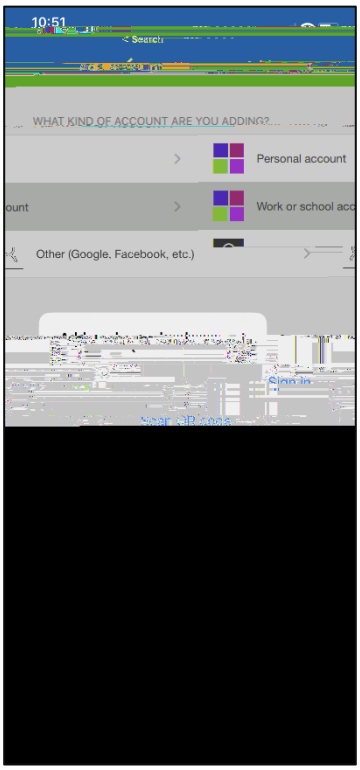
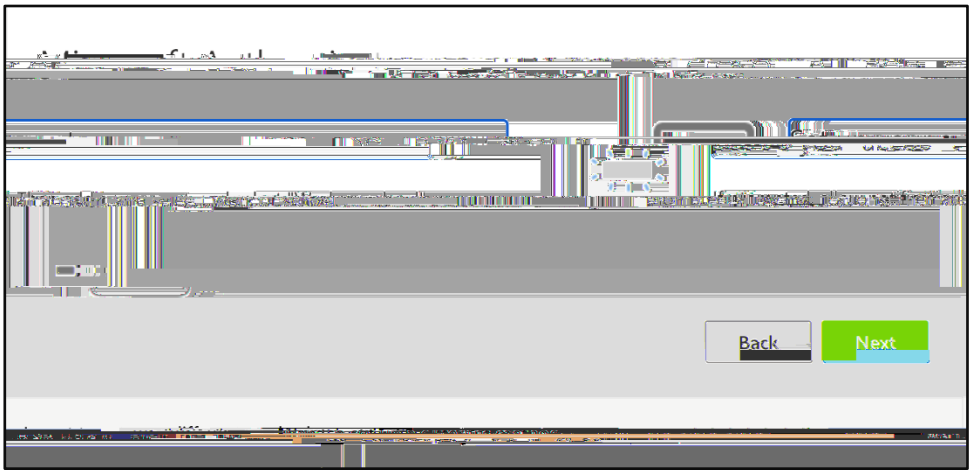
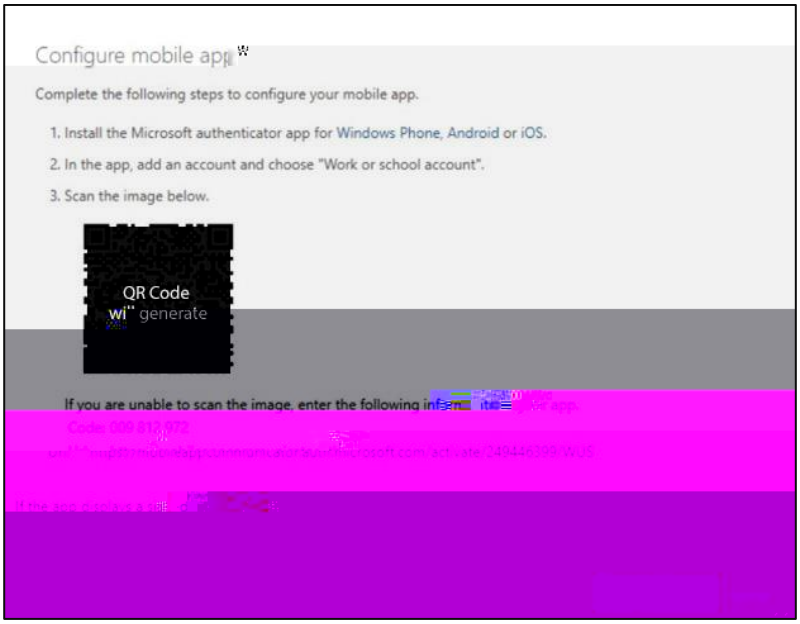
6. When prompted by the App on your mobile device to either “Sign In” or “Scan the QR code”, CSD recommends that you tap “Scan the QR code”.



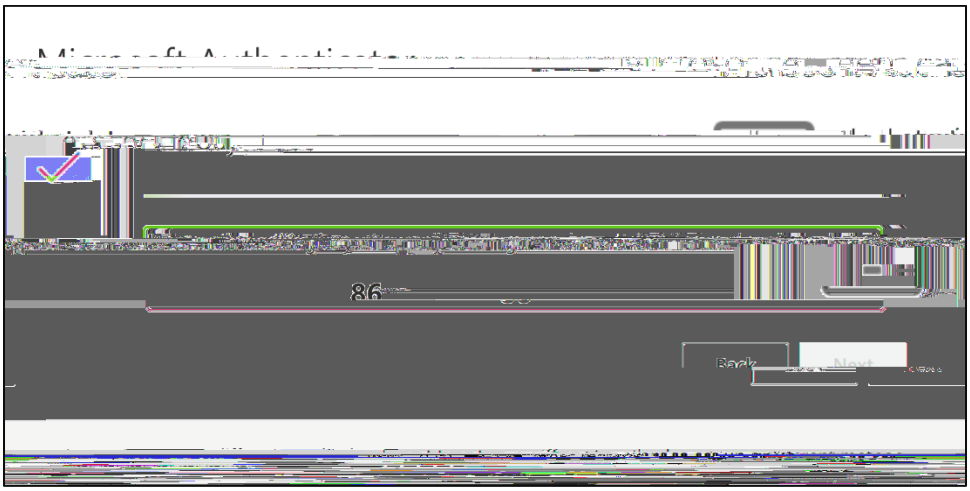
7. Go back to your laptop or desktop computer and select “Next” to generate a QR code.



8. Using your mobile device, scan the QR code that will generate on your laptop or desktop computer. After you scan the QR code from your mobile device, click “Next.”

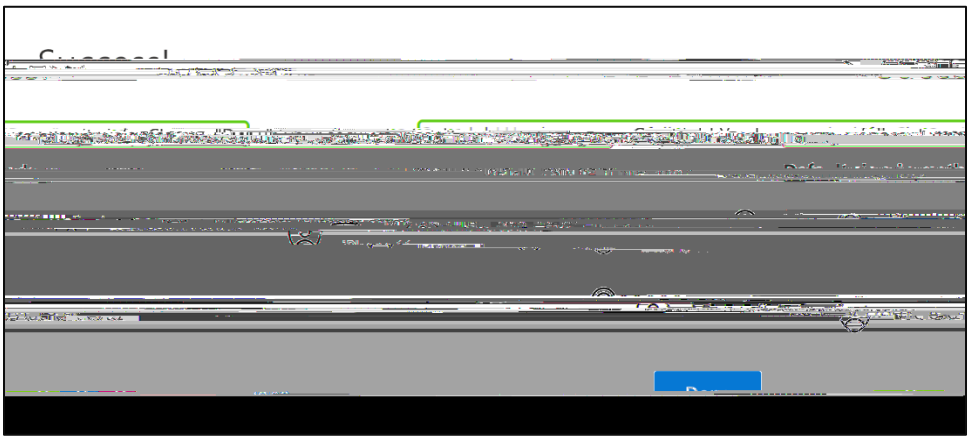


After you select “Next”, you will be prompted to test the authenticator app is working. A number will generate on your laptop or desktop computer.



10.

12. Success! You've set up Multi-Factor Authentication and a summary of your default sign in methods will appear. Select "Done"



13. It is recommended that you add another authentication method as a back-up if your default method is unavailable. For example, if you replace your mobile phone or forget your mobile phone at home, you may need to use a secondary authentication method to access your MtA account.

14. To add a secondary method, go to "Security Info" and select "Add sign-on method" to enter details as prompted.

Reminder: You can add or modify your sign-in methods at any time by visiting: https://aka.ms/mfasetup

Questions? Please email Helpdesk@mta.ca if you need further assistance with setting up.