

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.

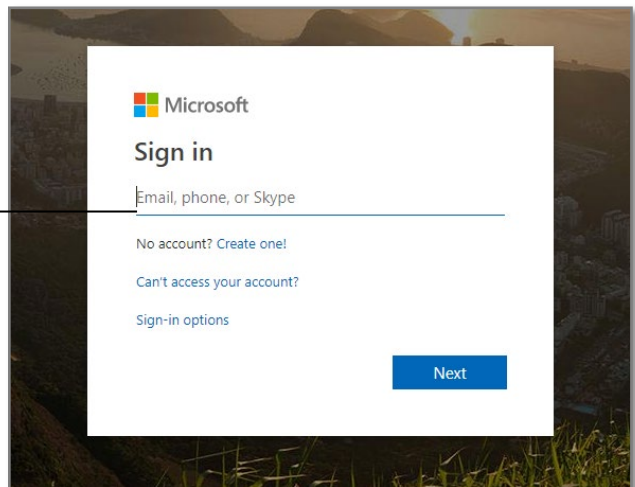
Note:

- 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.

2

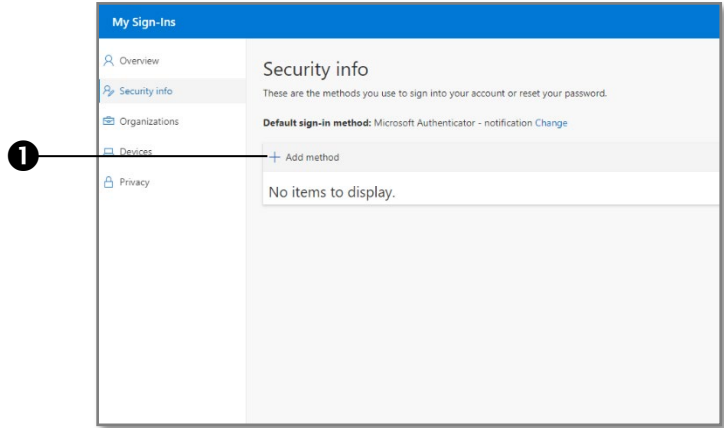


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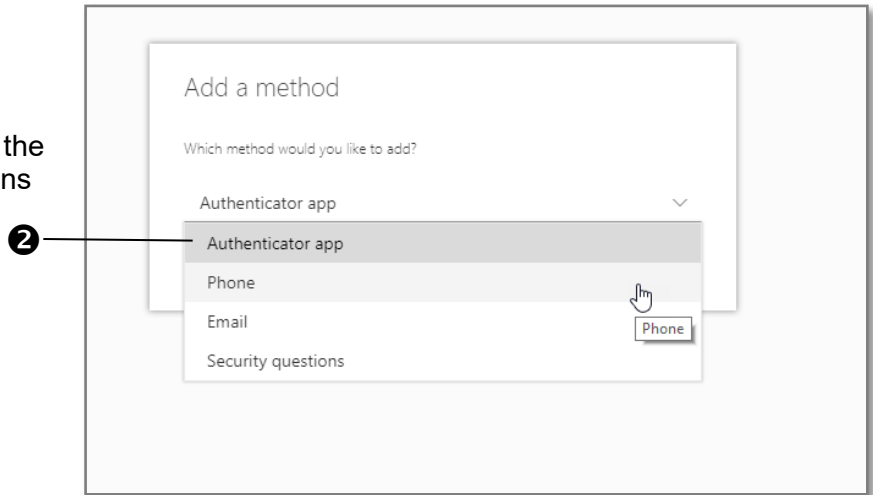
After completing the login steps you will see **ONE** of the following scenarios.

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.



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Scenario 2

At this screen you have two choices:

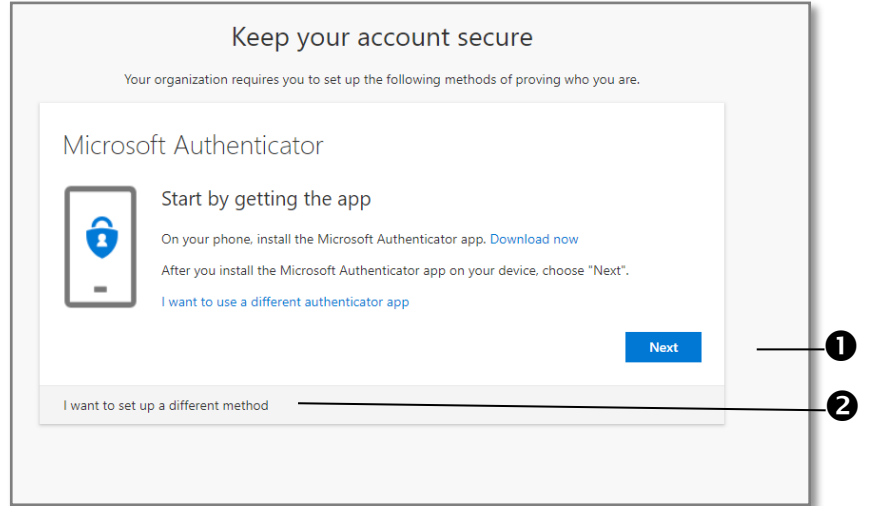
1. To automatically follow Method 1 which will install Microsoft Authenticator on your device, click: **Next**

- 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.

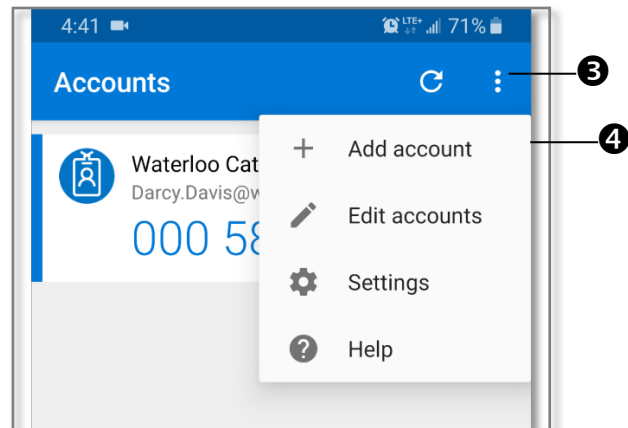


Method 1 – Microsoft Authenticator App

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

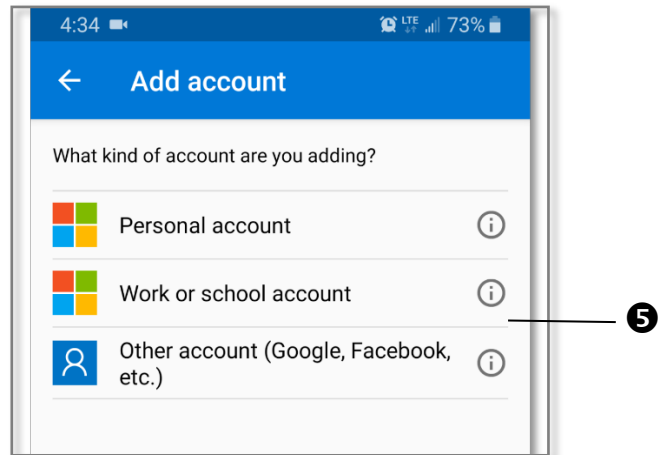
1. **Go to the APP Store (Apple store for IOS, Google Play store for Android) on your device > Download the “Microsoft Authenticator” App**
2. On your device - Open the **Microsoft Authenticator App**

3. Click: **3 dots**
4. Click: **Add Account**

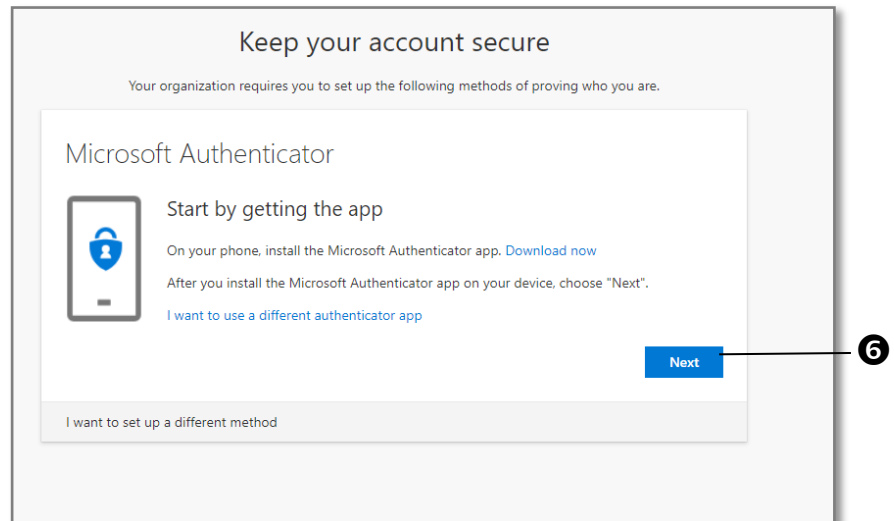


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5. Click: **Work or School Account**

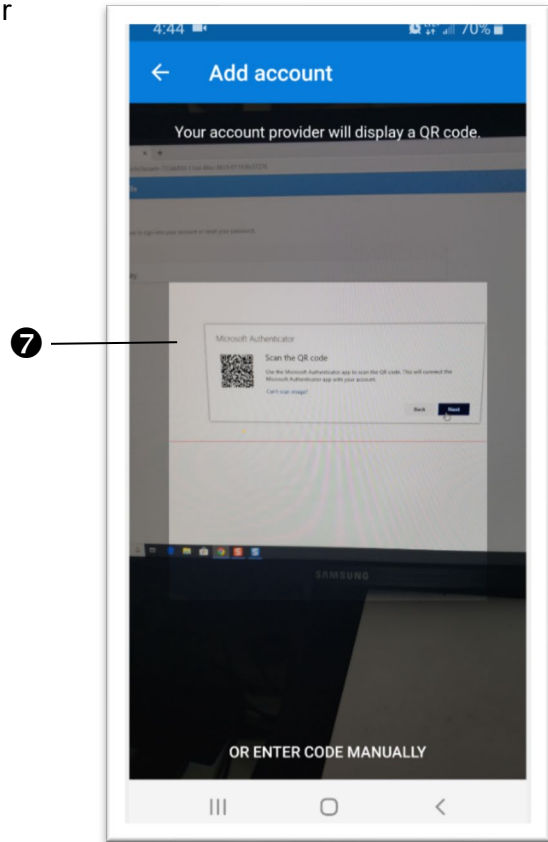


6. On your computer - > Click: **Next**

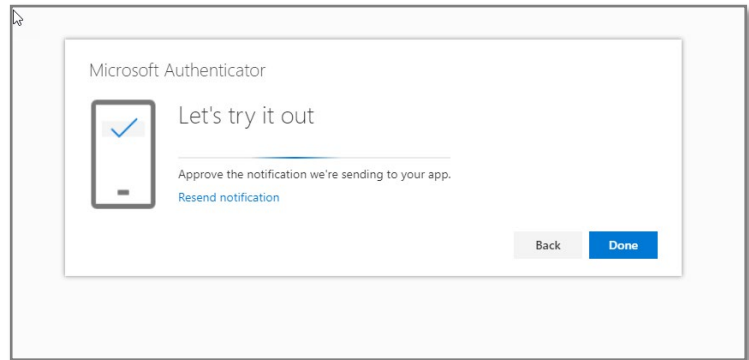


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7. On your computer - A QR code will appear on your screen. **Scan the code with your device.**



8. On your computer - You will see a message on your computer screen telling you to try it out.



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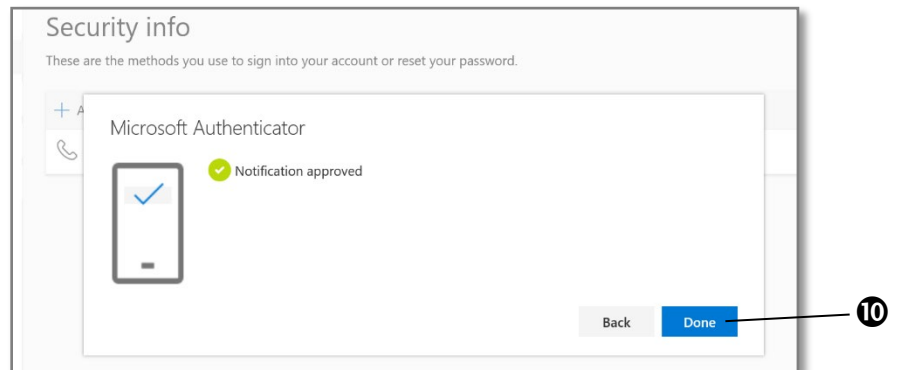
9. On your device - An approval message will be sent to your device.
Click: **APPROVE**



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

Click here for FAQ answers on Authenticator app.

<https://docs.microsoft.com/en-us/azure/active-directory/user-help/user-help-auth-app-faq>



Note

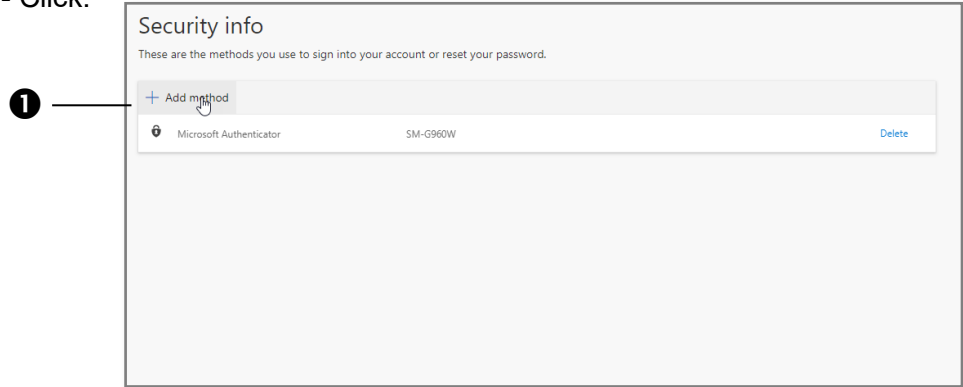
The Microsoft Authenticator App can also be used to secure personal email accounts on a device. WCDSB has no access to your personal accounts.

<https://docs.microsoft.com/en-us/azure/active-directory/user-help/user-help-auth-app-add-personal-ms-account>

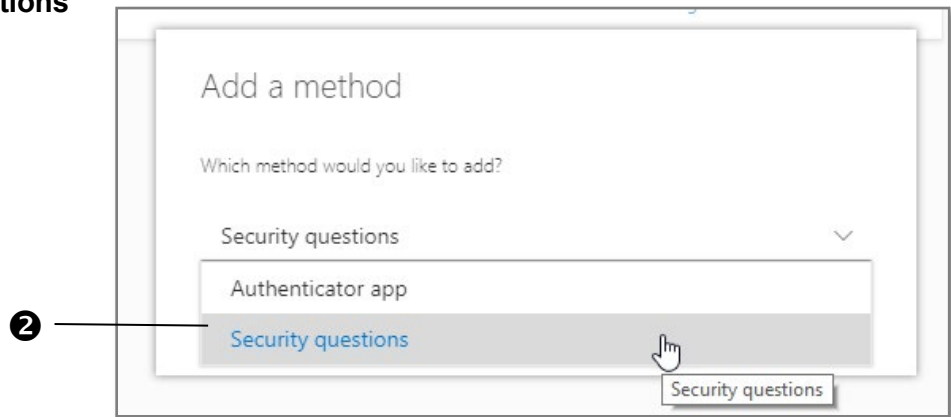
Method 2 - Security Questions

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

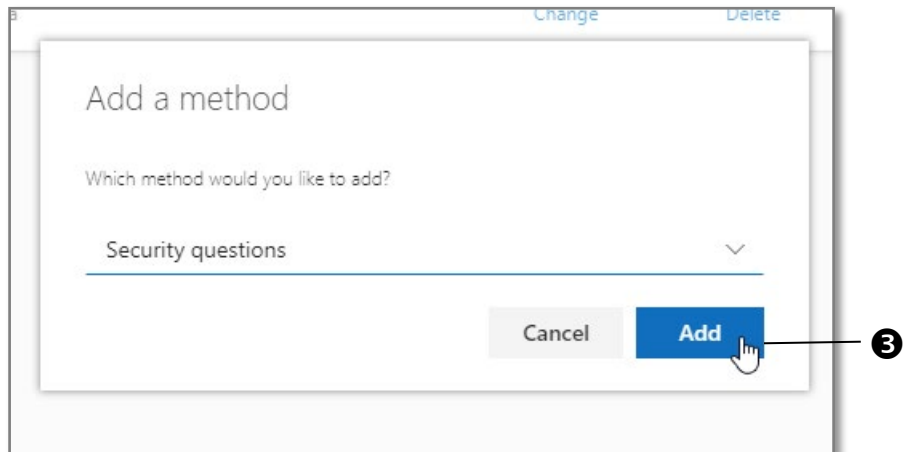


2. Click: **Security Questions**



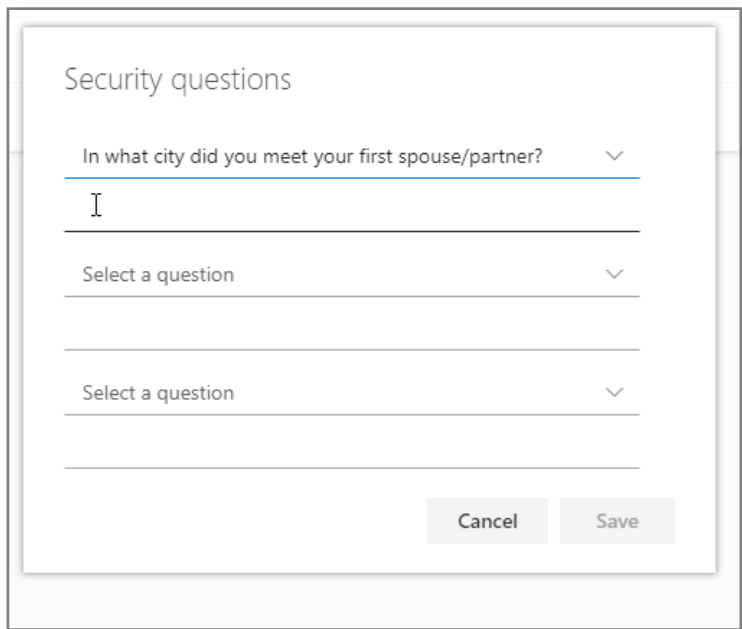
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3. Click: **Add**



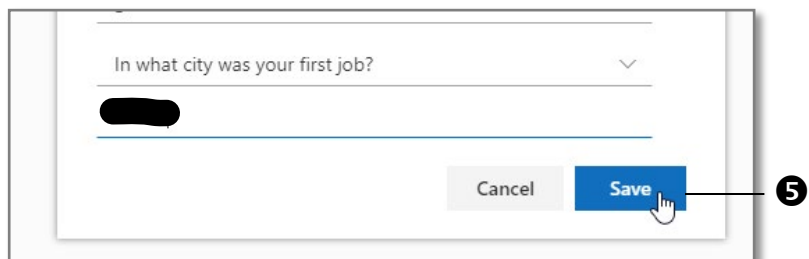
The screenshot shows a dialog box titled "Add a method" with "Change" and "Delete" links in the top right corner. The main text asks "Which method would you like to add?". Below this is a dropdown menu currently showing "Security questions". At the bottom right, there are two buttons: "Cancel" and "Add". A hand cursor is pointing to the "Add" button, which is highlighted in blue. A circled number "3" is positioned to the right of the hand cursor, with a line pointing to the "Add" button.

4. Where prompted: **Complete the three security questions**



The screenshot shows a form titled "Security questions". It contains three dropdown menus. The first dropdown is selected and shows the question "In what city did you meet your first spouse/partner?". Below the first dropdown is a text input field with a cursor. The second and third dropdowns are currently set to "Select a question". At the bottom right, there are two buttons: "Cancel" and "Save".

5. Click: **Save**



The screenshot shows a close-up of the bottom right portion of the "Security questions" form. The question "In what city was your first job?" is visible in the dropdown menu. Below it is a text input field with a black redaction mark. At the bottom right, there are two buttons: "Cancel" and "Save". A hand cursor is pointing to the "Save" button, which is highlighted in blue. A circled number "5" is positioned to the right of the hand cursor, with a line pointing to the "Save" button.

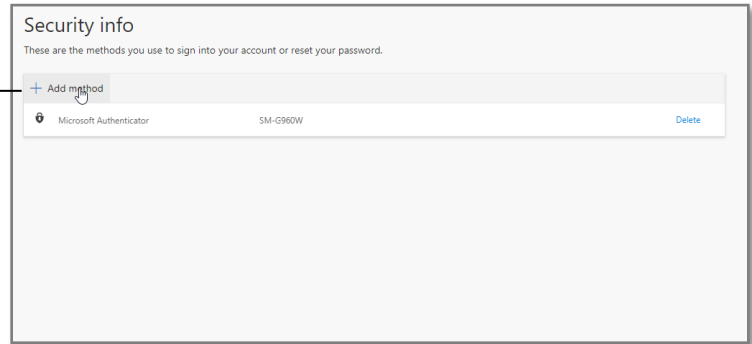
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Method 3 - SMS Text on Mobile Phone

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

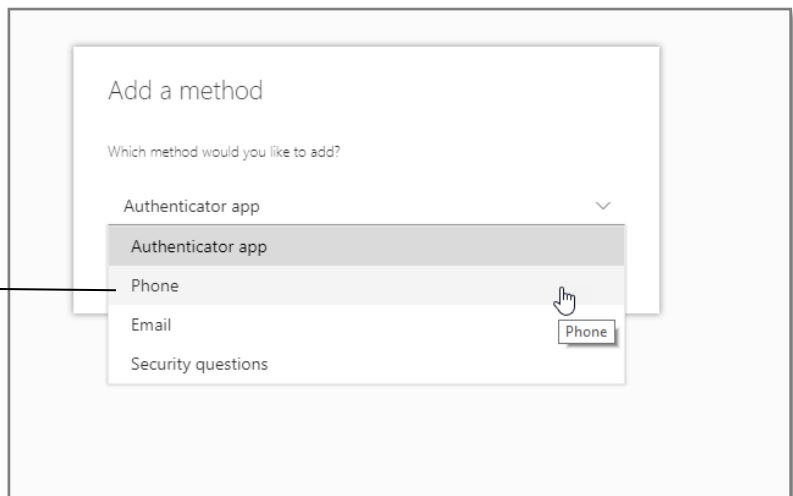
1. On your computer – Click: **Add method**

1



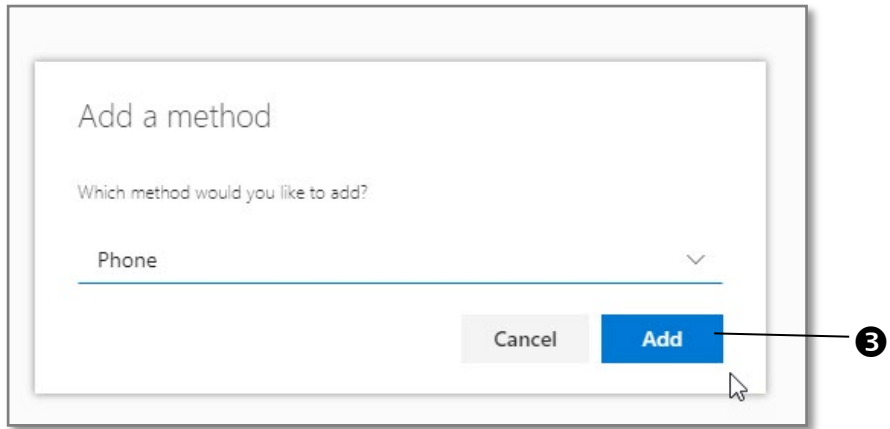
2. Click: **Phone**

2

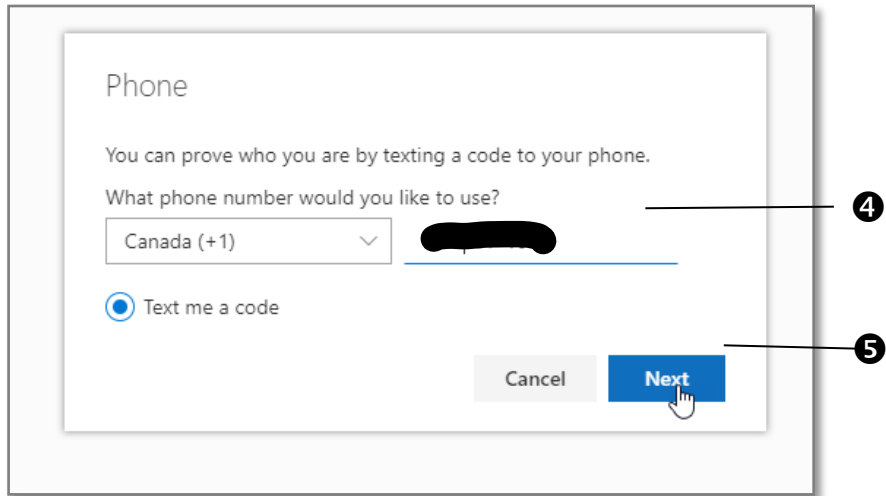


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- 3. Click: **Add**

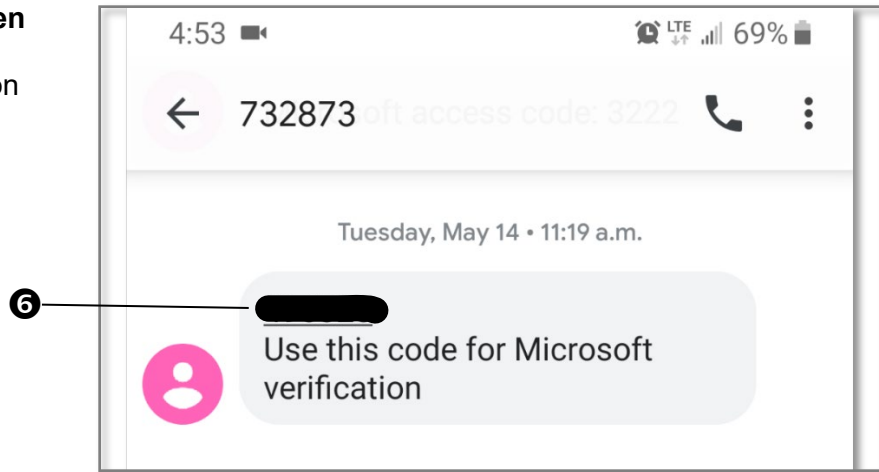


- 4. Where prompted:
Enter your phone number
- 5. Click: **Next**

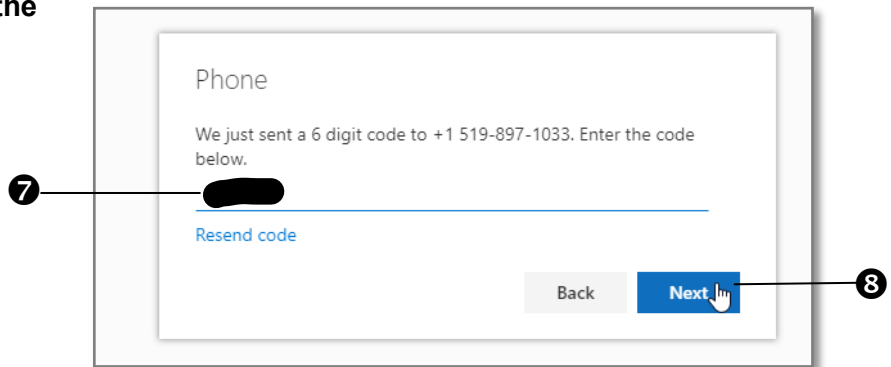


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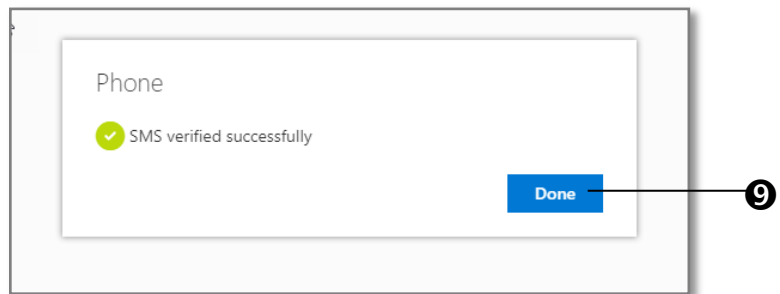
6. On your device - **Open the text message** to receive the verification code.



7. Where prompted: **Enter the code**
8. Click: **Next**



9. Click: **Done**

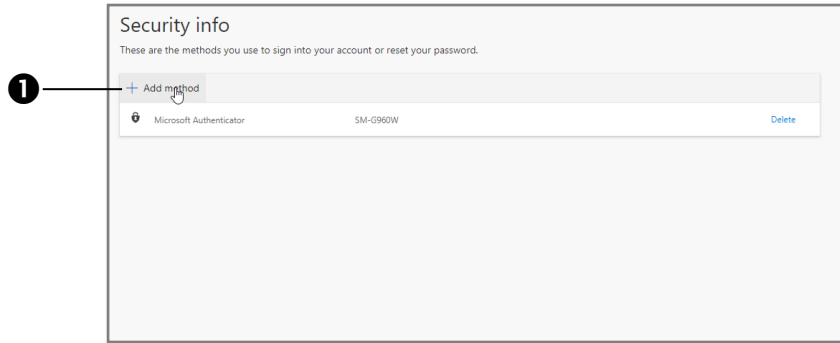


Method 4 - Email

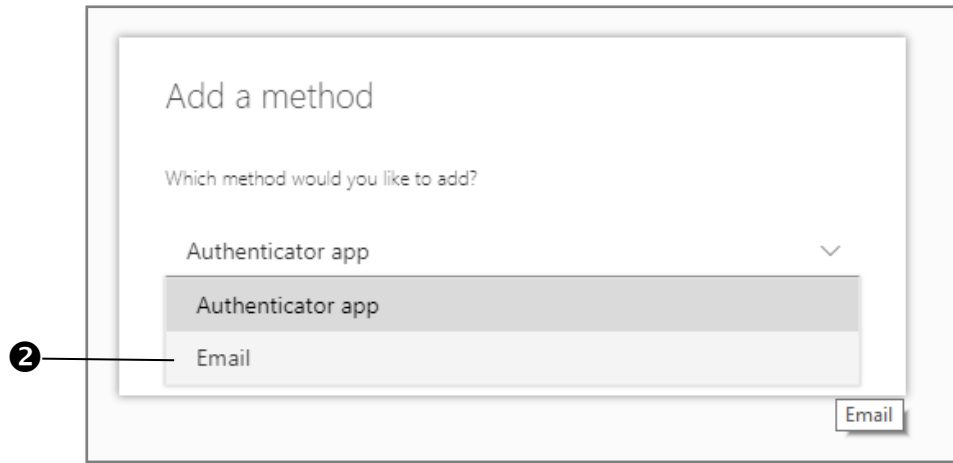
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The email method allows you to verify your account using an email address other than your wcdsb.ca email address.

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

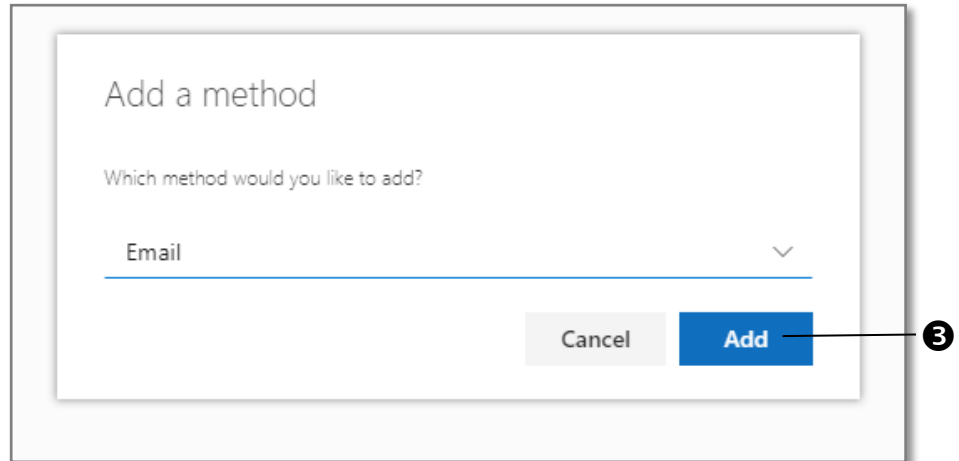


2. Click: **Email**



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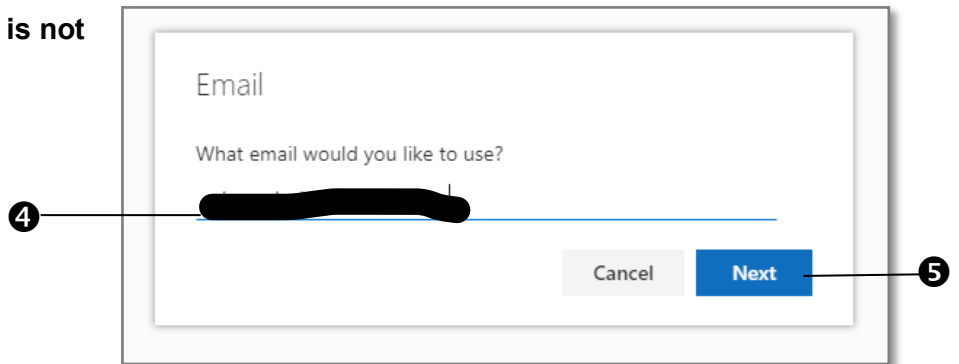
3. Click: **Add**



The screenshot shows a dialog box titled "Add a method". Below the title is the question "Which method would you like to add?". A dropdown menu is open, showing "Email" as the selected option. At the bottom right of the dialog, there are two buttons: a grey "Cancel" button and a blue "Add" button. A circled number 3 points to the "Add" button.

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

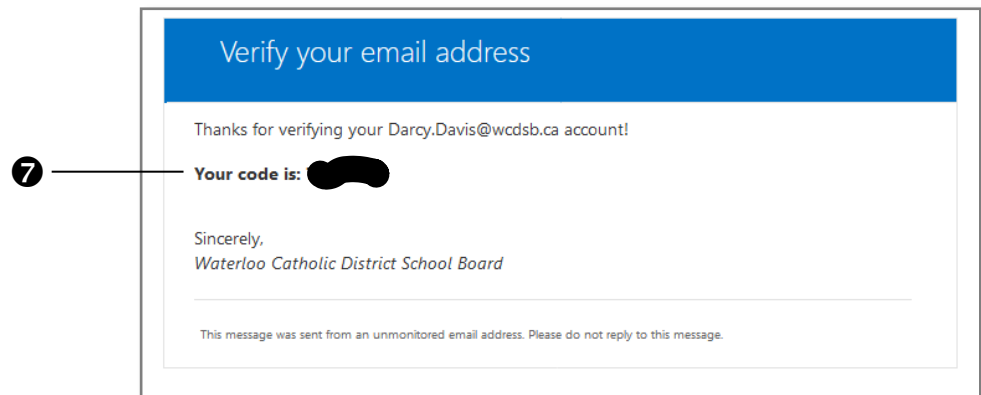
5. Click: **Next**



The screenshot shows an input field labeled "Email" with the question "What email would you like to use?". The input field contains a redacted email address. At the bottom right, there are two buttons: a grey "Cancel" button and a blue "Next" button. A circled number 4 points to the input field, and a circled number 5 points to the "Next" button.

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



The screenshot shows an email with a blue header that says "Verify your email address". The body of the email says "Thanks for verifying your Darcy.Davis@wcdsb.ca account!". Below that, it says "Your code is:" followed by a redacted code. The email is signed "Sincerely, Waterloo Catholic District School Board". At the bottom, there is a disclaimer: "This message was sent from an unmonitored email address. Please do not reply to this message." A circled number 7 points to the redacted verification code.

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8. Where prompted:
Add the code

9. Click: **Next**

Email

We just sent a code to [REDACTED]

754906

[Resend code](#)

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