


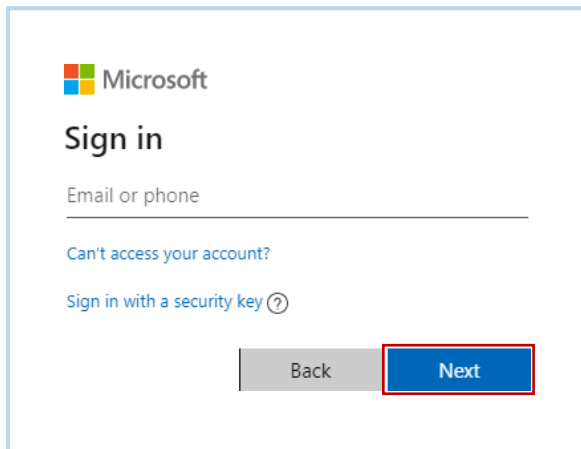


MFA (Multi-Factor Authentication) Enrollment Guide

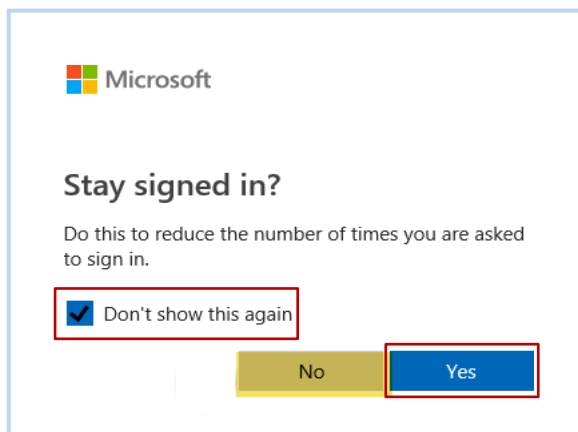
1. Open Microsoft Edge , Chrome  (Windows) or  Safari (Mac) browser.
2. Go to the URL: <https://aka.ms/ssprsetup>, enter your **AHS email address** and click **Next**.

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



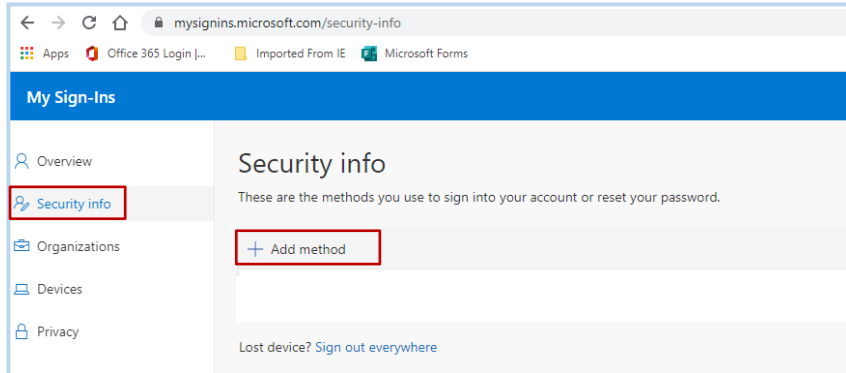
The screenshot shows the Microsoft Sign in page. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field labeled "Email or phone". Below the input field are two links: "Can't access your account?" and "Sign in with a security key". At the bottom of the page are two buttons: "Back" and "Next". The "Next" button is highlighted with a red border.

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

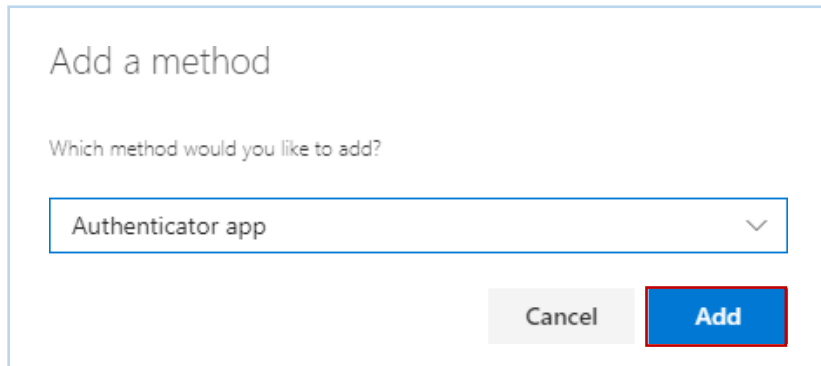


The screenshot shows a Microsoft dialog box titled "Stay signed in?". Below the title is the text "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again" which is checked. At the bottom of the dialog are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red border.

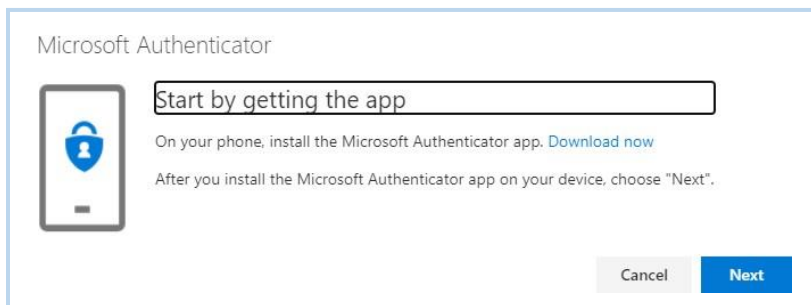
5. From the *Security info* page, select **Add method**.



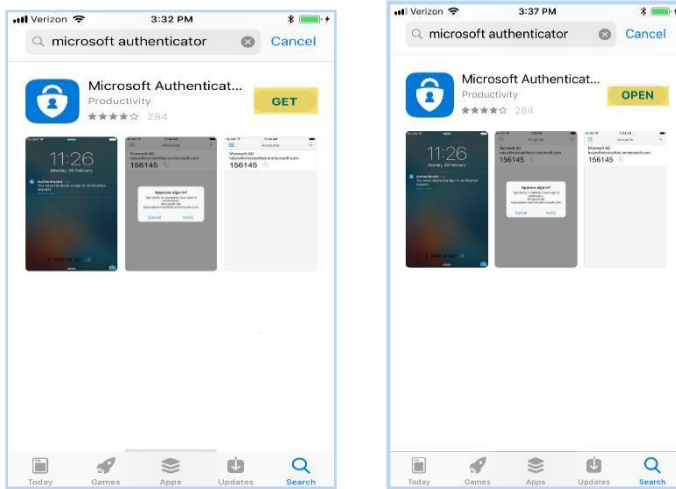
6. From the *Add a method* screen, select the drop-down arrow, followed by **Authentication app**, and then select the **Add** button.



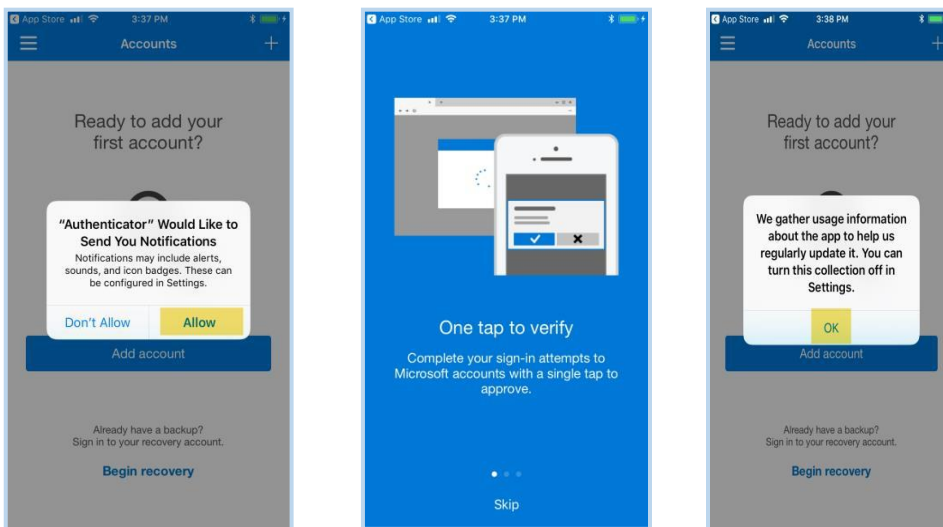
7. You are now prompted to install the Microsoft Authenticator app on your phone. **Do not** select Next yet but remain at this point on your workstation.



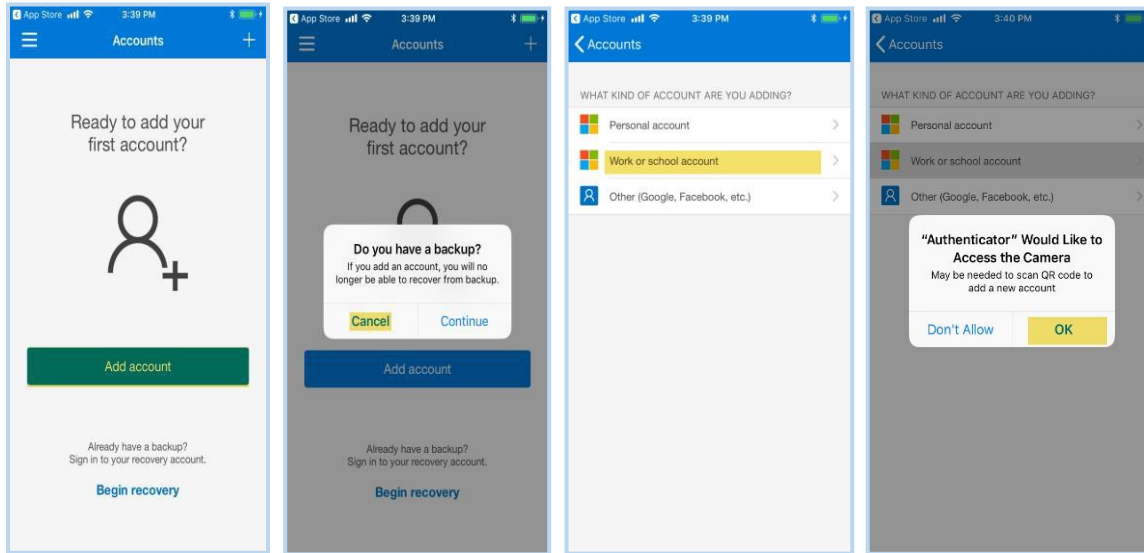
8. On your mobile phone, go to the **App Store** (Apple) or **Google Play Store** (Android).
9. Search for **Microsoft Authenticator**.
10. Locate and select the **free** app specifically titled **Microsoft Authenticator**. Do not select any other apps.
 Click **Get**. Once downloaded, click **Open**.



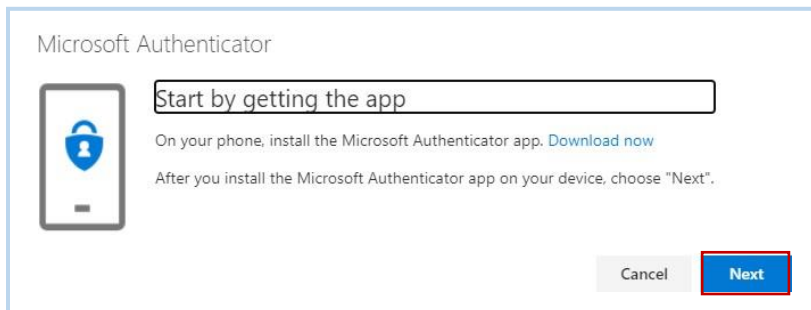
11. When opening for the first time, the app will show notification prompts. Select **Allow**, then on the next screen, swipe through the introduction and then select **OK** as shown below.



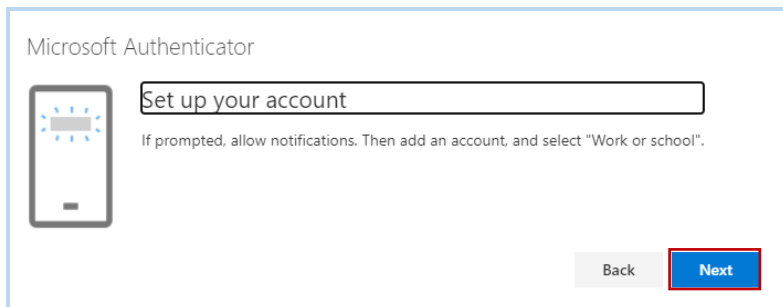
12. Select **Add account**, then select **Cancel**, then select **Work or school account**, and select **OK**.



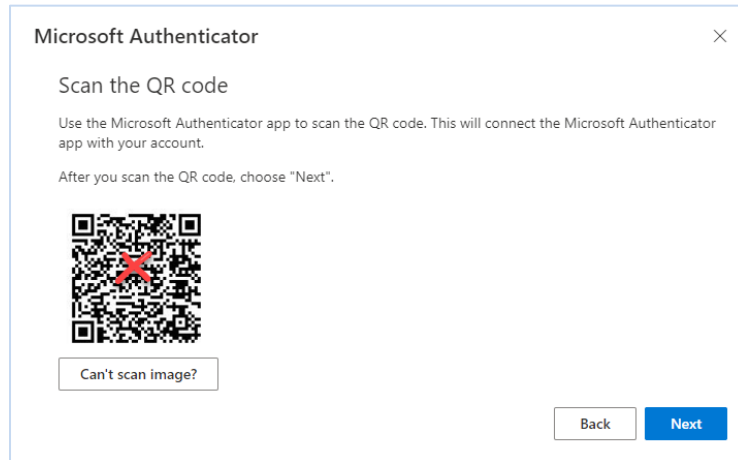
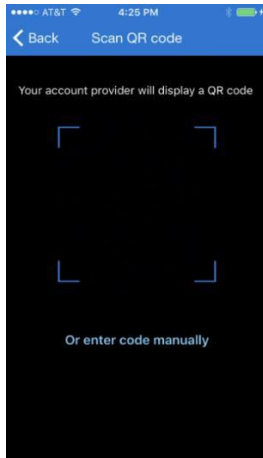
13. Return to the browser on your workstation and select **Next**.



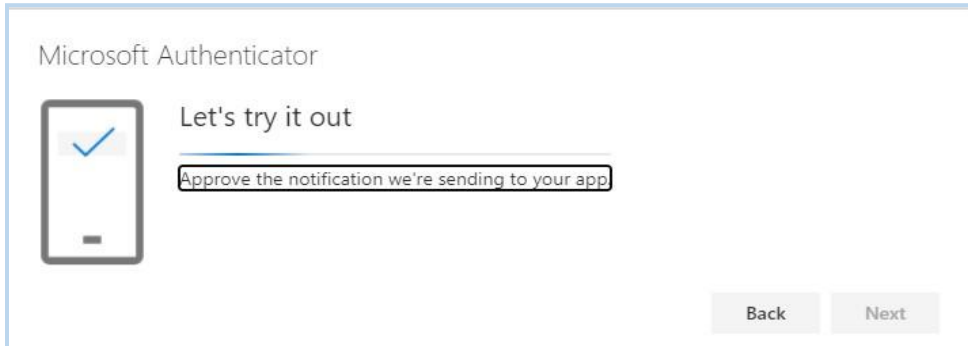
14. Select **Next** again.



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



The following screen appears



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

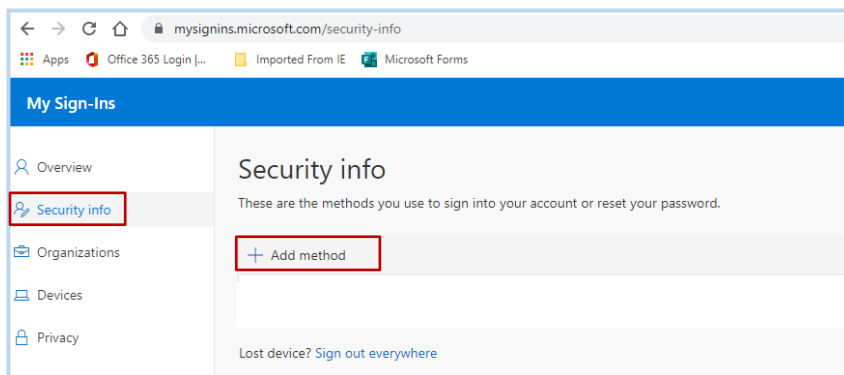


17. In your browser, select **Next**.

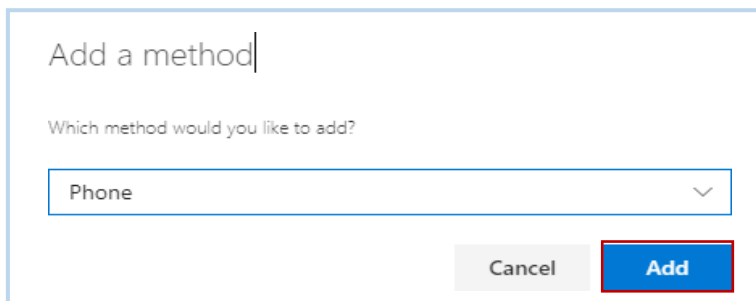


Note: As a backup, it is highly recommended you setup your mobile phone number as a secondary sign-in method in case you lose access to your mobile app. Follow the steps below.

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



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





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**.

Phone

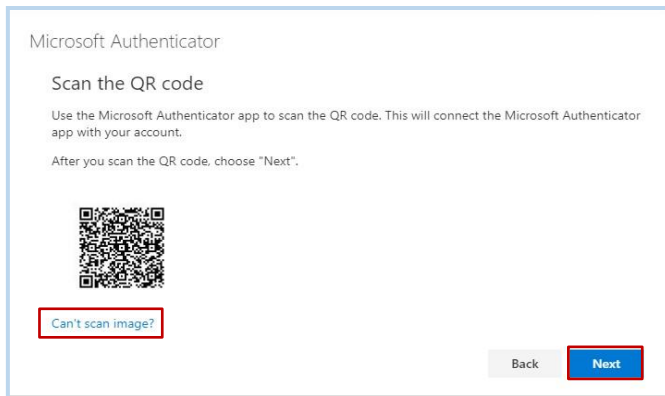
Call answered. Your phone was registered successfully

Done

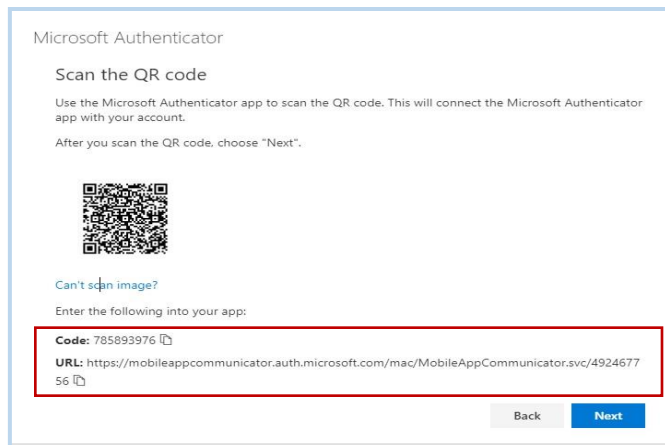
Add an account manually (if the QR reader doesn't work)

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.

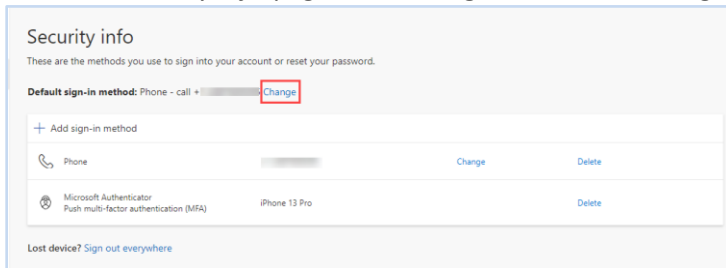


Click **Finish** on your phone and click **Next** in your browser.

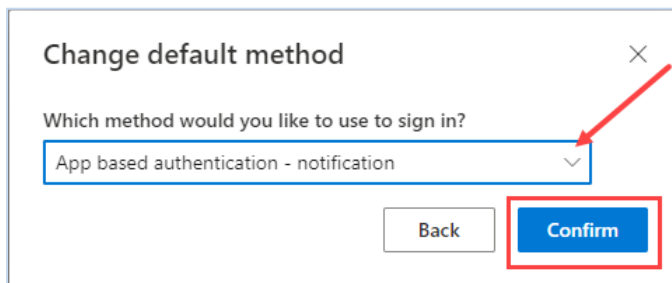
4. When the activation has finished, you will receive either a notification or phone call to approve.

To change your Default sign-in method to Microsoft Authenticator

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



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.

