

Multi Factor Authentication – MFA

Quick Reference Guide

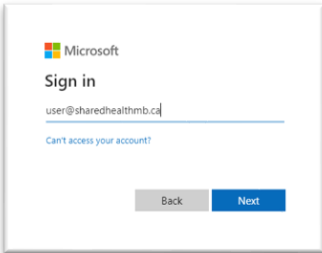
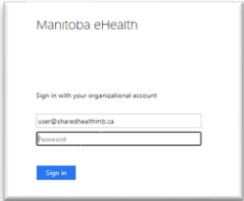
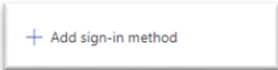
MFA Enrollment Setup

Before beginning the MFA enrollment, download the Microsoft Authenticator App on your mobile device.

Go to **Apple App Store** or **Google Play** on your smart device and download the **Microsoft Authenticator App**.



Do not open the App, instructions below will guide you through the installation process

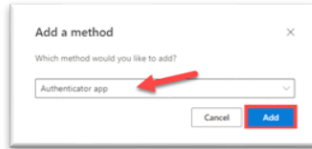
MFA Enrollment	
<p>1. Security Setup Workstation (PC/Laptop)</p>	<ul style="list-style-type: none"> • Open a web browsers on your workstation and go to https://aka.ms/setupsecurityinfo • Enter your Shared Health username/email address <i>(username/email address provided to login to the SWIM application)</i>  <ul style="list-style-type: none"> • Enter your Shared Health Password • Click Sign in 
<p>2. Setup Sign-in Workstation (PC/Laptop)</p>	<ul style="list-style-type: none"> • Select Security Info (from the left-hand navigation pane) • click + Add sign-in method 

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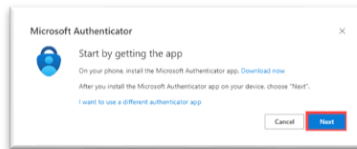
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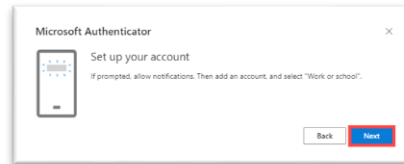
- Choose **Authenticator App** from the dropdown list and click **Add**



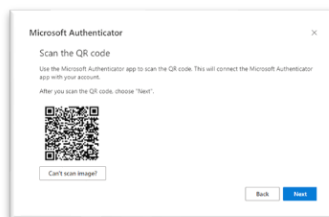
- On the **Microsoft Authenticator pop-up**, confirm you have downloaded the App on your Smart Device, click **Next**
To download the App on your Smart Device, go to **Apple App Store** or **Google Play** and download the **Microsoft Authenticator App**



- On your smart device,
 - Open the **Microsoft Authenticator App**
 - If prompted, **allow notifications**
 - Click **Add an account** and select "Work or school"



- On your workstation pop-up, click **Next**
- A QR Code will be displayed on your computer



3. Open Microsoft Authenticator Application (Smart Device)

First time Application Users

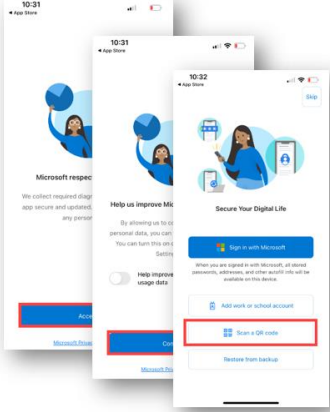
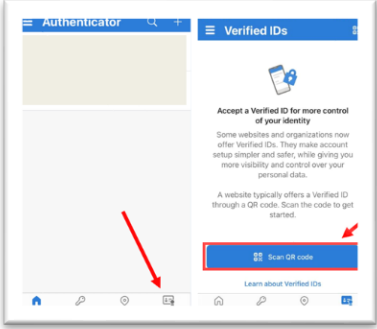


- On your smart device:
- Accept** Microsoft Privacy Terms

Existing Application Users:

- On your smart device:
- Click **Verified IDs**

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	<ul style="list-style-type: none"> Click Continue on the Help us Improve Microsoft Authenticator Click Scan a QR code  <ul style="list-style-type: none"> Click Scan a QR Code  <ul style="list-style-type: none"> Scan QR Code displayed on your workstation (Step 3) <i>Authenticator App will approve</i>
<p>4. Complete Setup Workstation (PC/Laptop)</p>	<ul style="list-style-type: none"> On your workstation click, Next Microsoft Authenticator will display a number which is used to complete MFA <i>(Note: the number will be different for everyone)</i> 
<p>5. Complete Authentication Mobile Device (Smart Phone)</p>	<ul style="list-style-type: none"> Enter number given on workstation in step 4 and click Yes 
<p>6. End Setup Workstation (PC/Laptop)</p>	<ul style="list-style-type: none"> If step 5 was successful, you will see an approval notification Click Next to end the MFA setup 