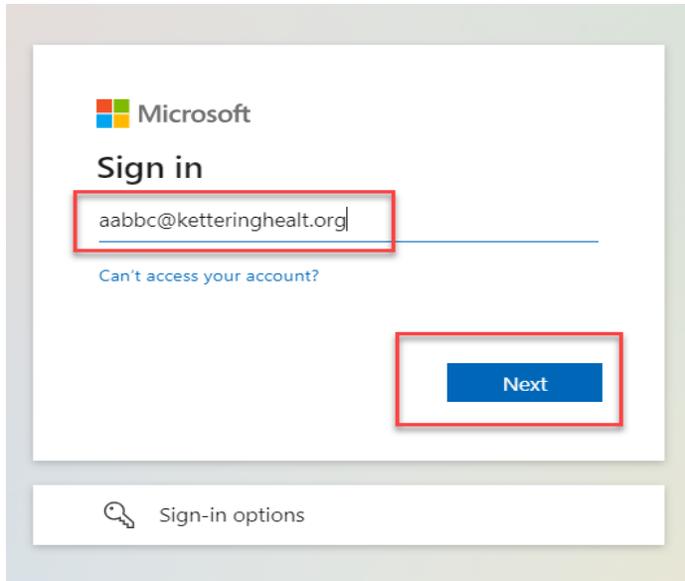


Set up MFA (Microsoft Authentication Method)

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.



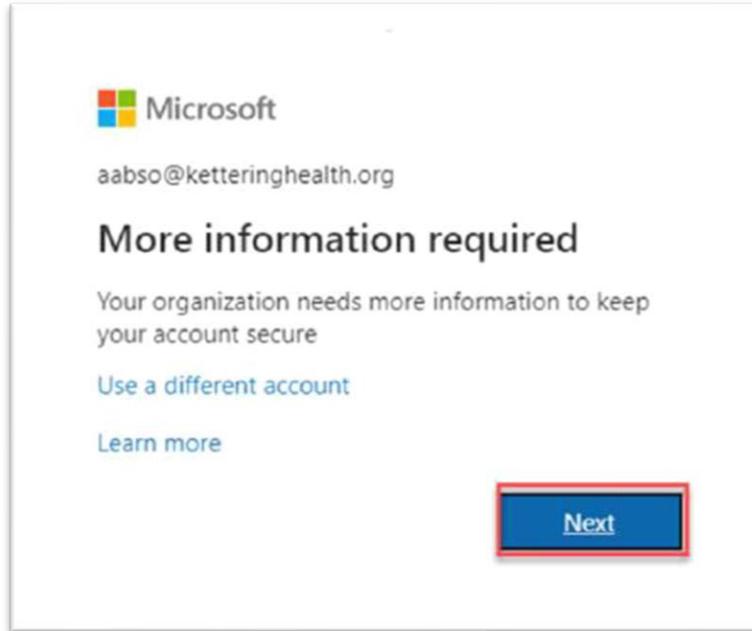
Microsoft
Sign in
aabbc@ketteringhealth.org
Can't access your account?
Next
Sign-in options

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



Sign in
https://federation.kettthealth.com
Username aabso@ketteringhealth.org
Password *****
Sign in Cancel

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.

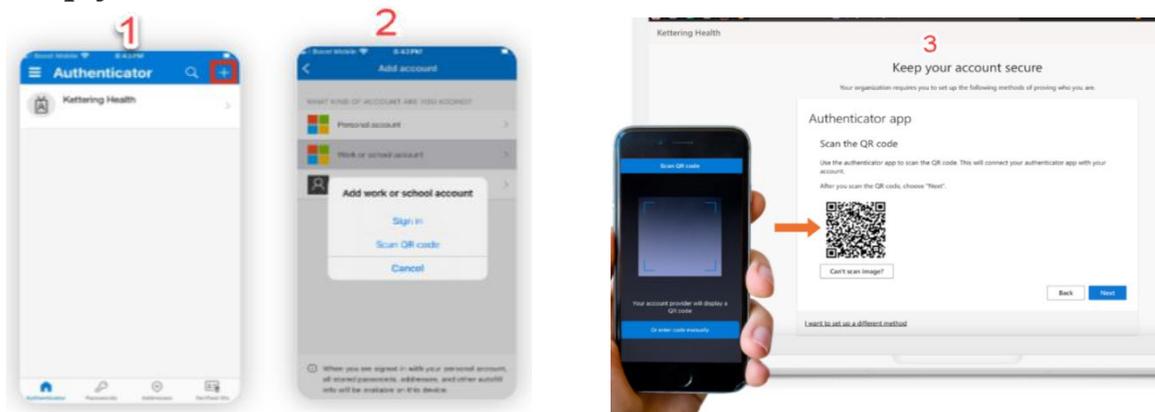


Now On Your Phone:

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

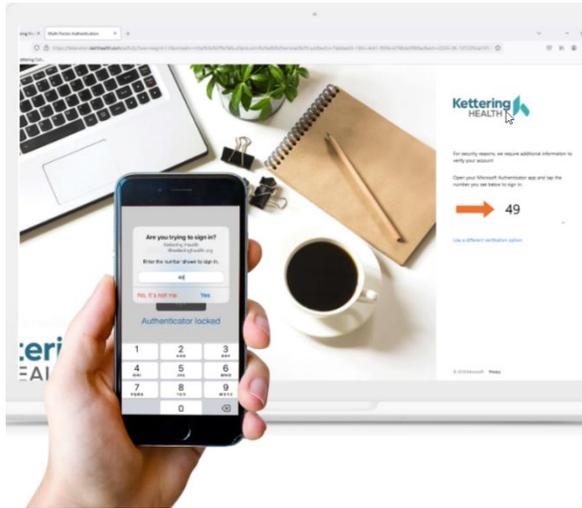


8. Open the **Microsoft Authenticator app** and press the **+ button** in the top right corner. From the **Add work or school account** menu, select **Scan QR code** and use the camera to scan the code on the **Keep your account secure** screen.



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.

