

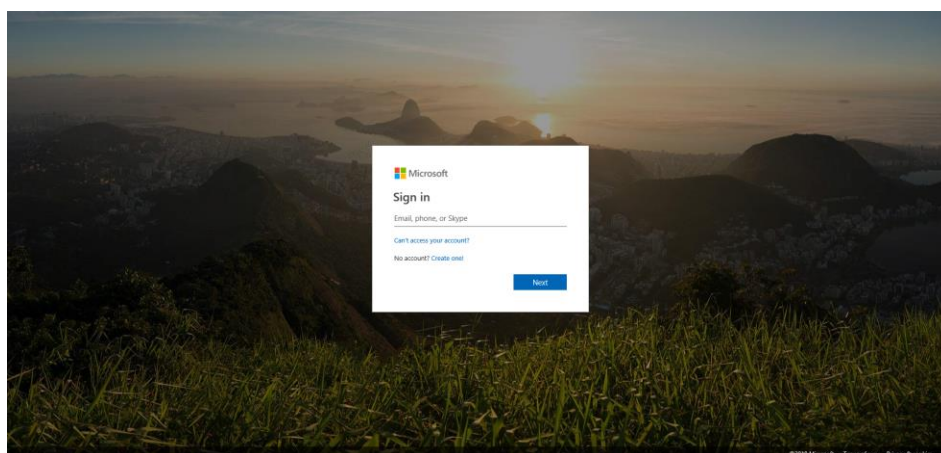


## MFA (Multi-Factor Authentication) Enrollment Guide

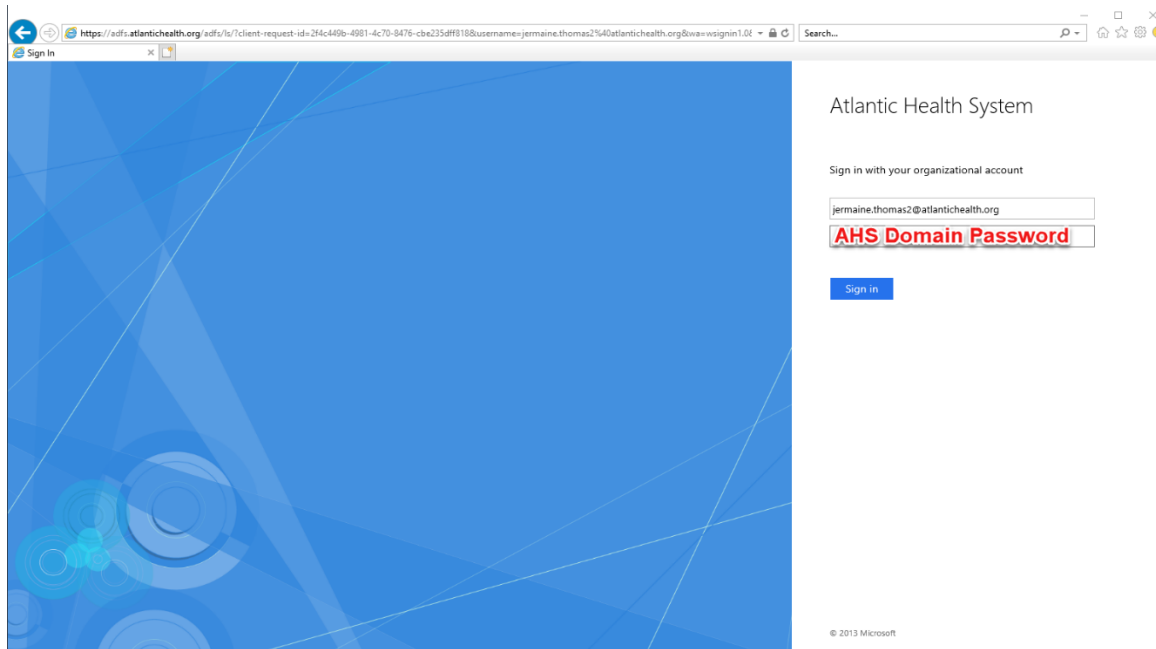
1. Open Internet Explorer  (Windows) or Safari  (Mac)
2. Go to the URL: <https://aka.ms/mfasetup> enter your **AHS email address** and click **Next**.

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

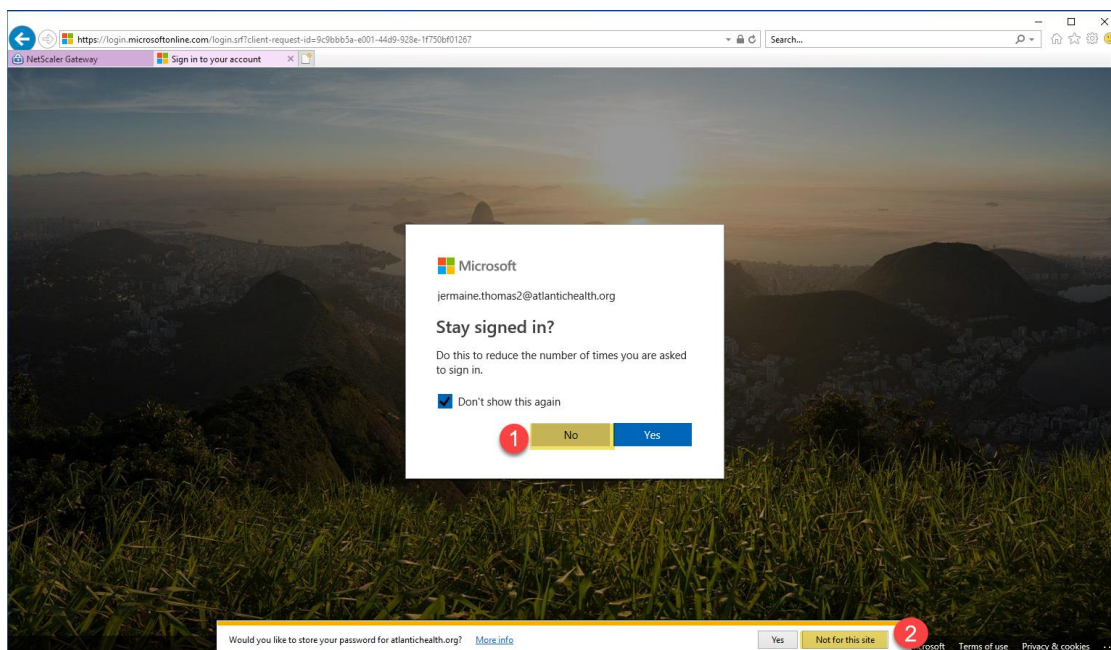




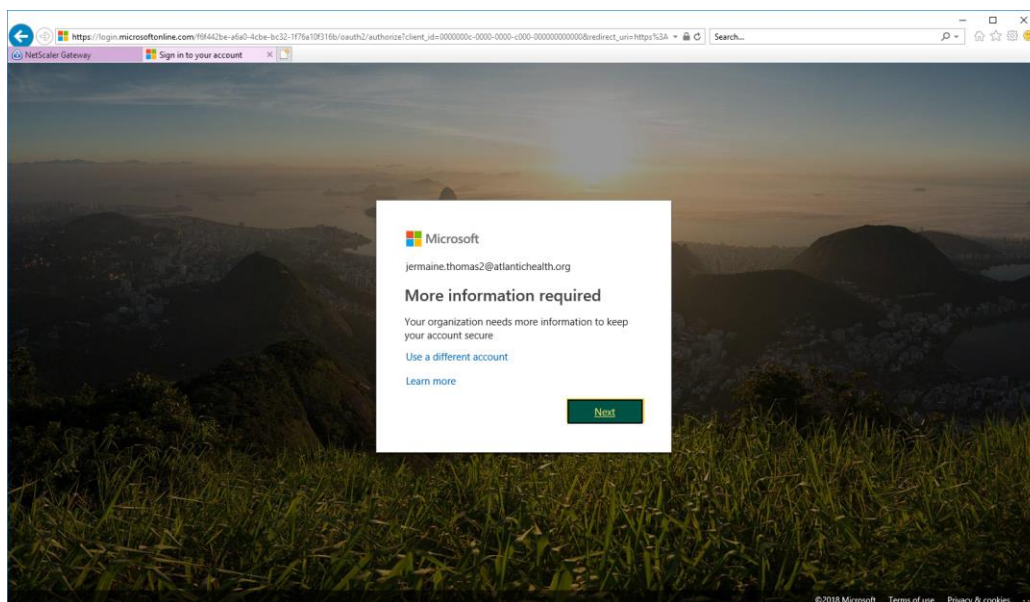
3. On the next page enter **AHS Domain Password** and click "Sign in" as shown below.



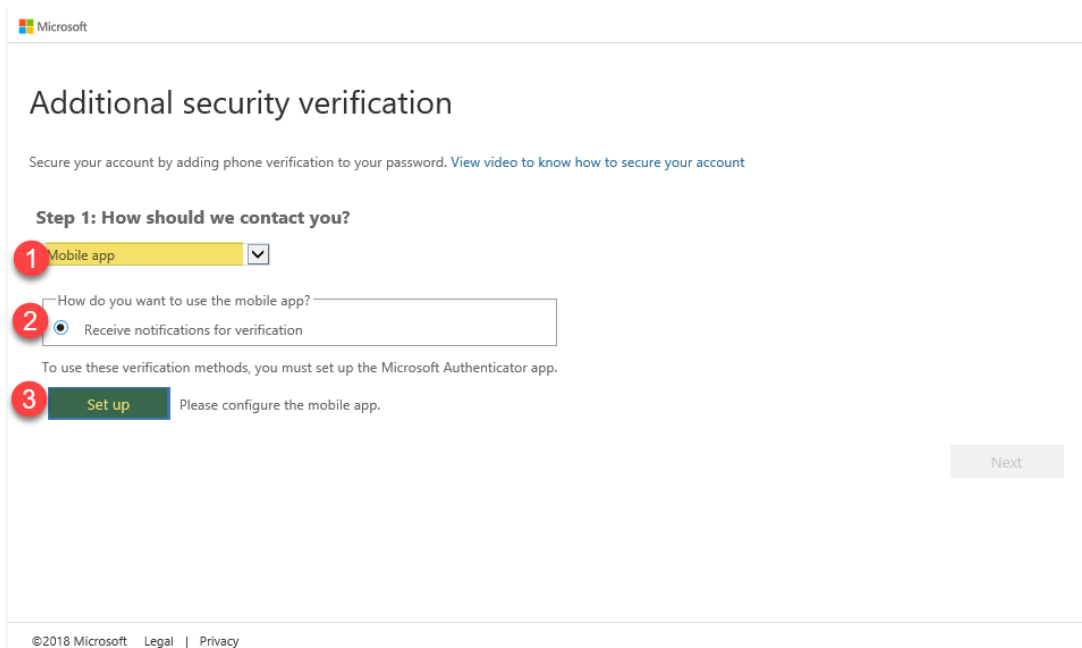
4. On the next page check "Don't show this again" then click "No." At the bottom of the page click "Not for this site" as highlighted below.



5. On the next page click **"Next."**



6. On the next webpage select **"Mobile app"** from the drop down menu, then check **"Receive notifications for verification"**, then click **"Setup."**






7. The browser should display the screen below.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

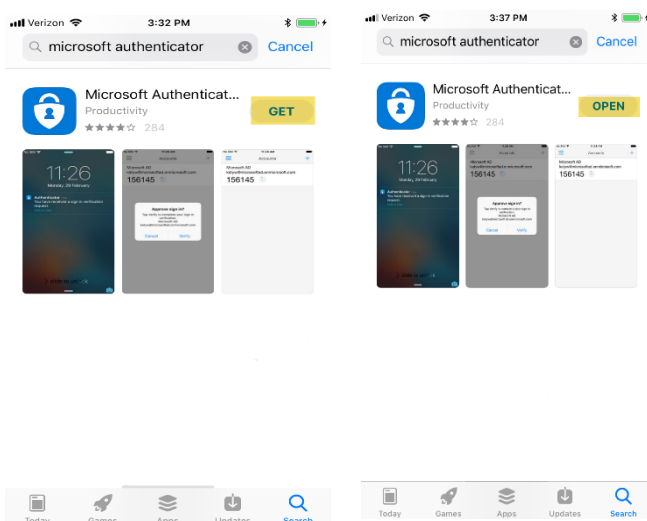


If you are unable to scan the image, enter the following information in your app.  
Code:   
Url: <https://cys01pfpad11.phonefactor.net/pad/>

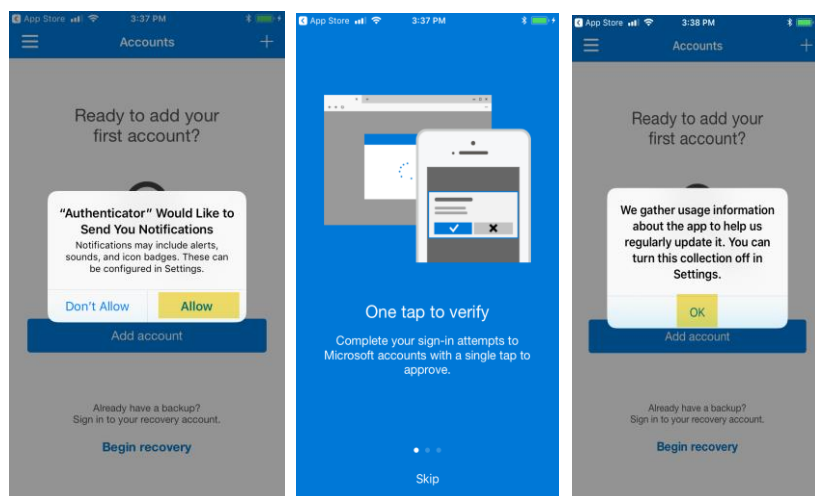
If the app displays a six-digit code, choose "Next".

[Next](#) [cancel](#)

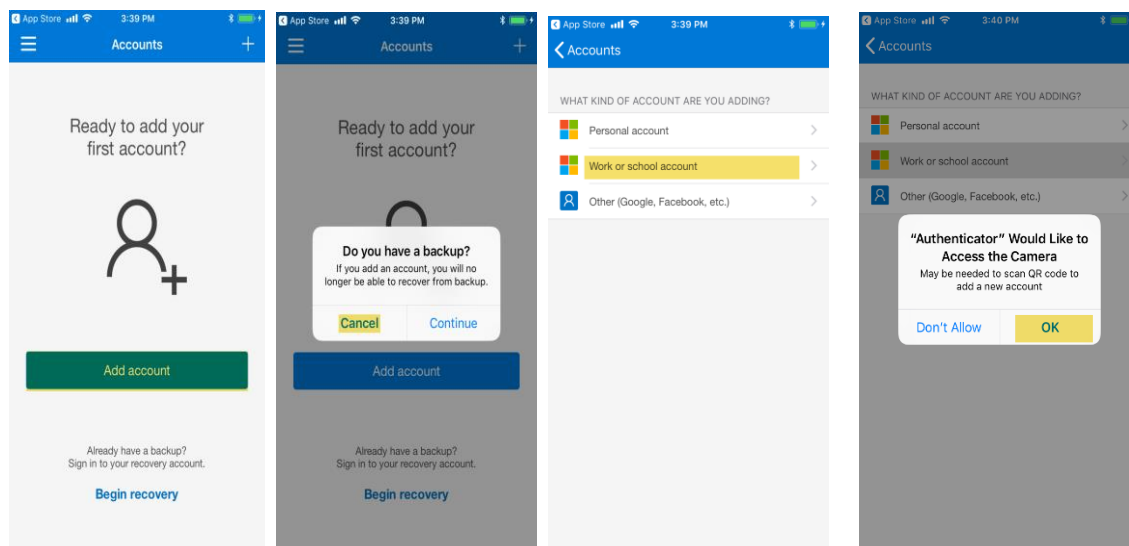
8. On your mobile phone go to the App Store (Apple) or Google Play Store (Android).
9. Click the Search icon and enter "**Microsoft Authenticator**" and click "**Search**"
10. The result will show the application as shown below. Click "**GET**" once completed, click **OPEN.**"



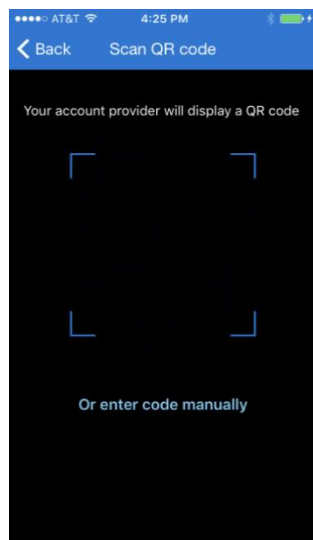
11. The first time opening the app will show notification prompts. Click **"Allow"**, then on next screen swipe through the introduction and then click **"OK"** as shown below.



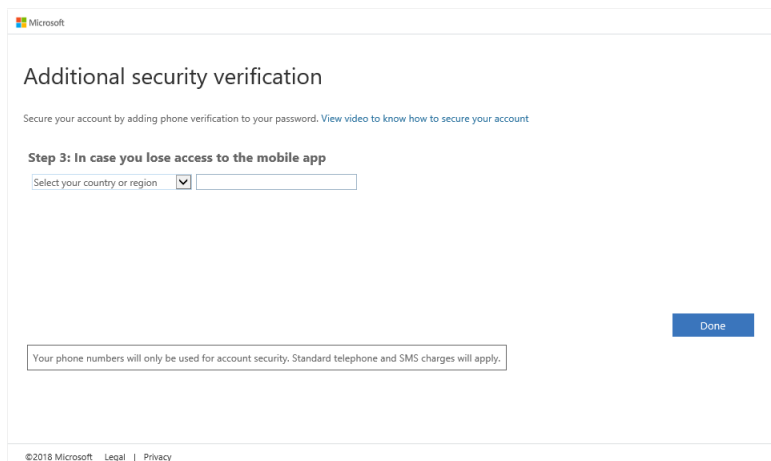
12. Click **"Add account"** then click **"Cancel"** then select **"Work or school account"** then click **"OK."**



13. Scan the QR code picture that appeared on the screen for configuring the mobile app. Select **Done** to close the QR code screen.



14. When activation finishes on the phone, select **Contact me**. This step sends either a notification or a verification code to your phone. Select **Verify**.
15. We recommend that you enter your **mobile phone number** in case you lose access to your mobile app. Specify your country from the drop-down list and enter your mobile phone number in the box next to the country name. Select **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. On the mobile app select the **Enter account manually** button.
2. 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.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

Code:

Url: <https://cys01pfpad11.phonefactor.net/pad/>

If the app displays a six-digit code, choose "Next".

[Next](#) [cancel](#)

3. When the activation has finished, select **Contact me**. This step sends either a notification or a verification code to your phone. Select **Verify**.

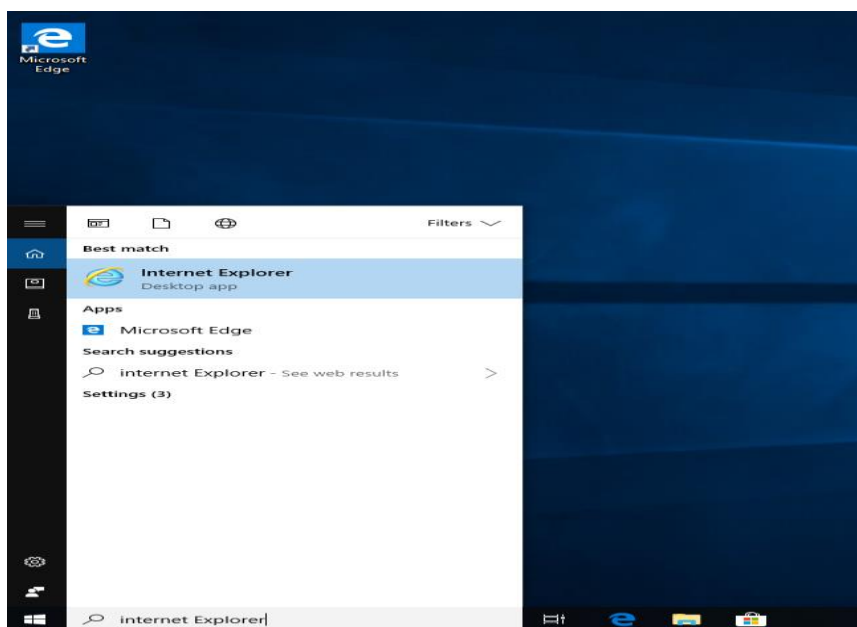


## AHS Citrix Remote Access Client Install for Windows 10

Atlantic Health System has implemented new functionality for remote access to your Citrix Portal applications. This new solution was created for 'Remote' access only. It can be used on Atlantic and non-Atlantic devices. This document provides information about how to use Citrix Receiver to access AHS Citrix Apps.

**Enrollment in MFA is only required to be done once. You can now access Citrix with Multi Factor Authentication (MFA) from a computer that is not within the AHS network:**

1. On the Search bar located at the bottom left, type "**Internet Explorer**" and double click as shown below.







2. Once Internet Explorer is open go to the following URL: [apps.atlantichealth.org](https://apps.atlantichealth.org)

A website will appear, requesting your "User name" and "Password" as shown below.

**Note:** This is your current AHS Domain user name and password, which is the same as your Windows login.

Atlantic Health System

Please login to begin your secure session.

User name:

Password:

In order to login to the Atlantic Health System secure application portal, you need to first be enrolled in MFA (Multi Factor Authentication).  
You can enroll at <https://aka.ms/mfasetup>

If you have any problems, please contact our CustomerSupport Center at 973-971-7272

3. After entering your credentials, click "Log On" which will prompt you to save your password, click "Not for this Site" as highlighted below.

Atlantic Health System

Please login to begin your secure session.

User name:

Password:

In order to login to the Atlantic Health System secure application portal, you need to first be enrolled in MFA (Multi Factor Authentication).  
You can enroll at <https://aka.ms/mfasetup>

If you have any problems, please contact our CustomerSupport Center at 973-971-7272

Would you like to store your password for atlantichealth.org? [More info](#)

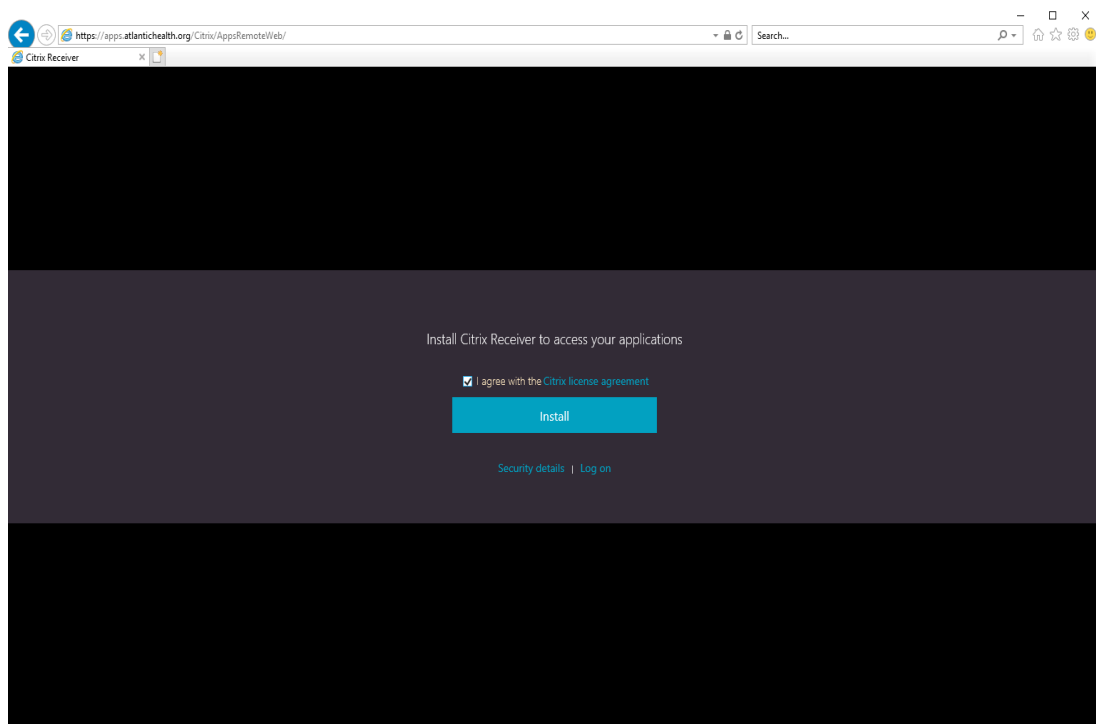
Yes

Not for this site

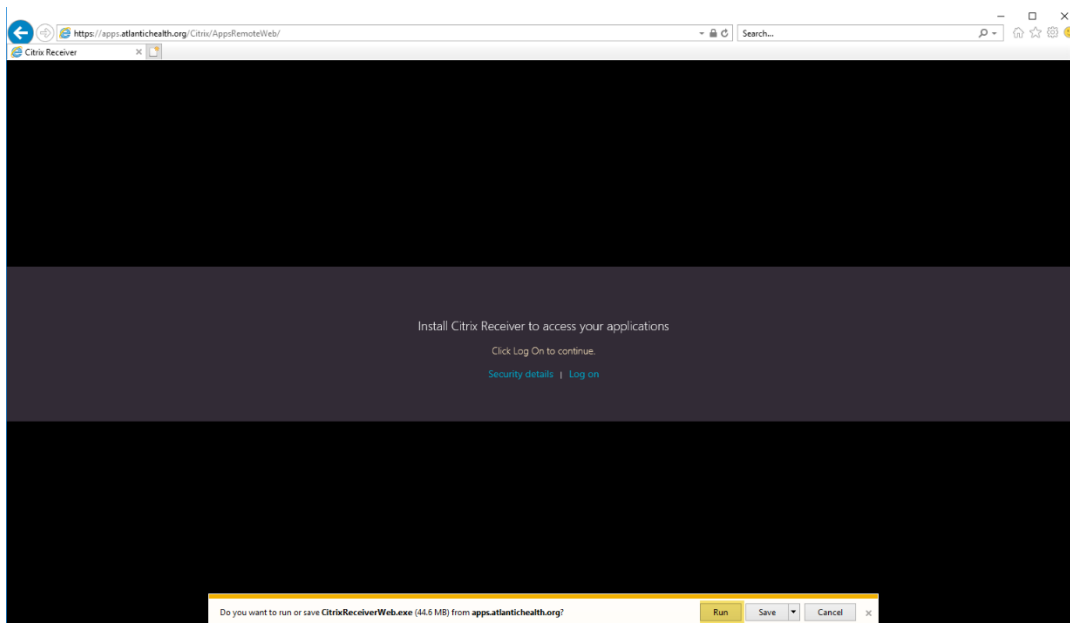




4. On the next page check the **"I agree with the Citrix License agreement"** then click **"Install"** as shown below.

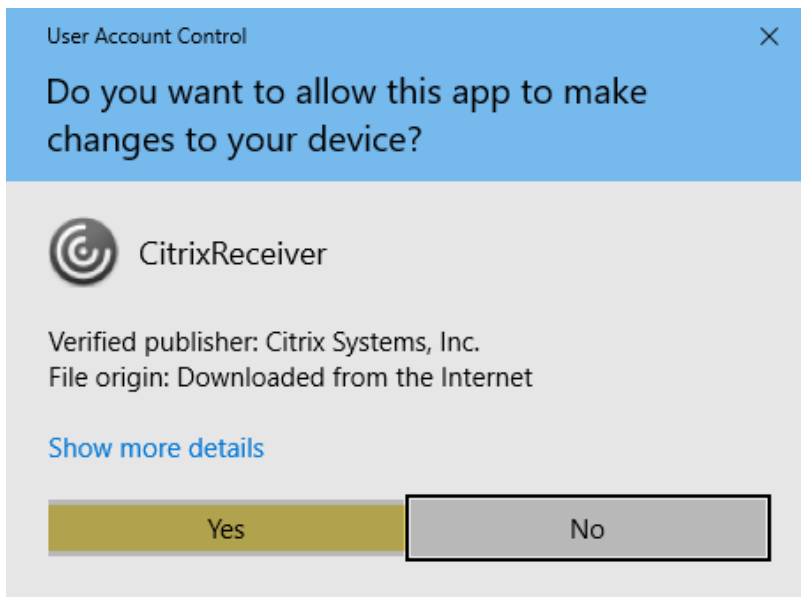


5. On the next page click **"run"** as highlighted below.

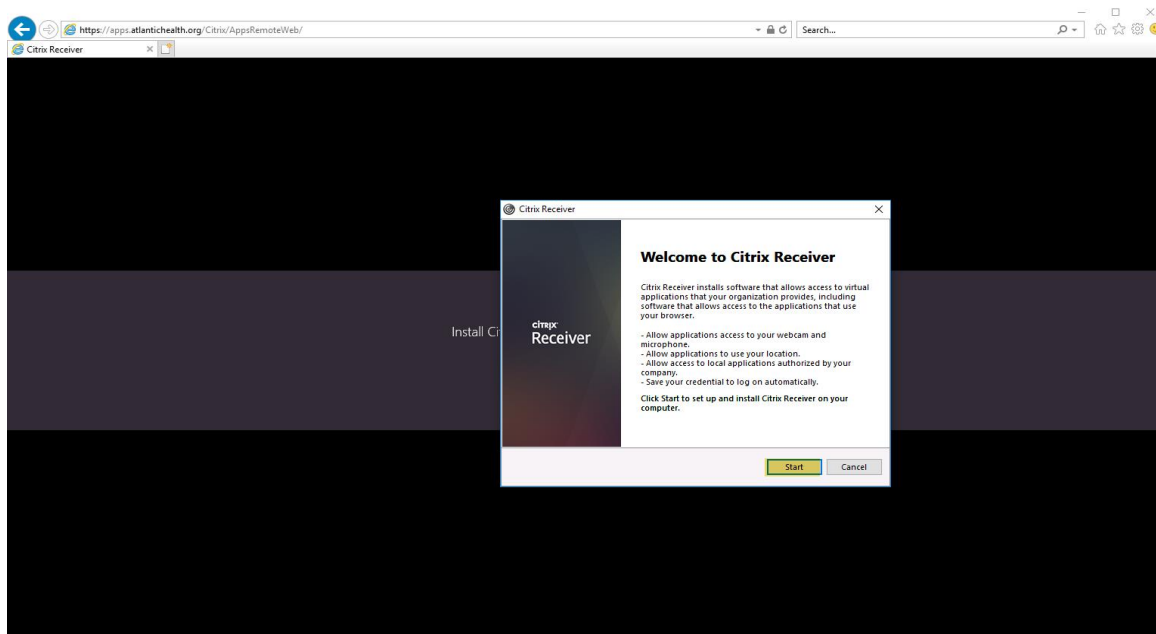




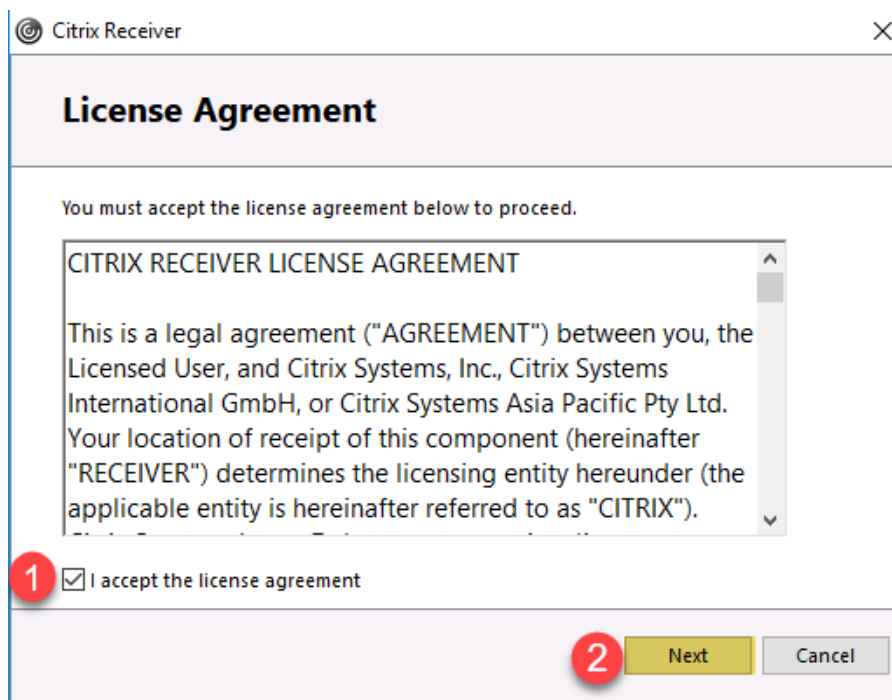
6. On the next window click **"Yes"** as shown below.



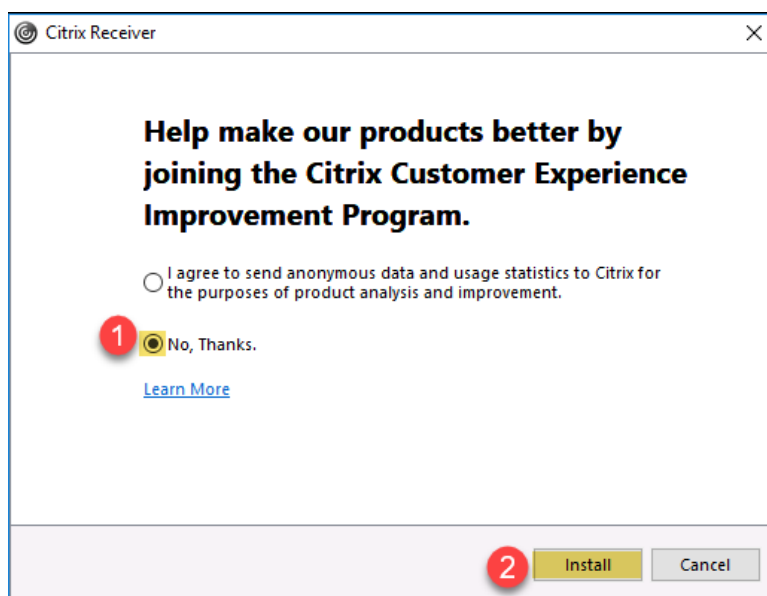
7. Next, the installer window will pop up; click **"Start."**



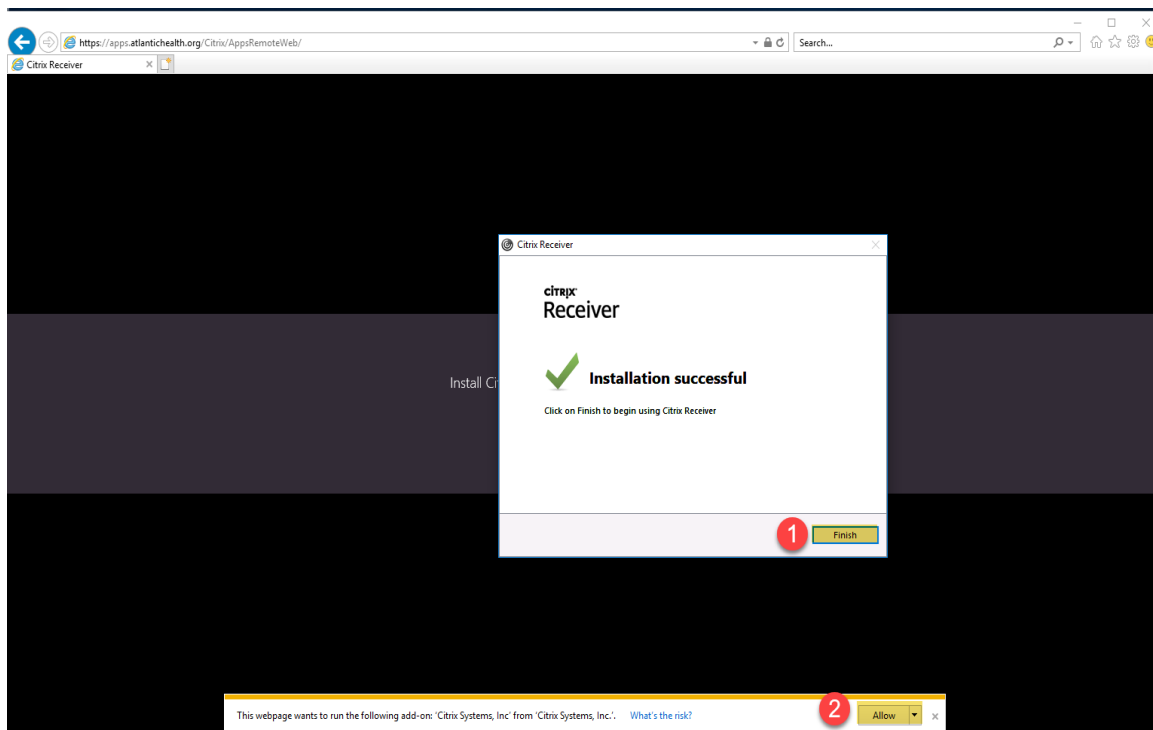
8. On the Agreement Window, check the **"I accept the License agreement"** then click **"Next."**



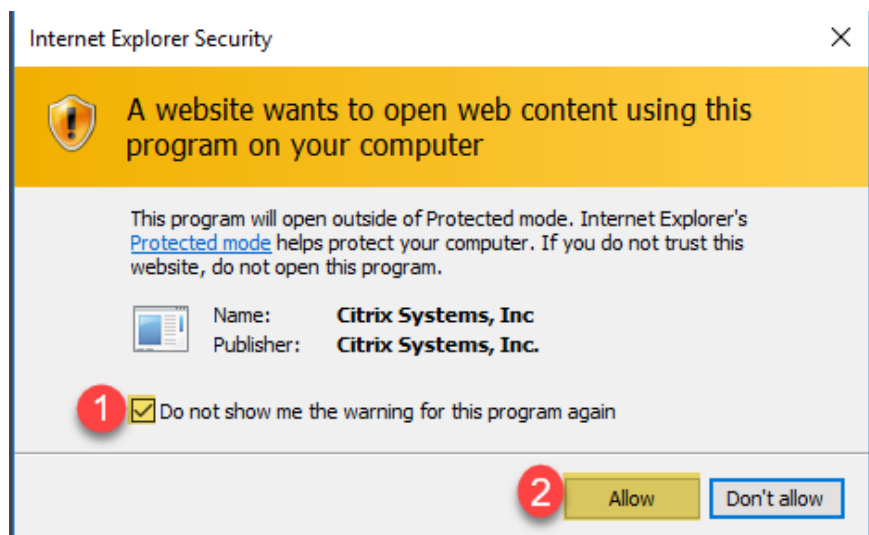
9. Check **"No, Thanks."** Then Click **"Install"** as shown below.



10. Once completed, click **"Finish"** then **"Allow"** at the bottom of webpage.



11. The next window will appear. Check **"Do not show me the warning for this program"** then click **"Allow"** as highlighted.





12. The following page will appear. Select the application you want to access

**Note:** If you don't see the application you want to access, please contact CSC at [973-971-7272](tel:973-971-7272).

