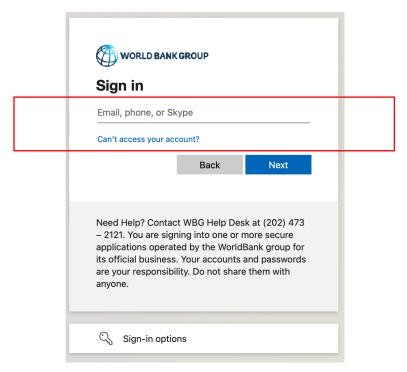
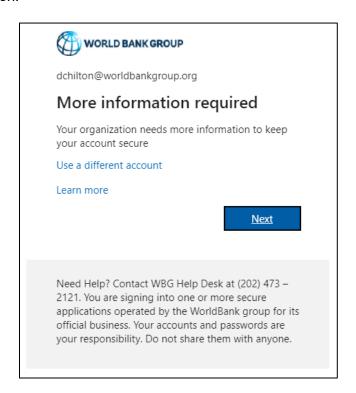
Updated: 03/16/2022

Use Microsoft Authenticator with Microsoft 365 WBG Single Sign-On (SSO)

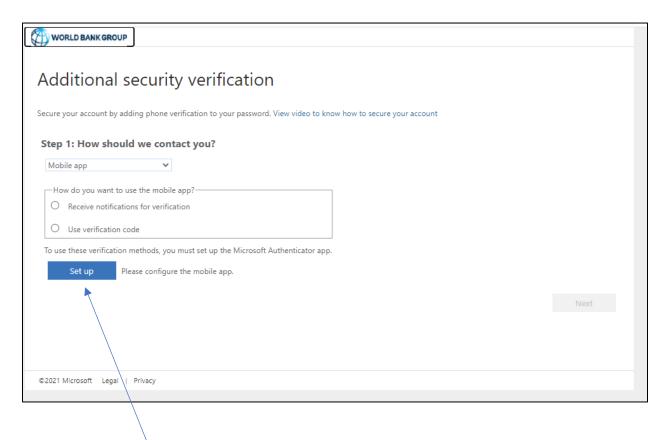
As an added security measure to protect its data, the WBG has implemented an additional Single Sign-on (SSO) layer of authentication to ensure that only WBG staff can access the website.



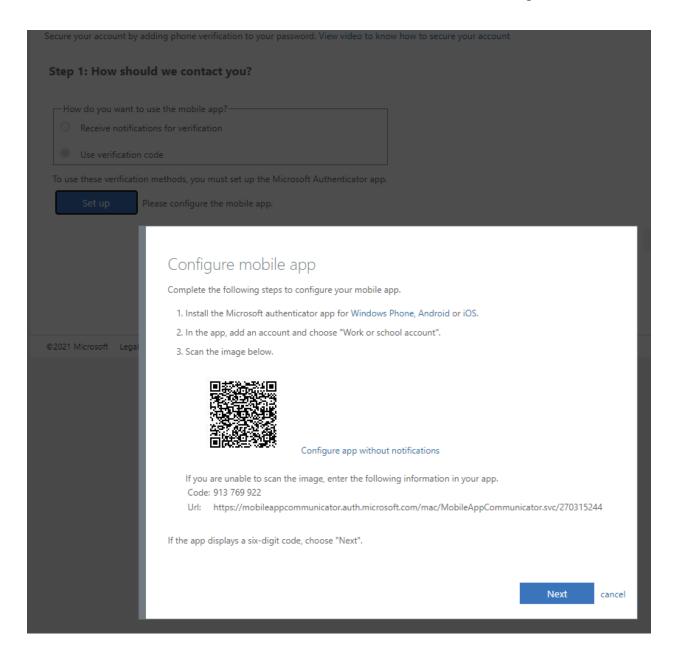
1. Type in your personal emaill address, or select it if it's already displayed, and/or click on the **Next** button.



2. You should then see a screen similar to the one below.



Click the Set up button. A pop-up box will be displayed (see screenshot on the next page).
 From here, you should download and install the Microsoft Authenticator app for Android, iOS or Windows Phone onto your mobile device. Or open the App if it's already installed on your mobile device.



On your mobile device:

4. Follow the steps shown in the "Configure mobile app" pop-up above.

Notes:

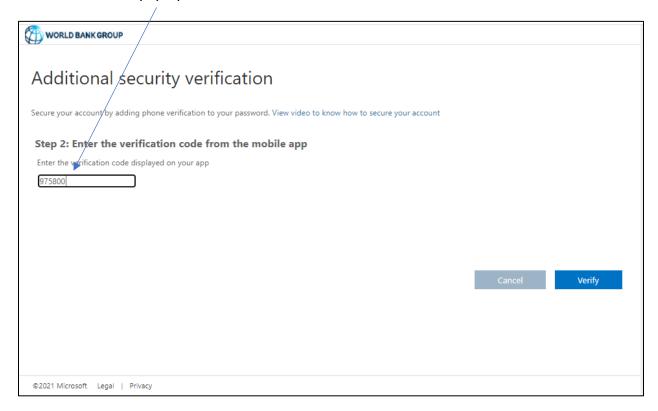
- iPhone users may have to enable the camera in Settings in order to "scan the image" (QR square).
- If you can't use your phone camera, you'll have to manually enter the 9-digit code and the URL.
- 5. If prompted on your phone, "Approve" your new sign-in.

Updated: 03/16/2022

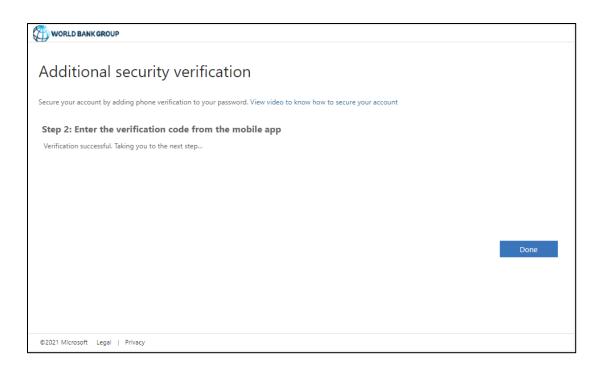
- 6. Your account will be added automatically to the app and will display a six-digit code.
- 7. Click the Next button.

On your computer:

8. Return to your computer and enter the code from the MS Authenticator app into the verification pop-up box.



- 9. Click the **Verify** button.
- 10. You should see a "Verification successful" message (see screenshot on next page).



11. Click the **Done** button to proceed to the website.