ODHS|OHA Office of Information Services **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.

	o o ithenticator	+
Read	y to add your first ac	count?
Any I au	Microsoft account or other count you add will appear f	type of here,
	Add account	_
	Aiready have a bae sup? Restore vour account.	
	Regin recovery	
	\bigcirc	

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

Microsoft		
Sign in		
@ o	dhsoha.orego	n.gov
No account? Create on	el	
Can't access your accou	int?	
Sign-in options		
	Back	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.

Wy S	Sign-Ins \vee	
A Overview	Security info	
𝒫 Security info	These are the methods you use to sign into your account or reset your password	
	Set default sign-in method	
Ciganizations	+ Add sign-in method	

15. Select "Authenticator app" from the drop-down list, then click Add.

Add a method		
Which method would you like to add?		
Authenticator app		~
	Cancel	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.

Microsoft Authenticator	×
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Aut app with your account.	henticator
After you scan the QR code, choose "Next".	
Can't scan image?	
Back	Next

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**.

Microsoft	Authenticator		
-	✓ Notification approved		
		Back	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.