



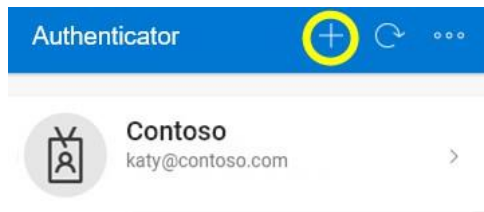
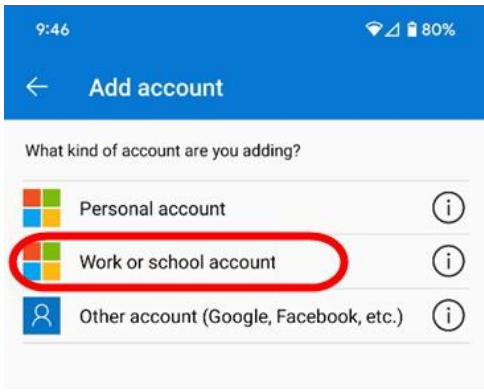
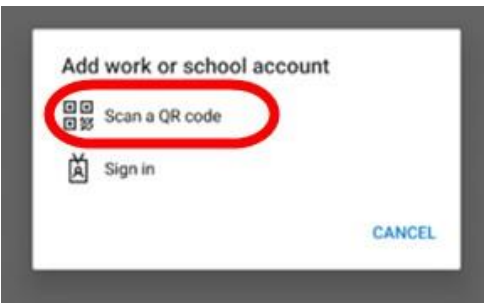
# Adding a Wellstar Account to Microsoft Authenticator


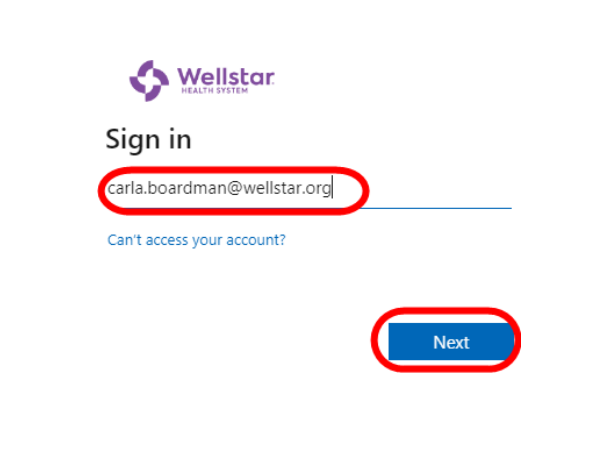
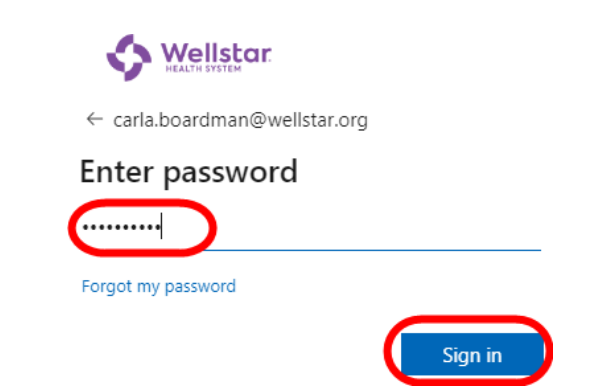
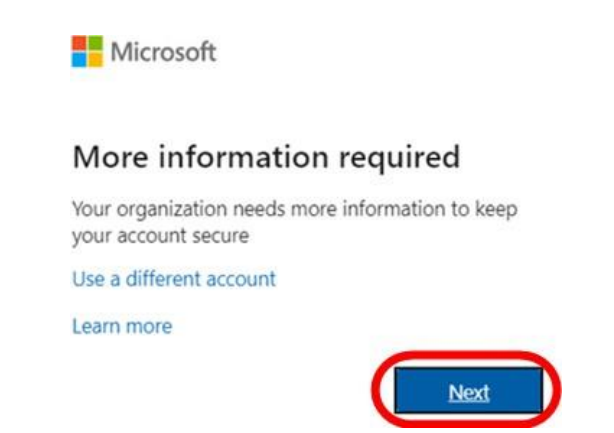
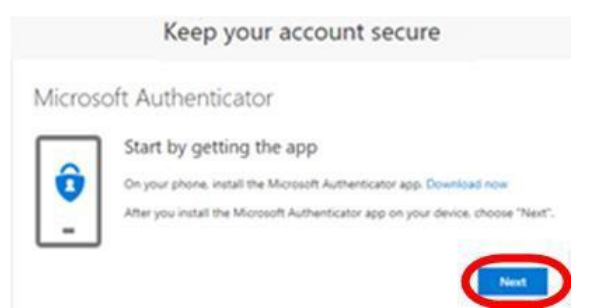
**Purpose:** This procedure is for those who already have Authenticator installed on a mobile device and have a non-Wellstar account registered to it.






*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  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. <b>Finish Mobile Device Setup</b>.</i></li> </ol>	

<p><b>B. Computer Setup</b></p> <ol style="list-style-type: none"> <li>1. Open a new browser window In Private (Edge) or Incognito (Chrome) mode 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><i>If you are asked for a 6-digit PIN or biometric scan OR cannot continue, contact the Service Desk to re-register.</i></b></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 is circled in red. Below the field is a link for 'Can't access your account?'. A blue 'Next' button is circled in red at the bottom right.</p>
<ol style="list-style-type: none"> <li>3. Enter your network password and click <b>Sign in</b>.</li> </ol>	 <p>The screenshot shows the Wellstar password entry page. The email address 'carla.boardman@wellstar.org' is shown above the 'Enter password' field. The password field contains six dots and is circled in red. A link for '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"> <li>4. Click <b>Next</b>.</li> </ol>	 <p>The screenshot shows a Microsoft page titled 'More information required'. It states 'Your organization needs more information to keep your account secure' and provides links for '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"> <li>5. Click <b>Next</b>.</li> </ol>	 <p>The screenshot shows the Microsoft Authenticator app installation page. It is titled 'Keep your account secure' and 'Microsoft Authenticator'. It says 'Start by getting the app' and provides instructions to install the app on a phone. A blue 'Next' button is circled in red at the bottom right.</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>