


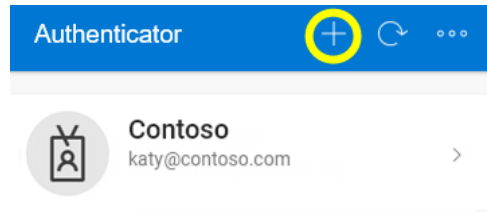
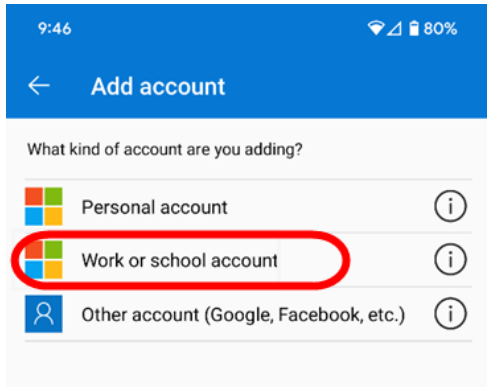
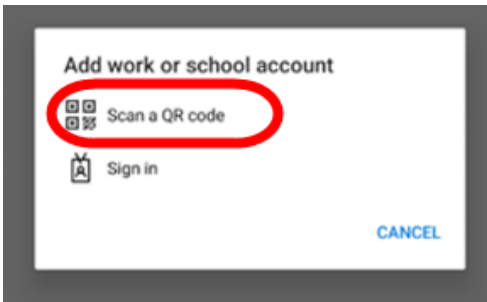
# Adding a Wellstar Account to Microsoft Authenticator





**Purpose:** This procedure is for those who already have Authenticator installed on a mobile device and have a non-Wellstar account registered to it.






*Non-Wellstar Authenticator accounts are unaffected by adding a Wellstar account.*

- Requirements:**
- You need two separate devices to complete this procedure:
    - Computer (personal or work)
    - The mobile device (such as a smartphone or tablet) that has Microsoft Authenticator installed

<p><b>A. Configure your Mobile Device</b></p> <ol style="list-style-type: none"> <li>1. Open <b>Authenticator</b> .</li> <li>2. Tap <b>+</b> at the upper right.</li> </ol>	
<ol style="list-style-type: none"> <li>3. Tap <b>Work or school account</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Tap <b>Scan a QR code</b>.</li> <li>5. If the device asks for permission to access the camera, grant permission.</li> <li>6. When the device is showing the camera waiting to scan the QR coder on the computer screen, set it aside. Continue to the section <b>B. Computer Setup</b> on the next page. <i>You will finish mobile device setup in section C. Finish Mobile Device Setup.</i></li> </ol>	

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

<p><b>C. Finish Mobile Device Setup</b></p> <ol style="list-style-type: none"> <li>1. With your mobile device, scan the QR code that appears on the computer screen.</li> <li>2. On the computer, click <b>Next</b>.</li> </ol>	 <p>Can't scan image?</p> <p>Back <b>Next</b></p>
<p><i>MS Authenticator App sends a test notification to your mobile device.</i></p> <ol style="list-style-type: none"> <li>3. Note the 2-digit number displayed on the computer screen.</li> </ol>	<p>Microsoft Authenticator</p> <p>Let's try it out</p> <p>Approve the notification we're sending to your app by entering the number shown below.</p> <p><b>52</b></p> <p>Back Next</p>
<ol style="list-style-type: none"> <li>4. On your smartphone, tap <b>Approve</b>.</li> <li>5. Enter the 2-digit number displayed on the computer and tap <b>YES</b>.</li> </ol>	<p>Enter the number shown to sign in.</p> <p>Enter number here</p> <p><b>52</b></p> <p><b>YES</b></p> <p>NO, IT'S NOT ME</p> <p>I CAN'T SEE THE NUMBER</p>
<p><i>On successful completion, the computer displays this message.</i></p> <ol style="list-style-type: none"> <li>6. Tap <b>Done</b>.</li> </ol> <p> <b>Applications on your phone that were active with Symantec VIP may disconnect and require you to reconnect using Microsoft Authenticator.</b></p>	<p>Success!</p> <p>Great job! You have successfully set up your security info. Choose "Done" to continue signing in.</p> <p>Default sign-in method:</p> <p> Microsoft Authenticator</p> <p><b>Done</b></p>