Self-Service Authentication Registration

To ensure we are following the highest security protocols supported by Regional Auditors, all staff must complete the Self-Service Authentication Registration.

Purpose:
- Account verification – Allows you to access your account in the event that you are locked out, hacked or you forget your password.
- Allows email access outside of the country. You will not have email access outside of Canada if you do not complete this process.

Note:
- There are four methods (MS Authenticator App, Security Questions, SMS Text and Recovery Email) for Self-Service Authentication; you must complete at least one of them.
- They are listed in optimal order, depending on your use of email and communication methods.
- To have several options when you need to reset your password or verify your account, it is recommended that you complete more than one method.

Getting Started

1. On your computer - Open your browser > go to: https://aka.ms/ssprsetup

2. Complete the login steps with your WCDSB email address.
After completing the login steps you will see **ONE** of the following scenarios.

**Scenario 1**

1. Click: **Add Method**

2. Select one of the four methods that you wish to use and follow the applicable installation instructions below.
Scenario 2

At this screen you have two choices:

1. To automatically follow Method 1 which will install Microsoft Authenticator on your device, click: **Next**
   - Follow the steps under ‘Method 1 – Microsoft Authenticator App’ below.

   OR

2. If you do not have a device or prefer not to install the app on your device click: **I want to set up a different method.**
   - Please choose one of the three remaining methods noted below.

Method 1 – Microsoft Authenticator App

Note: This method only works if you have a data plan on your device.

1. **Go to the APP Store (Apple store for IOS, Google Play store for Android) on your device > Download the “Microsoft Authenticator” App**

2. **On your device - Open the Microsoft Authenticator App**

3. **Click: 3 dots**
4. **Click: Add Account**
5. Click: **Work or School Account**

![Add account screen](image)

6. On your computer -> Click: **Next**

![Keep your account secure screen](image)
7. On your computer - A QR code will appear on your screen. **Scan the code with your device.**

8. On your computer - You will see a message on your computer screen telling you to try it out.
9. On your device - An approval message will be sent to your device. Click: **APPROVE**

10. On your computer - Click: **Done**


**Note**
The Microsoft Authenticator App can also be used to secure personal email accounts on a device. WCDSB has no access to your personal accounts. [https://docs.microsoft.com/en-us/azure/active-directory/user-help/user-help-auth-app-add-personal-ms-account](https://docs.microsoft.com/en-us/azure/active-directory/user-help/user-help-auth-app-add-personal-ms-account)
Method 2 - Security Questions

Security questions allow you to verify your account via the internet, without a device. It is recommended that all staff complete these security questions even if you have added the Authenticator App (Method 1 above).

1. On your computer - Click: Add Method

2. Click: Security Questions
3. Click: Add

4. Where prompted: Complete the three security questions

5. Click: Save
Method 3 - SMS Text on Mobile Phone

The phone method allows you to receive a text on a mobile phone to verify your account.

1. On your computer – Click: Add method

2. Click: Phone
3. Click: **Add**

4. Where prompted: **Enter your phone number**

5. Click: **Next**
6. On your device - **Open the text message** to receive the verification code.

7. Where prompted: **Enter the code**

8. Click: **Next**

9. Click: **Done**

**Method 4 - Email**
SELF-SERVICE AUTHENTICATION REGISTRATION

The email method allows you to verify your account using an email address other than your wcdsb.ca email address.

1. On your computer - Click: **Add method**

2. Click: **Email**
3. Click: **Add**

4. Add an email address that is not your wcdsb.ca

5. Click: **Next**

6. To access the verification code: **go to the email account** used in step 4 above > **Open the email** with the subject “Waterloo Catholic District School Board account email verification code”

7. Copy the code
8. Where prompted: Add the code

9. Click: Next