

MFA (Multi-Factor Authentication) Enrollment Guide

- 1. Open Microsoft Edge 🧿, Chrome 🧿 (Windows) or 🧭 Safari (Mac) browser.
- 2. Go to the URL: <u>https://aka.ms/ssprsetup</u>, enter your **AHS email address** and click **Next.**

Note: If you don't have an AHS email address, please contact the CSC at **973 971-7272**.

Microsoft		
Sign in		
Email or phone		
Can't access your accou	nt?	
Sign in with a security k	ey 🕐	
	Back	Next

- 3. When prompted, enter your AHS Domain Password and Sign in.
- 4. If prompted, check **Don't show this again** and select **Yes.**



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5. From the *Security info* page, select **Add method**.

← → C 🏠 🔒 mysignir	ns.microsoft.com/security-info
🗰 Apps 👩 Office 365 Login	📃 Imported From IE 🛛 📴 Microsoft Forms
My Sign-Ins	
A Overview	Security info
𝒫 Security info	These are the methods you use to sign into your account or reset your password.
Organizations	+ Add method
🖵 Devices	
A Privacy	Lost device? Sign out everywhere

6. From the *Add a method* screen, select the drop-down arrow, followed by **Authentication app**, and then select the **Add** button.

Add a method		
Which method would you like to add?		
Authenticator app		\sim
	Cancel	Add

7. You are now prompted to install the Microsoft Authenticator app on your phone. **Do not** select Next yet but remain at this point on your workstation.



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- 8. On your mobile phone, go to the App Store (Apple) or Google Play Store (Android).
- 9. Search for Microsoft Authenticator.
- 10. Locate and select the free app specifically titled Microsoft Authenticator. Do not select any other apps.

Click Get. Once downloaded, click Open.

Verizon 🗢	3:32 PM	* 📖).+		3.37 PM	*
Q microsoft a	uthenticator	Cancel	Q microso	ft authenticator	Cancel
Micro Product	soft Authentica nivity দের 284	it GET	Pro Pro	crosoft Authentic ductivity 社会会 284	open
11:26 11:26	Annual Accuracy of Annual Accuracy of Accu	Accord +	11:26 Junity, Mindeney	Marcad AD Marcad AD Marcad AD Marcad AD	House Hills
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11. When opening for the first time, the app will show notification prompts. Select **Allow**, then on the next screen, swipe through the introduction and then select **OK** as shown below.



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12. Select Add account, then select Cancel, then select Work or school account, and select OK.

App Store atl 🗢 3:39 PM	* ===+	🔇 App Store 📶 😤	3:39 PM	* 📖 +	🔇 App Store 📶 🗢 3:39 PM	* 💷 +	🗹 App Store 📶 🗢 3:40 PM	* 📻 +
Accounts	÷	=		+	Accounts		Accounts	
Ready to add your first account?		Rea fi	dy to add your rst account?	ţ	WHAT KIND OF ACCOUNT ARE YOU ADDING? Personal account Work or school account Other (Google, Facebook, etc.)	>	WHAT KIND OF ACCOUNT ARE YOU ADDING? Personal account Work or school account Other (Google, Facebook, etc.)	>
R ₊		Do y If you a longer be	rou have a backup? Add an account, you will no able to recover from back cel Continue	up.			"Authenticator" Would Like to Access the Camera Mey be needed to scan QR code to add a new account Don't Allow OK	
Add account			Add account					
Already have a backup? Sign in to your recovery account. Begin recovery		Ali Sign in	ready have a backup? to your recovery account. Begin recovery					

13. Return to the browser on your workstation and select Next.

On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Ney	Start by ge	tting the app	
After you install the Microsoft Authenticator app on your device, choose "New	On your phone,	install the Microsoft Authenticator app. Downlo	ad now
	After you install	the Microsoft Authenticator app on your device	e, choose "Nex

14. Select Next again.



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15. Scan the QR code picture that appears on your screen with your mobile app and select Next to close the QR

code screen.

·····> AT&T	Microsoft Authenticator ×
Your account provider will display a QR code	Scan the QR code
	Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.
	After you scan the QR code, choose "Next".
Or enter code manually	Can't scan image?
	Back

The following screen appears

Microsoft	Authenticator		
-	Let's try it out Approve the notification we're sending to your app		
		Back	Next

16. A popup notification is now sent to your phone. When you see it, select Approve.



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17. In your browser, select Next.

Microsoft Authenticator	
Notification approved	
	Back Next

Note: As a backup, it is highly recommended you setup your mobile phone number as a secondary sign-in method in case you lose access to your mobile app. Follow the steps below.

18. From the Security info page, select Add method.

← → C ☆ 🔒 mysigni	ins.microsoft.com/security-info
🔛 Apps 🧃 Office 365 Login	📙 Imported From IE 🛛 📴 Microsoft Forms
My Sign-Ins	
A Overview	Security info
℅ Security info	These are the methods you use to sign into your account or reset your password.
🖻 Organizations	+ Add method
🖵 Devices	
🔒 Privacy	Lost device? Sign out everywhere

19. From the Add a method screen, click drop-down arrow, select Phone, and click Add.

Add a method		
Which method would you like to add?		
Phone		\sim
	Cancel	Add

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20. Specify your country from the drop-down list and enter your mobile phone number in the box next to the

country name and select Next.

Phone	
You can prove who you are by answering a call on your phone. What phone number would you like to use? United States (+1)	_
Call me Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.	
Cancel Next	

21. You should now receive a phone call. Answer the voice message and respond by pressing the **#** sign to approve. Click **Done**.





Add an account manually (if the QR reader doesn't work)

If you want to add an account to the mobile app manually, instead of using the QR reader, follow these steps:

1. When you are prompted to scan the QR code, click Can't scan image?



- 2. On the mobile app, select the Enter account manually button.
- 3. Enter the code and the URL that are provided on the same page that shows you the barcode. This info goes

in the **Code** and **URL** boxes on the mobile app.



Click Finish on your phone and click Next in your browser.

4. When the activation has finished, you will receive either a notification or phone call to approve.

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To change your Default sign-in method to Microsoft Authenticator

1. From the Security info page, click Change for the Default sign-in method.

Security info These are the methods you use to sign into your account or reset your password. Default sign-in method: Phone - call + Change						
+ Add sign-in method						
& Phone		Change	Delete			
Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone 13 Pro		Delete			
Lost device? Sign out everywhere						

2. From the *Change default method* screen, click drop-down arrow, select **App based authentication - notification** and click **Confirm.**



3. You will then see the Microsoft Authenticator as your Default sign-in method.

Security info These are the methods you use to sign into your account or reset your password.						
Default sign-in method: Microsoft Authenticator - notification Change						
+ Add sign-in method						
& Phone		Change	Delete			
Microsoft Authenticator Push multi-factor authentication (MFA)			Delete			
Lost device? Sign out everywhere						