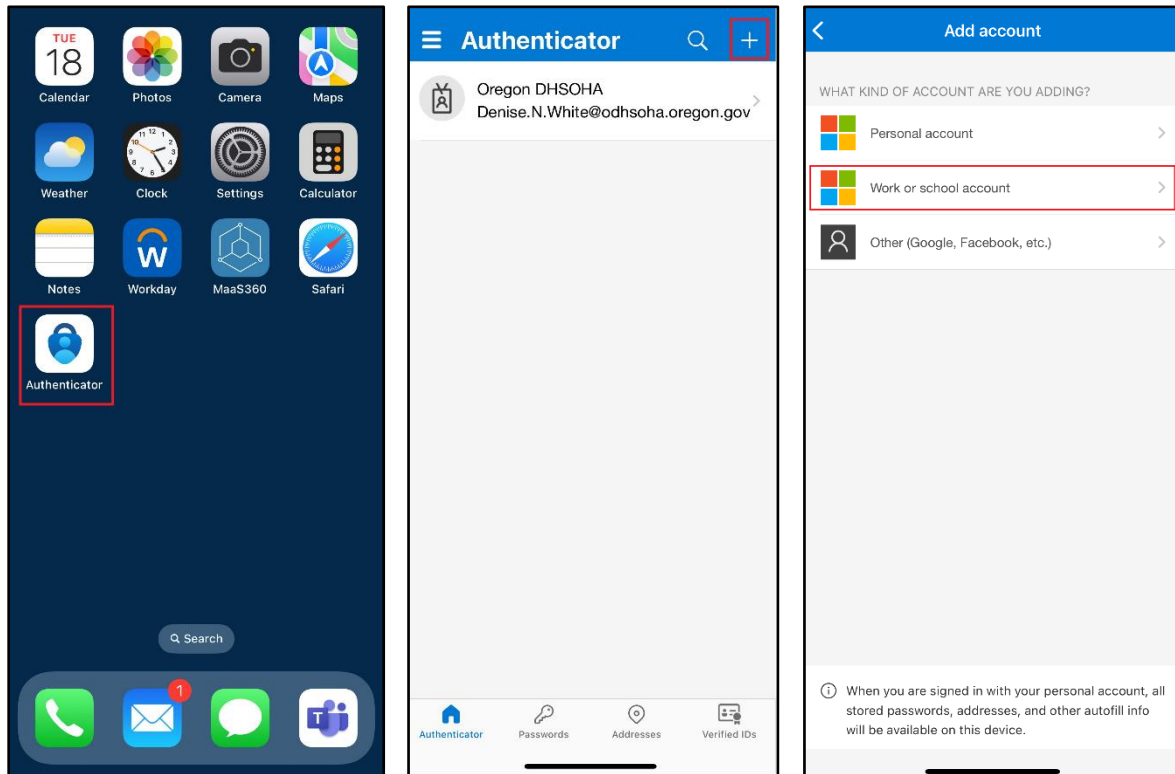


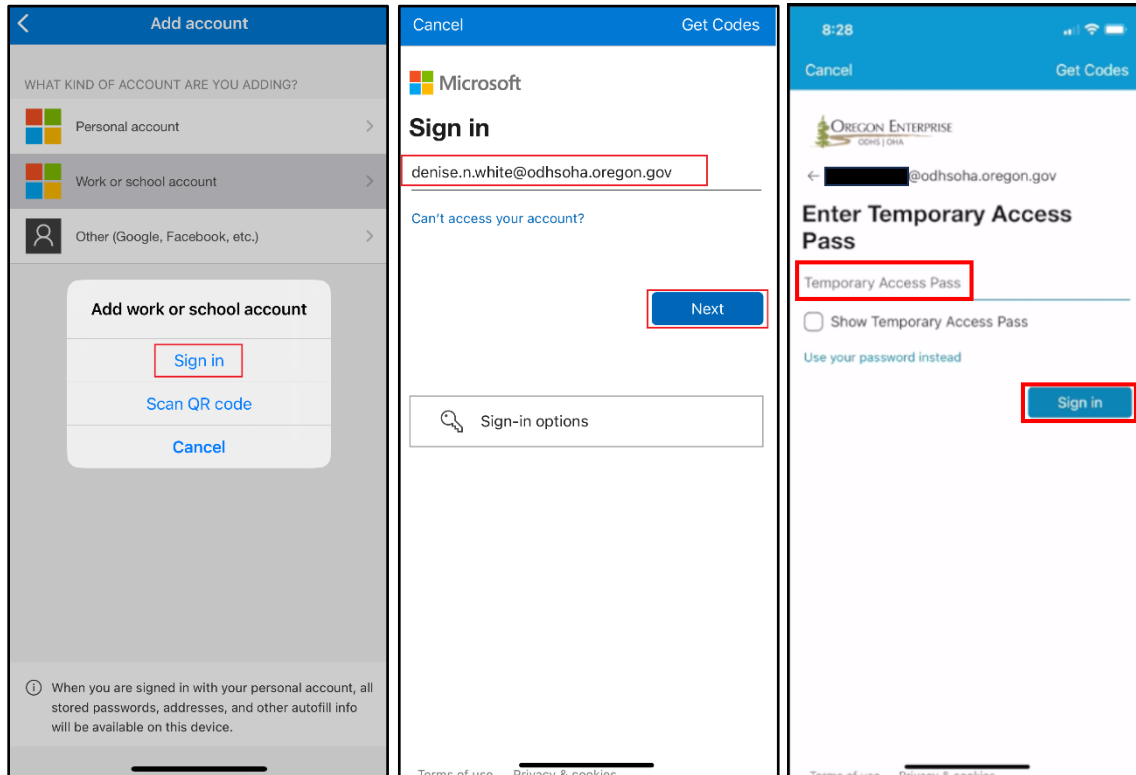
Register for MFA with a TAP Using the Microsoft Authenticator

1. Open the Microsoft Authenticator App on your phone.
2. Select the + (Add account) from the top menu.
3. Select **Work or school account**.



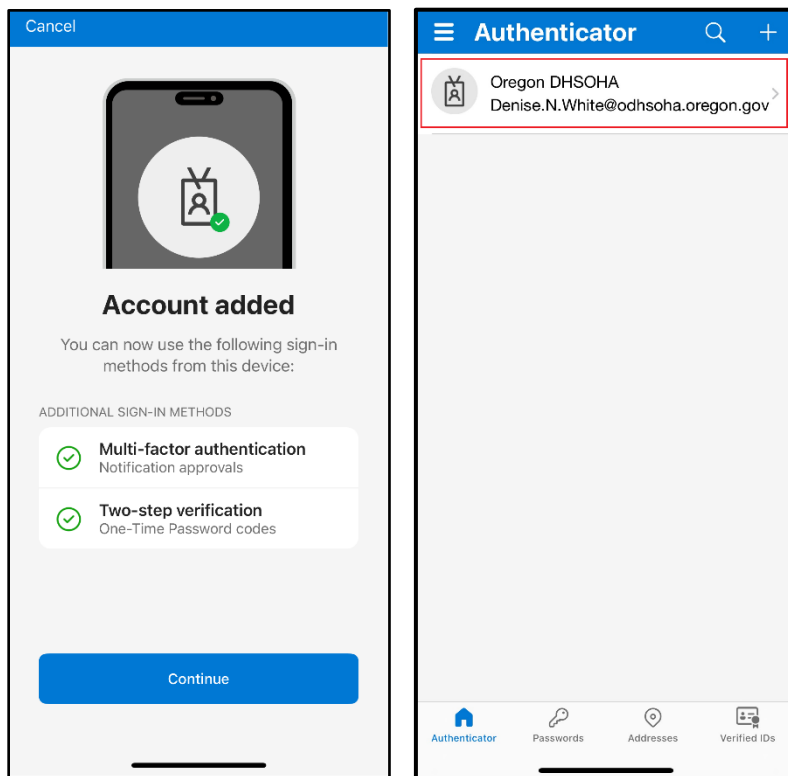
4. Click the **Sign in** option.
5. Enter your ODHS|OHA state User Principal Name (UPN). It looks like an email address, usually in the format [first.last@agency.oregon.gov](#).

6. Enter the Temporary Access Pass (TAP) code provided to you.



7. The MS Authenticator app will verify the account has been added, click **Continue**.

8. Verify your UPN is now listed in the authenticator app.



9. In an InPrivate Edge browser window, navigate to <https://myaccount.microsoft.com>.

10. Click on **Update Info** to view your MFA options.

11. Verify you now have a **Microsoft Authenticator** entry with your phone.

12. You are finished!

