

GETTING STARTED

Multi-Factor Authentication Setup

Set up multi-factor authentication for your GDOTS guest account.

IMPORTANT

You must complete MFA setup before attempting to access any GDOTS resources. Complete all steps below in order.

Before You Begin

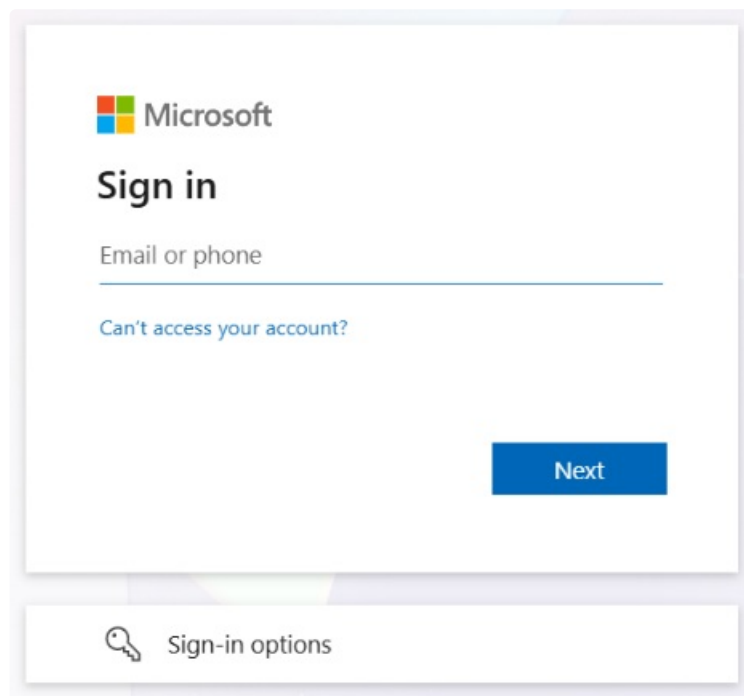
You will need:

- Your GDOTS guest account username (from your welcome email)
- Your temporary password (from your welcome email)
- A smartphone or tablet to install the Microsoft Authenticator app

Step 1: Navigate to the Sign-In Portal

- Open your web browser and navigate to:

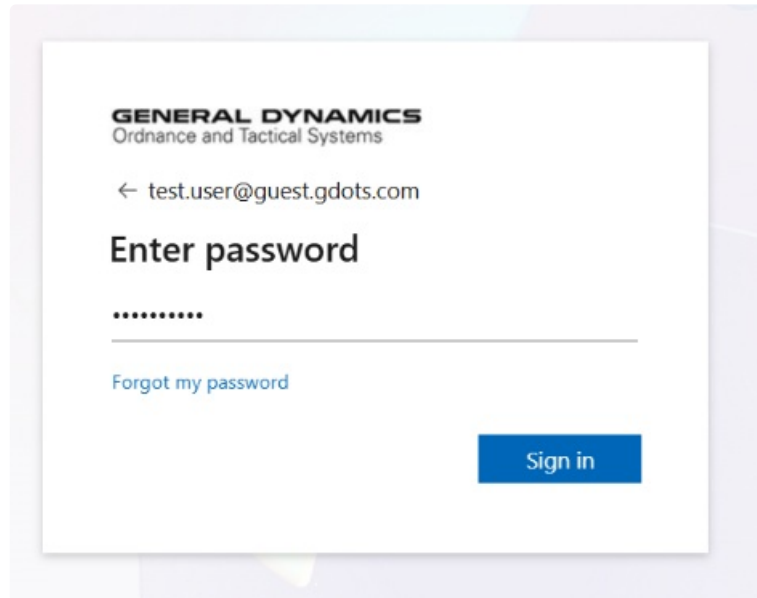
<https://myaccount.azure.us/?tid=gdotsg.onmicrosoft.us>



Step 2: Enter Your Username

- Type the username issued to you by GDOTS (e.g., `Firstname.Lastname@guest.gdots.com`) and click Next.

- You will be redirected to the GDOTS-branded sign-in page.



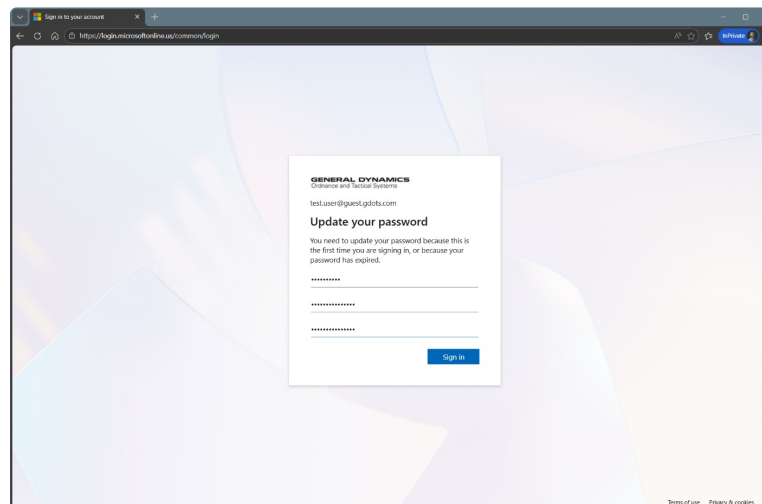
Step 3: Enter Your Temporary Password

- Type the initial password provided in your welcome email and click Sign in.

Step 4: Change Your Password

- You will be prompted to change your password. Your new password must meet the following requirements:
 - At least 12 characters long
 - Include a mix of uppercase letters, lowercase letters, numbers, and special characters
 - Cannot be the same as your previous password

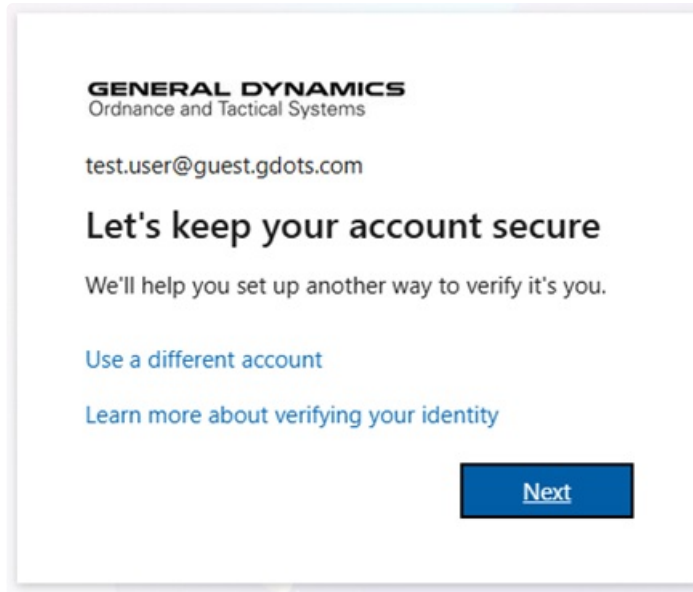
Enter your current (temporary) password, then enter and confirm your new password.



Step 5: Set Up Multi-Factor Authentication

5A: BEGIN MFA CONFIGURATION

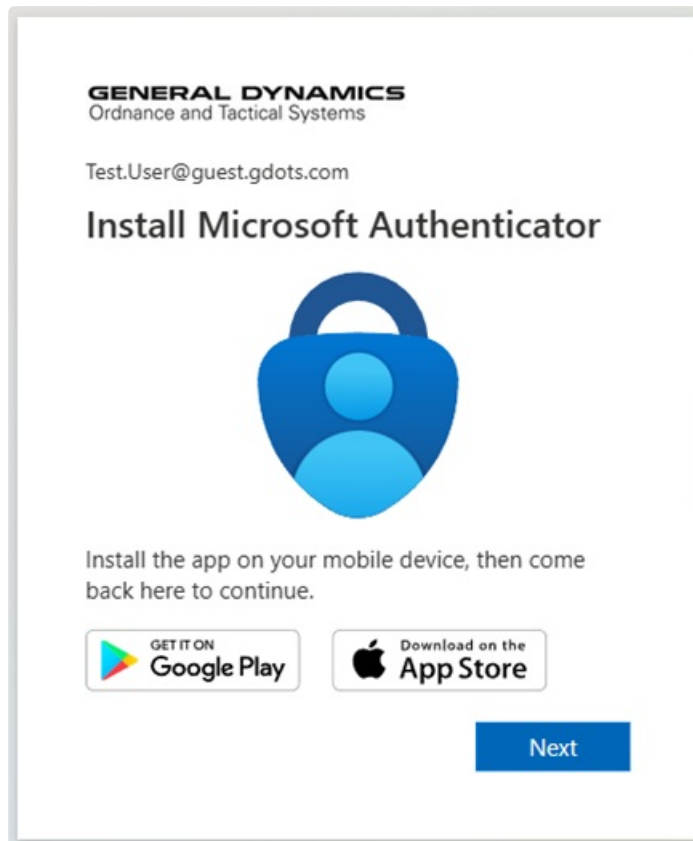
- After changing your password, you will be prompted to set up MFA. Click Next to start configuring Microsoft Authenticator.



5B: INSTALL MICROSOFT AUTHENTICATOR

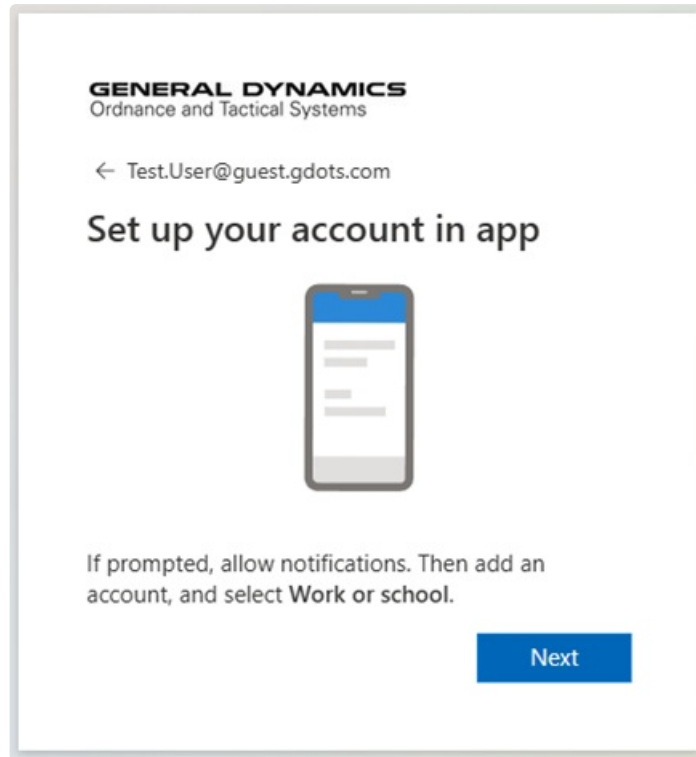
- Install the Microsoft Authenticator app on your mobile device:
 - iPhone: Search "Microsoft Authenticator" in the App Store
 - Android: Search "Microsoft Authenticator" in Google Play

If you already have the app installed, skip to the next step.



5C: OPEN THE APP AND SET UP

- Open Microsoft Authenticator on your device. Allow notifications when prompted (recommended). Follow the in-app instructions to add an account, then click Next on the browser screen.



5D: SCAN THE QR CODE

- In the Authenticator app, select Scan QR code. If you don't see that option, tap the + button, choose Work or school account, then Scan QR code. Point your device's camera at the QR code displayed on your computer screen.

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← Test.User@guest.gdots.com

Scan the QR code



Use the Microsoft Authenticator app to scan the QR code. This connects the app to your account.

Then come back and select Next.

[Can't scan the QR code?](#)

Next


5E: APPROVE THE TEST SIGN-IN

- A test notification will be sent to your device. Enter the number displayed on your computer screen into the Authenticator app to approve the sign-in request.

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test.user@guest.gdots.com

Approve sign in request

 Open your Authenticator app, and enter the number shown to sign in.

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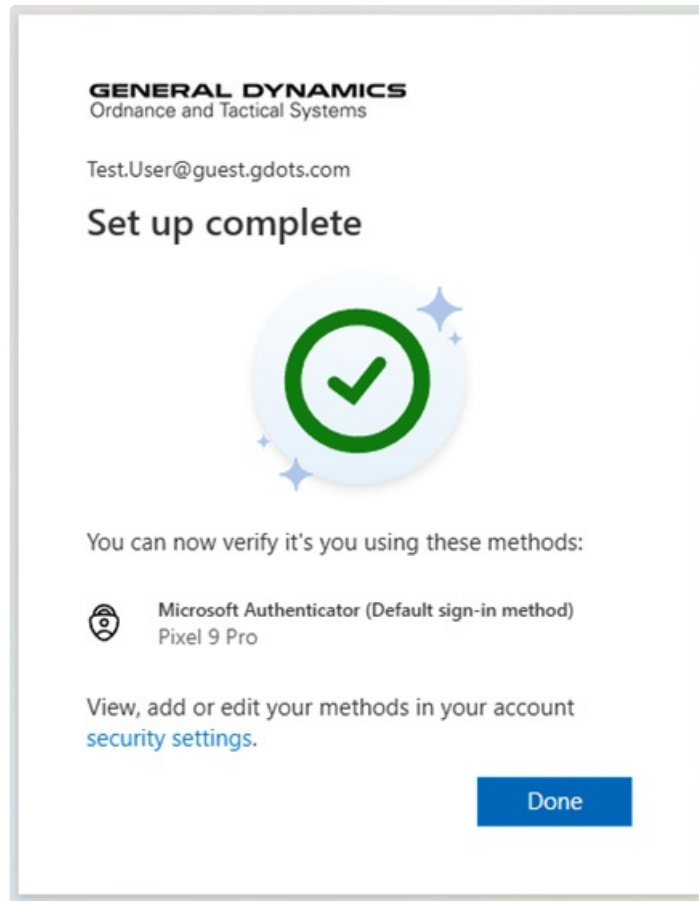
No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

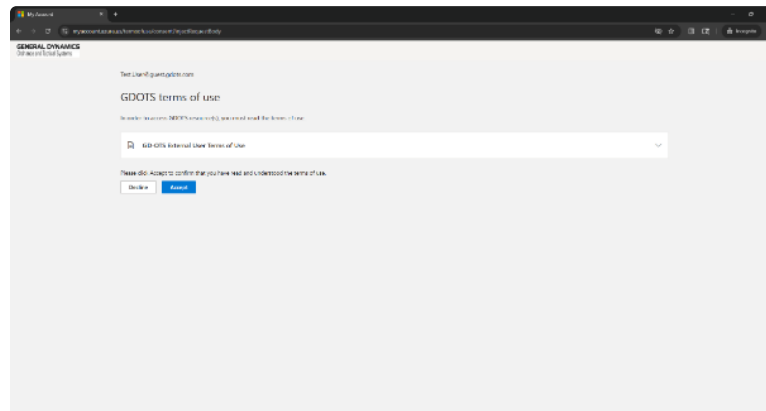
5F: MFA SETUP COMPLETE

- You should see a confirmation that MFA has been configured successfully. Click Next to continue.



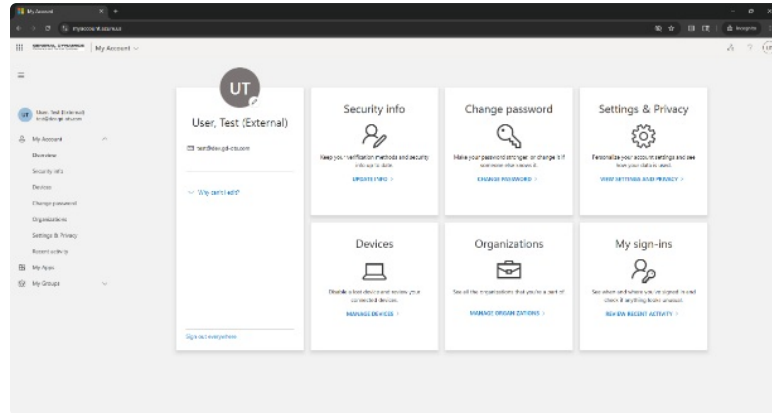
Step 6: Accept Terms of Use

- You will be presented with the GDOTS Terms of Use. Review and click Accept to continue.



Step 7: You're Done!

- After accepting the Terms of Use, you will be directed to the GDOTS "My Account" portal. This confirms your account is fully set up.



CONGRATULATIONS!

You have completed MFA setup for GDOTS. You may now access the resource links provided in your welcome email. See the [Accessing SharePoint Sites](#) guide if you need help. If you have any questions or problems, please reach out to your GDOTS point of contact.

B2B NOTE

If your organization later sets up a [B2B connection](#), you will no longer need this GDOTS-specific MFA. You'll use your own organization's sign-in instead. Your access stays the same. [Learn more about the conversion process.](#)