

MS Authenticator Apple Device Registration



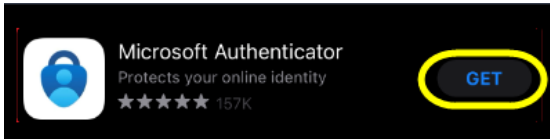
Purpose:


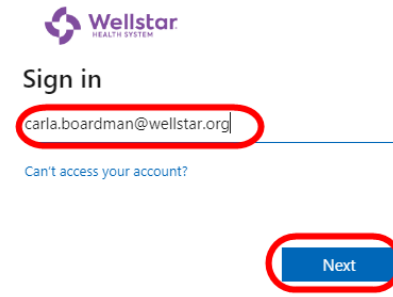
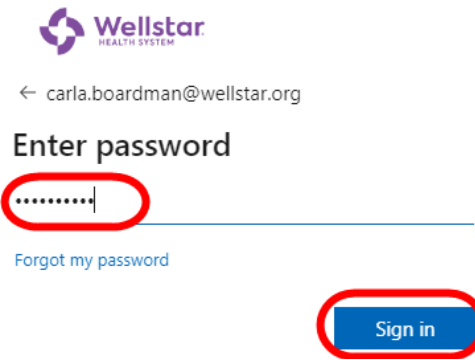
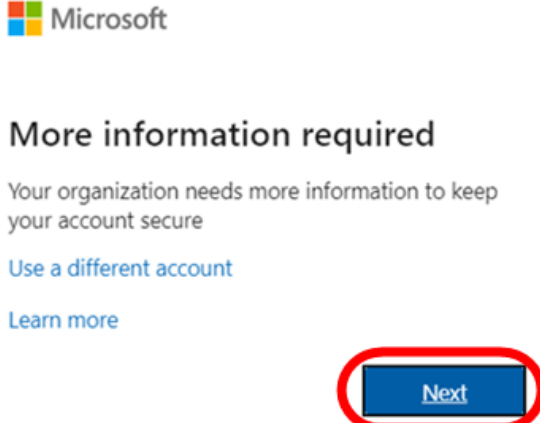
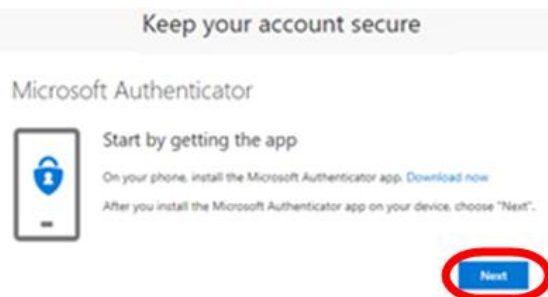
The Microsoft Authenticator App is used by Wellstar for Multi-Factor Authentication (MFA) prompts. It adds an extra step to the MFA process and requires you to input a two-digit code after accepting the push notification.

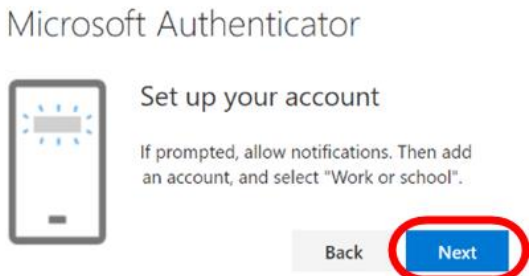

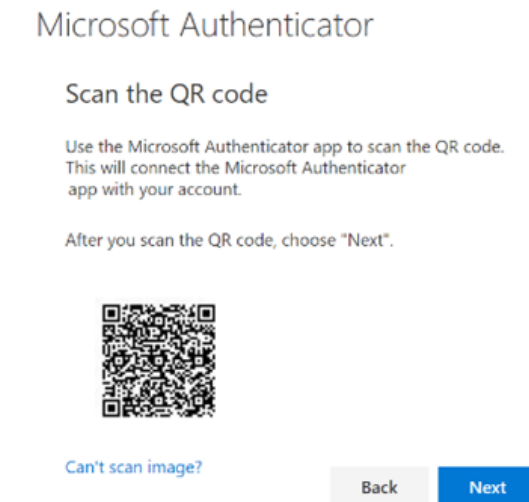


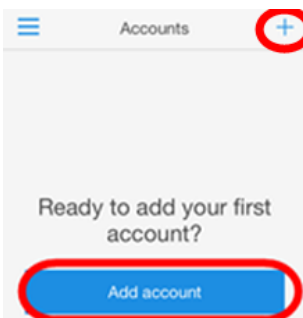
For now, MS Authenticator co-exists with Symantec VIP, and will ultimately replace VIP completely in early 2024.

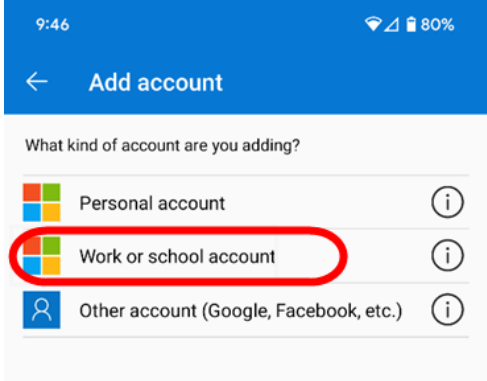
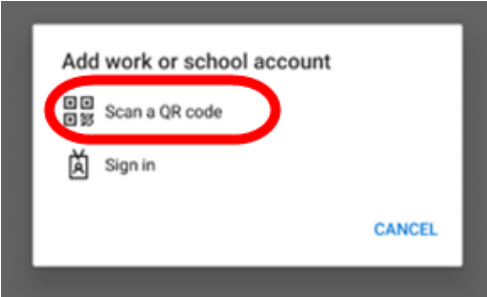
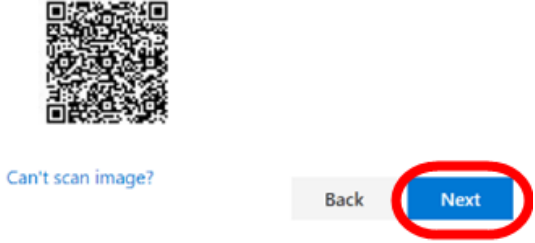
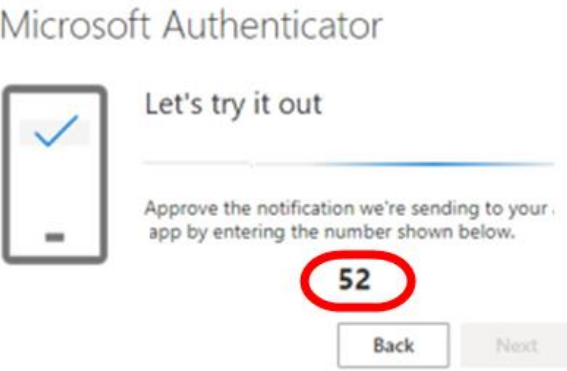
Requirements:

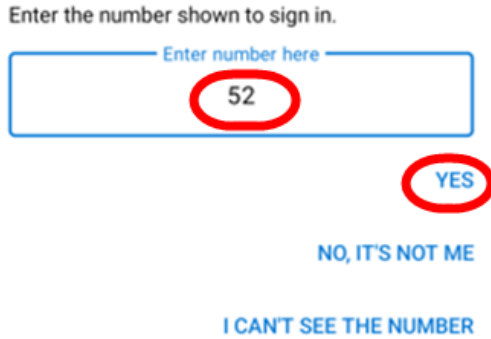

- **Registration is required** before you can use the MS Authenticator MFA service. Registration is only done once.
- You need two separate devices to complete registration:
 - Computer (personal or work)
 - Mobile device (such as an iPhone or iPad).
Apple devices must have operating system version 16.7 or higher with iPhone model 8 or higher.
- **It is highly recommended that the mobile device has both Wi-Fi and cellular service.**

<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 App Store automatically opens and displays Microsoft Authenticator.</i></p>	
<p>2. Tap Get.</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>	

<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> <i>If you are asked for a 6-digit PIN or biometric scan OR cannot continue, contact the Service Desk to re-register.</i></p>	 <p>The screenshot shows the Wellstar sign-in page. The email address 'carla.boardman@wellstar.org' is entered in the 'Sign in' field and circled in red. Below the field is a link that says 'Can't access your account?'. A blue 'Next' button is circled in red at the bottom right.</p>
<ol style="list-style-type: none"> 3. Enter your network password and click Sign in. 	 <p>The screenshot shows the Wellstar password entry screen. The email address 'carla.boardman@wellstar.org' is shown at the top with a back arrow. Below it is the heading 'Enter password' and a password field containing six dots, circled in red. A link 'Forgot my password' is below the field. A blue 'Sign in' button is circled in red at the bottom right.</p>
<ol style="list-style-type: none"> 4. Click Next. 	 <p>The screenshot shows a Microsoft account security screen. It features the Microsoft logo at the top, followed by the heading 'More information required'. Below this is the text 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. A blue 'Next' button is circled in red at the bottom right.</p>
<ol style="list-style-type: none"> 5. Click Next. 	 <p>The screenshot shows the Microsoft Authenticator app screen. It has the heading 'Keep your account secure' and 'Microsoft Authenticator'. Below is the text 'Start by getting the app' and an image of a smartphone. To the right of the image is the text: 'On your phone, install the Microsoft Authenticator app. Download now. After you install the Microsoft Authenticator app on your device, choose "Next".' A blue 'Next' button is circled in red at the bottom right.</p>

<p>6. Click Next.</p>	 <p>Microsoft Authenticator</p> <p>Set up your account</p> <p>If prompted, allow notifications. Then add an account, and select "Work or school".</p> <p>Back Next</p>
<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?</p> <p>Back Next</p>
<p>C. Configure your mobile device</p> <ol style="list-style-type: none"> 1. Open Authenticator . 2. Tap Add Account if it's visible. Otherwise, click + in the upper right corner.  <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>3. Tap Work or school account.</p>	
<p>4. Tap Scan a QR code.</p>	
<p>5. With your mobile device, scan the QR code that appears on the computer screen.</p> <p>6. On the computer, click Next.</p>	
<p><i>MS Authenticator App sends a test notification to your mobile device.</i></p> <p>7. Note the 2-digit number displayed on the computer screen.</p>	

<p>8. On your mobile device, tap Approve.</p> <p>9. Enter the 2-digit number displayed on the computer and tap YES.</p>	
<p><i>On successful completion, the computer displays this message.</i></p> <p>10. Tap Done.</p> <p> Applications on your phone that were active with Symantec VIP may disconnect and require you to reconnect using Microsoft Authenticator.</p>	