Set up MFA (Microsoft Authentication Method)

- **1.** Go to **myaccount.microsoft.com**
- **2.** On the Microsoft Sign in screen, enter your username.

Example (aabbc@ketteringhealth.org) and click the Next button.



3. On the Kettering Health Sign in screen, enter your username@ketteringhealt.org and password.

Jsername	aabso@ketteringhealth.org	
assword		

4. On the More information required and Keep your account secure screens, click the blue Next button



5. Next screen, it will prompt you to Download the Microsoft Authenticator App on your Phone. Click Next



6. Click **Next** on the setup screen.

account, and select "Work or school".
3

Now On Your Phone:

7. Download and install the Microsoft Authenticator app on your mobile device from the iPhone App Store or Google Play Store (for Android).



8. Open the **Microsoft Authenticator app** and press the **+ button** in the top right corner.

From the **Add work or school account** menu, select **Scan QR code** and use the camera to scan the code on the **Keep your account secure** screen.

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9. The screen will display a **number** and a notification will be sent to your phone. Click on the **notification**, then enter the **same number** shown on the screen and tap **Yes**.

This is how Microsoft Authenticator ensures you are the owner of the account you are trying to access.



10. On your computer, Click Done- You successfully installed MFA for Kettering Health Remote access.

