

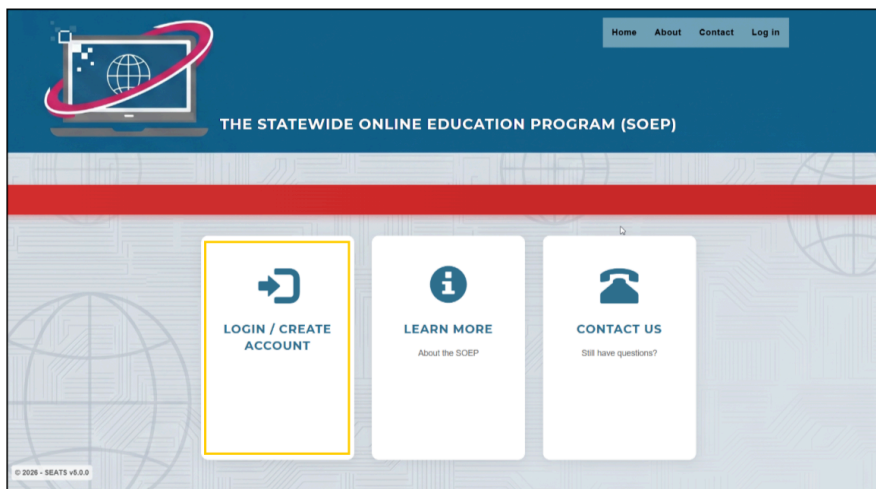


How to Set Up a Multi-Factor Authentication (MFA) Account in SEATS Guidance Document

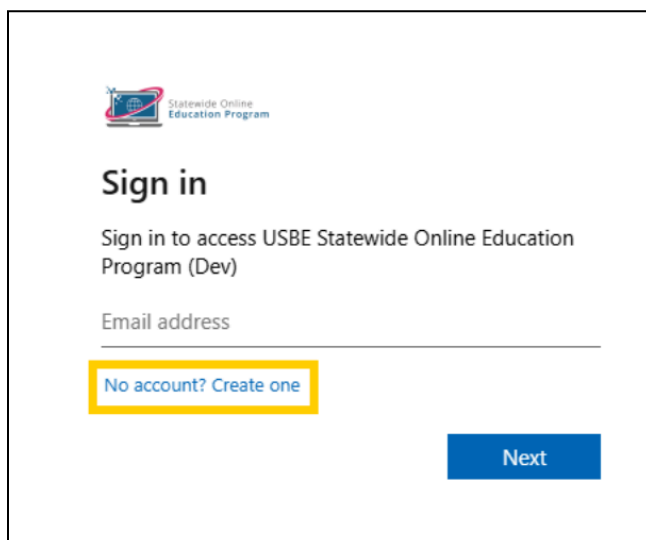
Purpose: To provide stakeholders with clear guidance on how to successfully set up an MFA account in SEATS.

Procedure:

1. On the [SEATS](#) website, click on **Login/Create Account**

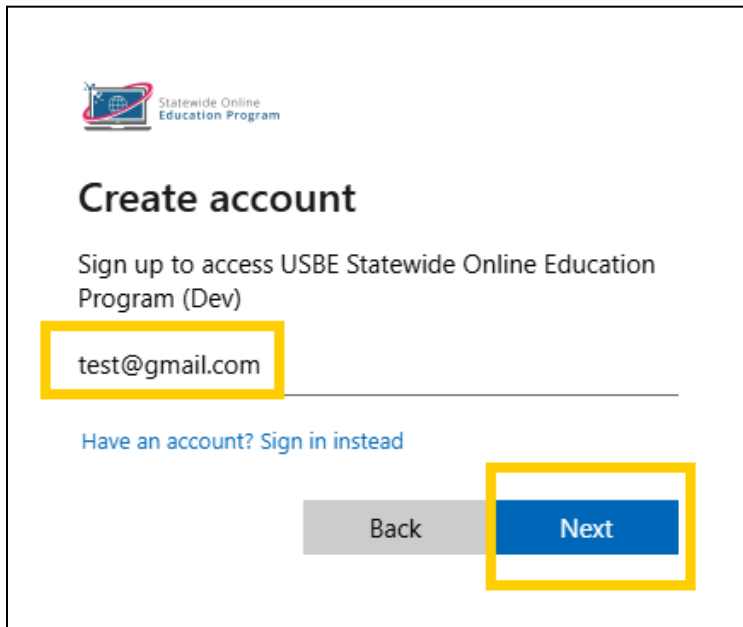


2. All new and returning users will need to set up a two-factor authentication account to log in. Click on **No account? Create one**



3. Type in the email address connected to your SEATS account and click **Next**. Not sure which email you used? Please reach out to the [Help Desk](#) for assistance. If you are a new user, type in the email address you would like to use with your SEATS account

⚠ Important: Please use a **personal email** rather than a school email. School email filters often block messages from SEATS, which will prevent you from verifying your account



Statewide Online Education Program

Create account

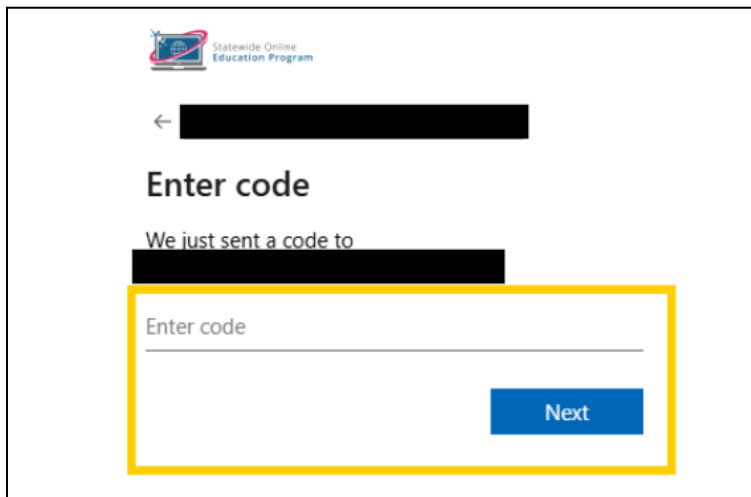
Sign up to access USBE Statewide Online Education Program (Dev)

test@gmail.com

[Have an account? Sign in instead](#)

Back Next

4. Enter the verification code sent to your email and click **Next**



Statewide Online Education Program

← [Redacted]

Enter code

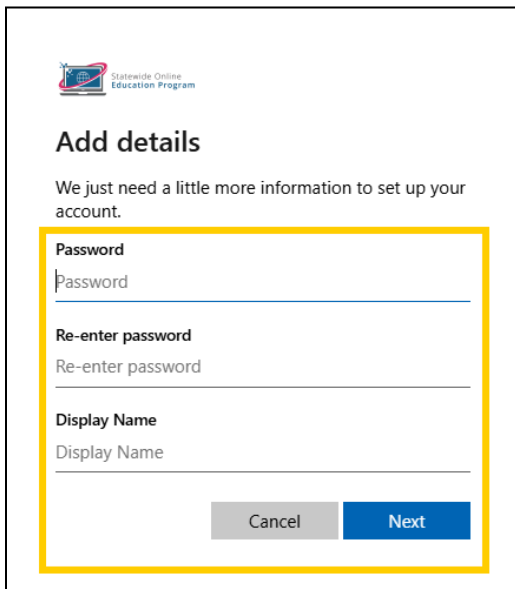
We just sent a code to [Redacted]

Enter code

Next

5. Enter a secure password and your full name, then click **Next**

! **Important:** The password **must contain at least 3** of the following: Lowercase, Uppercase, Numbers, Symbols, and must not be weak or commonly used



Utah Statewide Online Education Program

Add details

We just need a little more information to set up your account.

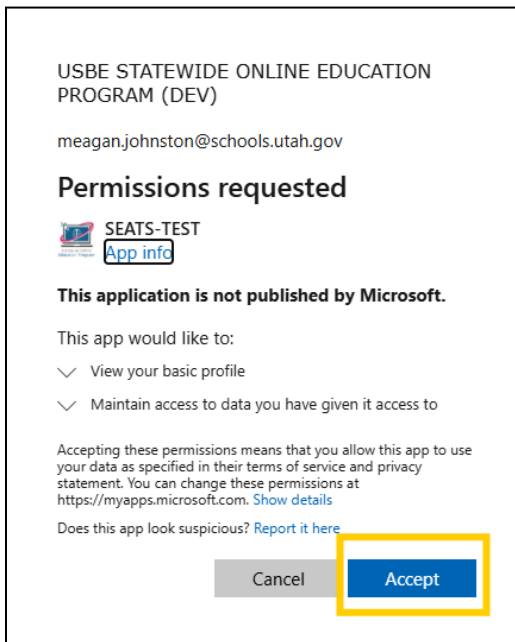
Password
Password

Re-enter password
Re-enter password

Display Name
Display Name

Cancel Next

6. Once signed in, review the permissions requested and click **Accept**



USB STATEWIDE ONLINE EDUCATION PROGRAM (DEV)

meagan.johnston@schools.utah.gov

Permissions requested

SEATS-TEST
[App info](#)

This application is not published by Microsoft.

This app would like to:

- View your basic profile
- Maintain access to data you have given it access to

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel Accept

7. You are now logged in to SEATS

Seeing a login failure message? If you get an error right after signing in, you likely have duplicate accounts in the system. Please contact the [Help Desk](#) to have your accounts merged so you can log in.

