

# Microsoft MFA Registration

First time Registration  
(Onsite & Remote New Employees)



This module will walk you through registering your Microsoft Authenticator app on your smart phone.

*Please note you will need a second internet connected device (example: PC) to complete the registration process.*

# Step 1: Open Web Browser



On your computer (or another internet connected device other than your smart phone), open a new web browser window and go to the website: **[aka.ms/mfasetup](https://aka.ms/mfasetup)**



Google  
Chrome

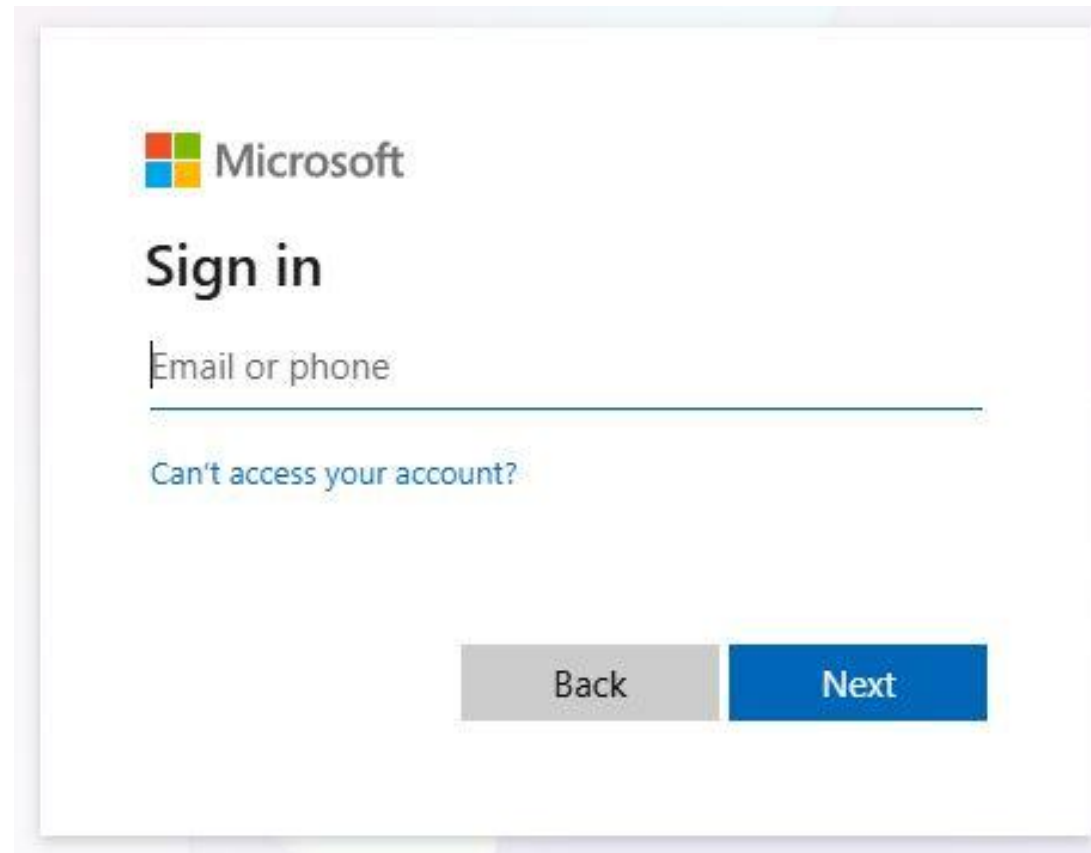


Microsoft  
Edge

## Step 2: Microsoft Sign In Page



Sign in with your **Kettering Network Email Address** or **Username@ketteringhealth.org** and click the **Blue Next**

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". Underneath is a text input field with the placeholder text "Email or phone". Below the input field is a link that says "Can't access your account?". At the bottom right are two buttons: a grey "Back" button and a blue "Next" button.

Microsoft

Sign in

Email or phone

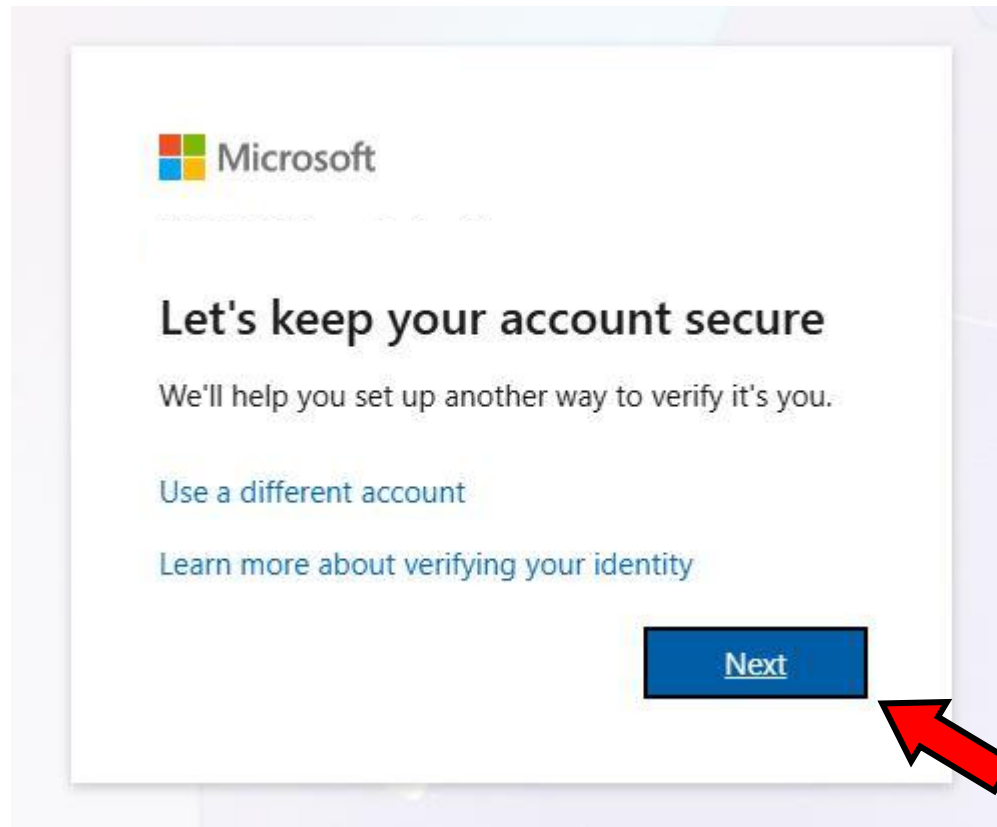
[Can't access your account?](#)

Back Next

## Step 3: More Information Required



On the next page that says, “Let’s keep your account secure”, Click the **Blue Next** button.



# Step 4: Organization Sign In Page



Enter your **Kettering Username** and **Network Password**. The system may autofill your email address in the first field. (This field will need to be deleted first before you enter your KHN Username)



Sign in with your Kettering Network ID

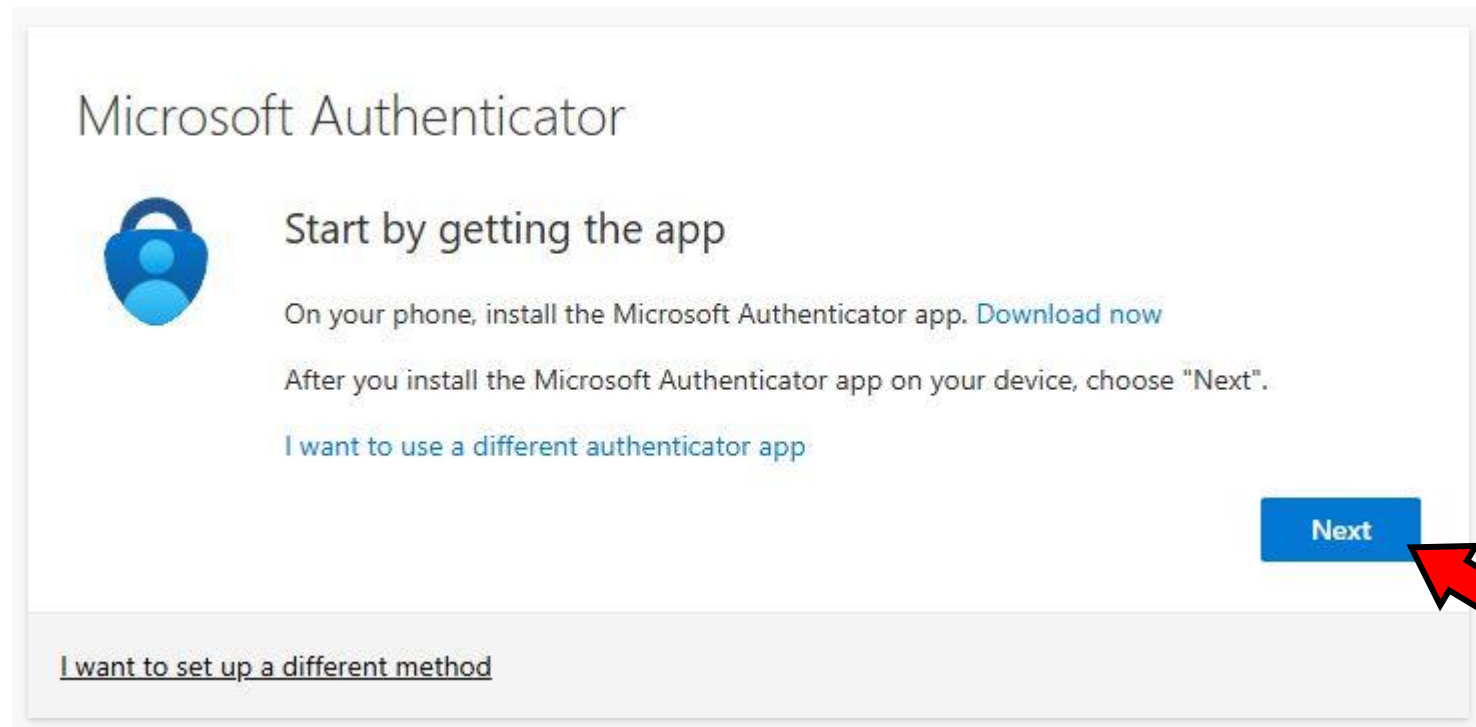
Sign in



## Step 5: Start By Getting The App



This screen will instruct you to **Download the Microsoft Authenticator App** on your smart phone then click **Next**.



## Step 6: Open App Store



On your phone open the app store (Apple App Store or Google Play Store) and search for **Microsoft Authenticator**.



App Store



Play Store



Microsoft  
Authenticator

## Step 7: Open Microsoft Authenticator App



On your phone find the Microsoft Authenticator App and open it.



Microsoft  
Authenticator

**Notes:** If the downloaded app is asking for a subscription or credit card information you have downloaded the wrong app. Please delete the incorrect download and repeat Step 6.



## Step 8: Add Account



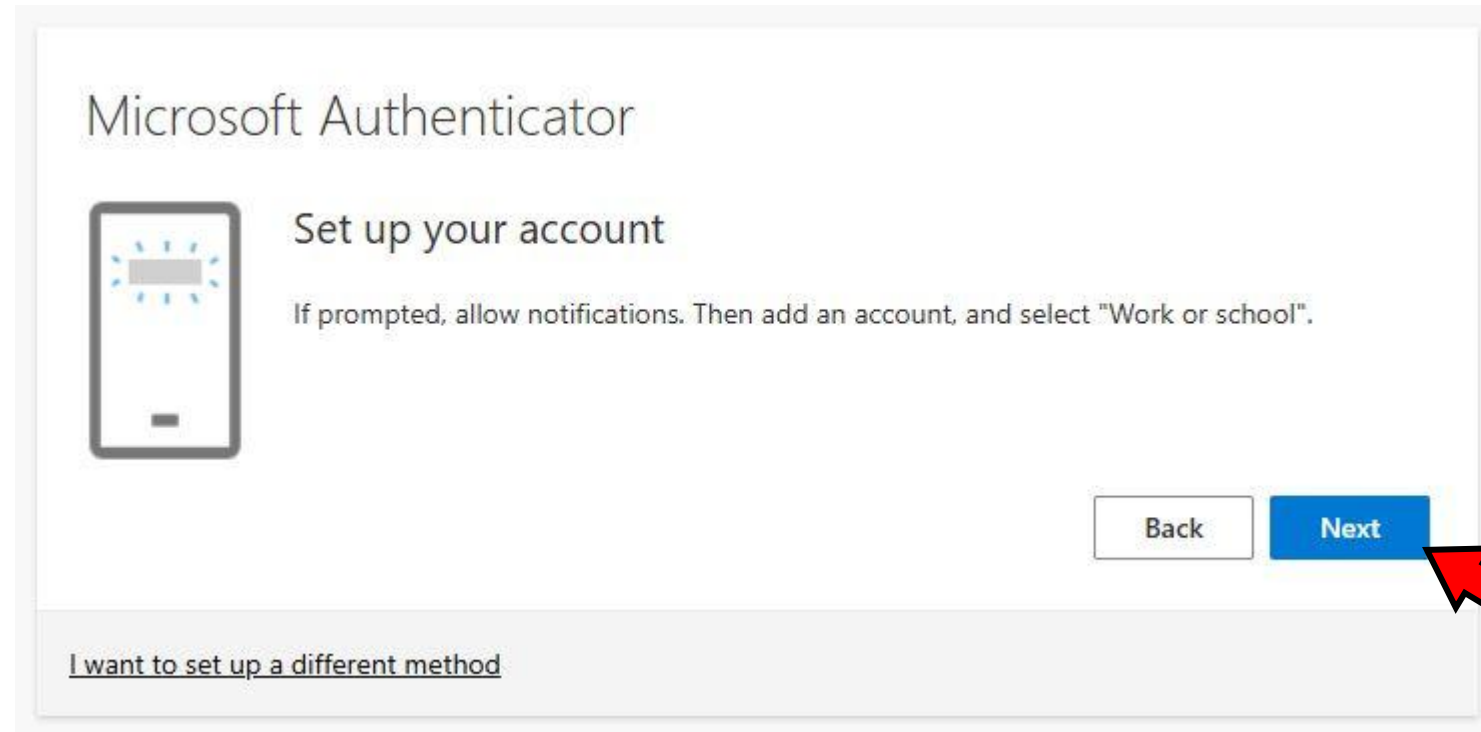
On your phone tap on the **White Plus Symbol** in the top right-hand corner of the screen.




## Step 9: Type of Account



On your Computer click on the **Blue Next** button.

A screenshot of the Microsoft Authenticator app's setup screen. The title "Microsoft Authenticator" is at the top. Below it is a smartphone icon with a blue light pattern. To the right of the icon, the text "Set up your account" is followed by instructions: "If prompted, allow notifications. Then add an account, and select 'Work or school'." At the bottom right, there are two buttons: "Back" and "Next". The "Next" button is blue and has a red arrow pointing to it. At the bottom left, there is a link that says "I want to set up a different method".

Microsoft Authenticator

 Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

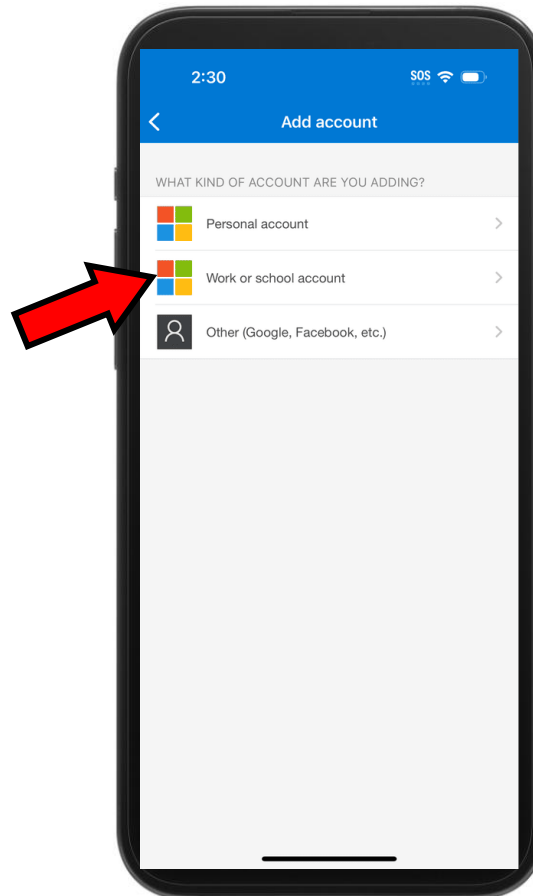
[Back](#) [Next](#)

[I want to set up a different method](#)

# Step 10: Add Work or School Account



On your phone tap on the **Work or School Account** option.



# Step 11: Display QR Code




On your Computer you will have a unique QR code displayed. Stay on this page until you scan the QR code with your phone.

### 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

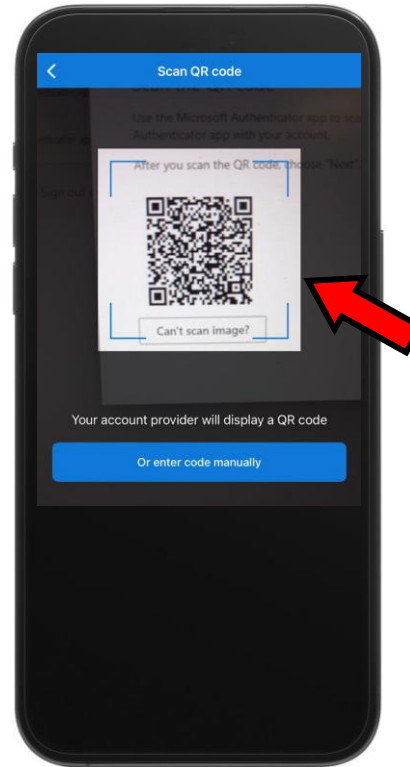
Next

[I want to set up a different method](#)

## Step 12: Scan QR Code



On your phone tap on the **Scan a QR code** option and point your phone at the QR code displayed on your computer screen.

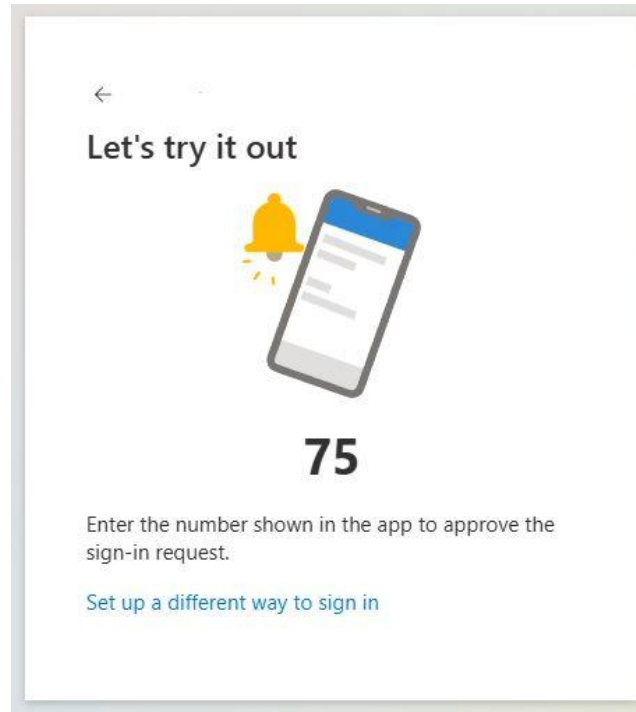


**Notes:** If you receive an error message at this point that says, you need to give permission to Microsoft Authenticator to use your camera, you will need to go into your App Settings and allow camera permissions under the Microsoft Authenticator options.

# Step 13: Test Notification



Once you scan the code with your phone you can press the Blue Next button. This will send a test notification to your phone. Just follow the onscreen prompt.

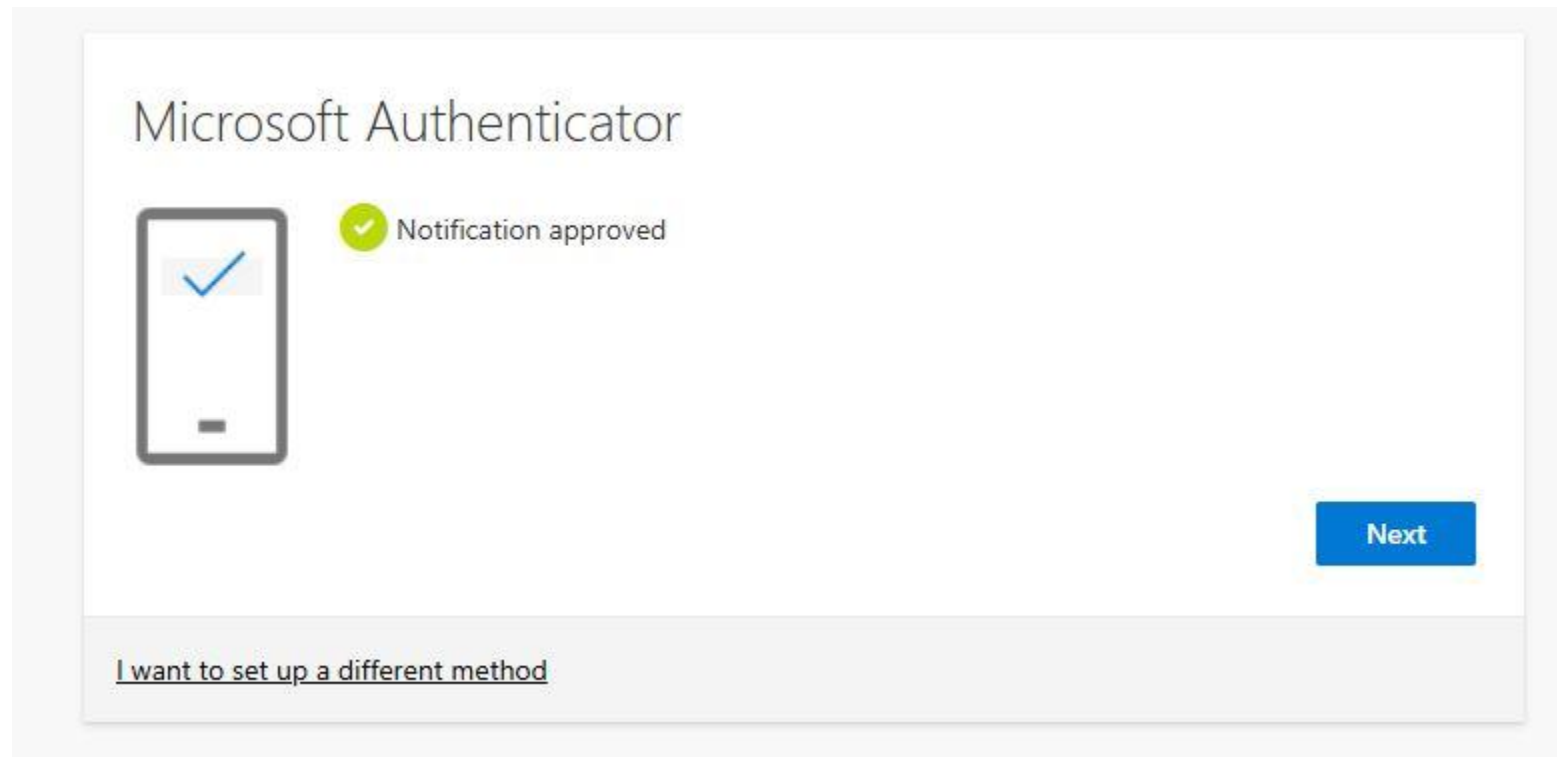


**Notes:** If you receive an error message at this point that says, you need to give allow push notifications, you will need to go into your App Settings and allow push notifications under the Microsoft Authenticator options.

# Step 14: Account Added Successfully



On your computer you will receive a screen that says Notification approved. At this time, you can close both the website on your computer and the Microsoft Authenticator on your phone.



## Step 15: Finish



Congratulations! Your Microsoft Authenticator has been registered. Your app will stay registered to this phone until you switch to a new phone, factory reset your current phone or delete the Microsoft Authenticator app.