Directions to setup MFA while in the district or prior to 1/3/2023.

You will want a computer and a device with the Microsoft Authenticator app already installed.

On a computer, Log into **https://workspace.farmington.k12.mn.us/**

Click on Account at the bottom of the page.

Click on the Authentication tile.

Click on the OTP Challenge tile.

Configure One-Time Password screen – You can use Microsoft Authenticator that you may already have installed to do MFA to check email or Google Authenticator. Open Microsoft Authenticator on your phone or iPad and click the plus sign at the top. Choose work or school account and select Scan QR code to scan the code displayed on your computer. The other option is you can manually enter the code displayed on the screen. It will add the Lenovo Software authentication to your app and give you a code that you need to enter on your computer in the Google Authenticator Passcode field. The code does timeout. You should get a

message after entering the code that you have successfully updated the authentication challenge. Click the OK and click the X in the upper right to return to the menu.

One-Time Password Challenge Configuration

Please configure your One-Time Password Challenge.

Configure One-Time Password with Microsoft or Google Authenticator

Use the QR code below to configure Microsoft or Google Authenticator on multiple de'

1. Download the Microsoft or Google Authenticator app on your mobile device.
2. Open the app, then scan the QR code to the right or manually enter this code:
   tpx3 sctc 7fz
3. Enter the current six-digt numerical passcode from the Microsoft or Google Authenticator app to verify your device is properly configured.

Microsoft or Google Authenticator Passcode

Submit

Example above has QR code and manual code partially hidden for security.