Setting up your domain password and Multi-Factor Authentication (MFA)

**Note:** If you don’t have or don’t know your AHS email address, please contact the CSC at 973-971-7272

1. On a computer or laptop, open Microsoft Edge 🌌, Chrome 🌞 (Windows) or 🌋 Safari (Mac) browser.
2. Go to the web address [https://aka.ms/ssprsetup](https://aka.ms/ssprsetup)
3. Enter your **AHS email address** and click **Next**.
4. When prompted, enter your **AHS Domain Password** and **Sign in**.
   a. **Click Next if presented with a pop up ‘More information required’**
5. You will be prompted to update your password
   a. Enter your current default password
   b. Enter and confirm a new password (14 – 20 characters, no spaces)
If you are successful, you will see a note that your password was successfully changed and to try signing in again.

6. Go to the web address: [https://aka.ms/ssprsetup](https://aka.ms/ssprsetup) again and choose your AHS account.

7. If prompted, check **Don’t show this again** and click **Yes**.

8. Click on the **Security info** tab, and then click **Add method**.
If you have a smart phone, on the Add a method screen, click the drop-down arrow, select **Authenticator app** and click **Add**. If you do not have a smart phone, select Phone and proceed to step 3 on page 8.

You are now prompted to install the Microsoft Authenticator app on your phone. **Do not** click Next.

9. On your mobile phone, go to the **App Store** (Apple) or **Google Play Store** (Android).
10. Tap the Search icon and enter **Microsoft Authenticator** and tap **Search**.
11. Click GET and when the download is complete, tap OPEN.

12. Click Allow when the app asks if it can send you notifications. On the next screen, swipe through the introduction or tap Skip and then click OK as shown below.

13. Tap Add account then tap Cancel when asked if you have a backup. Then tap Work or school account then tap OK for the Authenticator to access the camera.
14. Now on your computer or laptop, click Next.

15. Click Next again.

16. Scan the QR code picture that appears on your screen with your phone’s camera and click Next. If you
cannot scan the image, go to the section on How to set up an alternate method of authentication on page 7 or How to add an account manually on page 10.

17. The following screen appears, and a popup notification is now sent to your phone, tap Approve.
18. On your computer or laptop, click **Next**.

![Microsoft Authenticator](image)

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

**How to set up an alternate method of authentication.**

1. **On the Security info tab, click Add method.**
2. From the Add a method screen, click drop-down arrow, select Phone and click Add.

3. Specify your country from the drop-down list and enter your mobile phone number in the box next to the country name and click Next.

4. You should now receive a phone call from 973-971-7462 or NO CALLER ID. Answer the call and respond by pressing the # sign to approve.

5. Click Done on your computer or laptop.
Call answered. Your phone was registered successfully
How to add an account manually if you can’t scan the QR code

If you can’t scan the QR code or if you need to add an account to the mobile app manually, 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, approve the notification on the phone.