

MS Authenticator Android Device Registration



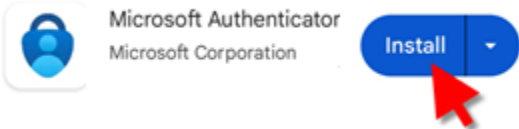
Purpose:





The Microsoft Authenticator App is used by Wellstar for Multi-Factor Authentication (MFA) prompts. It adds an extra step to the MFA process and requires you to input a two-digit code after accepting the push notification.


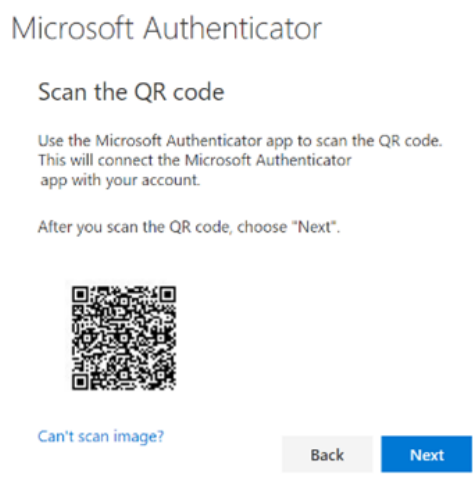


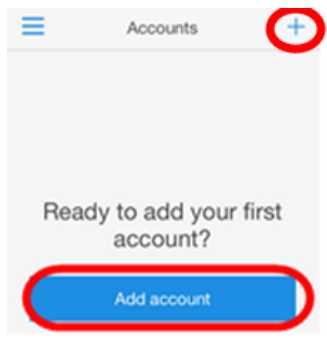
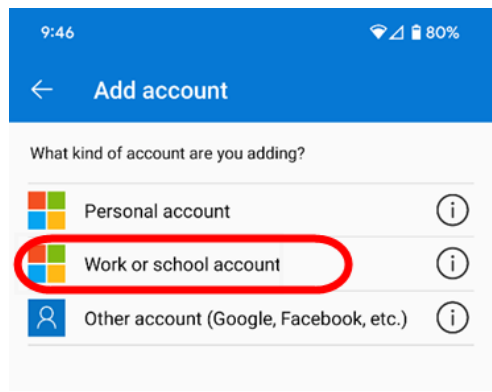



For now, MS Authenticator co-exists with Symantec VIP, and will ultimately replace VIP completely in early 2024.

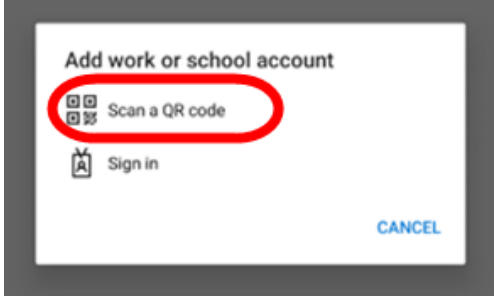
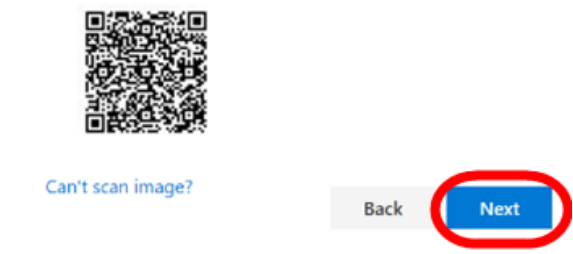
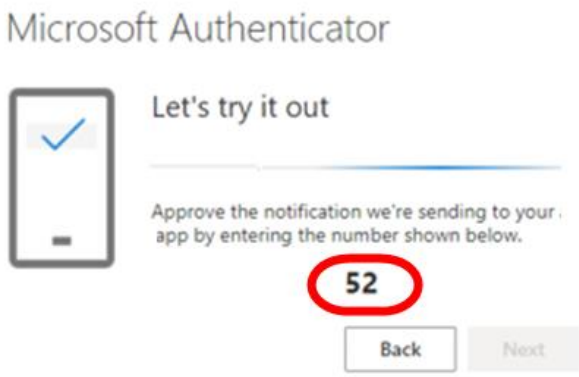
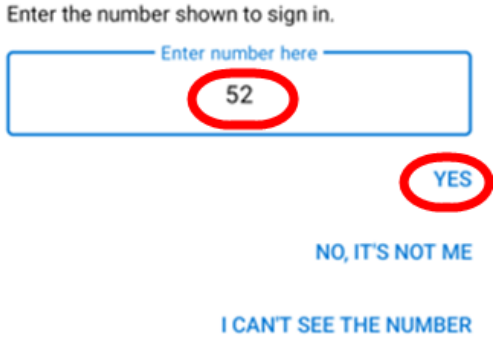
Requirements:

- **Registration is required** before you can use the MS Authenticator MFA service. Registration is only done once.
- You need two separate devices to complete registration:
 - Computer (personal or work)
 - Mobile device (such as a smartphone or tablet).
Android devices must have operating system version 8 or higher.
- **It is highly recommended** that the mobile device has both Wi-Fi and cellular service.

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| <p>A. Install Microsoft Authenticator on your mobile device</p> <p>1. Using the device camera, scan the QR code at the right. <i>The Google Play Store automatically opens and displays Microsoft Authenticator.</i></p> |  |
| <p>2. Tap Install.</p> <p>3. Select Allow notifications for this app. <i>This allows the app to automatically send a notification without having to open the app each time.</i></p> <p> If this is the first time you are registering a Microsoft product with Wellstar on your phone, you are prompted to create a 6-digit PIN or biometric scan (if available on your device).</p> |  |

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| <p>B. Computer Setup</p> <ol style="list-style-type: none"> 1. Open a browser and enter http://www.aka.ms/mfasetup. 2. Enter your Wellstar email address and click Next. <p> If you are asked for a 6-digit PIN or biometric scan OR cannot continue, contact the Service Desk to re-register.</p> |  <p>Sign in</p> <p><input type="text" value="carla.boardman@wellstar.org"/></p> <p>Can't access your account?</p> <p>Next</p> |
| <ol style="list-style-type: none"> 3. Enter your network password and click Sign in. |  <p>← carla.boardman@wellstar.org</p> <p>Enter password</p> <p><input type="password" value="....."/></p> <p>Forgot my password</p> <p>Sign in</p> |
| <ol style="list-style-type: none"> 4. Click Next. |  <p>More information required</p> <p>Your organization needs more information to keep your account secure</p> <p>Use a different account</p> <p>Learn more</p> <p>Next</p> |
| <ol style="list-style-type: none"> 5. Click Next. | <p>Keep your account secure</p> <p>Microsoft Authenticator</p> <p>Start by getting the app</p> <p>On your phone, install the Microsoft Authenticator app. Download now</p> <p>After you install the Microsoft Authenticator app on your device, choose "Next".</p> <p>Next</p> |

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| <p>A QR code displays.</p>  <p>Do NOT click Next until you have completed the steps below in section C. Configure your mobile device.</p> |  <p>Microsoft Authenticator</p> <p>Scan the QR code</p> <p>Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.</p> <p>After you scan the QR code, choose "Next".</p> <p>Can't scan image? Back Next</p> |
| <p>C. Configure your mobile device</p> <p>6. Open Authenticator .</p> <p>7. Tap Add Account if it's visible. Otherwise, click + in the upper right corner.</p>  <p><i>If you have a non-Wellstar account already, adding your Wellstar account does not affect it.</i></p> |  <p>Accounts +</p> <p>Ready to add your first account?</p> <p>Add account</p> |
| <p>8. Tap Work or school account.</p> |  <p>9:46 📶 80%</p> <p>← Add account</p> <p>What kind of account are you adding?</p> <ul style="list-style-type: none">  Personal account (i)  Work or school account (i)  Other account (Google, Facebook, etc.) (i) |

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| <p>9. Tap Scan a QR code.</p> |  |
| <p>10. With your mobile device, scan the QR code that appears on the computer screen.</p> <p>11. On the computer, click Next.</p> |  |
| <p><i>MS Authenticator App sends a test notification to your mobile device.</i></p> <p>12. Note the 2-digit number displayed on the computer screen.</p> |  |
| <p>13. On your mobile device, tap Approve.</p> <p>14. Enter the 2-digit number displayed on the computer and tap YES.</p> |  |

On successful completion, the computer displays this message.

15. Tap **Done**.



Applications on your phone that were active with Symantec VIP may disconnect and require you to reconnect using Microsoft Authenticator.

Success!

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

Default sign-in method:



Microsoft Authenticator

Done