

Know IT: How To Setup and use the Microsoft (MS) Authenticator App for MFA

This Know IT procedure describes how to setup and use MFA using the MS Authenticator App

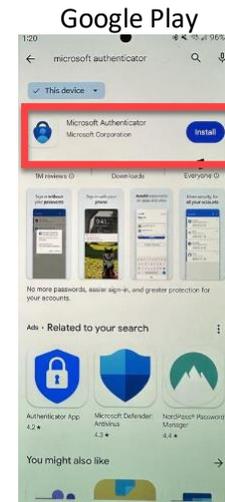
Key Learning Objective:

After reading this procedure, you will be able to:

Install the MS Authenticator App on your phone and on board the application to use the new Microsoft MFA process

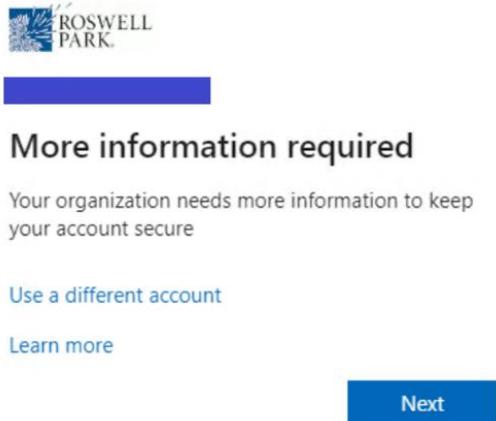
Note: You must have your mobile phone in your possession and have access to a computer currently connected to the Roswell network either on site or via VPN.

Warning: When searching The App Store or Google Play, the Microsoft Authenticator may not be the first application offered in the list. Be sure you are downloading the official Microsoft Authenticator. Refer to step 5.a. of this document.

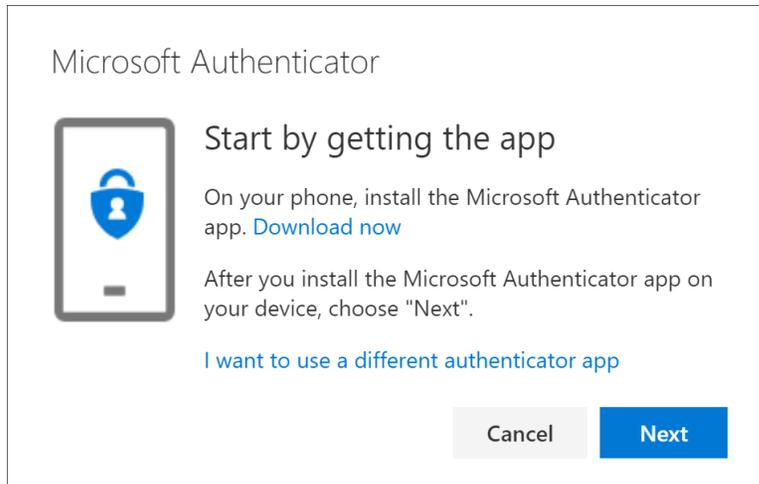


Here's how:

1. On your computer, browse to <https://aka.ms/mfasetup> and log in with your Roswell username (in the format of username@roswellpark.org) and password if prompted.
2. You will see this screen:

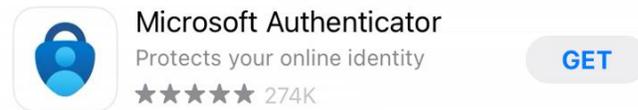


3. Click **Next**
 - a. If you are brought to a page called "Security Info" instead of the enrollment wizard, click "Add sign-in method", select "Authenticator app", and click **Add**.
4. You should now be at this screen:

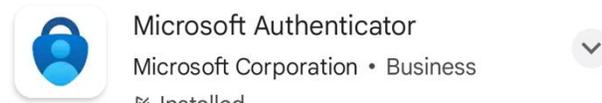


5. If you haven't already, go to your phone's App Store and search for and install the **Microsoft Authenticator** app. This can be done on any Android or Apple smart phone, whether it's personal or Roswell-issued.
 - a. Make sure the "publisher" is **Microsoft Corporation**. Be careful, because there are apps that look similar, but they will not work.

- i. In the Apple App Store, it should look similar to this:

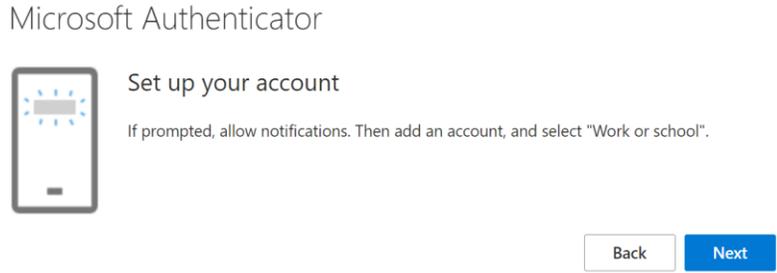


- ii. In the Android Play Store app, it should look similar to this:



- b. If you have a Roswell-issued iPhone, your app store may be called "Comp Portal", or "Roswell Apps".

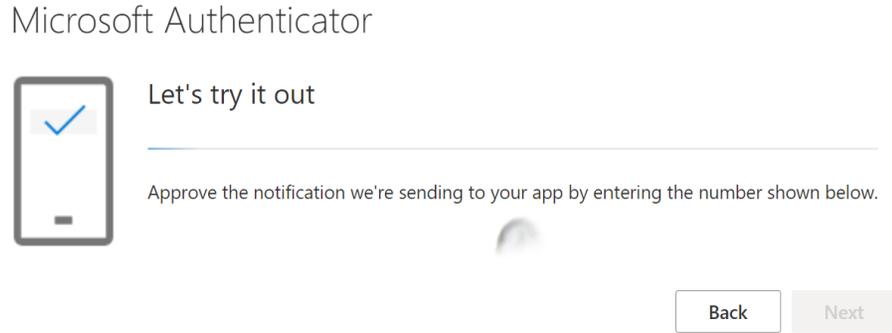
6. Back in your web browser on your computer, click **Next** and you should see this screen:



7. Open the Microsoft Authenticator app on your phone, click the “+” button at the top, then select “**Work or school account**”, then select “**Scan a QR code**”.

8. Click **Next** in your web browser. You should now see a QR code.

9. Hold your phone camera up to the screen to scan the QR code, then click **Next**. You should now see this screen:



10. On the screen above you should see a 2-digit code. On your phone, you will be prompted by the app to enter this code. Enter the 2-digit code into your phone at the prompt and click “**Yes**”.



Entering the 2-digit code is the process that will happen when you are prompted for MFA going forward. The code is different every time.

11. In your web browser, it should give you a message that says something like “Notification approved”. Click **Next**, then **Done**.
12. You are now enrolled in Microsoft’s MFA! In the future, when logging in to some applications from outside the Roswell network you will be prompted to enter into the app the 2-digit code that is presented to you on your computer screen.