### **Microsoft Authenticator Setup**

Instructions on how to enroll in Microsoft Authenticator App

#### Step 1:

*Download the Microsoft Authenticator application from either the Apple App Store or Google Play Store.* 

#### App Store





#### Step 2:

*Open a web browser on your computer and go to the following website:* <u>https://aka.ms/mfasetup</u>



#### Play Store

#### Step 3:

Log in using your NCHS email address and password

Microsoft		
Sign in		
john.doe@nicklaush	ealth.org	
No account? Create on	el	
Can't access your acco	ount?	
	Back	Next

# **Step 4:** After logging in the following screen will appear. Click "Next".

## More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more



#### Step 5:

You will be taken to the below screen to begin setup of the authenticator app. You will be instructed to download the Microsoft Authenticator app (which you've already done). Click "Next" again.

#### Computer:

Western Aller System		?
	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         Oyour phone, install the Microsoft Authenticator app. Download now         Atter you install the Microsoft Authenticator app on your device, choose "Next".         I want to use a different authenticator app	
	Lwant to set up a different method	
Keep you	r account secure	
Microsoft Authenticator	s. Then add an account, and select "Work or school".	
	Back Next	

Open the app on your mobile phone and select "Add account". (If you already have the application you will need to press the + on the top right)

#### Phone:

I want to set up a different method



#### Step 6:

Follow the instructions in your browser. It will instruct you on the actions to take on your phone. Select "Work or school account" on your phone. After that choose "Scan QR Code".



#### Step 7:

Use the Microsoft Authenticator app on your phone to scan the QR code shown on the computer screen. When account is added to the app, click "Next".

#### Computer:

Keep your account secure
Your organization requires you to set up the following methods of proving who you are.
Microsoft Authenticator
Scan the QR code
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

#### Step 8:

Next you will receive a notification on your phone to approve sign-in. Select "Approve". Click "Next" on the computer when you see the below message.

#### Computer:

Keep your account secu	ıre
Your organization requires you to set up the following methods o	of proving who you are.
Microsoft Authenticator	
Notification approved	
	Back Next
l want to set up a different method	

#### Phone:

12:	19 al 🕈 🗉	
<		
Ċ	Nicklaus Childre Nicklaushealth.o	
Q.	Notifications enabled You can use this device to approve notifications to verify your sign-ins	
(15)	One-time password code 745 369	
R	Approve sign-in? > Nicklaus Children's Health System @Nicklaushealth.org	
	Deny Approve	

#### Step 9:

You will then receive a message stating your account has been added successfully.

#### Computer:

	Reep your account secure
	Your organization requires you to set up the following methods of proving who you are.
Succ	ess!
Great job Default s	e! You have successfully set up your security info. Choose "Done" to continue signing in.
Ô	Microsoft Authenticator
	Done

Additionally, you can add a phone number as a backup method of authentication. The code will be sent to your phone via text message.

#### Computer:

*Click "Add method:* 



How to log into Mycloud using Microsoft Authenticator on 07/26/2021

1. Log into the portal via mycloud.nicklaushealth.org



2. You will receive a notification on your phone. Open Microsoft Authenticator and click "Approve" then you will be logged into the portal.

