



IS Decisions MFA – Unlocking Your Computer

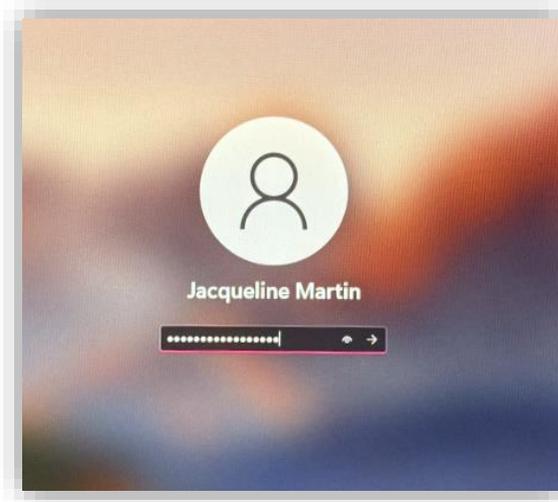
Microsoft Authenticator

- You should already have the **Microsoft Authenticator App** set up to log into Office 365. However, if you have not done so, please review this article for setup instructions.
 - [Setting-up Multifactor \(MFA\) for Microsoft 365](#)

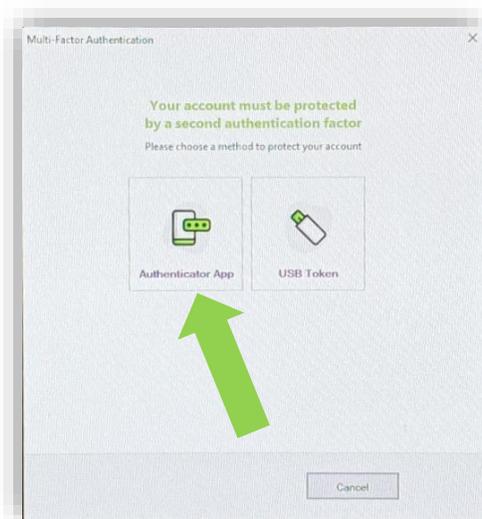


Initial Unlocking of Your PC

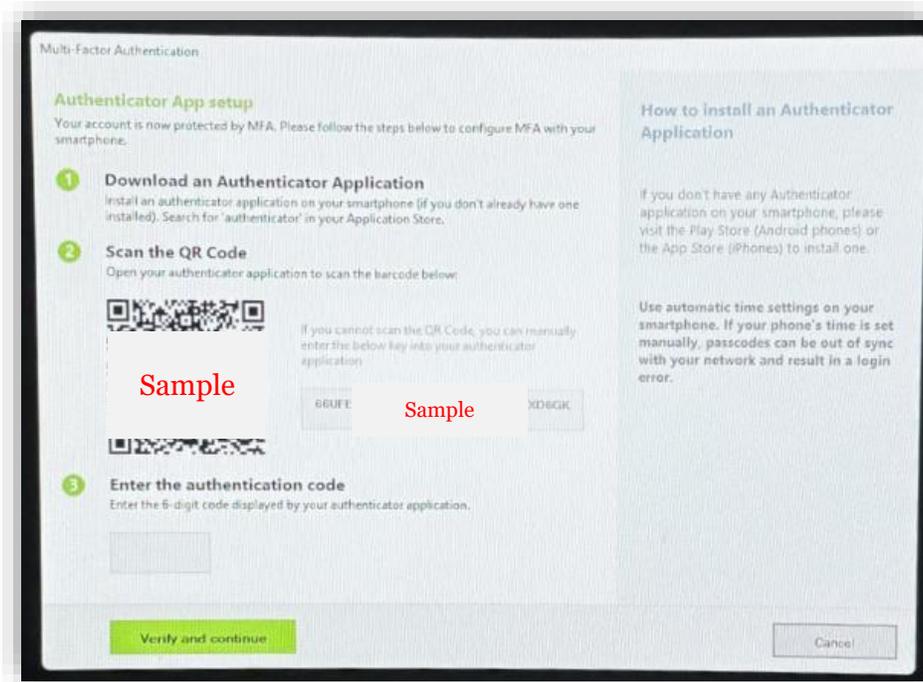
- Enter your County username and password.



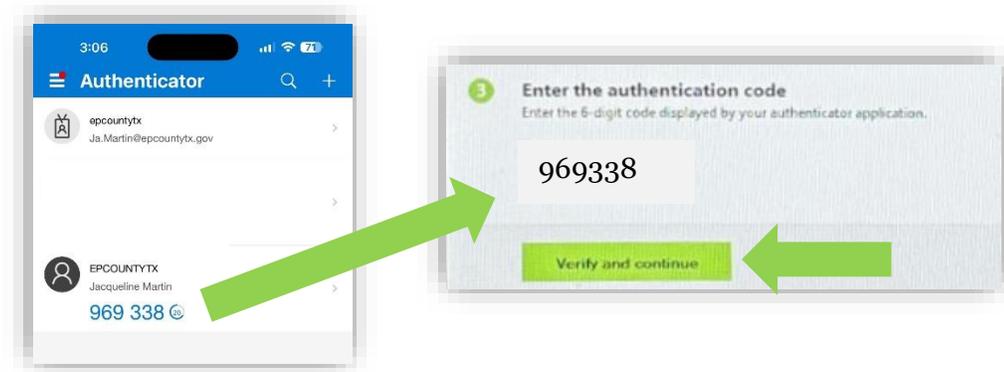
- You will be prompted with a Multi-Factor Authentication. Select **Authenticator App**.



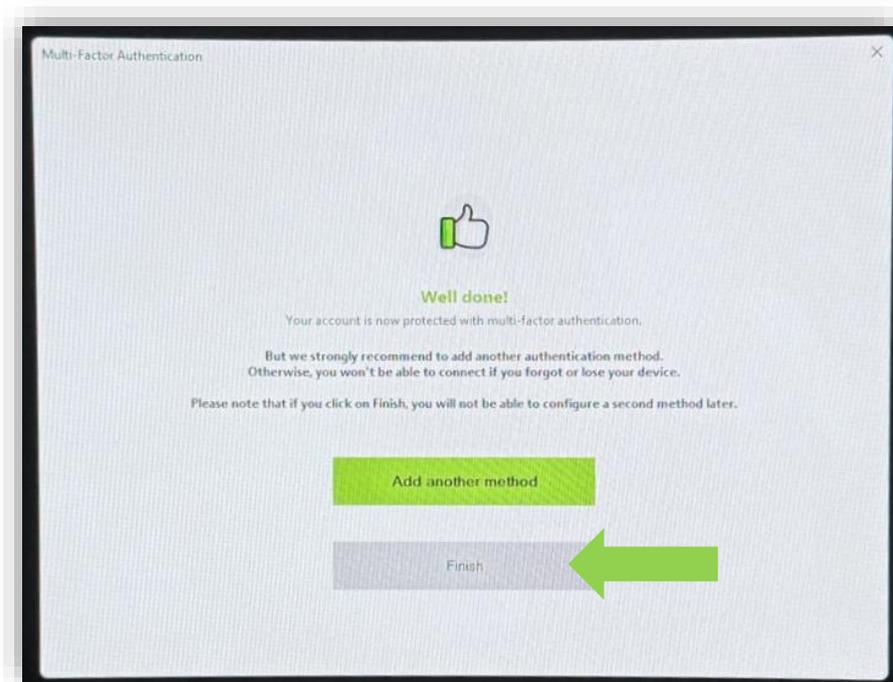
- Next open your **Microsoft Authenticator App** on your mobile device and select the QR scanner on the bottom right.
 - Scan your unique QR code.



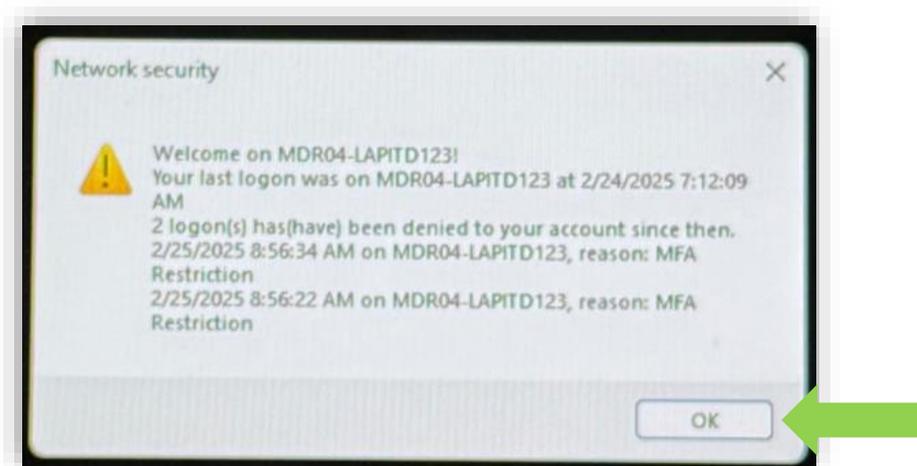
- On your **Microsoft Authenticator App** this code will prompt, enter your code on step 3 and select **Verify and continue**.
 - This code expires every 30 seconds.



- Then select **Finish**.



- You will see this Network Security prompt after each time you sign in with your passcode. Select **OK**.

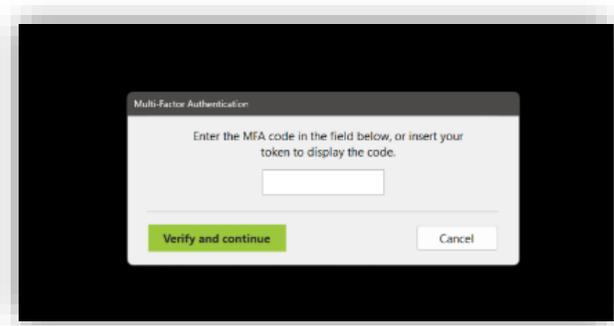
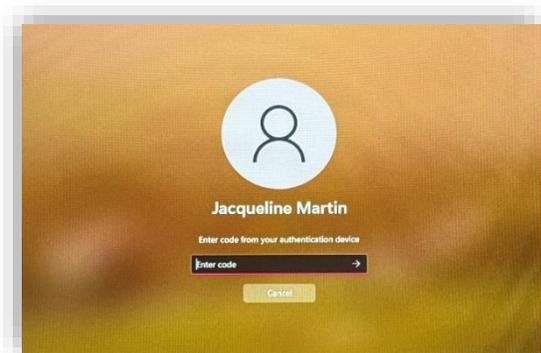


Unlocking of Your PC

- Enter your County username and password.



- Once you enter your credentials, you will be prompted to enter a time-sensitive code from the **Microsoft Authenticator app**.
 - You may see either image below due to your version of windows, but it will log you in correctly with either screen.



Common Questions

- **Do I have to enter this passcode every time I unlock my computer?**
 - You will only need to enter the passcode once per day on your computer.
- **Why do I have to enter the passcode multiple times in a day?**
 - There are some factors that may cause this but more commonly due to an internet outage.
- **What if I log into another user's computer?**
 - You will be required to enter your authentication passcode again, including when using Remote Desktop or logging in from a different workstation.
- **Do I need to use MFA when connecting to VPN?**
 - Yes, this process is already in place. For details, refer [Multi-Factor Authentication for VPN](#).