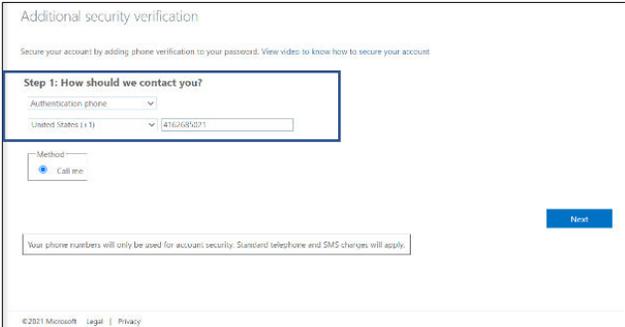


How to Set-up Multi Factor Authentication (MFA)

1. Using your **computer**, please visit <https://aka.ms/mfasetup> (*this can be done on-site or at home*)
2. If prompted to sign in, please login in using your NYGH account
For e.g. For Justin Trudeau, username is `jtrudeau@nygh.on.ca` and not `justin.trudeau@nygh.ca.on`
3. Once signed in, you will see the ‘Additional Security Verification’ page (see image 1, then image 2)
Here please enter your preferred mode of authentication from the drop down

Note: NYGH recommends ‘**Mobile App**’ and ‘**Receive Notifications for Verification**’

1



Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Authentication phone
United States (+1) 4162685021

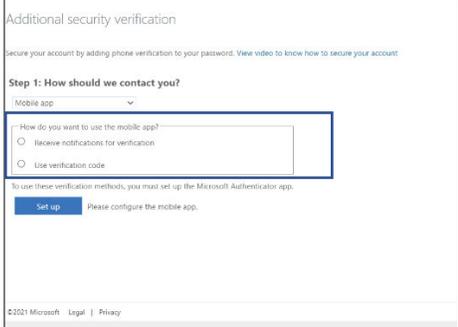
Method
 Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Next

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2



Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Mobile app

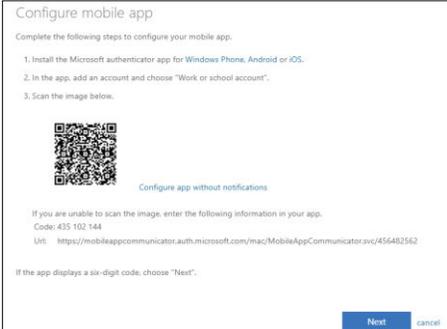
How do you want to use the mobile app?
 Receive notifications for verification
 Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Please configure the mobile app.

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4. If you proceed with the recommended option i.e., ‘Mobile App’, select ‘Set-up’ and follow the instructions on page 2 to setup the Microsoft Authenticator (Mobile App).
5. Once ‘Set-up’ is selected, a pop-up window will display a QR Code. Open Microsoft Authenticator app and scan the code. Follow the prompts on the app to approve – complete your MFA registration.



Configure mobile app

Complete the following steps to configure your mobile app:

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

 Configure app without notifications

If you are unable to scan the image, enter the following information in your app.
Code: 435 102 144
URI: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/456482562>

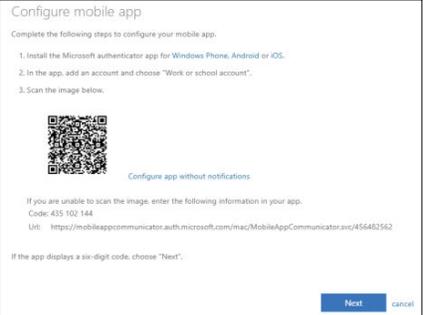
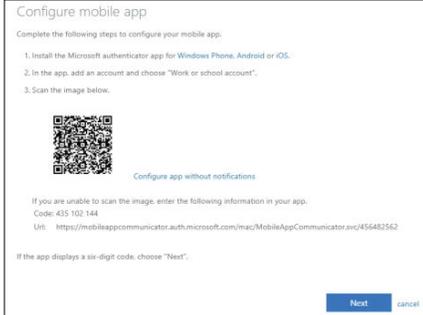
If the app displays a six-digit code, choose "Next".

Next Cancel

If you do not wish to use ‘Mobile App’, select ‘Authentication Phone’ and confirm your registration.

6. Once completed, you will be redirected to a summary page of ‘Additional Security Verification’, here you can confirm your MFA under ‘What is your preferred option’ & ‘How would you like to respond’

How to Set-up Microsoft Authenticator App

Step	For Apple iPhone / iOS device users	For Android phone / device users
1	<p>Download link - Click here for iOS app OR Search 'Microsoft Authenticator' on App Store (screenshot below)</p> 	<p>Download link - Click here for Android app OR Search 'Microsoft Authenticator' on Play Store (screenshot below)</p> 
2	Once downloaded - installed, open the app	Once downloaded - installed, open the app
3	<p>The home screen will show 'Add New Account', Select 'Scan QR Code' and point your phone at the computer when you see the below page.</p> 	<p>Select Settings (3 dots on top right) Then 'Add New Account' Then 'Work Account' and point your phone at the computer when you see the below page.</p> 
		<p>Additional: Troubleshooting Tip If you do not get notifications on your app, please Go to Settings on the Authenticator app, (3 dot) and disable 'App Lock' (under the header - Security)</p>