

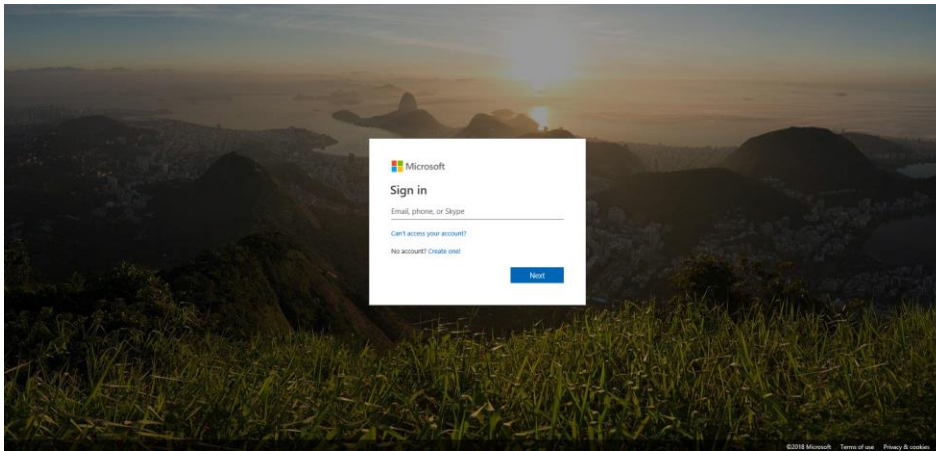




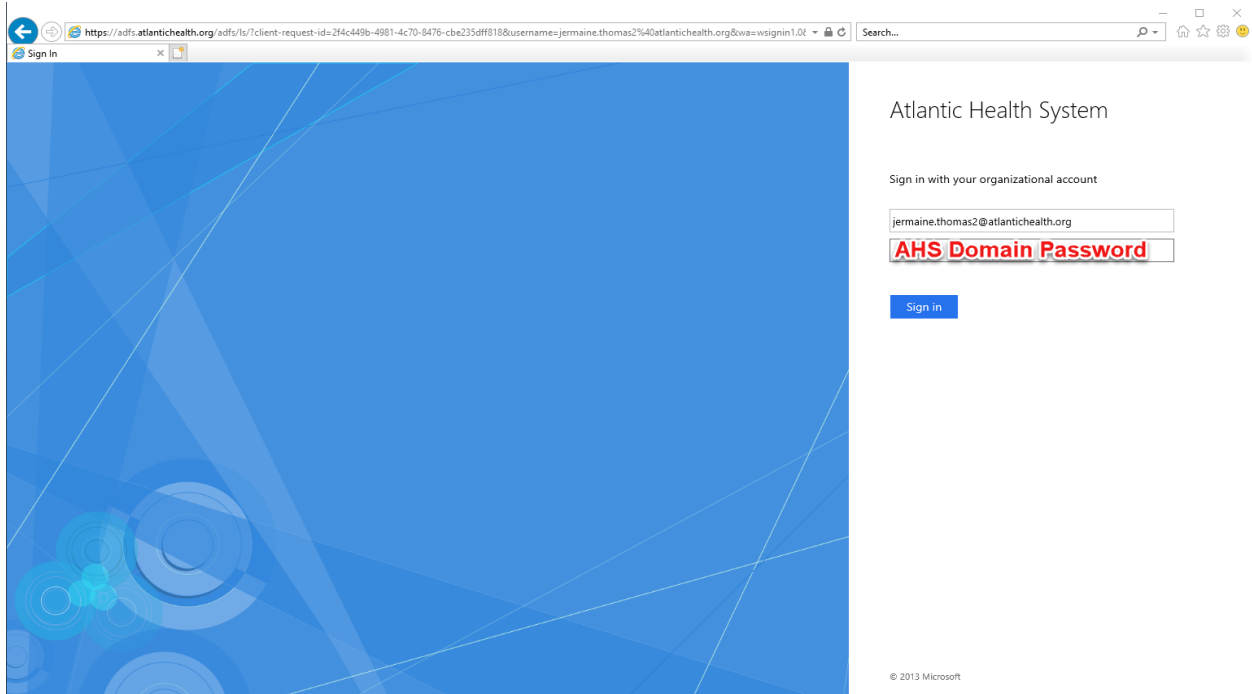
MFA (Multi-Factor Authentication) Enrollment Guide

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**.

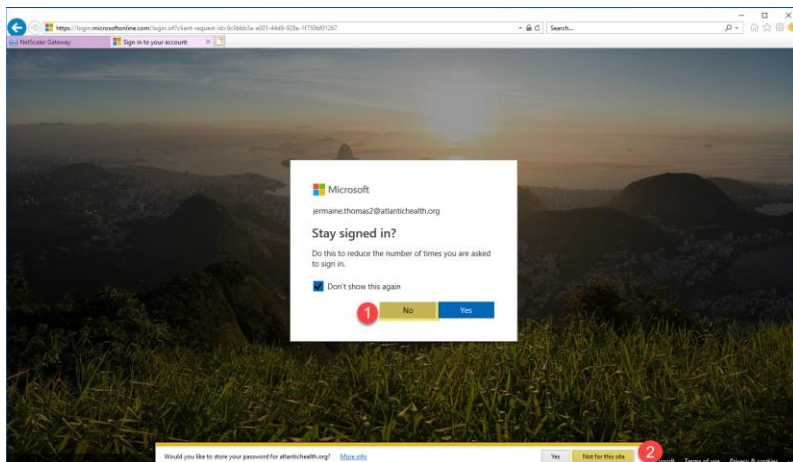
Note: If you don't have an AHS email address, please contact CSC at [973-971-7272](tel:973-971-7272).



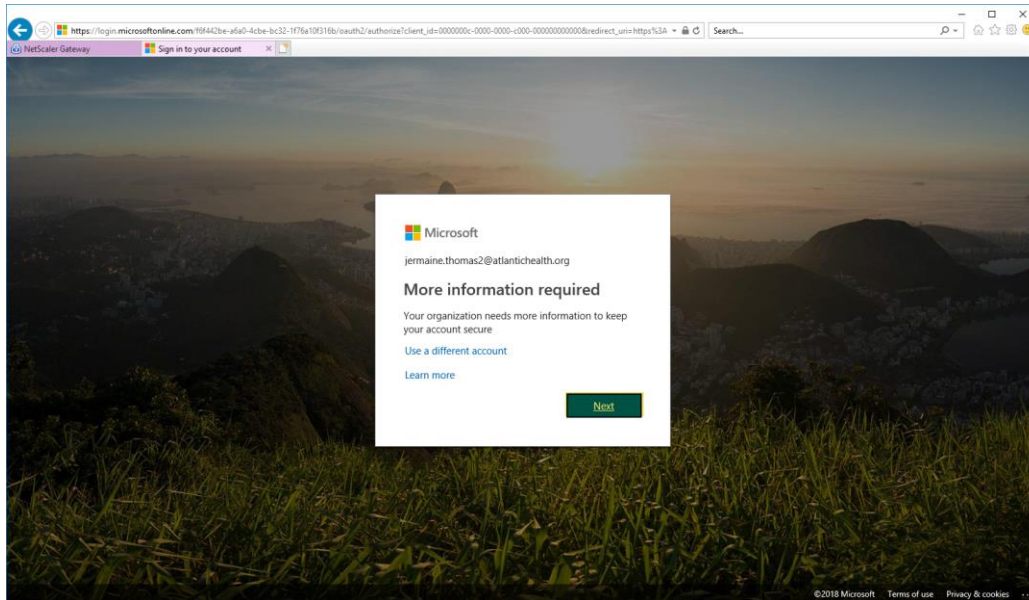
3. On the next page enter **AHS Domain Password** and click "Sign in" as shown below.



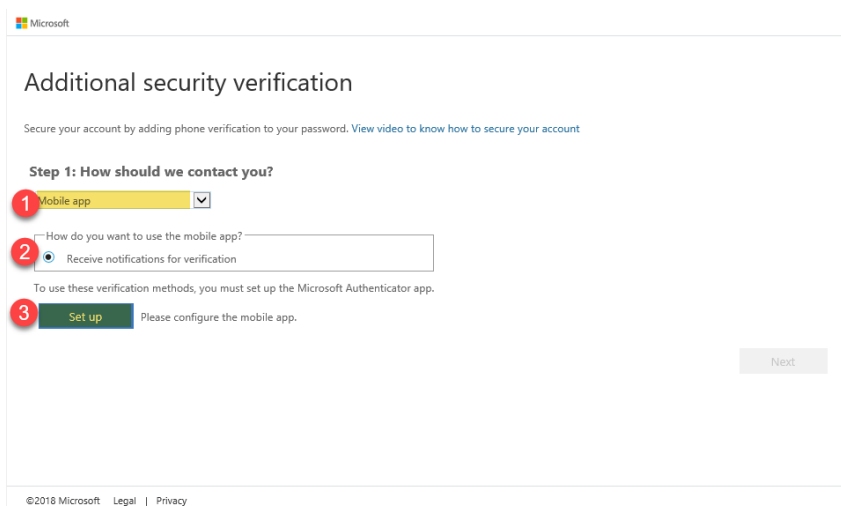
4. On the next page check "Don't show this again" then click "No". At the bottom of the page click the "Not for this site" as highlighted below.



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.

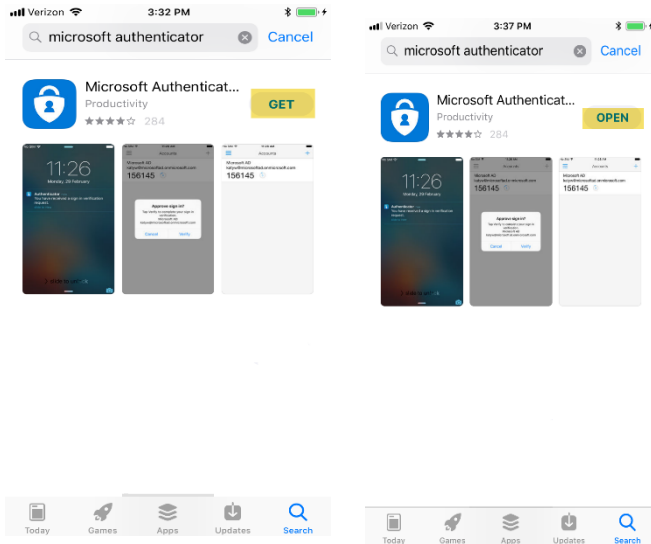
Code:

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

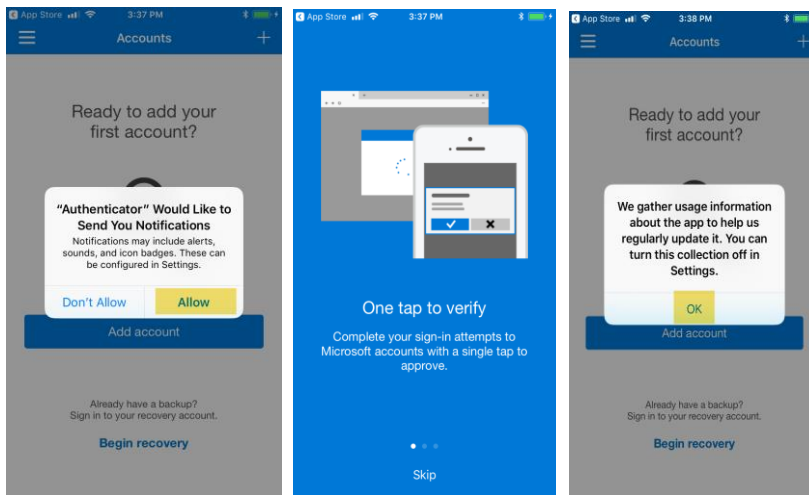
If the app displays a six-digit code, choose "Next".

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**"

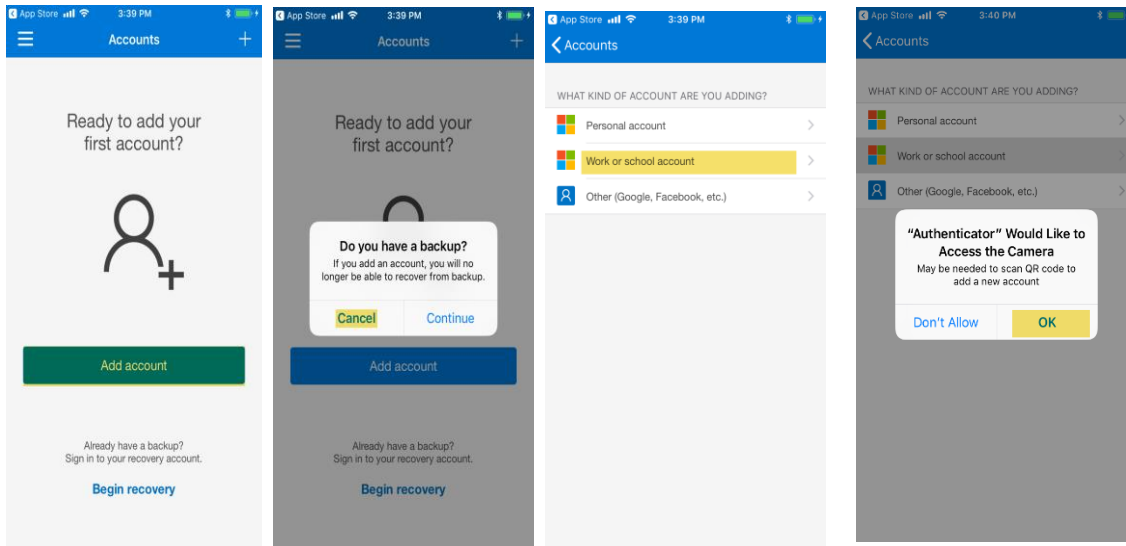
10. The result, will show the application as shown below. Click **"GET"** once completed click **"OPEN"**



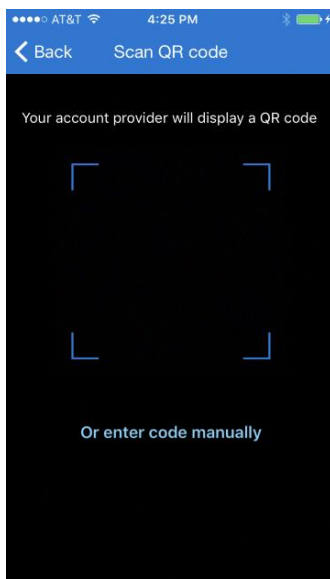
11. The first time opening the app will show notification prompts. Click **"Allow"**, then on next screen swipe through the introduction and then click **"OK"** as shown below.



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



13. Scan the QR code picture that appeared with 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**.

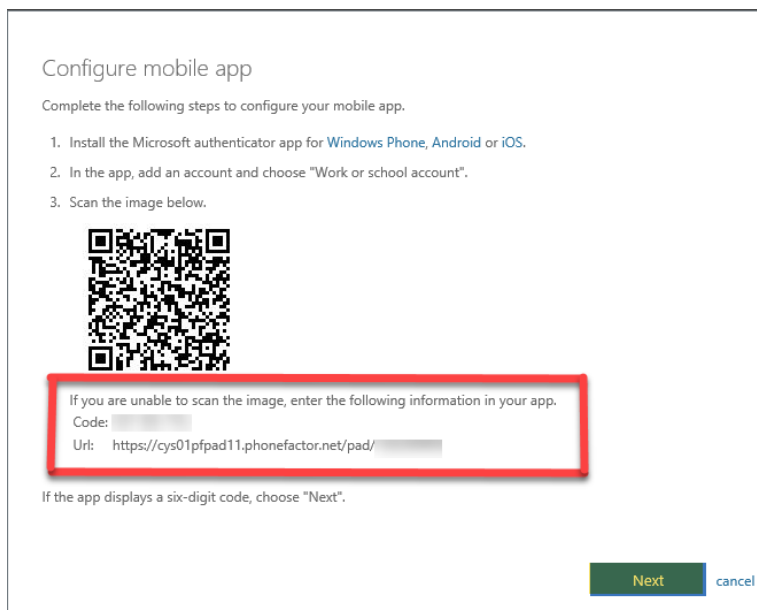
The screenshot shows a Microsoft account security verification page. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below it is a sub-heading: "Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)". The current step is "Step 3: In case you lose access to the mobile app". There is a dropdown menu labeled "Select your country or region" with a downward arrow, followed by an empty text input field. A blue "Done" button is located on the right side. At the bottom, there is a disclaimer: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply." The footer contains "©2018 Microsoft Legal | Privacy".

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.



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3. Scan the image below.



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

Code:

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

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