Instructions to Setup Multifactor Authentication and prepopulate a single security method for Self-Service Password Reset.

NOTE: IF YOU DO NOT HAVE A SMARTPHONE, YOU WILL NOT BE ABLE TO ACCESS SERVICES SUCH AS EMAIL OR TEAMS OUTSIDE OF THE CORPORATE NETWORK. YOU WILL STILL NEED TO SETUP SELF-SERVICE PASSWORD RESET. SKIP DOWN TO SECTION "Instructions to prepopulate your password reset methods"

Instructions to setup MultiFactor Authentication (MFA):

From a web browser, navigate to https://trihealthcld-my.sharepoint.com/person.aspx

- 1. Login using your email address firstname lastname@trihealth.com
- 2. Click Next



3. (IF YOU ARE ON THE TRIHEALTH NETWORK, REGISTERING FOR MFA) You will see:

Login to the prompt with the firstname_lastname@trihealth.com along with your TriHealth password.

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(IF YOU ARE LOGGED IN OFF TRIHEALTH NETWORK TO REGISTER FOR MFA) You will see:

Login to the prompt with the firstname_lastname@trihealth.com along with your TriHealth password.



4. Click Next



- 5. Select the appropriate fields.
 - a. Mobile App will be our default.
 - b. Select Receive notifications for verification
 - c. Select Setup Button

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	Additional security verification Secure your account by adding phone verification to your password. View video to know how to secure your account	
	Step 1: How should we contact you?	
	How do you want to use the mobile app? Receive notifications for verification Use verification code	
	To use these verification methods, you must set up the Microsoft Authenticator app. Set up Mobile app has been configured.	
	Next	I
	©2021 Microsoft Legal Privacy	

- 6. You will be prompted to Configure your mobile device. Follow the on-screen instructions to install the Microsoft Authenticator for your device.
- **Google Android.** On your Android device, go to Google Play to <u>download and install the</u> <u>Microsoft Authenticator app</u>.
- **Apple iOS.** On your Apple iOS device, go to the App Store to <u>download and install the</u> <u>Microsoft Authenticator app</u>.



7. Follow the prompts on your mobile device.





IF YOU GET PROMPTED TO ALLOW NOTIFICATIONS CLICK ALLOW.

**Click Next on the Configure mobile app window.

Configure mobile app

Complete the following steps to configure your mobile app.

- 1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
- 2. In the app, add an account and choose "Work or school account".
- 3. Scan the image below.



If you are unable to scan the image, enter the following information in your app. Code: 171 459 773 Url: https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/736833265

If the app displays a six-digit code, choose "Next".



8. Click Next, Follow the instructions on your computer screen to be reached on your mobile device.

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	🗘 TriHealth		
	Additional security verification Secure your account by adding phone verification to your password. View video to know how to secure your account		
	Step 2: Let's make sure that we can reach you on your Mobile App device		
	Please respond to the notification on your device.		
	Next		
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** Select Approve



9. Verification is successful, Click Done

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	Secure your account by adding phone vernication to your password, view video to know how to secure your account		
	Step 2: Let's make sure that we can reach you on your Mobile App device		
	Verification successful. Taking you to the next step		
	Done		
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12. At this point you have successfully registered for MFA and can begin setting up your additional security methods for self-service password reset.

Instructions to pre-populate your password reset methods:

- 1. Login to <u>https://mysignins.microsoft.com/security-info</u> from your browser.
- 2. The following page will come up. Click on + Add method



1. In this example, **Phone** has been selected as the default authentication method.

Choose a different method ~ imes

Which method would you like to use?

Phone		\sim
	Cancel	Confirm

 Enter the 10-digit number for your mobile device to receive a text message or phone call. In this example **Text me a code** has been selected to receive an SMS message.
 Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)	5139999999
Text me a code	
Call me	
Message and data rates may apply. Choosing Next me and cookies statement.	ans that you agree to the Terms of service and Privacy
	Next

3. Click **Next** to send the code to your mobile device.

4. Enter in the code and click Next.

Method 1 of 2: Phone		
	2	
Phone	App	
Phone		
We just sent a 6 digit code to +		
Resend code		
	Back	Next

5. Verify the first registration method has completed and click **Next**.

Method 1 of	2: Phone	
	2	
Phone	Арр	
Phone		
SMS verified. Your phone was registered successfully	•	
	Nex	ct
	Skip se	<u>etup</u>

- 6. You will be presented with the same screen mentioned in **Step 5**.
- 7. Follow steps **5-6** to select a different method. **Note: Only select either of the highlighted options in the screenshot below:**



8. For this example, **Email** has been selected as the 2^{nd} authentication method.

Choose a different method		
Which metho	od would you lil	ke to use?
Email		\sim
	Cancel	Confirm

9. Enter your personal email address and click Next.

Email	
What email would you like to use?	
myemail@gmail.com	
	Next

10. Enter in the code sent to your personal email address and click Next.

Email	
We just sent a code to i	1
601475	
Resend code	
	_

11. Verify both authentication methods have been registered successfully and click **Done**.

Method 2 of 2: Done	
Fmail	Phone
Success!	
Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method: Phone - text	
Phone Phone	
Email	
	Done

12. You have successfully registered for **Self Service Password Resets** in Office 365!