

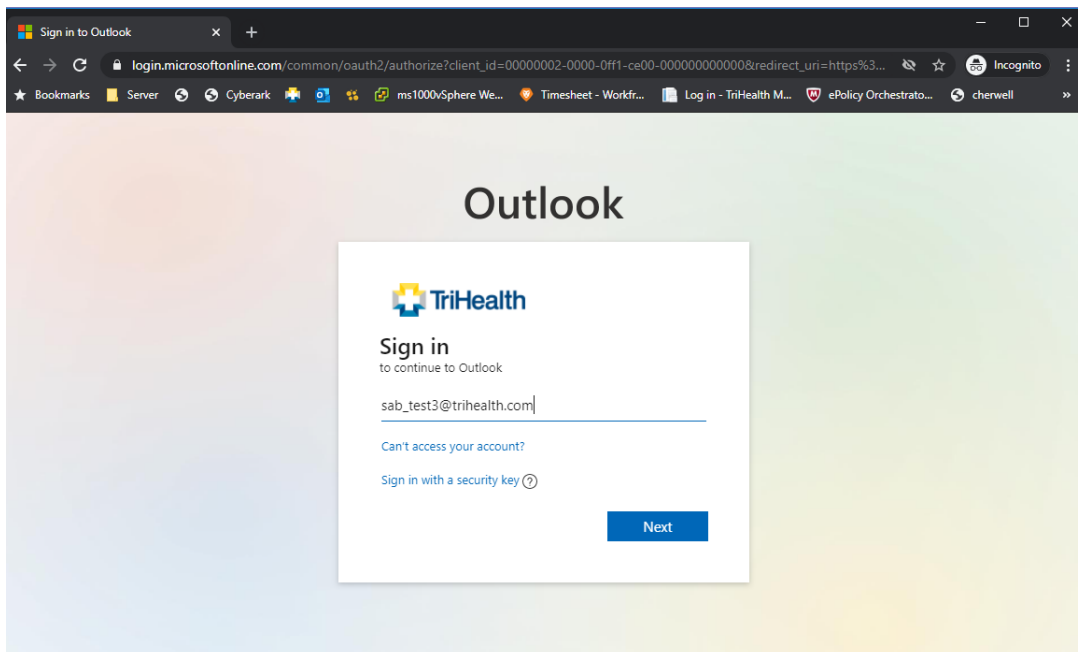
Instructions to Setup Multifactor Authentication and prepopulate a single security method for Self-Service Password Reset.

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 pre-populate your password reset methods"

Instructions to setup MultiFactor Authentication (MFA):

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

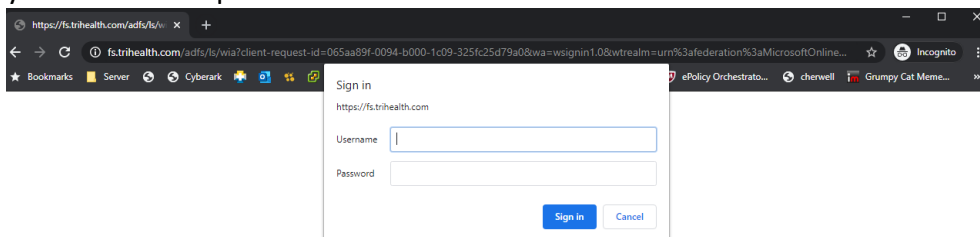
1. Login using your email address firstname_lastname@trihealth.com
2. Click Next



3. (IF YOU ARE ON THE TRIHEALTH NETWORK, REGISTERING FOR MFA)

You will see:

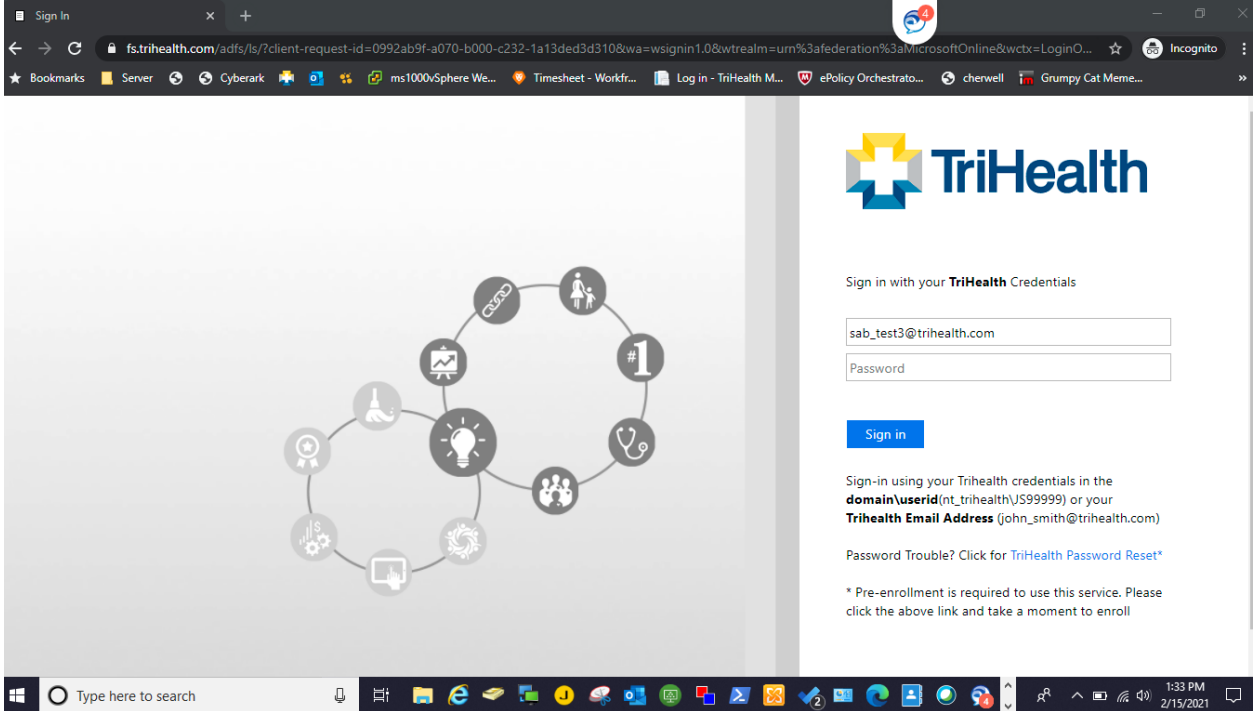
Login to the prompt with the firstname_lastname@trihealth.com along with your TriHealth password.



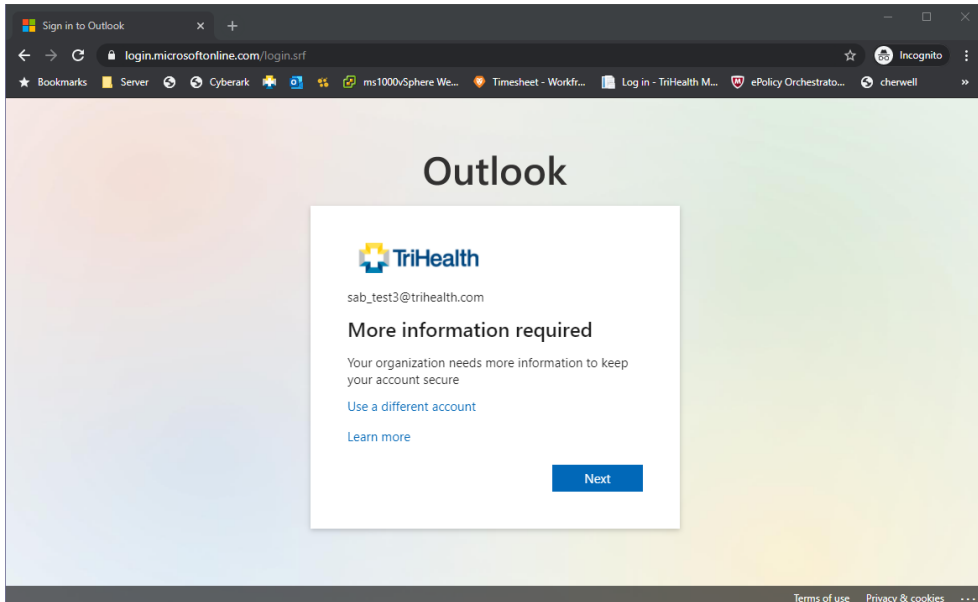
(IF YOU ARE LOGGED IN OFF TRIHEALTH NETWORK TO REGISTER FOR MFA)

You will see:

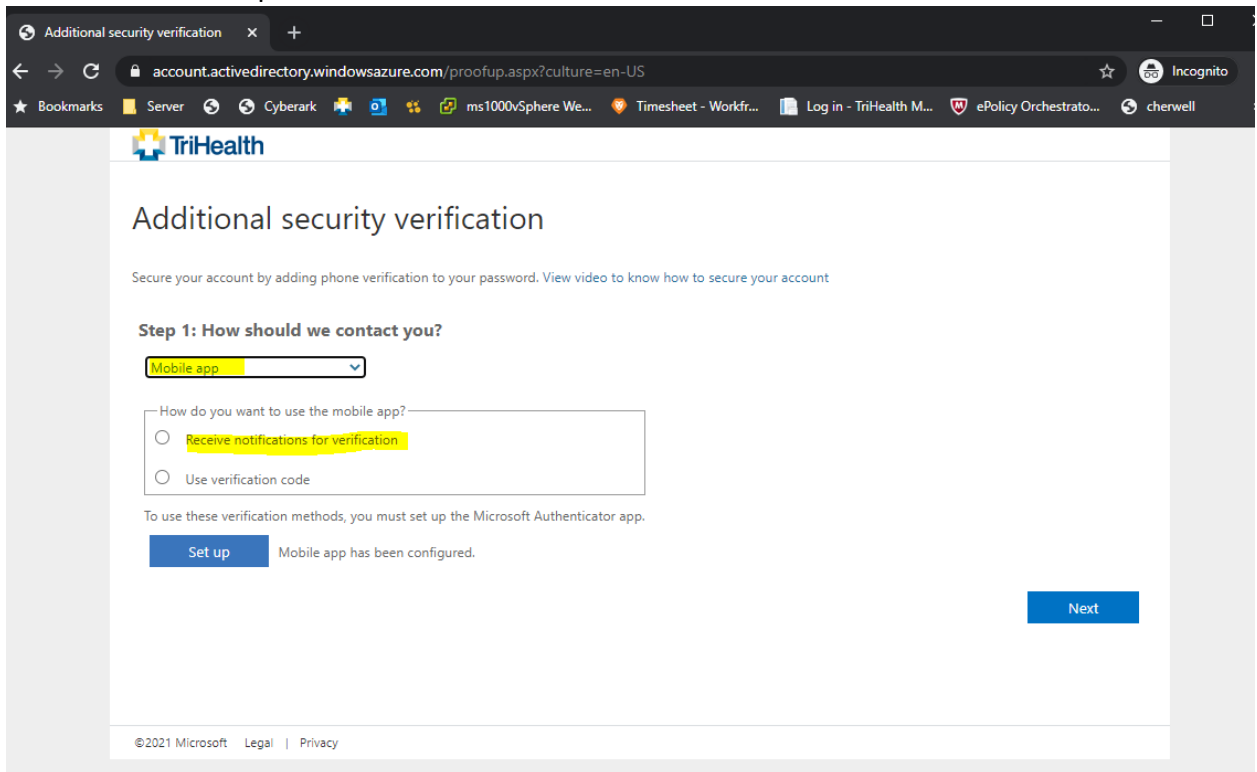
Login to the prompt with the firstname_lastname@trihealth.com along with your TriHealth password.



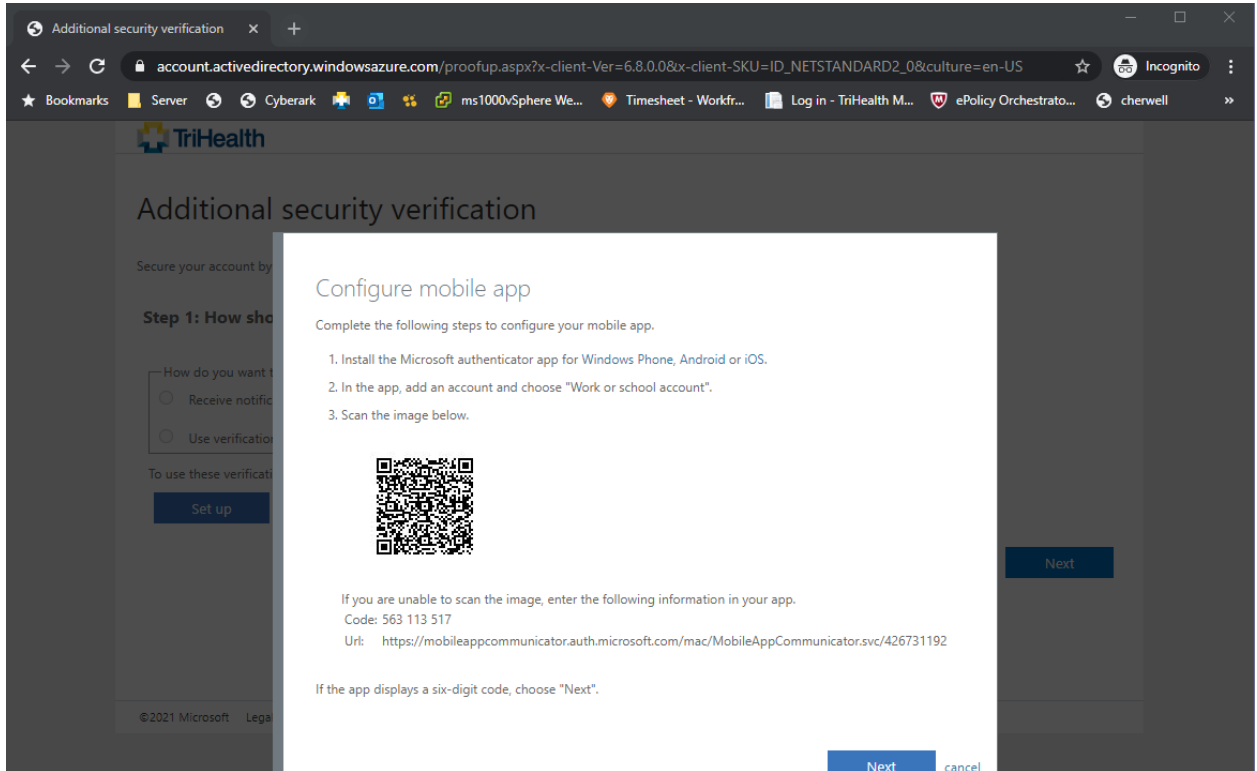
4. Click Next



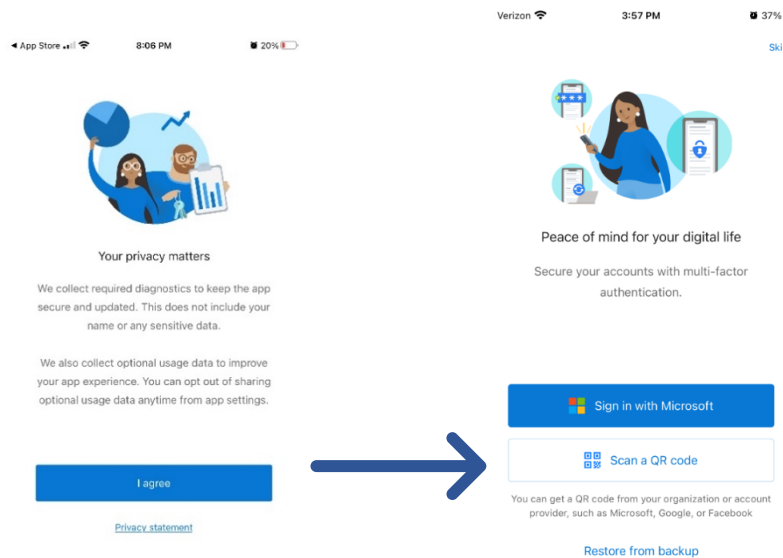
5. Select the appropriate fields.
 - a. Mobile App will be our default.
 - b. Select Receive notifications for verification
 - c. Select Setup Button



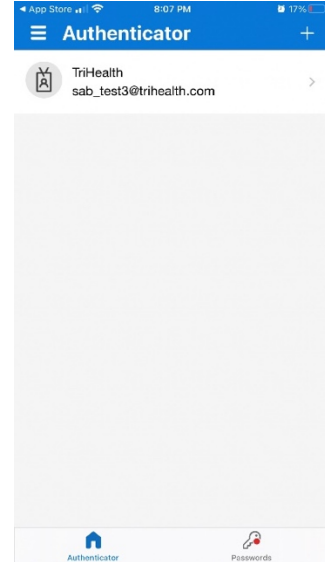
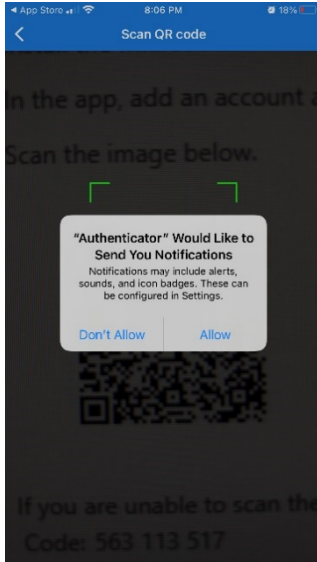
6. You will be prompted to Configure your mobile device. Follow the on-screen instructions to install the Microsoft Authenticator for your device.
 - **Google Android.** On your Android device, go to Google Play to [download and install the Microsoft Authenticator app](#).
 - **Apple iOS.** On your Apple iOS device, go to the App Store to [download and install the Microsoft Authenticator app](#).



7. Follow the prompts on your mobile device.



**** Select Scan a QR code**




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.

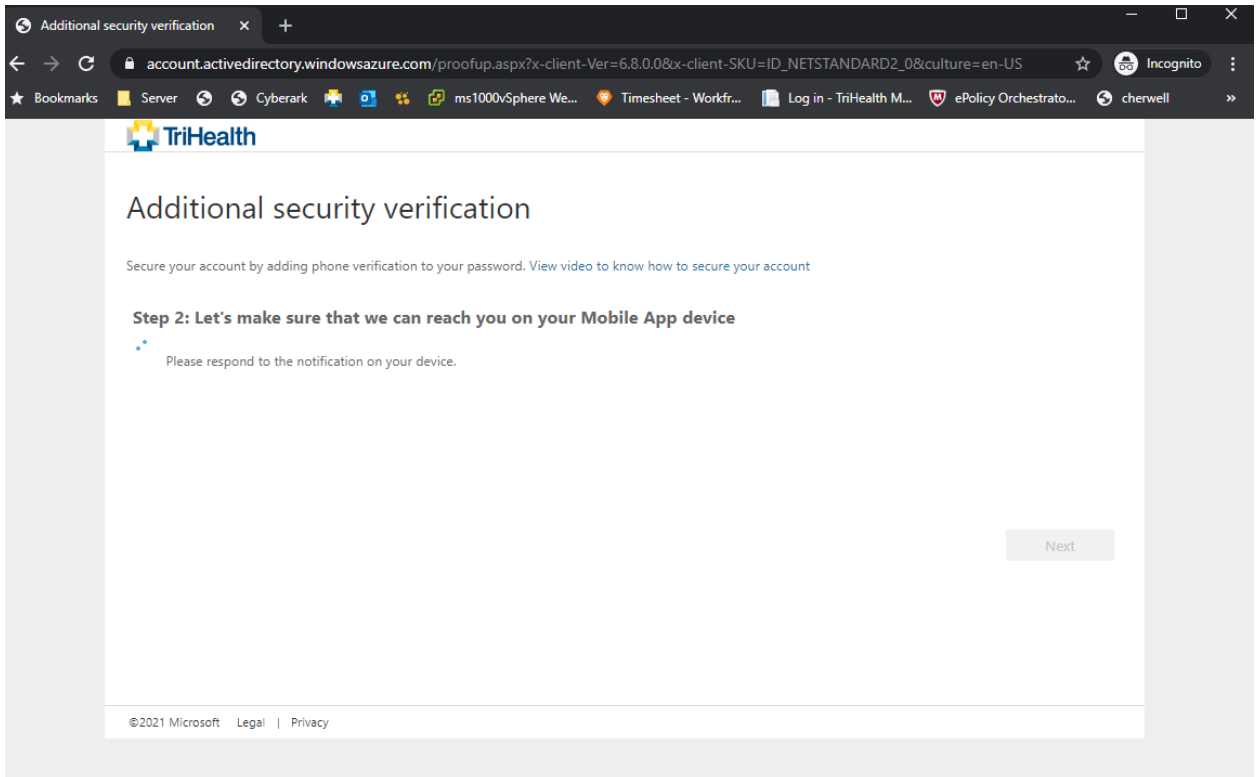
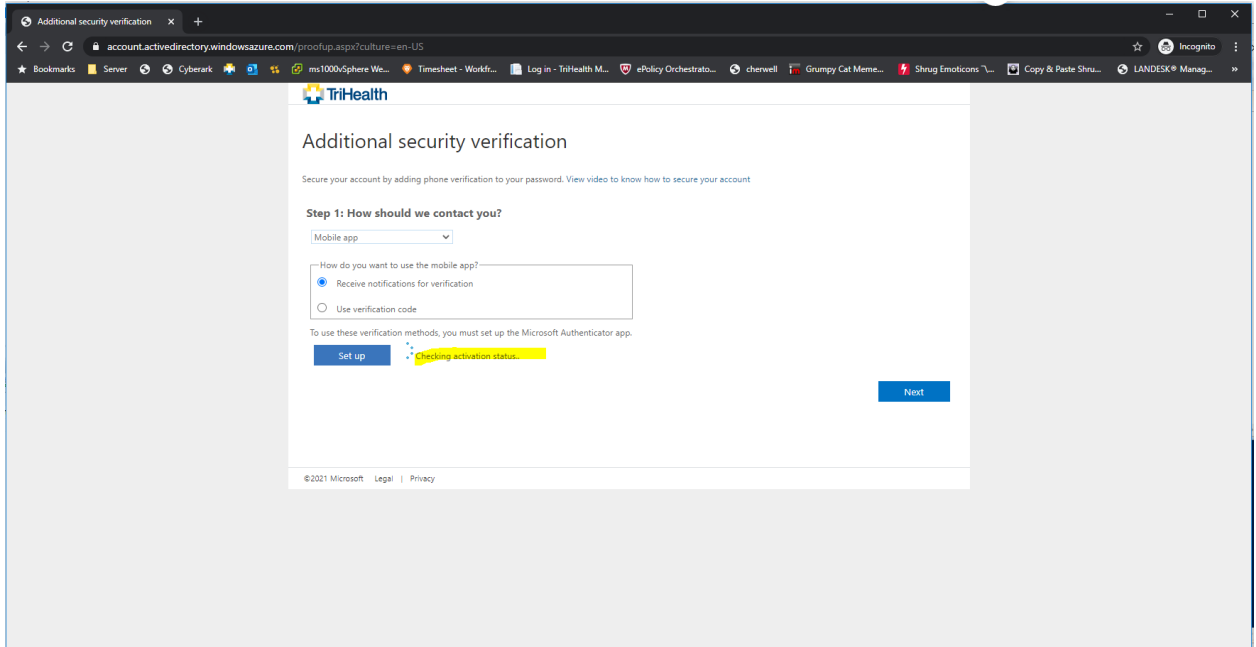
Code: 171 459 773

Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/736833265>

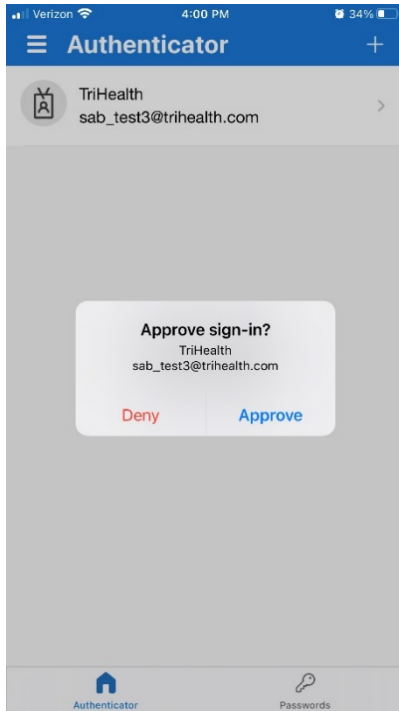
If the app displays a six-digit code, choose "Next".

Next cancel

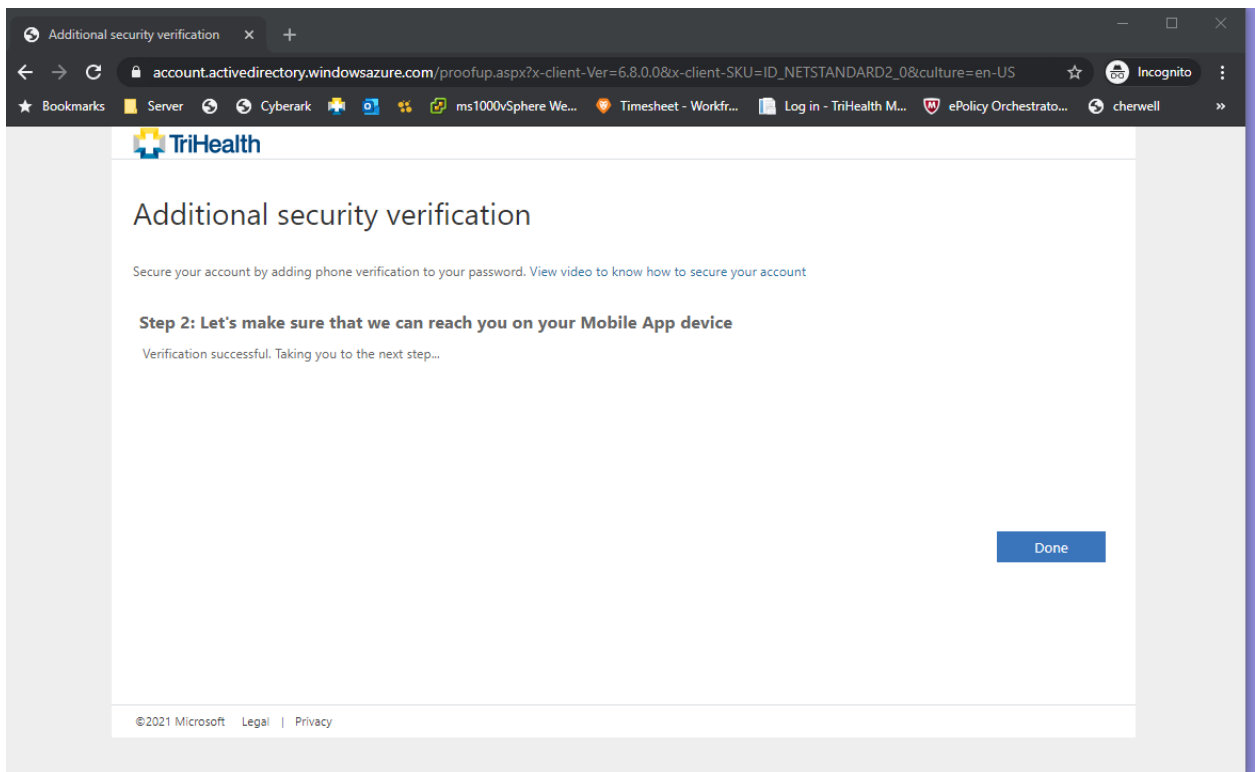
8. Click Next, Follow the instructions on your computer screen to be reached on your mobile device.



**** Select Approve**



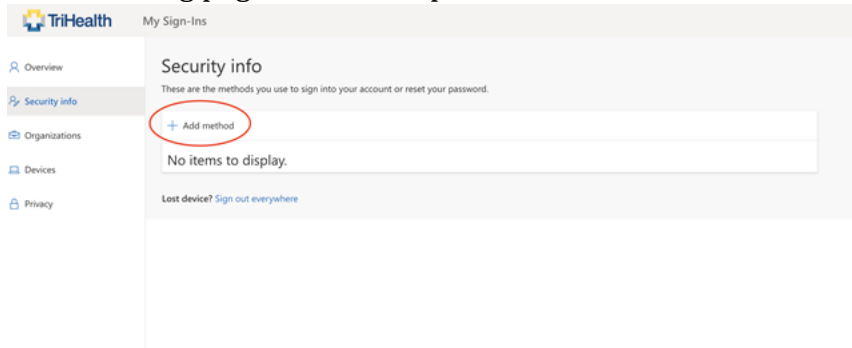
9. Verification is successful, Click Done



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 <https://mysignins.microsoft.com/security-info> 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 ×

Which method would you like to use?

2. 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?

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

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

4. Enter in the code and click **Next**.

Method 1 of 2: Phone

Phone 2 App

Phone

We just sent a 6 digit code to +[redacted] Enter the code below.

374489

Resend code

Back Next

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

Method 1 of 2: Phone

Phone 2 App

Phone

✓ SMS verified. Your phone was registered successfully.

Next

Skip setup

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:**

Choose a different method ×

Which method would you like to use?

Authenticator app

Email

Security questions

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

Choose a different method ×

Which method would you like to use?

Email ▾

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

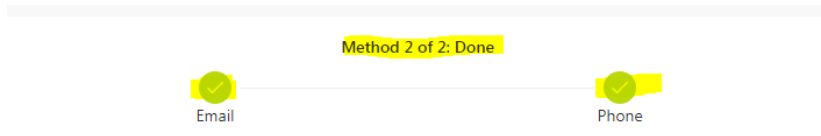
We just sent a code to [redacted]@gmail.com

601475

[Resend code](#)



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



Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method: Phone - text [redacted]

Phone [redacted]

Email [redacted]

Done

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