FMOLHS Multi-Factor Instructions

MICROSOFT AUTHENTICATOR MULTI-FACTOR AUTHENTICATION (MFA)

For the best results, utilize a chrome internet browser.

By enrolling in Microsoft Authenticator MFA, you will be able to utilize Self Service Password Reset (SSPR). This tool will allow you to reset your password or device without having to call the IS Support Center/Help Desk.

SAFEGUARDING OUR MINISTRY

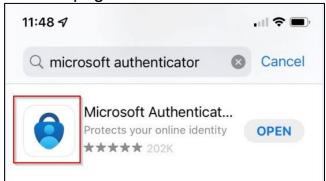
- Never share your password, with anyone!
- Never approve an MFA prompt if you didn't initiate it (An attacker could be trying to use your login).
- Never post sensitive information on social media. This includes pictures where screens are visible in the background.

Keep all assets safe by:

- Never leaving devices unattended such as laptops, in a car unattended.
- Being sure that information accessed at home is not viewed by family or friends.
- Use the *Report Phishing* button to report an email you think is suspicious Never click links in emails where you aren't familiar with the sender.

STEP 1 – ON PHONE

Download and install the Microsoft Authenticator App on your phone. You may already have the application installed if you are using it for another organization (i.e. school or bank). If so, refer to instructions on page 4.



Do not download the Authenticator App. It will ask you for to pay for a subscription. This is not the right application.

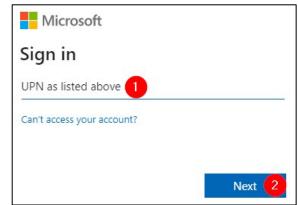


STEP 2 – ON COMPUTER

On your computer, go to

https://mysignins.microsoft.com/security-info and

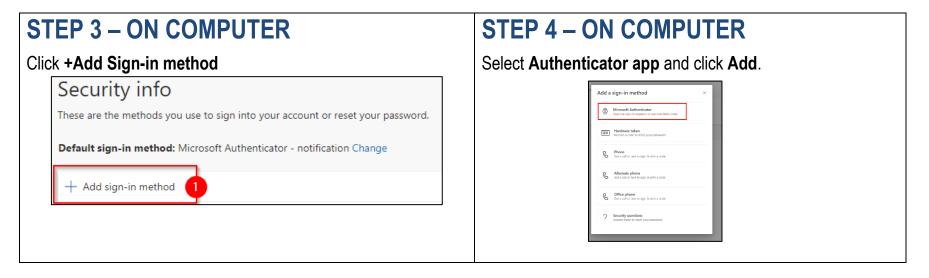
Login with your username/password. If you are already on the FMOLHS network, it will automatically sign you in.



ENROLL 2 METHODS

You will need to **Register 2 methods** for MFA. Register the Microsoft Authenticator Application on your phone and choose one from the choices provided.

After selecting your first method, you will have to click "+ Add sign-in method" again to add the second method.



The IS Support Center can be reached 24 hours a day, 7 days a week, by phone at (866) 532-4772 or online at http://issc.

STEP 5 – ON COMPUTER

You may get asked these two questions. Click Next on both. (If prompted you will need to allow notifications and camera use from this application)

Microsoft	Authenticator	\times	Microsoft	t Authenticator	\times	
	Start by getting the app On your phone, install the Microsoft Authenticator app. Download now			Set up your account If prompted, allow notifications. Then add an account, and select "Work or school".		
	After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app		L-J			
	Cancel			Back	t	

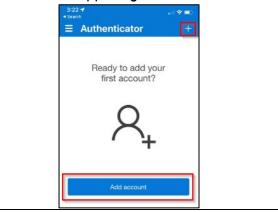


On your computer, the QR code will display.



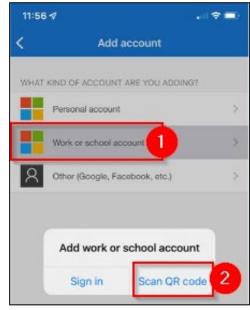
STEP 7 – ON PHONE

Open the Microsoft Authenticator on your phone and click Add Account or the + in the upper right-hand corner.



STEP 8 – ON PHONE

- 1. Click Work or school account
- 2. Click Scan QR code.
- 3. Scan the QR code displayed on your computer using your camera on your phone and click Next on your screen.



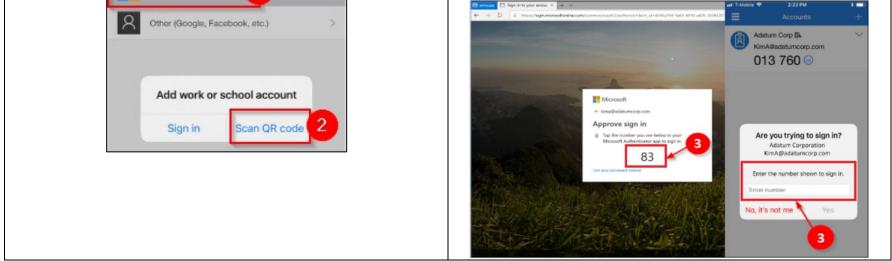
STEP 9 – ON PHONE & COMPUTER

Click **Approve** to accept the approval notification.

This will display on your computer:

./	Let's try it out	G	
~	Approve the notification we're s	ending to your app.	

A unique number will display on your computer. Type the unique number displayed on your computer into Microsoft Authenticator app.





FMOLHS MULTI-FACTOR INSTRUCTIONS

STEP 10 – ON COMPUTER	STEP 11 – ON COMPUTER				
On your computer, Enroll 2nd Sign-in Method : On Main screen, click +Add sign-in method .	Enter your phone number with area code and Click Text me a code .				
In this example, we are choosing Phone. You can choose any	Phone × You can prove who you are by answering a call on your phone or				
second authentication method.	texting a code to your phone. What phone number would you like to use?				
Use the drop-down menu and choose Phone .	United States (+1)				
Add a sign-in method \times	 Text me a code Call me 				
More and the second of th	Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.				
Point For a data or net to signifie with a code So Allereads for the top significant of top s	Cancel Next 6				
Collifier phone. Ver a salf untrectile page an with a code					
Security quantities Answer there is not put posteriol					
STEP 12 – ON PHONE	STEP 13 – ON COMPUTER				
On your phone, a code was texted to you. Use the code that is	On your computer, Click Done . You can register more methods				
texted to you and put it in the box on your computer.	if you choose. <u>Only two</u> authentication methods are required.				
	Phone ×				
87892 > Text Message Today 12:38 PM	SMS verified. Your phone was registered successfully.				
Use verification code	Done				

You are complete!

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FMOLHS MULTI-FACTOR INSTRUCTIONS

ARE YOU ALREADY USING MICROSOFT AUTHENTICATOR FOR ANOTHER COMPANY?

Microsoft Authenticator is popular Multifactor Authentication tool. It's possible that you have enrolled for another company. If you have, follow these instructions to add the MFA enrollment for FMOLHS.

Instructions to add FMOLHS to your Microsoft Authenticator Application. For the best results, utilize a chrome internet browser.

STEP 1 – ON COMPUTER	STEP 2 – ON COMPUTER
On your computer, go to	Click +Add Sign-in method
<u>https://mysignins.microsoft.com/security-info</u> and Login	Security info
with your username/password. If you are already on the	These are the methods you use to sign into your account or reset your password.
FMOLHS network, it will automatically sign you in.	Default sign-in method: Microsoft Authenticator - notification Change
STEP 3 – ON COMPUTER Select Authenticator app and click Add.	STEP 4 – ON COMPUTER On your computer, the QR code will display. 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".

STEP 5 – ON PHONE

Open Microsoft Authenticator on your phone, click the + in the upper right-hand corner.

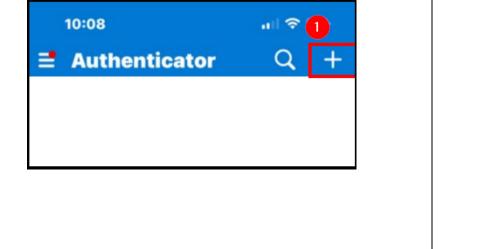
STEP 6 – ON PHONE

Can't scan image

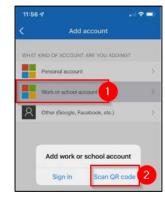
- 1. Click Work or school account
- 2. Click Scan QR code.
- 3. Scan the QR code displayed on your computer using your

Back

Next



camera on your phone and click **Next** on your computer screen.



PAGE 4

ENROLL 2 METHODS ON STEP 8

You will need to **Register 2 methods** for MFA. Register the Microsoft Authenticator Application and choose one from the choices provided. After selecting your first method, you will have to click "+ *Add sign-in method*" again to add the second method.

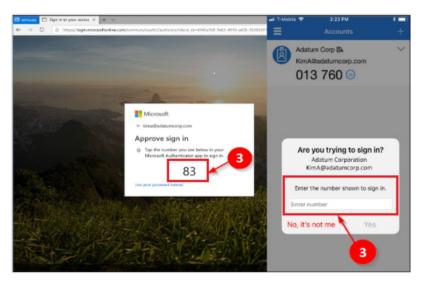
STEP 7 – ON PHONE & COMPUTER

Click **Approve** to accept the approval notification.

This will display on your computer:

Microsof	t Authenticator		×
	Let's try it out		
	Approve the notification we're s	ending to your app.	
			Back Next

A unique number will display on your computer. Type the unique number displayed on your computer into the Microsoft Authenticator application.



STEP 9 – ON COMPUTER

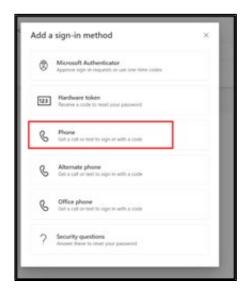
Enter your phone number with area code and Click Text me a code.

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)	_				
• Text me a code 5					
Call me					
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.					
Cancel Next	ô				

STEP 8 – ON COMPUTER

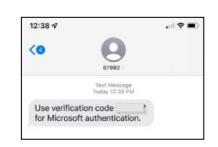
On your computer, Enroll **2nd Sign-in Method**: On Main screen, click **+Add sign-in method**. In this example, we are choosing Phone. You can choose any second authentication method.

Use the drop-down menu and choose **Phone**.



STEP 10 – ON PHONE

On your phone, a code was texted to you. Use the code that is texted to you and put it in the box on your computer.



STEP 11 – ON COMPUTER

On your computer, Click **Done**. You can register more methods if you choose. <u>Only two</u> authentication methods are required. Add any more if desired.

