



# Guidance for Microsoft Authenticator

## STEP 1 – SETTING UP MICROSOFT AUTHENTICATOR

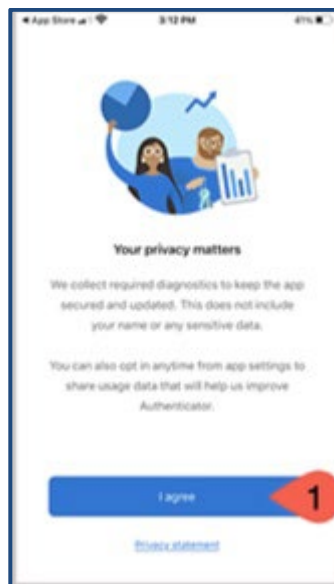
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- If your phone has biometric authentication, Microsoft Authenticator allows you to log in securely with biometric authentication enabled rather than entering a password every time you login to websites or apps.
- First, **download and open** the Microsoft Authenticator app.



*Figure 1: Picture of Microsoft Application icon.*

- Launch the **Application**, allow notifications and accept the privacy policy.



*Figure 2: Picture of privacy screen.*



- Next, select to **add your SSO account**. Below a couple of different views depending on your Microsoft app version.

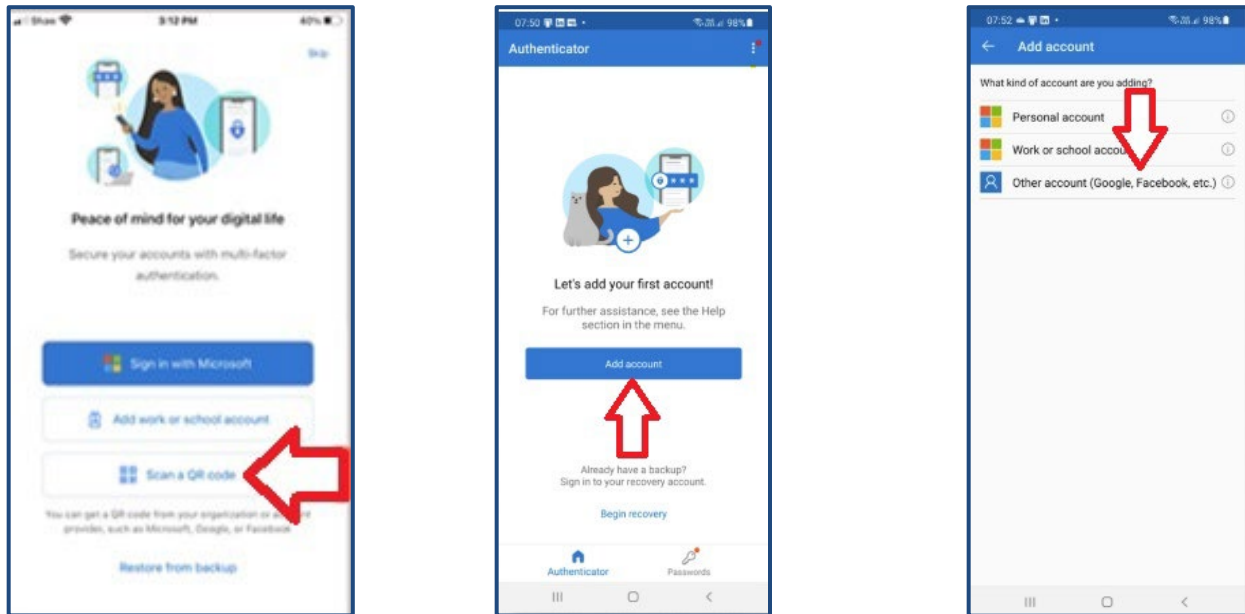


Figure 3: Pictures to add an account.

- You want to select **Scan QR code**, the “+” plus sign at the top right of the screen or **other account (Google, Facebook, etc.)**
- A new screen will open to **Scan QR code** or **Enter code manually** by tapping the bottom of the screen to enter the code as the Secret Key (Manual Setup Code on SSO screen).



Figure 4: Picture to scan QR code or enter code manually.



- Finally, aim your phone at your computer to **scan the QR code** or copy and paste the **Manual setup code** provided by SSO onto your phone.

Welcome to the OSDE Single Sign On system (SSO). If you do not have an account, you may create one now using the link below. Users will be required to reset passwords every 90 days.

If you are having trouble signing in, please click the link below to recover your username or password. If you need assistance, please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

**Step 1:** Open your authenticator app on your mobile device and add a new account

**Step 2:** Scan the QR Code or, if your device cannot scan QR codes, enter the manual setup code below into your authenticator app

QR Code

Manual Setup Code: HFQTSZJVGJQTILLFMNSTCLJUHEYDMLJYME4WKLJRGUZDMNBVMJQWMZTEGM

**Step 3:** After you have completed setup in your authenticator app, enter the provided 6-digit validation code from your authenticator app into the field below

Authenticator Validation Code:

**Step 4:** Click "Verify Setup" to confirm your setup

Verify Setup

Figure 5: Picture of screen to Setup QR code or enter code manually

- The Microsoft app will immediately add your SSO account, name the account on the app similar to the image below, and provide a 6 six-digit code.

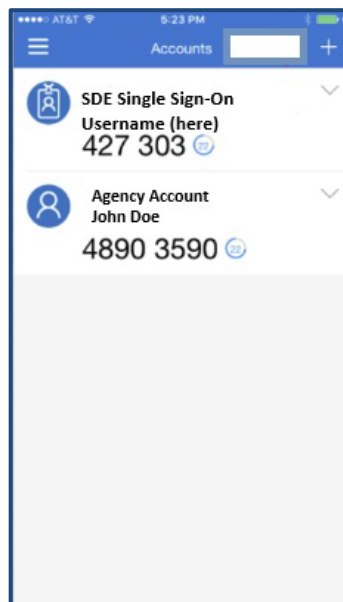


Figure 6: Picture of screen with SSO account successfully added.



- The setup is complete on the Microsoft authenticator application.

**Note:**

- Available screens and settings may vary by wireless service provider, software version, and phone model.

## STEP 2 – COMPLETING THE SETUP ON SSO

- After initial log in to SSO, the following screen will open providing a **QR code** and a **Manual Setup Code**.

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If you are having trouble signing in, please click the link below to recover your username or password. If you need assistance, please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

**Step 1:** Open your authenticator app on your mobile device and add a new account

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QR Code

Manual Setup Code: HFQTSZJVGJQTILLFMNSTCLJUHEYDMLJYME4WKLJRGUZDMNBVMJQWMZTEGM

**Step 3:** After you have completed setup in your authenticator app, enter the provided 6-digit validation code from your authenticator app into the field below

Authenticator Validation Code:

**Step 4:** Click "Verify Setup" to confirm your setup

Verify Setup

Figure 7: Picture of screen with QR Code and Manual Setup Code

- Either the **QR code** or the **Manual Setup Code** may be used with the Microsoft authenticator application.



- After either code is entered, the Microsoft authenticator application will show a **6 six-digit** verification code. The code expires after approximately 30 seconds, when a new code appears automatically.

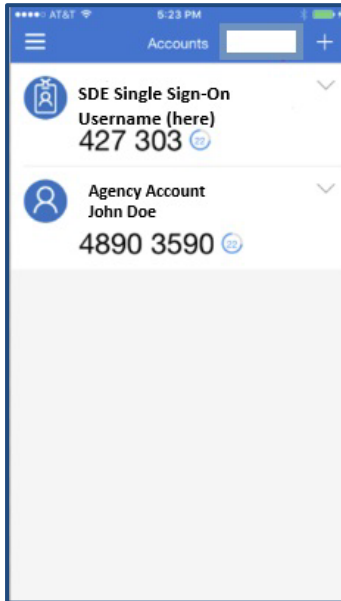


Figure 8: Picture of screen with 6 six-digit code. 427 303

- The code is entered in the **Authenticator Validation Code** box pointed in Figure 9 below. Spaces are not needed, only the six digits.


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If you are having trouble signing in, please click the link below to recover your username or password. If you need assistance, please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

**Step 1:** Open your authenticator app on your mobile device and add a new account

**Step 2:** Scan the QR Code or, if your device cannot scan QR codes, enter the manual setup code below into your authenticator app


QR Code



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Manual Setup Code: HFQTSZJVGJQTILLFMNSTCLJUHEYDMLJYME4WKLJRGUZDMNBYSJQWMZTEGM

**Step 3:** After you have completed setup in your authenticator app, enter the provided 6-digit validation code from your authenticator app into the field below

Authenticator Validation Code:  

**Step 4:** Click "Verify Setup" to confirm your setup

[Verify Setup](#)

Figure 9: Picture of screen with Authenticator Validation Code box



- The SSO setup is complete.

## STEP 3 – LOGGING IN AFTER INITIAL SETUP

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- After **SSO username and password** are entered, the screen below will require an **Authenticator Validation Code**.

Welcome to the OSDE Single Sign On system (SSO). If you do not have an account, you may create one now using the link below. Users will be required to reset passwords every 90 days.

If you are having trouble signing in, please click the link below to recover your username or password. If you need assistance, please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

Enter the 6-digit validation code from your authenticator app into the field below

Authenticator Validation Code:

Verify PIN

Figure 10: Picture of subsequent login screen with Authenticator Validation Code box

- You will access the Microsoft authenticator app to retrieve the **6 six-digit validation code** and enter it above.
- These steps are repeated each time for login to SSO or after no activity on your SSO account for an hour.
- Username → password → authenticator validation code.