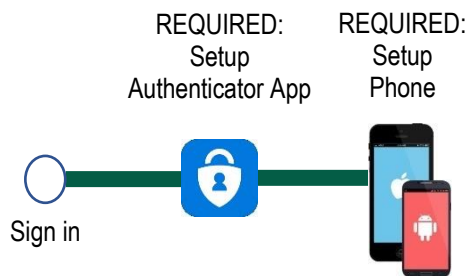




## Microsoft Azure MFA and Self-Service Password Reset Enrollment

Welcome to the steps to enroll in both Microsoft Azure Multi Factor Authentication (Azure MFA) and Self Service Password Reset (SSPR). The 10 minute process is completed in the following stages:

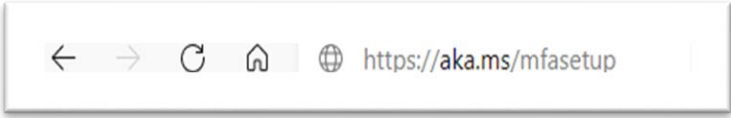




For those without a mobile device, [please access these alternate instructions](#)

For assistance completing this process, contact the help desk at 833-764-2156.

## Sign in

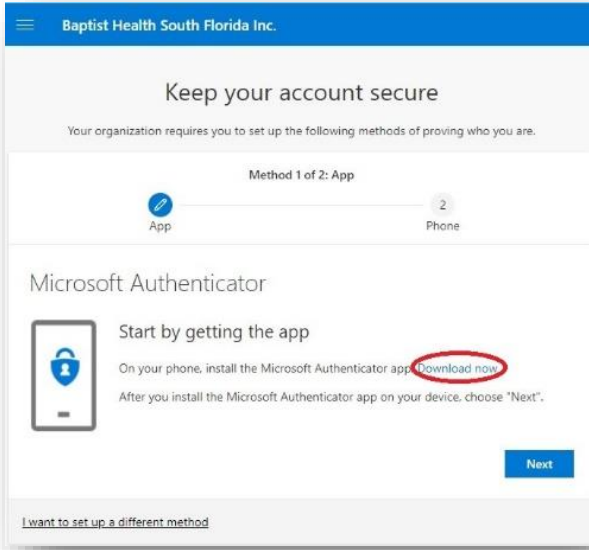
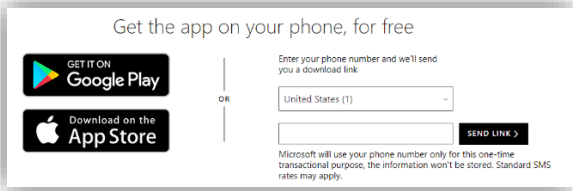

For the best experience, follow these steps using a computer.

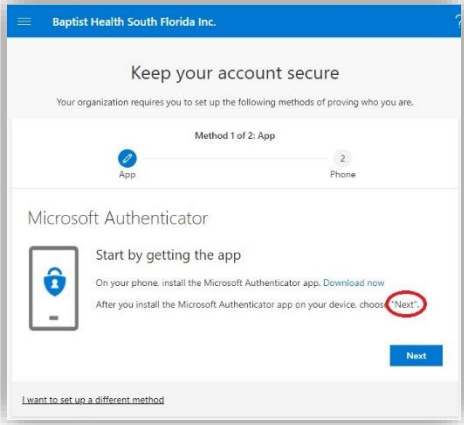
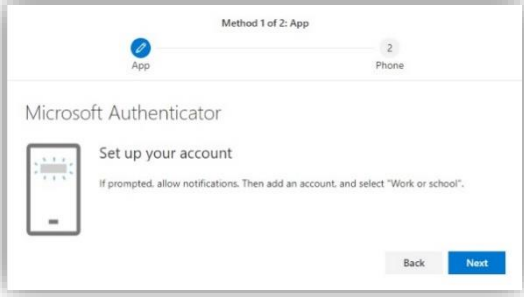


Instructions	Description
1. Open a browser and type <a href="https://aka.ms/mfasetup">https://aka.ms/mfasetup</a>	 A screenshot of a web browser's address bar. It shows navigation icons (back, forward, refresh, home, globe) and the URL <a href="https://aka.ms/mfasetup">https://aka.ms/mfasetup</a> .
2. When prompted, sign in with your username in the form of <a href="mailto:username@baptisthealth.net">username@baptisthealth.net</a>	 A screenshot of the Microsoft sign-in page. The Microsoft logo is at the top left. Below it, the email address <a href="mailto:username@baptisthealth.net">username@baptisthealth.net</a> is displayed. The main heading is "Enter password". There is a password input field with a masked password (dots). Below the field are links for "Forgot my password" and "Sign in with another account". A blue "Sign in" button is at the bottom right.
3. On this prompt, click <b>Next</b>	 A screenshot of a Microsoft prompt titled "More information required". The Microsoft logo is at the top left. Below it, the email address <a href="mailto:username@baptisthealth.net">username@baptisthealth.net</a> is displayed. The heading is "More information required". The text below says "Your organization needs more information to keep your account secure". There is a link "Use a different account". A blue "Next" button is at the bottom right.

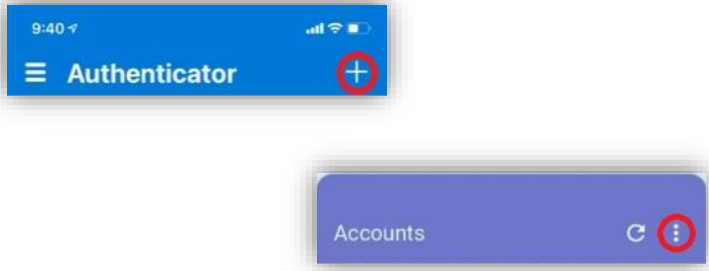
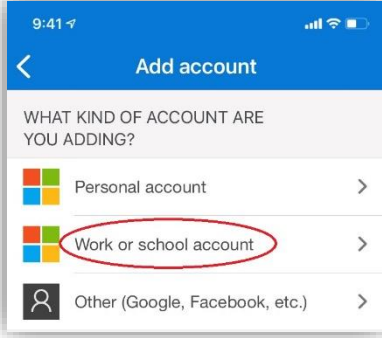
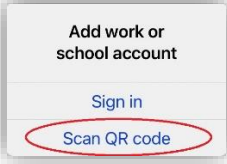
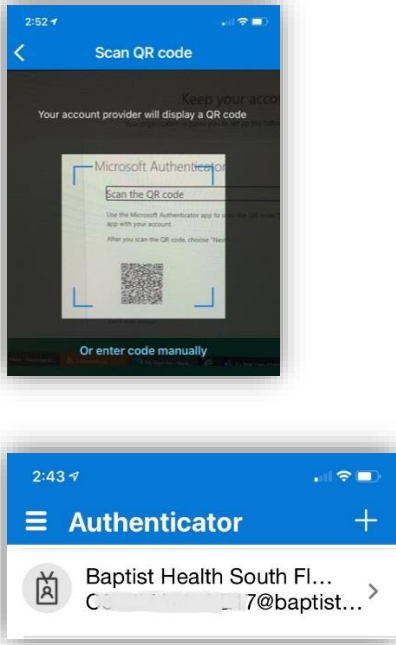
## Setup Authenticator App

The first step is to download the application Microsoft Authenticator onto your mobile device to receive confirmation messages.

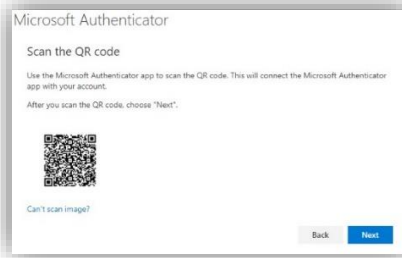
**NOTE:** if you have the Microsoft Authenticator App on your mobile device, skip to step 7

Instructions	Description
<p>4. Click <b>Download Now</b> to send a link to your phone for the Microsoft Authenticator App</p>	
<p>5. Enter the phone number of your mobile device to directly link to the Microsoft Authenticator App on your device's applications store.</p>	
<p>6. <i>On your mobile device</i>, install the Microsoft Authenticator App from the Apple App Store or the Google Store depending on your mobile device type.</p>	

Instructions	Description
<p>7. After you <a href="#">install the Microsoft Authenticator App</a> on your mobile device, <i>from your computer</i> click <b>Next</b></p>	
<p>8. On the <i>Set up your account</i> prompt, click <b>Next</b></p>	
<p>9. Keep this screen visible on your computer</p> <p>Complete the next step on your mobile device</p>	
<p>10. On your mobile device, open the Microsoft Authenticator App</p>	

<p>11. On your mobile device in the Microsoft Authenticator App, Click + (plus) sign in upper corner</p> <p><b>NOTE:</b> If you have an Android device, click the ellipsis (three vertical dots)</p>	
<p>12. On your mobile device in the Microsoft Authenticator App, select <b>Work or School Account</b> then click <b>Scan QR Code</b></p>	
<p>13. If prompted, click <b>Scan QR Code</b></p> <p>(Do not click Sign in)</p>	
<p>14. Raise your mobile device so you see the QR code on your computer screen in the Microsoft Authenticator App blue frame</p> <p>You will see a new entry in the Microsoft Authenticator App.</p>	

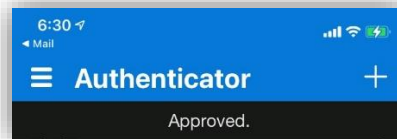
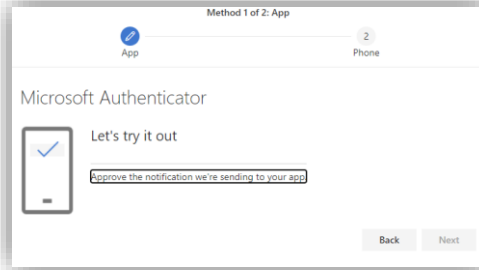
15. *On your computer* click **Next**



16. The computer will send a test message to the Microsoft Authenticator App on your mobile device

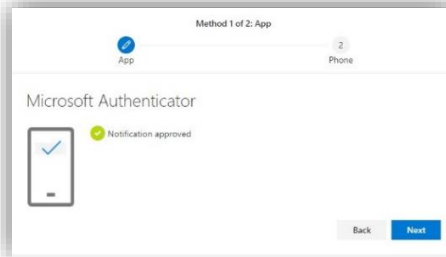
click **Approve** on your mobile device in the Microsoft Authenticator App

You may see a confirmation:



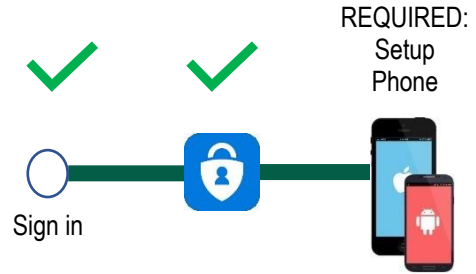
17. *On your computer*, the Notification Approved message confirms you have setup the Microsoft Authenticator App

Click **Next**



## Setup Phone Call

You are almost complete! Now to setup the phone call.



<p>18. Enter your phone number (only numbers needed)</p> <p>19. Click <b>Next</b></p> <p><b>NOTE:</b> The phone number must be a direct number without an extension.</p>	<p>The screenshot shows the 'Method 2 of 2: Phone' setup screen. It has a progress bar with 'App' (checked) and 'Phone' (unchecked). The main heading is 'Phone'. Below it, it says 'You can prove who you are by answering a call on your phone.' There is a text input field for 'What phone number would you like to use?' with a dropdown menu set to 'United States (+1)' and the number '1112223333'. There is a radio button for 'Call me' which is selected. At the bottom right is a blue 'Next' button.</p>
<p>20. On your mobile device, press #</p>	<p>When your phone rings, listen to the instructions and <b>press the pound key</b></p>
<p>21. The Success screen confirms you setup the phone authentication method</p> <p>Click <b>Next</b></p>	<p>The screenshot shows the 'Method 2 of 2: Phone' success screen. It has a progress bar with 'App' (checked) and 'Phone' (checked). The main heading is 'Phone'. Below it, it says 'Call answered. Your phone was registered successfully.' At the bottom right is a blue 'Next' button.</p>



Congratulations! You are fully enrolled.

You can now close this document.