DCAD Office 365 Authentication 2023 & Populi Authentication

## You will need a computer or desktop device and your phone to complete this.

1. Go to office.com on a laptop or desktop device, and login with your school email account. A box will open saying "More information is required."

2. After selecting next you will arrive at the **start by getting the app** page. Download and install the Microsoft Authenticator app on your mobile device.

3. and then select **Next.** For more information about how to download and install the app, see [Download and install the Microsoft Authenticator app](#). Below are QR codes for downloading the app to Android and iOS devices
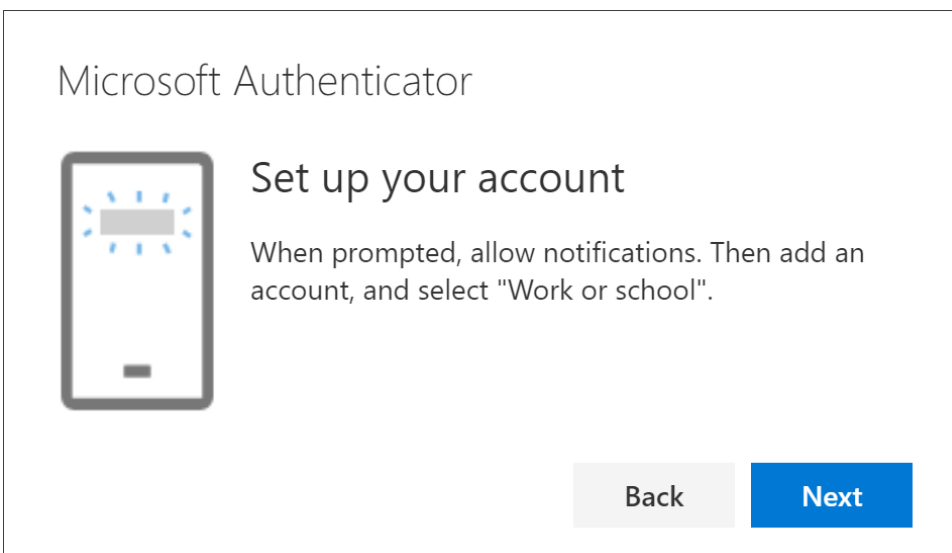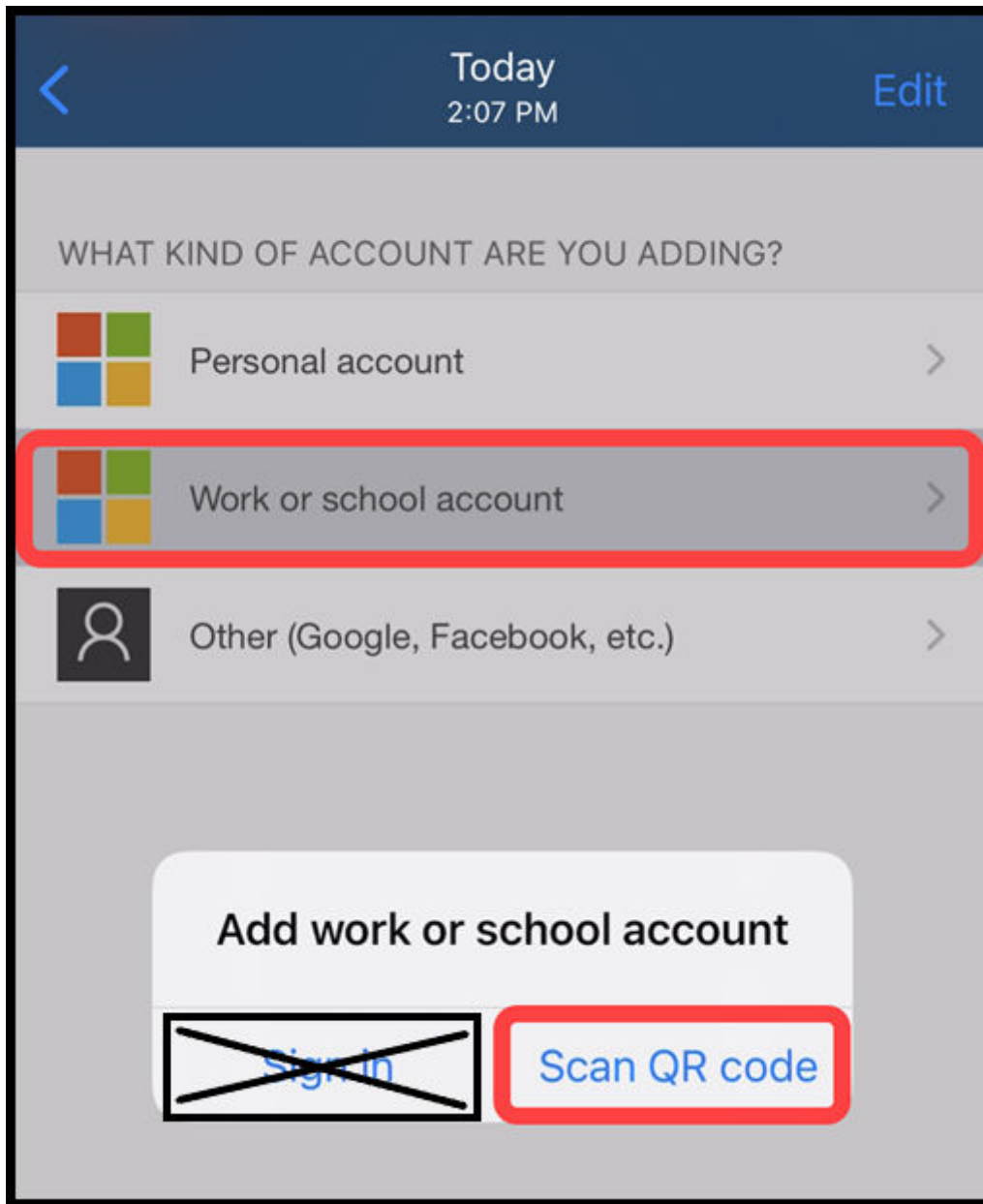
Android   iOS

Update 8.2023
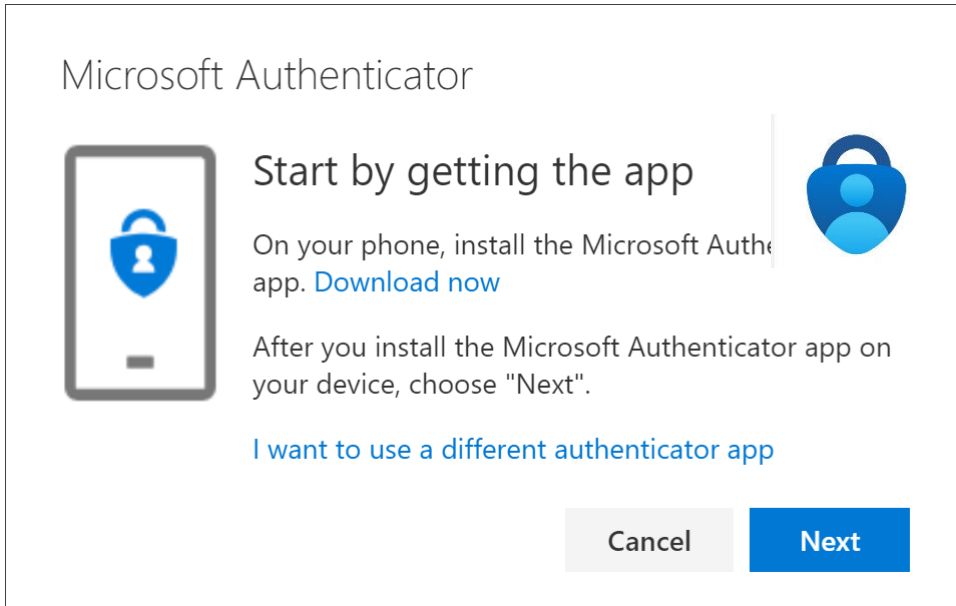
4. Remain on the **Set up your account** page while you set up the Microsoft

Authenticator app on your mobile device.

5. Open the Microsoft Authenticator app, select to allow notifications (if prompted), select **Add account** from the **Customize and control** icon on the upper-right, and then select Work or school account.

6. **Note:** The first time you set up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android). You must select **Allow** so the authenticator app can access your camera to take a picture of the QR code in the next step. If you don't allow the camera, you can still set up the authenticator app, but you'll need to add the code information manually. For information about how to add the code manually, see see Manually add an account to the app.

7. Return to the **Set up your account** page on your computer, and then select **Next**. Scan the QR code page appears.
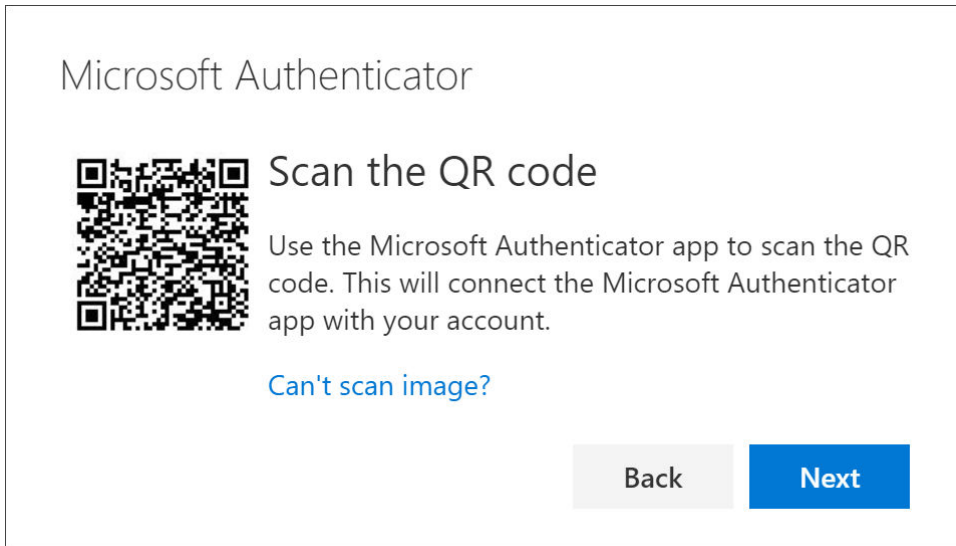
8. Scan the provided code with the Microsoft Authenticator app QR code reader, which appeared on your mobile device after you created your work or school account in Step 6.

9. The authenticator app should successfully add your work or school account without requiring any additional information from you. However, if the QR code reader cannot read the code, you can select **Can't scan the QR code** and manually enter the code and URL into the Microsoft Authenticator app. For more information about manually adding a code, see Manually add an account to the app.

10. Select **Next** on the **Scan the QR code** page on your computer. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.
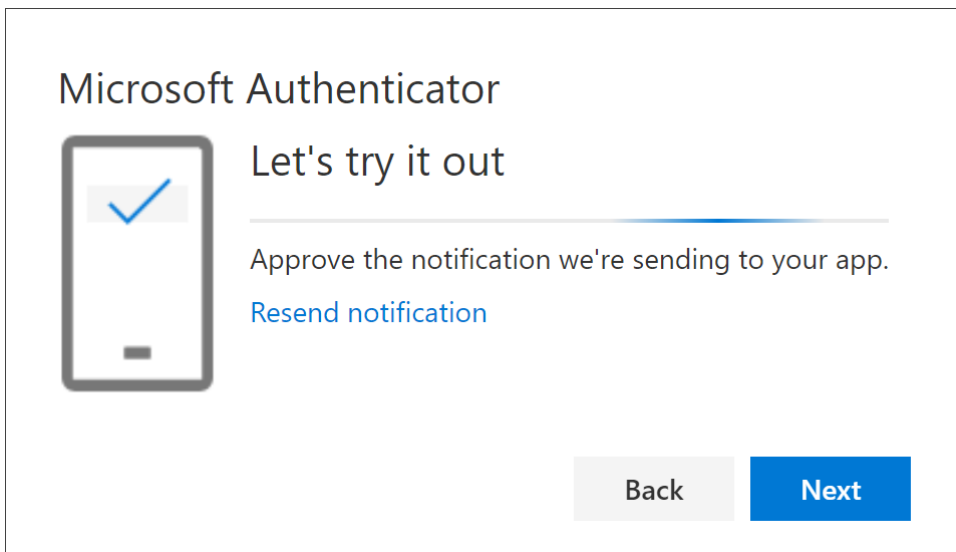
11. Approve the notification in the Microsoft Authenticator app, and then select **Next**. Your security info is updated to use the Microsoft Authenticator app by default to verify your identity when

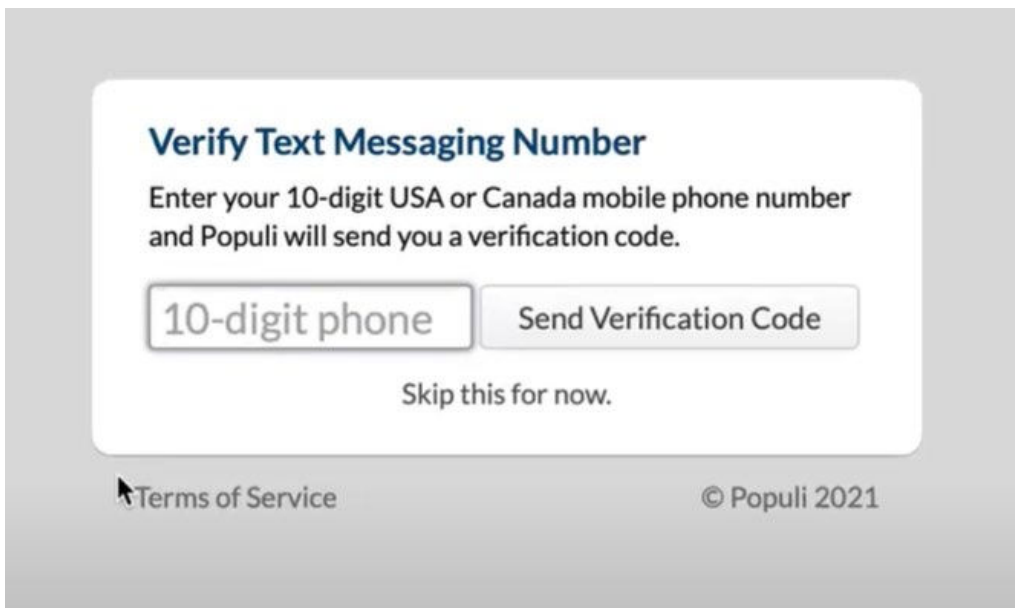using two-step verification or password reset.

Microsoft Authenticator

✅ Notification approved

Back   Next
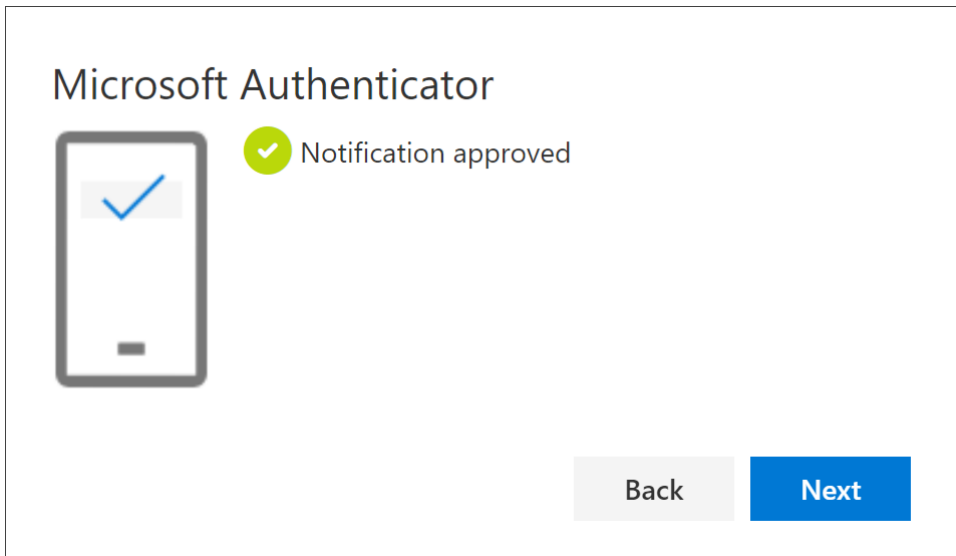
Next: Add the Populi Authenticator

This YouTube video will walk you through it, or follow the steps below
https://youtu.be/oPb6EX1TjAs

1. When creates creates a Populi account for you, you'll be sent a welcome email from your school
2. It will have a unique link that lets you set a password and log in to Populi for the first time. This link will expire thirty days from when the email is sent. Even if you don't need to use Populi right away, we recommend logging in as soon as you see the email just so it doesn't expire on you!
3. The first thing you'll be asked for on the login page is a mobile phone number (you'll have the option to skip this step).
4.

5. Your school uses this number to send you text notifications from Populi. After entering your number, Populi will text you a verification code. Enter the code to verify your number and you'll be taken to the password screen.
6. Your password needs to be at least 10 characters long, contain at least one capital letter, and at least one number. You can also use special characters and spaces. When all the instructions are green, your password is good to go. Afterwards, confirm your password by typing it again.
7. Check to indicate your acceptance of the Acceptable Use Policy.

You Will be prompted to add authentication on your phone. To do so, go back to the Microsoft Authenticator and –

Go back to the MicroSoft Authenticator app on your phone and click the plus button in the top right corner
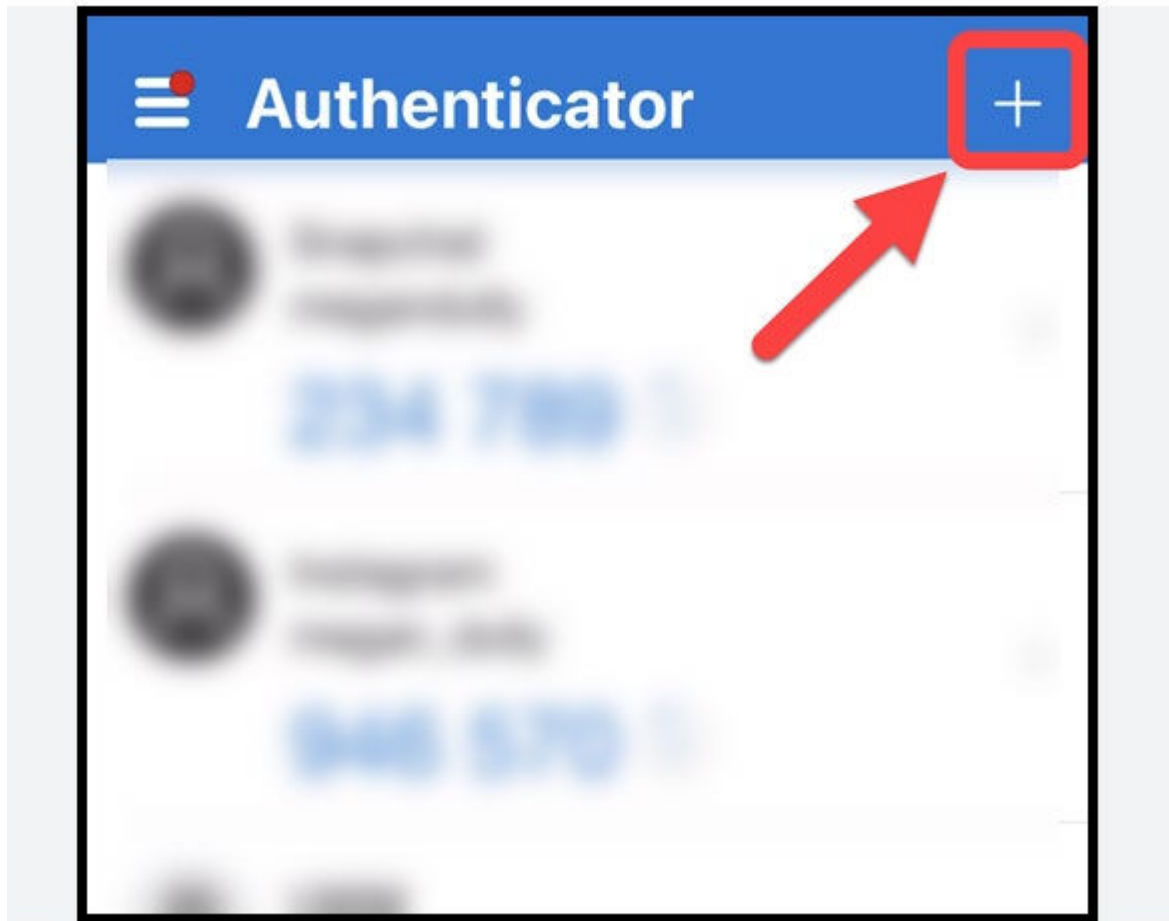
Choose "work or school" account again, and scan the QR code Populi Generates.
Follow prompts, and you will see a recovery code-
TAKE a picture of it! It will keep you from getting locked out of Populi if you
forget your password.

Enable Login Approvals ✕

Write down your recovery code and store it in a safe place. In case you lose your phone, you can use this code one time (instead of a normal code) to log in to Populi.

Your recovery code is:

K4LBJBAD

[Done]

All done! However, **IF YOU GET A NEW PHONE**, turn in a ticket to helpdesk@medictekc.com

If you get a new phone your Outlook (Microsoft office) authenticator won't work (the App will transfer, but the account will need to be reset)
Put in an email ticket (from an account different than Outlook) to helpdesk@medictek.com so they can reset your Microsoft Office Authenticator Account- provide a secondary email account, and include your @dcad.edu plus a phone number.