

Instructions for accessing your tracking spreadsheet

Overview of setup:

- A. Download the Google Authenticator App (did this during training)
- B. Log into your P+P Microsoft account & set up multi-factor authentication using the app
- C. Access your spreadsheet. NOTE: The spreadsheet should show up on the main screen once you're in your account. If it doesn't, click on excel and you should see it there.

Read on for detailed instructions

Ongoing:

Log into your P+P Microsoft account to access your spreadsheet.

If you're accessing it from your phone, it will prompt you to open the spreadsheet in the excel app (which you'll need to download if you don't have it already).

A. Downloading the Google Authenticator App

1. Open your phone's app store.

For iPhones, open **The App Store**



For Androids, open **The Google Play Store**

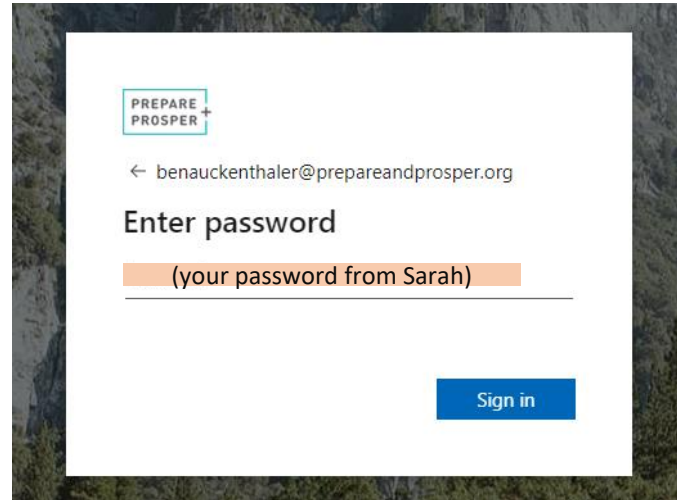
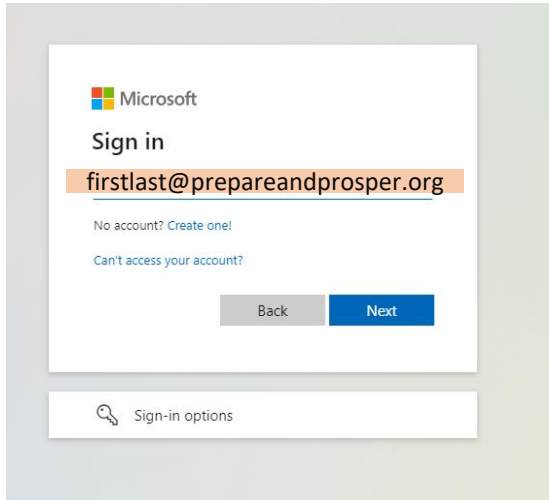


2. Search for and download/install the "**Google Authenticator**" app.

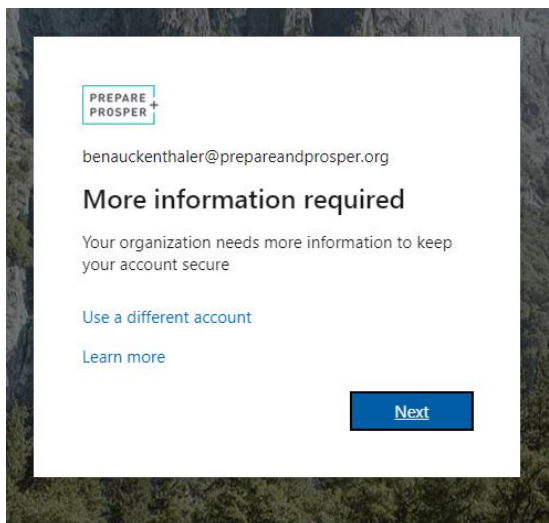


B.

1. Go to [Portal.office.com](https://portal.office.com)
2. Sign in with your Prepare and Prosper email



3. When you see "More information required" hit "Next"




4. Select "I want to use a different authenticator app"

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)


Next

5. When you see "Keep your account secure" select "next"

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Authenticator app

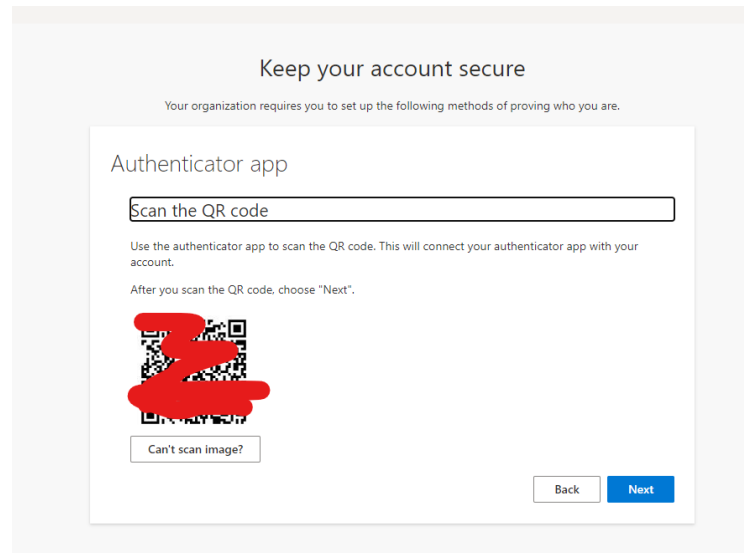


Set up your account

In your app, add a new account.

Back Next

6. A QR code will show up. Open your Google Authenticator app on your phone, hit the plus sign to add a new account, and Scan the QR code.



7. Go back to your P+P login and hit “next”.

8. You'll then be prompted for a verification code. Enter the 6-digit code currently displayed by Google Authenticator on your phone. *Tip: notice that the code changes every 30 seconds.*

- When asked if you want to be asked to authenticate again in the future, choose “don't ask again”
- When asked if you want to stay signed in, check “don't show this again” and choose “no”

9. This should get you logged in! The spreadsheet should show up on the main screen once you're in your account. If it doesn't, click on excel and you should see it there. Don't hesitate to reach out to Sarah if you have any issues.

NOTE: You'll want to go into your Google Authenticator on your phone and delete the incorrect account (the one we added during the training session) so you don't get confused going forward. Click on the 3 dots in the top right corner and then “edit”, click on the pencil, then the trash box.

FAQ

Q: *What is Multi-Factor Authentication (MFA)?*

A: Multi-Factor Authentication (MFA) is an additional layer of security that is added to the login process. Such as a randomly generated code or a physical key

Q: *How often will I have to re-authenticate? (Enter code to log)*

A: For Google as long as you check "remember this device" you won't have to enter the code again. For Microsoft you will have to enter the code once every 90 days.

Q: *Do I have to authenticate through MFA separately for each browser or device?*

A: Yes, you will need to authenticate for each browser (chrome, safari) or device (PC, phone, tablet) that you login to your Google or Microsoft account on. Each browser on each device that you use will require MFA authentication.

Q: *I forgot/left my mobile device at home, now what?*

A: Hopefully it isn't time yet to re-authenticate. However if it is time to re-authenticate and you are prompted for MFA verification you will need to go home to get your mobile device.

Q: *My mobile device with my authenticator app is lost/stolen, what do I do?*

A: Please contact the Brave North Help desk asap so your account can be secured