

MS Authenticator Apple Device Registration




Purpose:


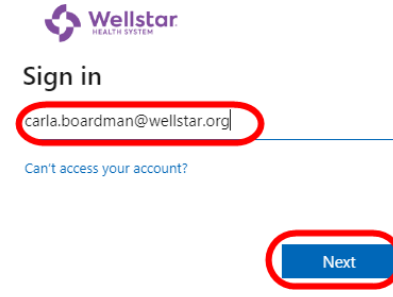
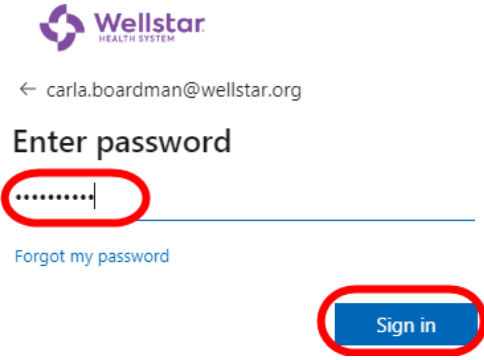
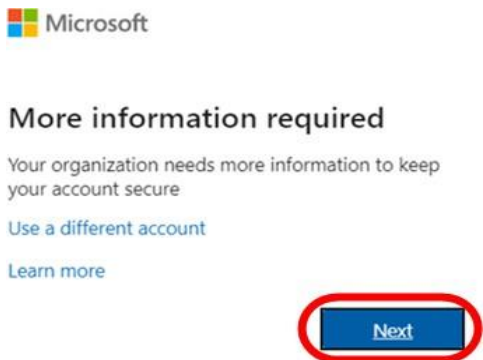
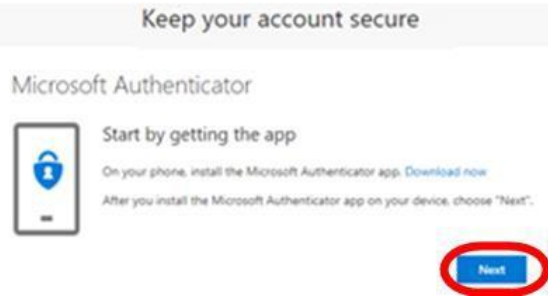
The Microsoft Authenticator App is used by Wellstar for Multi-Factor Authentication (MFA) prompts. It adds an extra step to the MFA process and requires you to input a two-digit code after accepting the push notification.

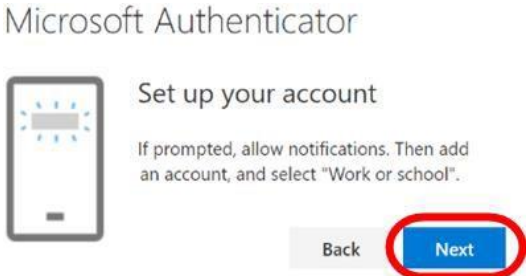




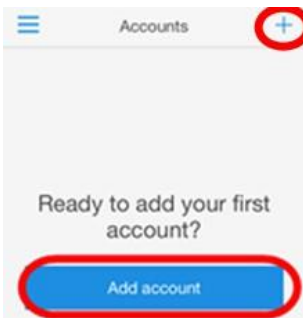
For now, MS Authenticator co-exists with Symantec VIP, and will ultimately replace VIP completely in early 2024.

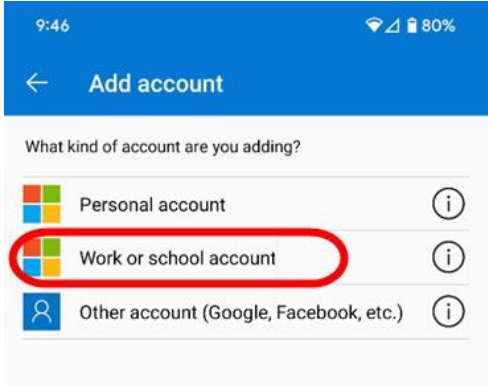
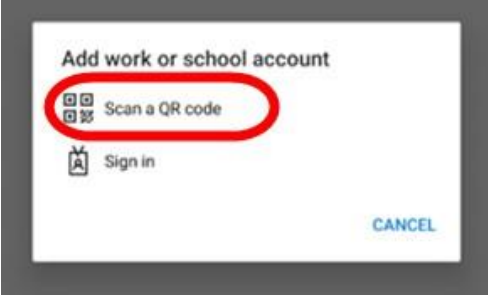

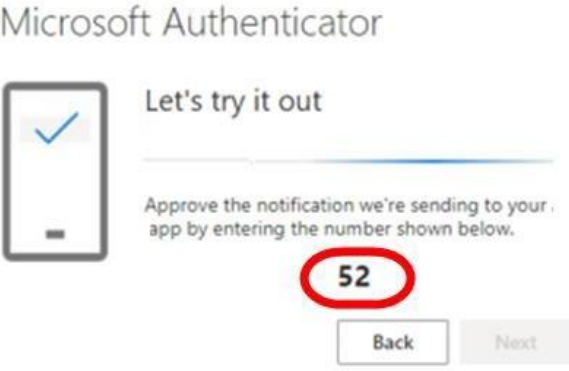
Requirements:

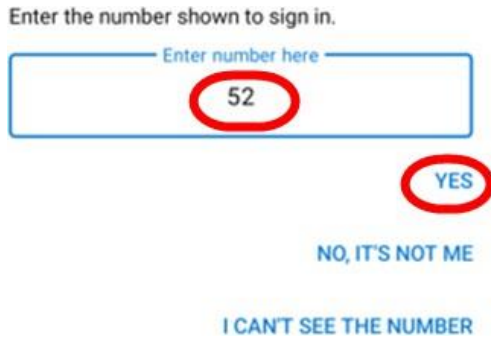

- **Registration is required** before you can use the MS Authenticator MFA service. Registration is only done once.
- You need two separate devices to complete registration:
 - Computer (personal or work)
 - Mobile device (such as an iPhone or iPad).
Apple devices must have operating system version 16.7 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> <div style="display: flex; align-items: flex-start; margin-top: 10px;">  <p><i>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).</i></p> </div>	

<p>B. Computer Setup</p> <ol style="list-style-type: none"> 1. Open a new browser window In Private (Edge) or Incognito (Chrome) mode 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>The screenshot shows the Wellstar sign-in page. The email address 'carla.boardman@wellstar.org' is entered in the text field and circled in red. Below the field is a link for 'Can't access your account?'. A blue 'Next' button is circled in red.</p>
<ol style="list-style-type: none"> 3. Enter your network password and click Sign in. 	 <p>The screenshot shows the 'Enter password' screen. The password field is masked with dots and circled in red. A blue 'Sign in' button is circled in red.</p>
<ol style="list-style-type: none"> 4. Click Next. 	 <p>The screenshot shows a Microsoft message: 'More information required. Your organization needs more information to keep your account secure.' There are links for 'Use a different account' and 'Learn more'. A blue 'Next' button is circled in red.</p>
<ol style="list-style-type: none"> 5. Click Next. 	 <p>The screenshot shows the Microsoft Authenticator app registration screen. It says 'Keep your account secure' and 'Microsoft Authenticator'. It instructs the user to 'Start by getting the app' and provides a 'Download now' link. A blue 'Next' button is circled in red.</p>

<p>6. Click 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>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>3. Tap Work or school account.</p>	 <p>A screenshot of an Android phone's 'Add account' screen. The status bar at the top shows 9:46, signal strength, Wi-Fi, and 80% battery. The title bar is blue with a back arrow and the text 'Add account'. Below the title bar, the text 'What kind of account are you adding?' is displayed. There are three options listed: 'Personal account' with a multi-colored square icon, 'Work or school account' with a multi-colored square icon, and 'Other account (Google, Facebook, etc.)' with a person icon. The 'Work or school account' option is circled in red.</p>
<p>4. Tap Scan a QR code.</p>	 <p>A screenshot of a dialog box titled 'Add work or school account'. It contains two options: 'Scan a QR code' with a QR code icon and 'Sign in' with a person icon. The 'Scan a QR code' option is circled in red. A 'CANCEL' button is located at the bottom right.</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>A screenshot of a QR code scanner interface. A QR code is displayed in the center. Below the QR code, the text 'Can't scan image?' is visible. At the bottom, there are two buttons: 'Back' and 'Next'. The 'Next' button is circled in red.</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>A screenshot of the Microsoft Authenticator app. The title 'Microsoft Authenticator' is at the top. Below it, the text 'Let's try it out' is displayed. A progress bar is shown. The text 'Approve the notification we're sending to your app by entering the number shown below.' is displayed. A 2-digit number '52' is shown in a red circle. Below the number are 'Back' and 'Next' buttons.</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>	