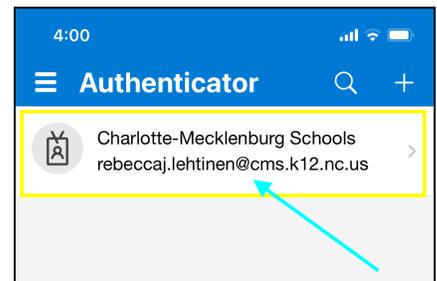
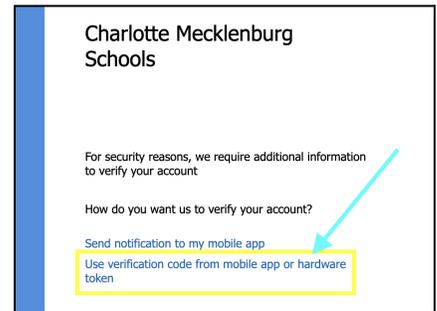
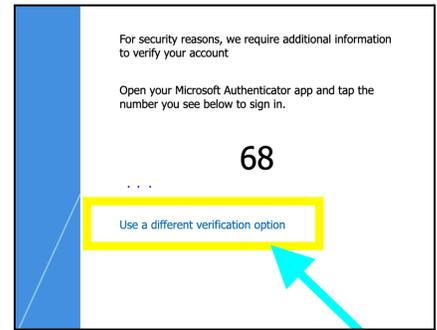


# HOW TO USE THE MICROSOFT AUTHENTICATOR APP | NO CELLULAR/WI-FI

1. Login to your CMS account on your laptop.
2. A notification asking to open your Microsoft Authenticator app will appear on your laptop.
3. Click on *Use a different verification option* if there is no cellular or wi-fi connection on your phone.
4. Click on *Use verification code from mobile app or hardware token*. This option does not require a cellular or wi-fi connection.
5. Open the Microsoft Authenticator app on your cell phone.
6. Click *Charlotte-Mecklenburg Schools*.



7. Type the *One-time passcode* in the *Verification Code* box on your laptop.
8. Click *Sign-In*.

