Accessing D365 Using 2-Factor Authentication

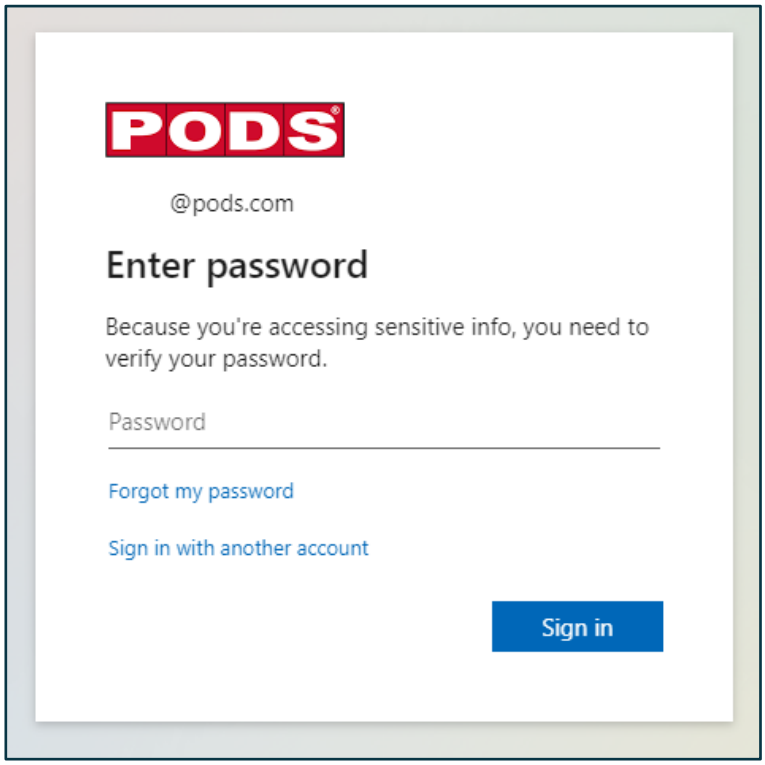
This guide includes the steps to set up Microsoft 2-Factor Authentication, an extra layer of security required to access the D365 Dashboard.

After this set-up, you'll use the authenticator to approve your access to D365 every time you log in (see these steps below).

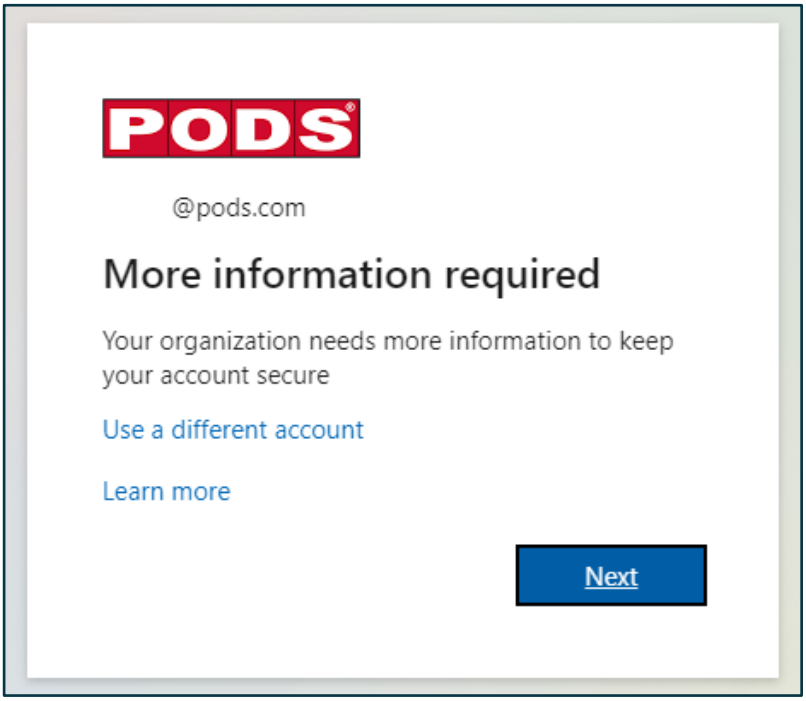
For issues of further assistance, please contact PODS Help Desk.

Setting Up 2-Way Authentication

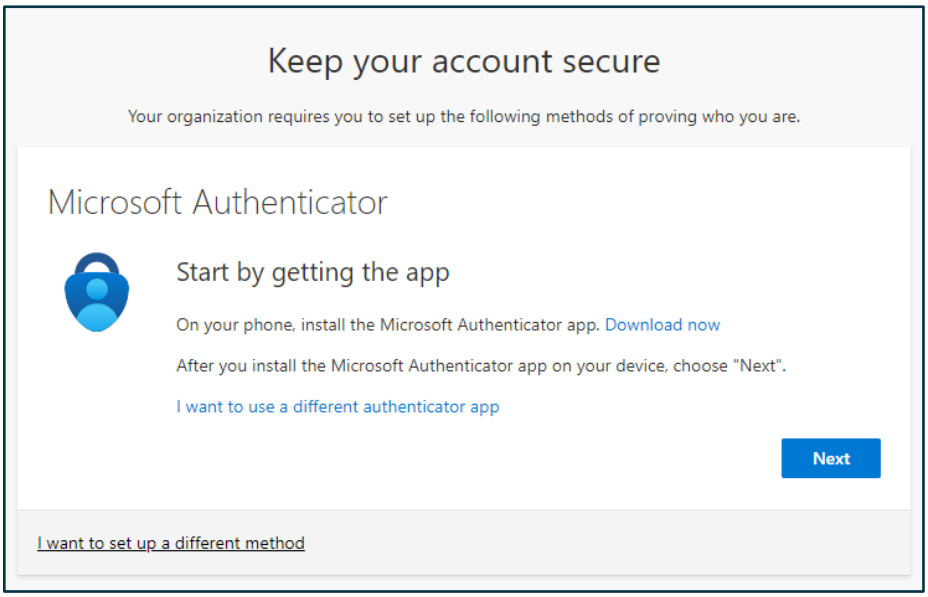
1. Select or enter your **PODS email address and password** and click **Sign in.**



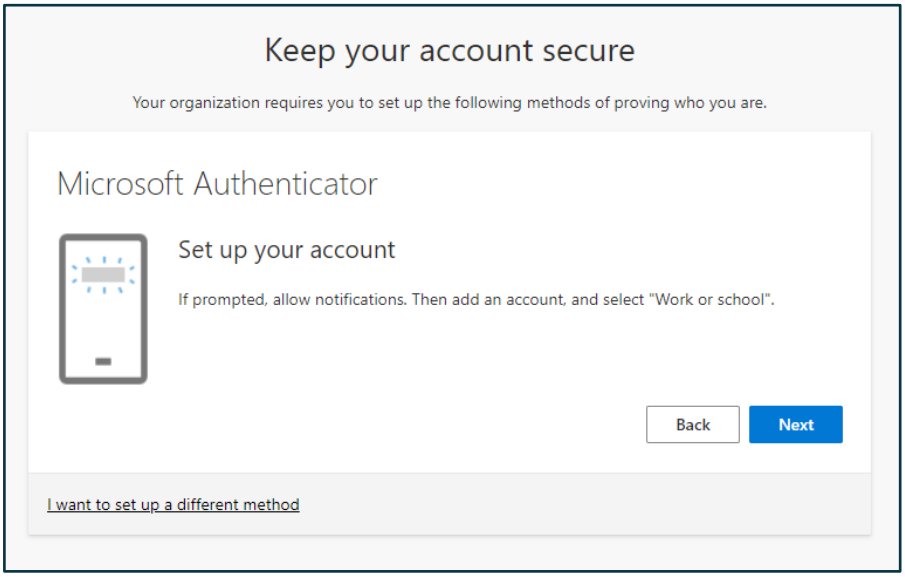
2. Under More information required, click **Next.**



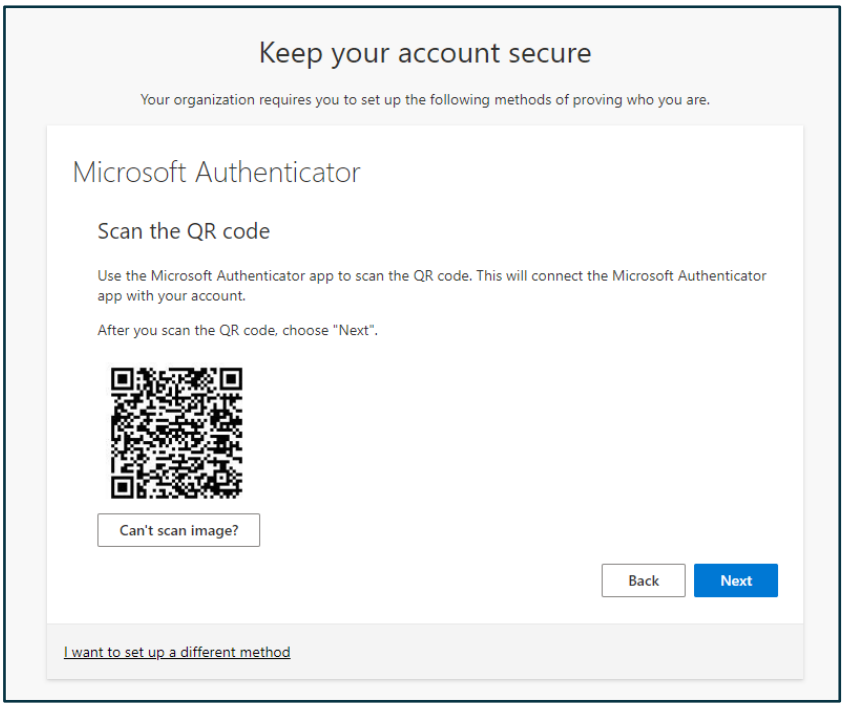
3. The Microsoft Authenticator window will appear. You'll be prompted to download the app on your mobile device. Follow the instructions shown below then click **Next.**



4. Set up your account on the **mobile app.**



5. **Scan the QR code** with your mobile device, while in the Microsoft Authenticator app.



6. Select **Approve** on your mobile device.

7. Once **Notification Approved** displays on the desktop screen, you can click **Next.**

8. On your desktop, it will show **Success!**

