



Registering MFA for Microsoft Authenticator

In order to provide the best security for Microsoft Office and single-sign on products in the organization, we are requiring MFA (multi-factor authentication) using the Microsoft Authenticator. This is an industry standard application and is compatible with IOS and Android devices.

Getting Started

1. Please download the Microsoft Authenticator from the IOS or Android App Store
2. Open the app, and go to settings (3 bars on the left side)
3. Make sure to enable App Lock



Adding MS Authenticator to your account

1. Sign into <https://aka.ms/mfasetup> (please do this from a computer browser and not your phone as you will need your phone for a QR code later)
2. You may be prompted with the following screen, if so, just click next to proceed.



Children's Hospital of The King's Daughters
hutch.test@chkd.org

Let's keep your account secure

We'll help you set up another way to verify it's you.

[Use a different account](#)

[Learn more about verifying your identity](#)

[Next](#)

3. At the Security Info account screen, click Add sign-in method

My Sign-Ins | Security Info | Micro

https://mysignins.microsoft.com/security-info

Children's Hospital of The King's Daughters | My Sign-Ins

Justin Hutcheson Test
hutch.test@chkd.org

My Account

- Overview
- Security info
- Devices
- Change Password
- Organizations

Security info

These are the methods you use to sign into your account or reset your password.

[+ Add sign-in method](#)

Password	Last updated: 2 minutes ago	Change
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Lost device? [Sign out everywhere](#)

4. You should be presented with 2 choices. **We highly recommend using Microsoft Authenticator as phone MFA using SMS will soon be deprecated.**

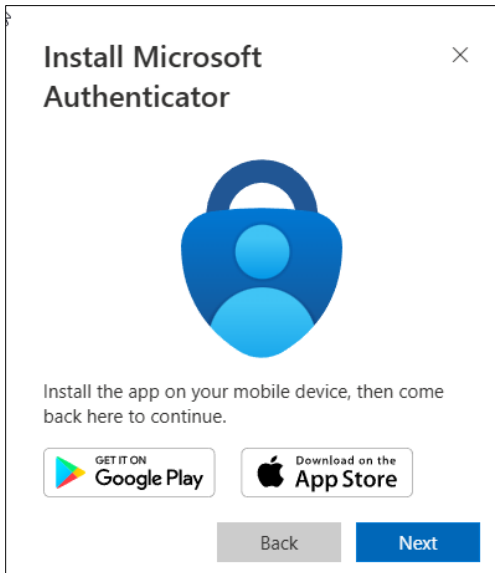
Add a sign-in method

- Microsoft Authenticator**
Approve sign-in requests or use one-time codes
- Phone
Get a call or text to sign in with a code

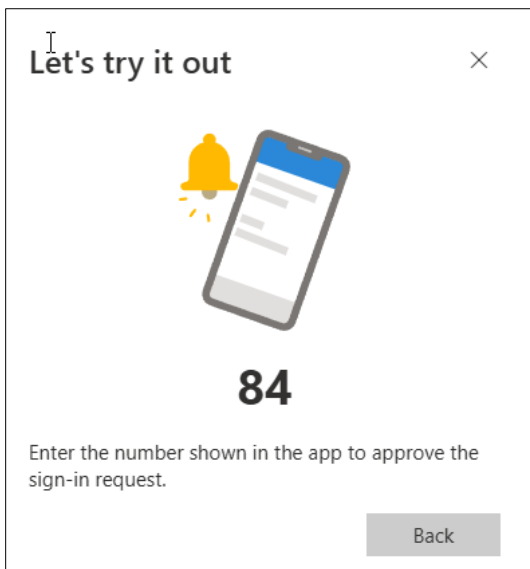
Learn more about each method [to help you choose.](#)



5. You should receive a prompt to Install Microsoft Authenticator. This should have already been completed as part of the Getting Started section.

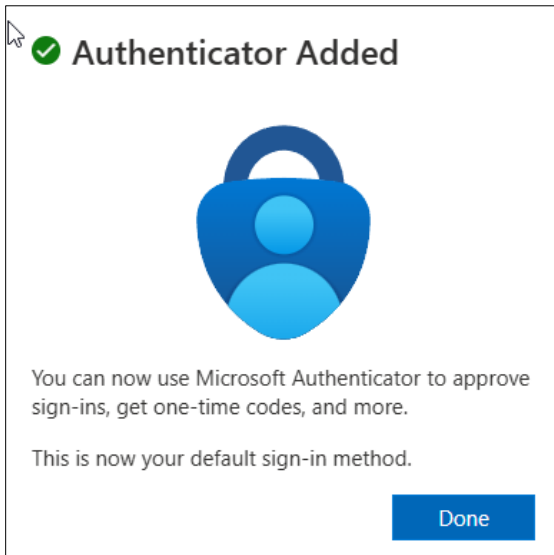


6. After clicking next, you will be presented with a QR code – open your MS authenticator app, click the plus sign (+) and add a **Work or school account**
7. Use your camera to capture the QR code.
8. You will be asked to verify a 2 digit number on your MS Authenticator.



Note: This is called number matching and is always required in addition to password or FaceID/fingerprint.

9. Once the number is verified, the MS Authenticator should now be installed.



Using the MS Authenticator

1. When using applications outside of the network (ex. Outlook, Office, Teams), you may be prompted to verify using your MS Authenticator.
2. You should receive a notification on your phone which will open the MS Authenticator application and provide a 2 digit number similar to what you saw earlier.
3. Using this 2 digit number + your password (or FaceID/Fingerprint in the future) will now allow you access to your applications.