

Register for MFA using the Microsoft Authenticator App

Note: These instructions were developed for use with iOS13. For the best experience, follow these instructions **while connected to a strong Wi-Fi access point** with your agency-issued iPhone.

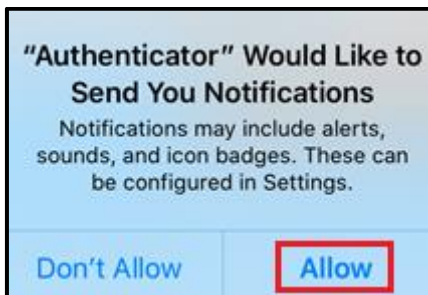
Some pictures may vary slightly from what you see on your screen. If you notice a variation from these instructions, follow the prompts on your computer or iPhone.

You must use an agency computer to register for multi-factor authentication.

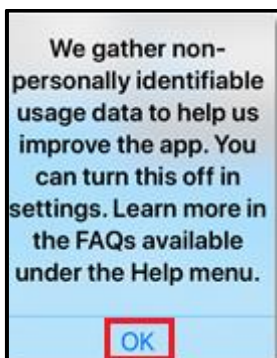
1. Open the Microsoft Authenticator app, which is automatically installed on your agency-issued iPhone.



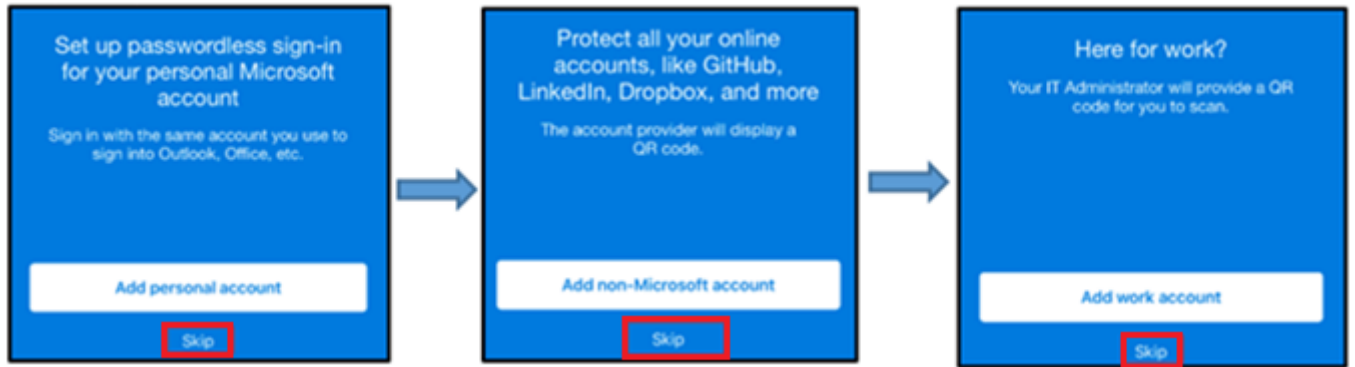
2. When the Authenticator App opens, it may prompt you to allow notifications. Tap **Allow**.



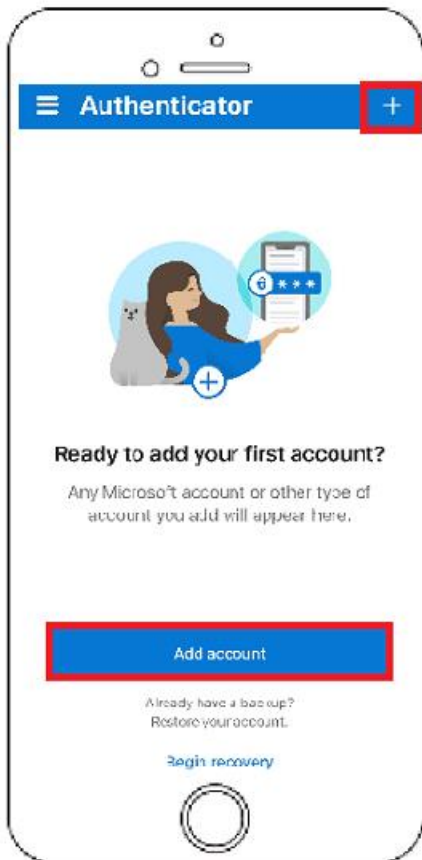
3. If you receive the following prompt, tap **OK**.



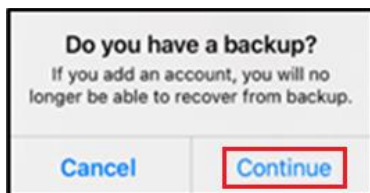
4. Tap **Skip** on the next three screens if they appear.



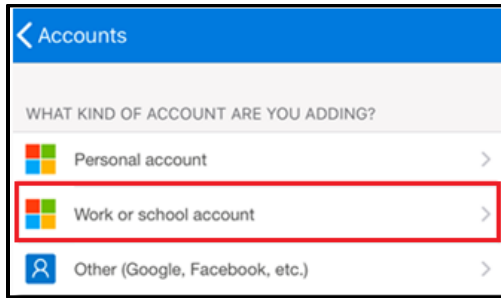
5. On the “Ready to add your first account?” screen, tap on **Add account** or tap the **+ symbol** in the upper right.



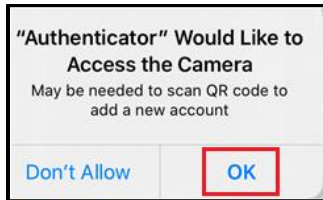
6. Tap **Continue** on the “Do you have a backup?” screen.



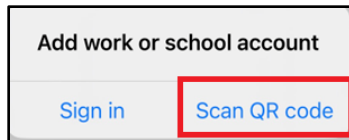
7. Choose **Work or school account** on the “What kind of account are you adding?” screen.



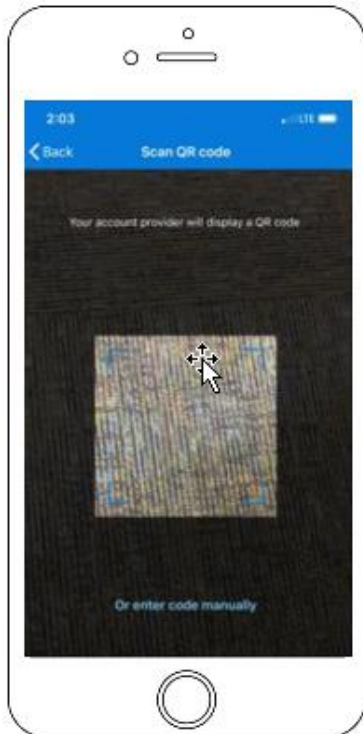
8. Tap **OK** on the “Access Camera” prompt.



9. On the Add work or school account pop-up message, tap “Scan QR code”.

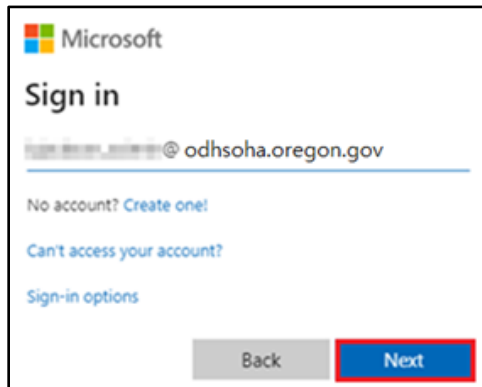


10. The “Scan QR code” screen will appear on your agency-issued iPhone. Keep your iPhone nearby – you’ll use it again later in the process (step #24). If your screen locks, this screen will appear again once unlocked.



11. From your agency computer (skip this step if you're already logged in)

- Go to <https://myprofile.microsoft.com/>
- Sign in with your Microsoft account (e.g., Firstname.Lastname@odhsoha.oregon.gov)
- Click **Next**



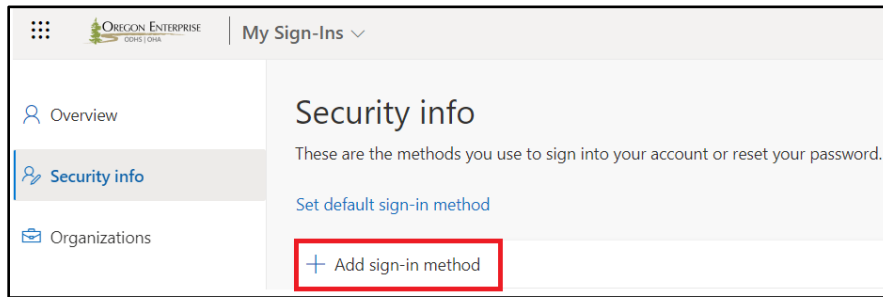
12. Enter your DHS|OHA network password (the same one used to log into your desktop or laptop).
Click **Sign in**.



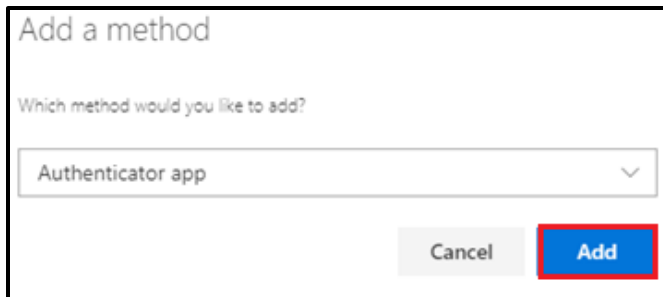
13. Click **Security info** on the left.



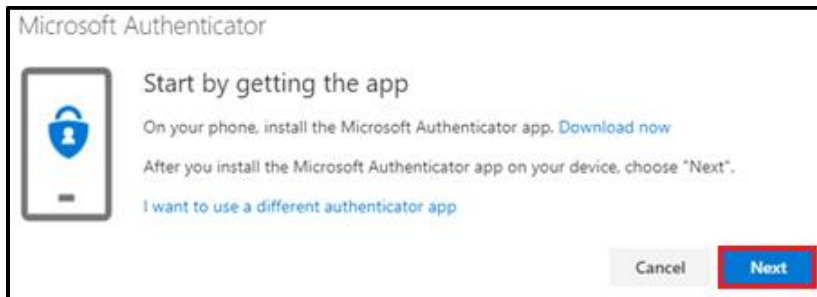
14. Click **+ Add method** on the “Security info” screen. Some users may have an Office phone listed if their phone number is listed in Active Directory.



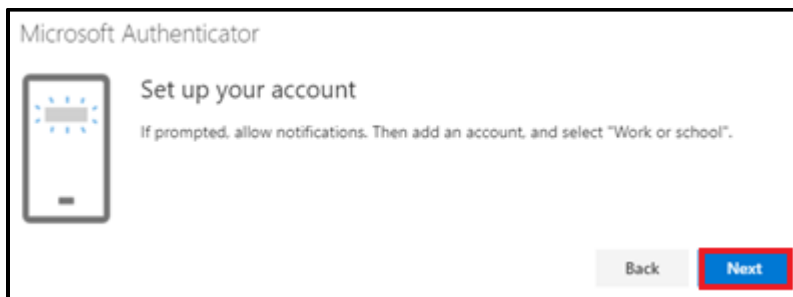
15. Select “Authenticator app” from the drop-down list, then click **Add**.



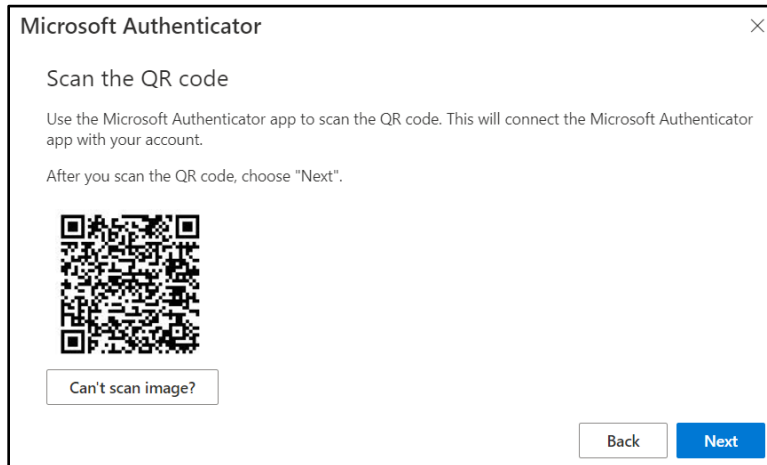
16. Click **Next** on the “Start by getting the app” screen.



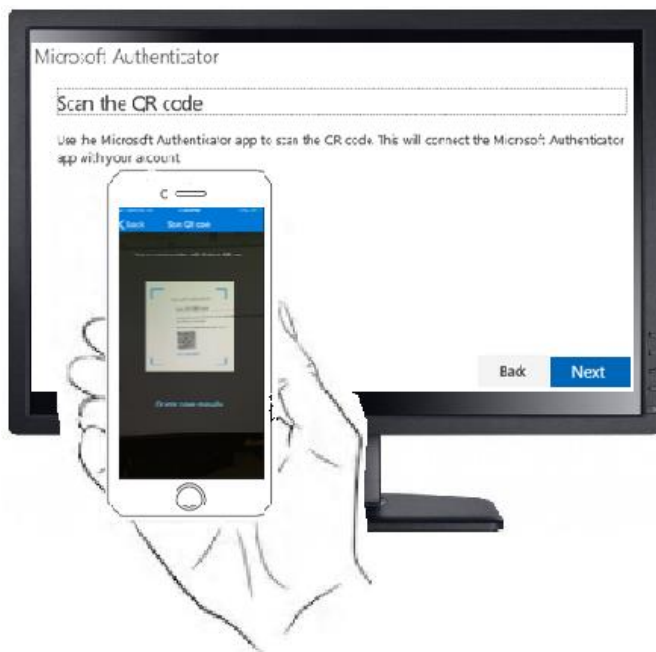
17. Click **Next** on the “Set up your account” screen.



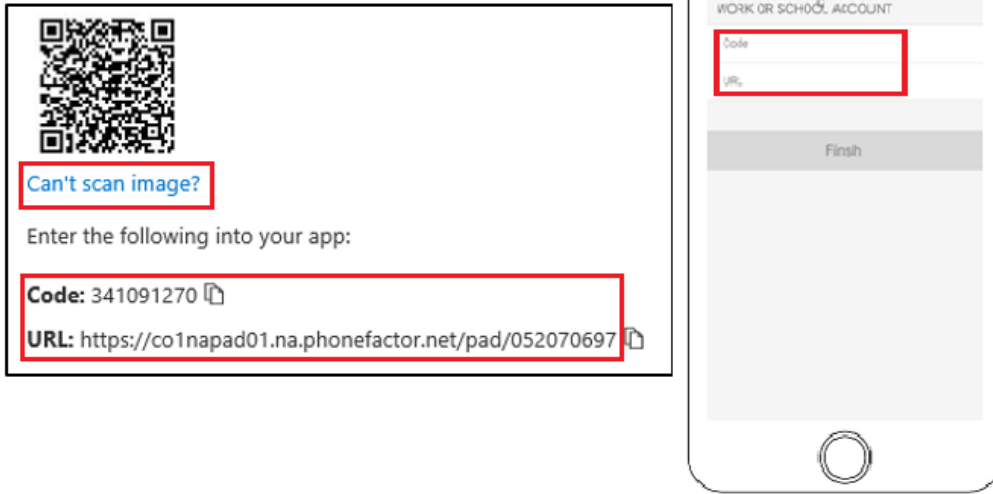
18. The “Scan the QR code” screen will appear on your computer. **Do not click Next.**



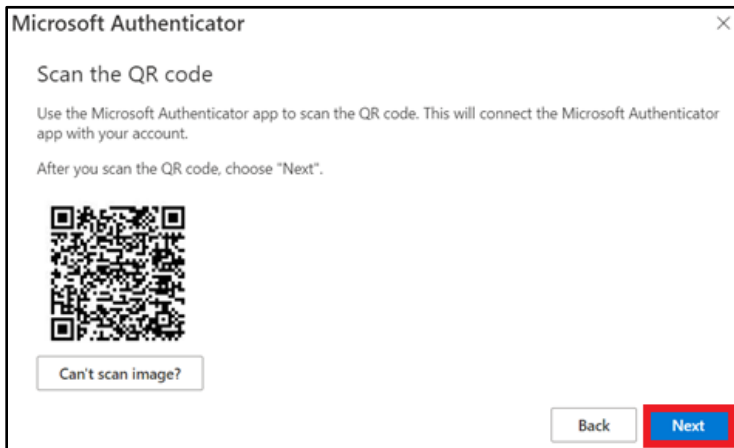
19. Pick up your agency-issued iPhone, once unlocked, the “Scan the QR code” screen should appear. Hold the iPhone up to the computer screen and center the viewfinder on the phone over the QR code on the computer screen. The Authenticator app on your iPhone will automatically scan the code on your computer.



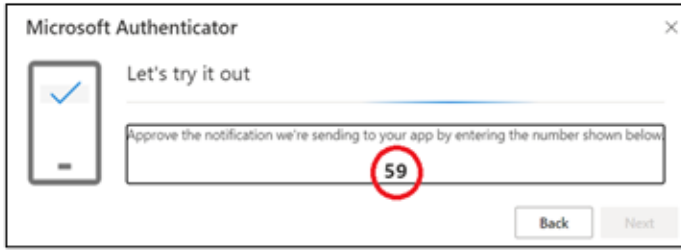
If your iPhone can't read the code, click **Can't scan image?** on your computer and tap **Or enter code manually** on your iPhone. Enter the Code and URL provided into the Add Account screen on your iPhone



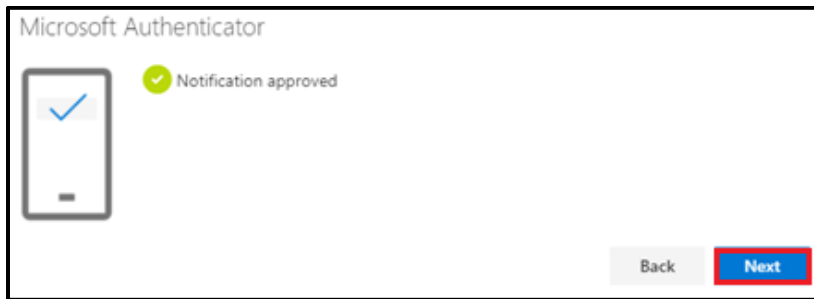
20. Once the Authenticator app has scanned the code, on your computer click **Next** on the “Scan the QR code” screen.



21. A “Let’s try it out” screen will appear on your computer and display a number. Enter this number on your iPhone in the Microsoft Authenticator app. Once entered, tap **Yes**.



22. Once you approve the sign-in, you’ll see a “Notification approved” screen on your computer. Click **Next**.



23. **You’re DONE!** Configuration for Microsoft Authentication App is now completed. You can perform multi-factor authentication whenever required on DHS|OHA applications or systems.