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.

3. When prompted, enter your AHS Domain Password and Sign in.
4. If prompted, check Don’t show this again and select Yes.
5. From the Security info page, select Add method.

![Security info page](image)

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](image)

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.

![Microsoft Authenticator](image)
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**.

![Microsoft Authenticator](image)

**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**.

![Add method](image)

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

![Add a method](image)
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](image)

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](image)

✔ 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.

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

5. 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.