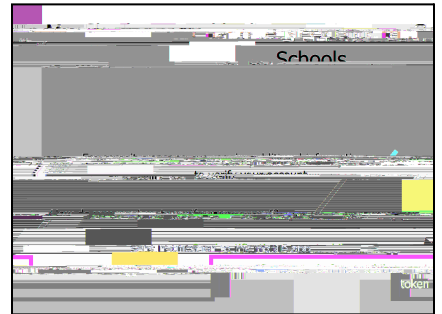


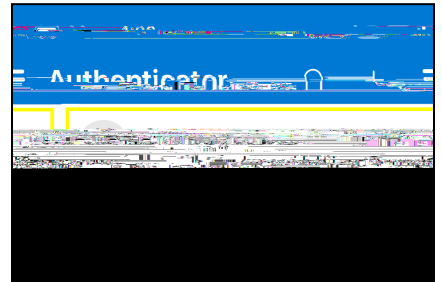
- Log in to our CMS account on our laptop.
- A notification asking to open our Microsoft Authenticator app will appear on our laptop.
- Click on *Use a different verification option* if there is no cellular or wi-fi connection on our phone.



- Click on *Use verification code from mobile app or hardware token*. This option does not require a cellular or wi-fi connection.



- Open the Microsoft Authenticator app on our cell phone.
- Click *Charlotte-Mecklenburg Schools*.



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

