# Multi-factor Authentication (MFA) set up instructions

When you register for MFA you will also be registered to use self-service password reset (SSPR).

Click Information about M Health Fairview SSPR for video tutorials on resetting or changing your password, or unlocking your account.

You can set up your account to receive a code by <u>text message</u>, a <u>phone call</u>, or download the Microsoft Authenticator app on your <u>Android</u> or <u>Apple</u> phone.

## How to set up security information to use text messaging (SMS)

How to receive a code by text message:

- 1) From your computer, go to <u>aka.ms/mfasetup</u>.
- 2) Enter your work credentials. Fairview and University of Minnesota/University of Minnesota Physicians primary account users enter your Fairview ID followed by @fairview.org. HealthEast primary account users, enter your HealthEast ID (what you use to log into your computer) followed by @healtheast.org. (e.g. h12345@healtheast.org)



3) This will take you to the initial setup screen. Click Next.



4) Microsoft Authenticator is automatically set as default. click; 'I want to set up a different method'

You	k ur organization re	Keep your a	CCOUN	t secure	<b>)</b> oving who you a	re.
Microso	oft Authe Start by g On your phor After you inst	enticator getting the app one, install the Microsoft Authenticator app. Download now astall the Microsoft Authenticator app on your device, choose "Next".				
<u> </u>	l want to us	Choose a diffe Which method wou	erent me Id you like t	thod o use?	Cancel	Next
I want to set	up a different n	Phone	icel	Confirm		

5) Select the *Phone* option. Click Confirm.

Кеер	your account secure	
Your organization requires yo	ou to set up the following methods of proving who you are.	
Phone		
Thome		
You can prove who you are by answering	ng a call on your phone or texting a code to your phone.	
What phone number would you like to u	use?	
United States (+1)	◀444-505-1234	
Text me a code		
( / Call me		
Message and data rates may apply		
Message and data rates may apply.		
Message and data rates may apply.	Next	
Message and data rates may apply.	Next	

- 6) Pick your *Country or Region* from the drop-down box; type your phone number, including area code into the *Phone Number* box.
- 7) Select Text me a code. Click Next
- 8) Your phone will receive a text with a code. Enter the code on your computer. Click Next.

Keep your account secu	ire
Your organization requires you to set up the following methods o	f proving who you are.
Phone	
We just sent a 6 digit code to +1 <b>444-505-1234</b> Enter the code below.	
Resend code	
	Back Next
l want to set up a different method	

9) SMS verified successfully. Click Next.



- 10) Success! You have set up your security information..
- 11) Click Done to complete signing in.
- 12) Security info is displayed.

My Sign-Ins						
Q Overview	Security info					
$\mathscr{P}$ Security info	These are the methods you use to sign into your account or reset your password.					
Organizations	Default sign-in method: Phone - text +1 444-505-1234 Change					
💻 Devices	+ Add method					
A Privacy	Phone +1 444-505-1234	Change	Delete			

13) Set up is complete. Exit out of this site.

## How to receive a phone call for two-step verification

When you choose to receive a phone call to complete the two-step verification, it will require answering the call (usually from 1-855-330-8653), listening to the message, and pressing **#** at any time during the voice message.

How to receive phone call verification:

- 1) From your computer, go to <u>aka.ms/mfasetup</u>.
- 2) Enter your work credentials. Fairview and University of Minnesota/University of Minnesota Physicians primary account users enter your Fairview ID followed by @fairview.org. HealthEast

primary account users, enter your HealthEast ID (what you use to log into your computer) followed by @healtheast.org. (e.g. h12345@healtheast.org)

SSpr1te	FAIRVIEW est@fairview.org
Моі	e information required
Your o your a	rganization needs more information to keep ccount secure
Use a	different account
Learn	more
	Next

3) This will take you to the initial setup screen. Click Next.



4) Microsoft Authenticator is automatically set as default. Click; 'I want to set up a different method'.

You	Keep your account secular ur organization requires you to set up the following methods of	re proving who you are.
Microso	oft Authenticator Start by getting the app	
<b>0</b>	On your phone, install the Microsoft Authenticator app. Dow After you install the Microsoft Authenticator app on your de	vnload now vice, choose "Next".
	Which method would you like to use?	Cancel Next
I want to set	up a different n Phone Cancel Confirm	

5) Select the *Phone* option. Click Confirm.

Your organization requires y	ou to set up the	following methods of provin	g who you are.
Phone			
You can prove who you are by answerir	ng a call on your	phone or texting a code to	your phone.
What phone number would you like to	use?	456 245 0441	
United States (+1)	•	456-345-0441	
Text me a code			
Call me			
Message and data rates may apply.			
			Next

- 6) Pick your *Country or Region* from the drop-down box; type your phone number, including area code into the *Phone Number* box.
- 7) Select Call me. Click Next.
- 8) Your phone will receive a call, answer, listen to the message and hit # at any time to approve. Click Next.

You	organization req	uires you to set u	p the following m	ethods of proving w	ho you are.
Phone					
We're calling +	1444-505-1234no	w.			
					Back

			,			
	rour organiza	tion requires yo	u to set up th	ie following m	ethods of proving v	vno you are.
Phor	ne					
🕑 Call	answered					
						Next
I want to	o set up a differe	nt method				

9) Call verified successfully. Click Next.



- 10) Success, you have set up your security information.
- 11) Click Done to complete signing in.
- 12) Security info is displayed.

My Sign-Ins				
8 Overview	Security info			
𝒫 Security info	These are the methods you use to sign into your ac	count or reset your password.		
Crganizations	Default sign-in method: Phone - call +1 444-505-1	234Change		
📮 Devices	+ Add method			
🔒 Privacy	& Phone	+1 444-505-1234	Change	Delete

13) Set up is complete. Exit out of this site.

# Set up the Microsoft Authenticator application on Android (Non-Apple mobile device)

If you have a Fairview-provided mobile device, you may not able to download the Microsoft Authenticator app at this time. Use one of the first two methods listed above: code by text message or receive a phone call.

First, you will need to download the Microsoft Authenticator application while on your mobile device:

• Go to the Google play store and type in Microsoft Authenticator app.





**INSTALL** the Microsoft Authenticator application and click **OPEN** when the installation is complete.

• Scroll through the three screen tutorial and click *get started*.







Press "OK" to the data privacy notification





#### Next, on your computer:

- 1) From your computer, go to <u>aka.ms/mfasetup</u>.
- 2) Enter your work credentials. Fairview and University of Minnesota/University of Minnesota Physicians primary account users enter your Fairview ID followed by @fairview.org. HealthEast primary account users, enter your HealthEast ID (what you use to log into your computer) followed by @healtheast.org. (e.g. h12345@healtheast.org)



3) This will take you to the initial setup screen. Click <u>Next.</u>

Yo	Keep your account secure ar organization requires you to set up the following methods of proving who you are.				
Microso	oft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Cancel Next				
I want to set	I want to set up a different method				

4) To set up your account click Next.

Your org:	Keep your account secure	ng who you a	are.
Microsoft A	Authenticator et up your account prompted, allow notifications. Then add an account, and select "	Work or scho Back	ool". Next
I want to set up a d	different method		

- 5) If prompted allow notifications. Click Next.
- 6) The QR image screen appears with a unique code created just for you.

Your or	Keep your a	ACCOUNT SECURE the following methods of proving who you are.	
Microsoft	Authenticator Scan the QR code	This is a sample QR Image. Please do not print and scan. Use QR Image/Code from your computer	
	Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account. After you scan the QR code, choose "Next". Can't scan image?		
		Back Next	
l want to set up a	different method		

- 7) Use your phone to scan your unique code (holding your phone pointed at the image on your computer screen will allow the app to automatically scan the image and continue the setup process).
- 8) Click Next.

9) Let's try it out, click Next.



Keep your account secure
Your organization requires you to set up the following methods of proving who you are.
Success!
Great job! You have successfully set up your security info. Choose "Done" to continue signing in. <b>Default sign-in method:</b> Microsoft Authenticator - notification
Microsoft Authenticator
Done

- 10) Success you have set up your security information.
- 11) Click Done to continue signing in.
- 12) On your computer: Follow the on-screen instructions for setting up a secondary method if your default method fails.

## Set up the Microsoft Authenticator application on iPhone/iOS

If you have a Fairview-provided mobile device, you may not able to download the Microsoft Authenticator app at this time. Use one of the first two methods listed above: code by text message or receive a phone call.

First you will need to download the Microsoft Authenticator application while on your mobile device:

- Go to the Apple App Store and go to *search*.
- Type in Microsoft authenticator app.
  - Download the Microsoft Authenticator application.



Open "App Store" application and search "Microsoft Authenticator". Tap this option.



- Select install.
  - The Microsoft Authenticator app will download.
- o Select OPEN.



A THE DAILY LIST Powerful Password Managers



• You will be prompted with Microsoft Authenticator would like to send you notifications. Select **Allow.** 



Click Allow to receive notifications.

This needs to be allowed for the application to prompt you for the second layer of authentication when logging in to Fairview Network Services and applications.

- Scroll through/read the following screens to get to the Let's get started page.
  - Or hit skip to take you immediately to the page with "We gather non-personally identifiable usage data to help us improve the app..."



Press "OK" to the data privacy notification

- On the next screen you will see Add account.
- Select Add account.
- On the next screen you will see **"If you add an account, you will no longer be able to recover from backup".** Your choices are **Cancel** or **Continue.**
- Click **Continue**.



- Select Work or School account.
- Fairview and UMN/UMP primary account users use your Fairview ID followed by @fairview.org. Legacy HealthEast primary account users, use your HealthEast ID followed by @healtheast.org.



Click "ALLOW" when prompted to allow authenticator to take pictures and record video.

This will allow you to scan the QR screen as part of the registration process.

You can disable camera use after you have completed the registration process.

Time to switch to the computer!

- When asked to allow camera, click **OK**.
- The QR Code Reader appears.
  - The Authenticator is now ready for you to go through the steps on your computer to complete the set up process.

#### Time to switch to your computer!

#### Next, on your computer:

- 1) From your computer, go to <u>aka.ms/mfasetup</u>.
- 2) Enter your work credentials. Fairview and University of Minnesota/University of Minnesota Physicians primary account users enter your Fairview ID followed by @fairview.org. HealthEast primary account users, enter your HealthEast ID (what you use to log into your computer) followed by @healtheast.org. (e.g. h12345@healtheast.org)



3) This will take you to the initial setup screen. Click Next.

Keep your account secure Your organization requires you to set up the following methods of proving who you are.			
Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app		Next	
I want to set up a different method			

4) To set up our account click Next.

Your or	Keep your account secure	ving who you a	are.
Microsoft	: Authenticator Set up your account If prompted, allow notifications. Then add an account, and select	"Work or scho Back	ool". Next
l want to set up a	different method		

- 5) If prompted allow notifications. Click Next.
- 6) The QR image screen appears with a unique code created just for you.

Your or	Keep your a	ACCOUNT SECURE the following methods of proving who you are.	
Microsoft	Authenticator Scan the QR code	This is a sample QR Image. Please do not print and scan. Use QR Image/Code from your computer	
	Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account. After you scan the QR code, choose "Next". Can't scan image?		
		Back Next	
l want to set up a	different method		

- 7) Use your phone to scan your unique code (holding your phone pointed at the image on your computer screen will allow the app to automatically scan the image and continue the setup process).
- 8) Click Next.

9) Let's try it out, click Next.



Keep your account secure
Your organization requires you to set up the following methods of proving who you are.
Success!
Great job! You have successfully set up your security info. Choose "Done" to continue signing in. <b>Default sign-in method:</b> Microsoft Authenticator - notification
Microsoft Authenticator
Done

- 10) Success, you have set up your security information.
- 11) Click Done to continue signing in.
- 12) On your computer: Follow the on-screen instructions for setting up a secondary method if your default method fails.

# How to check if Authenticator App and phone are registered for two-step verification

- 1) From your computer, go to <u>aka.ms/mfasetup</u>.
- 2) Enter your work credentials. Fairview and University of Minnesota/University of Minnesota Physicians primary account users enter your Fairview ID followed by @fairview.org. HealthEast primary account users, enter your HealthEast ID (what you use to log into your computer) followed by @healtheast.org. (e.g. h12345@healtheast.org)
- 3) This will take you to the Fairview log on screen.
- 4) Enter your work credentials (User ID and Password). This will take you to the Security Info screen, similar to the one shown.
- 5) You can make changes, or updates to your information here.

