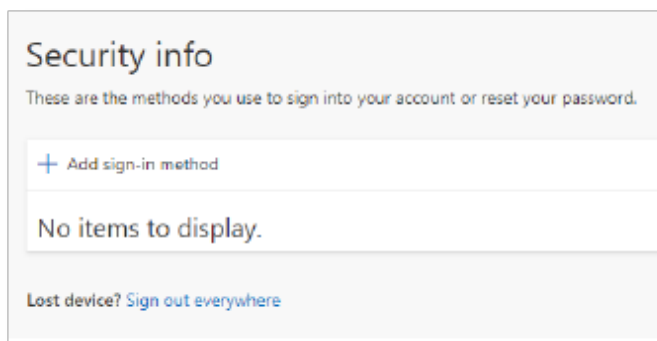
You may also have a list of accounts to pick from. If you see a list of accounts, pick your Government of Saskatchewan account.



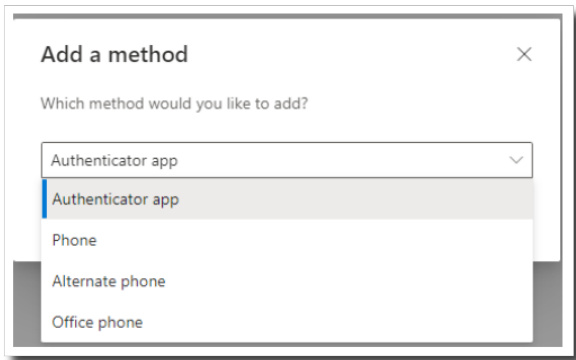
Please note if your user ID is not populated for you on this screen, it follows this format: `userid@gov.sk.ca`, NOT YOUR EMAIL ADDRESS. For example: jsmith2@gov.sk.ca, NOT John.Smith@gov.sk.ca. Your password will be the same as your current Windows logon password.

Enter your user ID and press "Next", then enter your password and press "Next".

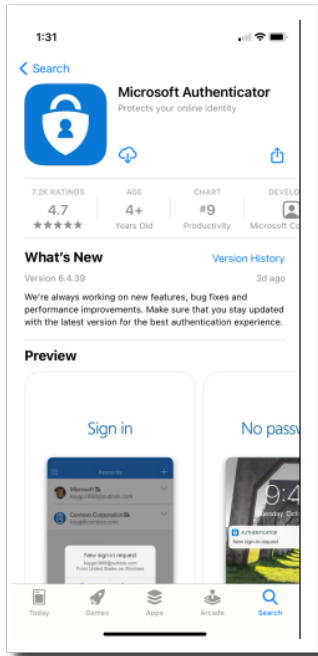
3. You will be taken to the Security Info page, where a list of your current sign-in methods for MFA will appear. If there are "No items to display" like in the screenshot below, or if there are sign-in methods listed but you don't see "Microsoft Authenticator" in the list, click "Add sign-in method".



4. Click the drop-down arrow, choose "Authenticator app", and click Add.

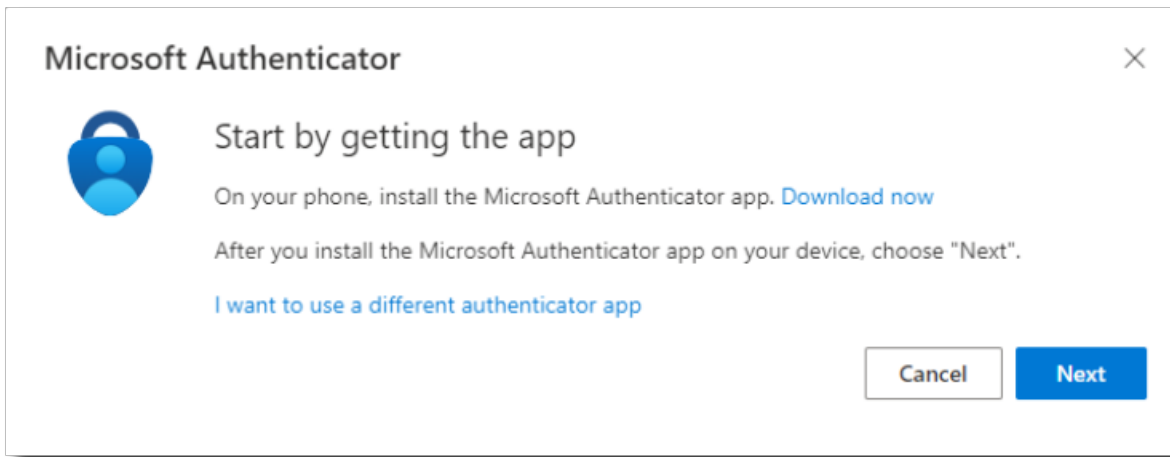


5. If you have not already installed the Microsoft Authenticator app on your mobile device, do so now by searching for Microsoft Authenticator in the Apple App Store or the Google Play store on your mobile device and installing it.



6. Once you have installed the Authenticator app on your mobile device, click Next on your computer screen.

Note: The Government of Saskatchewan does not currently support other Authenticator apps. Do not click "I want to use a different authenticator app".

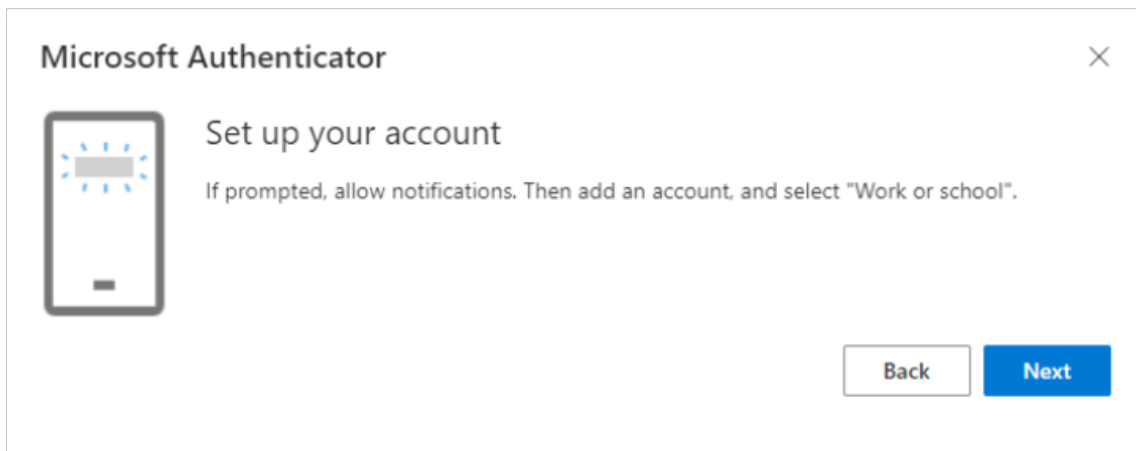


7. On your mobile device in the Authenticator app, allow notifications if prompted.

On iPhone: Add an account by tapping the + icon in the top right corner of the app. Select "Work or school." When prompted, tap the "Scan QR code" option. The Authenticator app will switch to your camera.

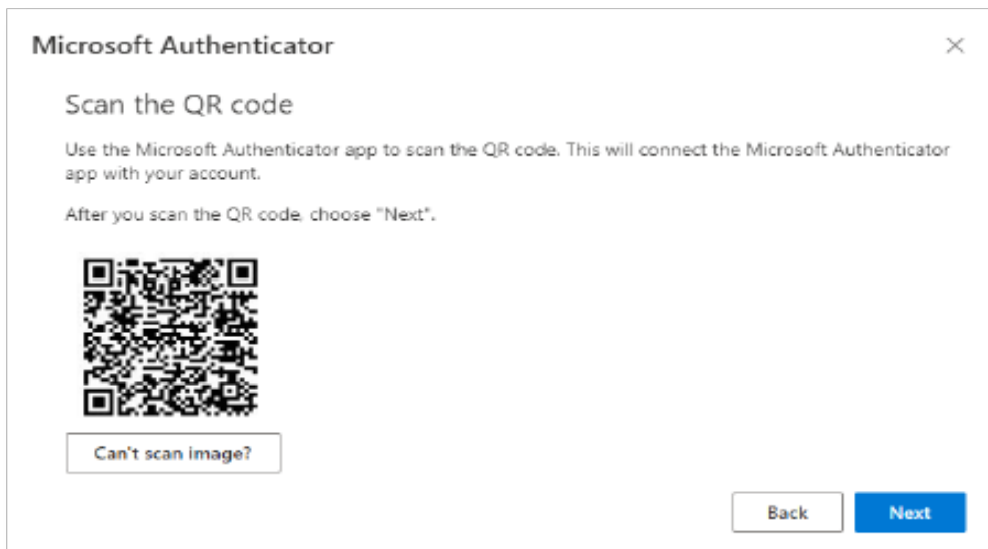
On Android: Accept the disclaimers, then tap "Scan QR code". The Authenticator app will switch to your camera.

Once your Authenticator app has switched to your camera, click Next on your computer screen as shown in the screenshot below to display the QR code.

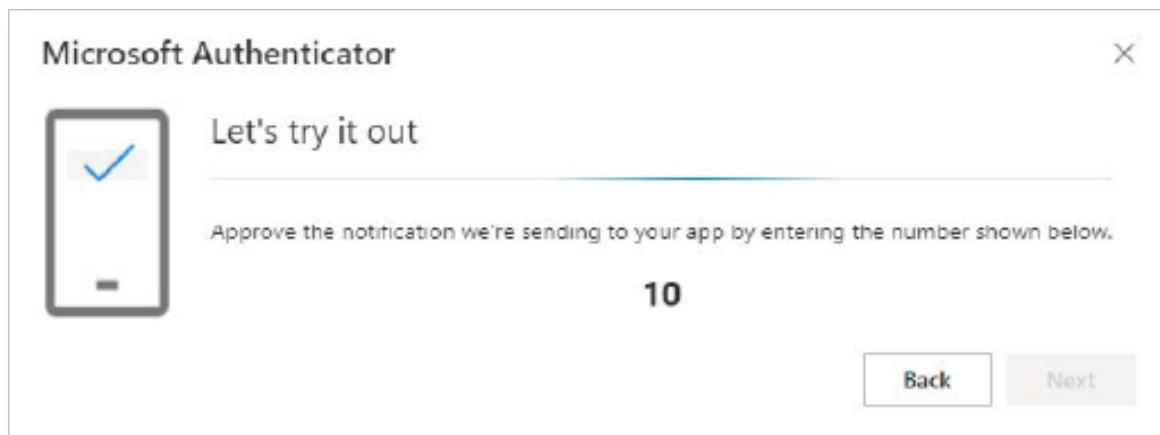


8. Once the QR code is displayed on your computer screen like in the screenshot below, scan it with the Authenticator app on your mobile device (which should still have the camera open). Once you have done so, your Government of Saskatchewan account will appear in the list of accounts in the Authenticator app.

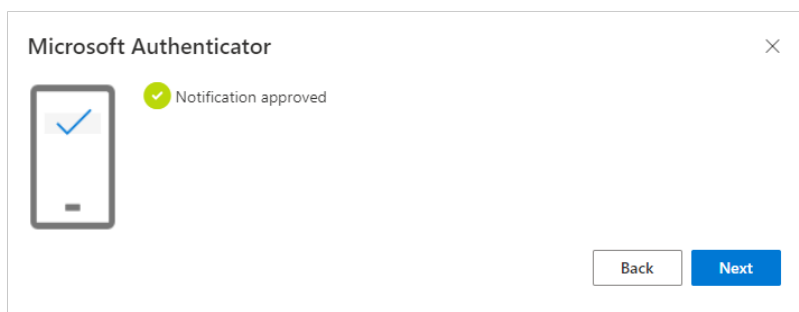
Click Next on your computer screen.



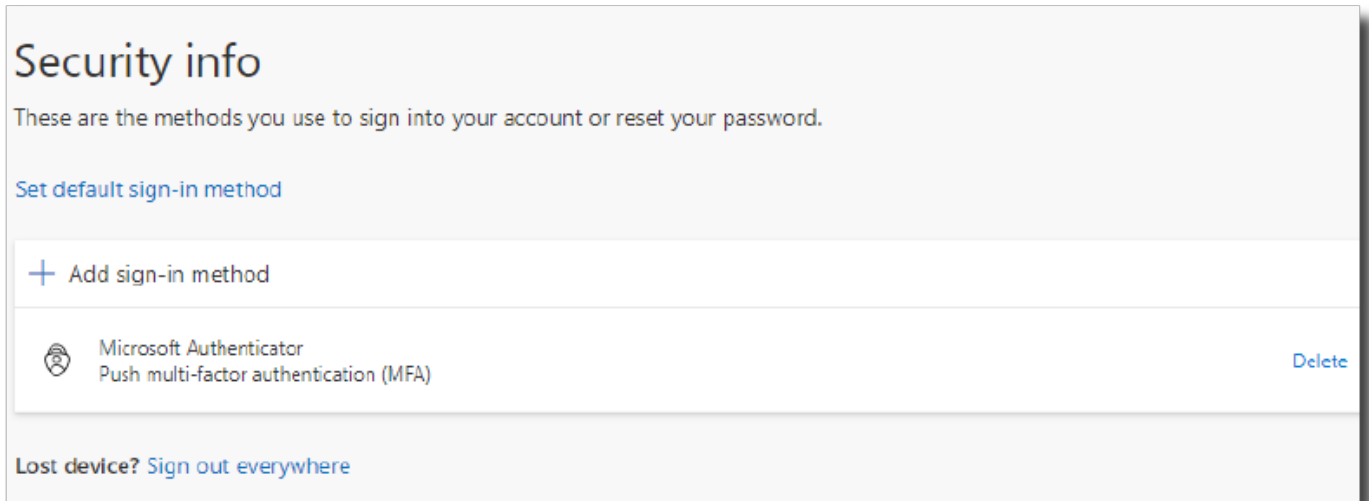
9. Once you click Next, you will be prompted to use the Authenticator app for the first time. You will see a screen similar to the one below with a two-digit number displayed. In the Authenticator app on your mobile device, you will be prompted to enter the two-digit number you see on your computer screen. Do so now and click Submit.



10. When successful, you will see a screen like the one below. Click Next.



11. You will now be back at the Security Info page, and Microsoft Authenticator will appear under your sign-in methods like in the screenshot below. If that is the only sign-in method listed, the Authenticator app will automatically be set as your default sign-in method. There is no need to click "Set default sign-in method".

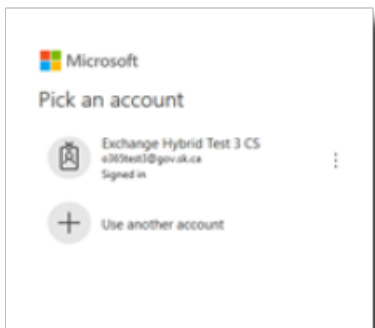


If you had previously registered another authentication method such as Phone, it will also appear in the list of sign-in methods. Please continue with the instructions on the next page to change your default method to the Authenticator app.

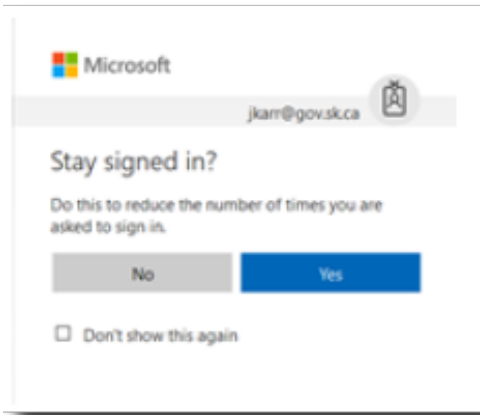
Otherwise, you have now completed Multifactor Authentication registration.

If at any time you have questions or difficulties with enrolling or setting up Multifactor Authentication, please contact SaskBuilds and Procurement's ITD Service Desk at 306-787-5000.

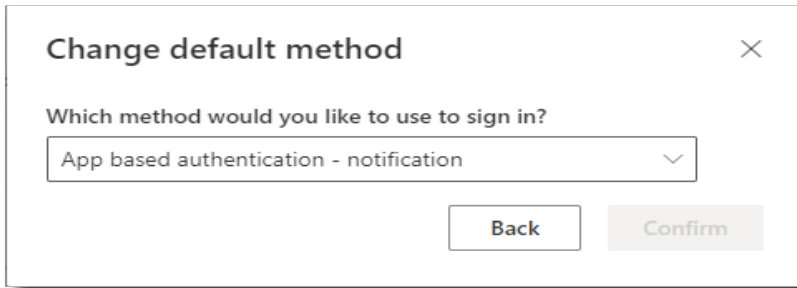
12. To change your default method:
- Log in to <https://aka.ms/mysecurityinfo>. Select your Government of Saskatchewan account.



Sign in using your Windows password. You may be prompted to complete MFA. You may also receive an additional screen asking if you would like to "Stay signed in." If you prefer, select "Yes," and check off the box "Don't show this again".



- b. To change your default method to Microsoft Authenticator, click "Change" beside "Set default sign-in method".
- c. Select "App based authentication - notification" and click Confirm.



Other Authentication Methods

The Microsoft Authenticator app is the Government of Saskatchewan's primary MFA method and its use is strongly encouraged. Alternate methods of MFA such as SMS (text message) and phone call are supported for the time being but are not recommended.

To configure one of these methods, choose it by clicking Add sign-in method and following the on-screen instructions.

For assistance, please contact SaskBuilds and Procurement's ITD Service Desk at 306-787-5000.

Lost or Stolen Mobile Device

In the event your mobile device is lost or stolen and you cannot use it to complete MFA, please contact SaskBuilds and Procurement's ITD Service Desk at 306-787-5000 for assistance.