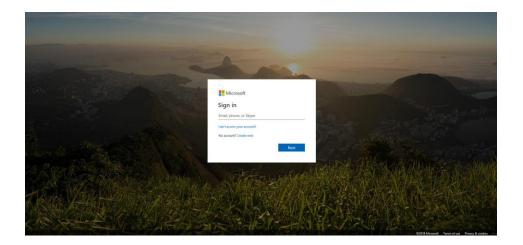


MFA (Multi-Factor Authentication) Enrollment Guide

(Mac)

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

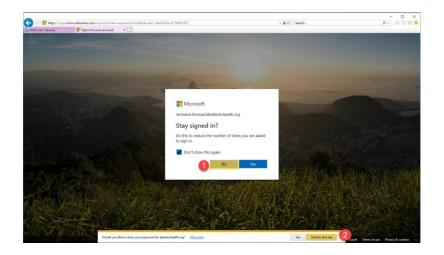
Note: If you don't have an AHS email address, please contact CSC at <u>973-971-7272.</u>





- <complex-block>
- 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.



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5. On the next page click "Next"

https://login	n microsoftonline.com/f6f442he-a6a0-4che-hc32-1f76a10f316k	s/cauth2/authonize?client_id=0000000c-0000-0000-0000-00000000008redirect_uri=https%3A * 🔒 🖒 Search	- ロ × ター 品公園
NetScaler Gateway	Sign in to your account *	ARGUER RUNNING CORE (AR AND ARRANGE AREA ARRANGE AREA ARRANGE AREA ARRANGE AREA ARRANGE AREA ARRANGE AREA AREA	
		and the second s	
		Microsoft	
		jermaine.thomas2@atlantichealth.org	
		More information required	
		Your organization needs more information to keep	
		your account secure	
		Use a different account	
		Learn more	
		Next	
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On the next webpage select "Mobile app" from the drop down menu then, check "Receive notifications for verification", then click "Setup"

Microsoft	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know how to secure your account	
Step 1: How should we contact you?	
Mobile app	
- How do you want to use the mobile app?	
Receive notifications for verification	
To use these verification methods, you must set up the Microsoft Authenticator app.	
3 Set up Please configure the mobile app.	

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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"

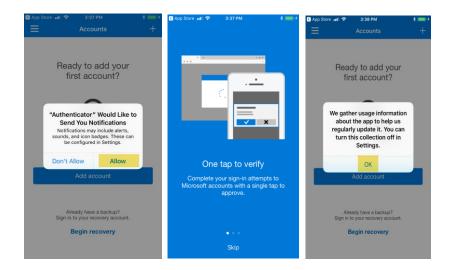


10. The result, will show the application as shown below. Click "GET" once completed click

"OPEN"

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A more sold addition	C microsoft authenticator Microsoft Authenticat Productivity ****☆ 284 11/20	Cancel
Today Games Apps Updates Search	sh 🔲 🖓 🕓 🕻	datos Search

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"

🕻 App Store 📶 😤	3:39 PM	* ==+	🔇 App Store 📶 🗢	3:39 PM	* 🖦	🔇 App Store 📶 😤	3:39 PM	* 📻 +	🔇 App Store 🔐 🗢 3:40 PM	\$ 💼 +
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т		int?	TIT	first account?		Work or school	account	>	Work or school account	
	\frown			\frown		Cother (Google,	Facebook, etc.)	>	Other (Google, Facebook, etc.)	>
	X,		If you a	ou have a backup? dd an account, you will no able to recover from backup el Continue).				"Authenticator" Would Like Access the Camera May be needed to scan QR code to add a new account Don't Allow OK	
	Add account		1	Add account						
Sign i	Iready have a backup? n to your recovery account. Begin recovery		Sign in	eady have a backup? to your recovery account. Begin recovery						

13. Scan the QR code picture that appeared with the screen for configuring the mobile app. SelectDone 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**.

Microsoft	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know how to secure your account	
Step 3: In case you lose access to the mobile app	
Select your country or region	
	Done
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.	
©2018 Microsoft Legal Privacy	

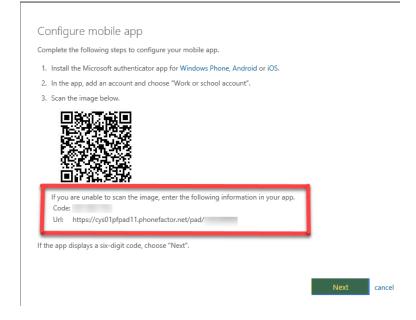


Add an account manually (if the QR reader doesn't work)

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.



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