Multi-Factor Authentication (MFA) Sign-up Tip Sheet

1. There are three ways to set up your email account with Multi-Factor Authentication notifications, and you **will need to select two** of the following to complete the process:

   Authentication Phone:

   Option 1: Receive a **text message** on your cell phone with the verification code.

   **Option 2:** Receive a **phone call** on your cell phone with the verification code.

   Microsoft Authenticator App:

   Option 3: Downloading the Microsoft Authenticator App from the Apple App Store or Google Play to receive your verification code.


   Each of the options above will provide you with an verification code.

2. Once you've decided which of the above options you will use, go to the Hub and click on the **Tools & Support** link. Then under the Password Management section, select the **Multi-Factor Authentication Sign-Up** link to begin the process.
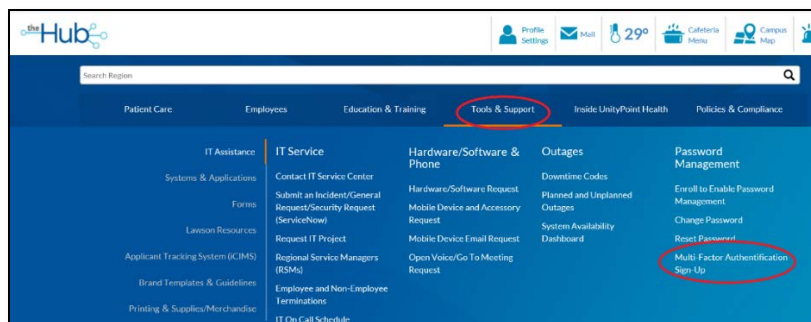
3. If you are not already signed into your Microsoft Account, you will be prompted to enter your UnityPoint.org email address. Then click **Set Up Now.**
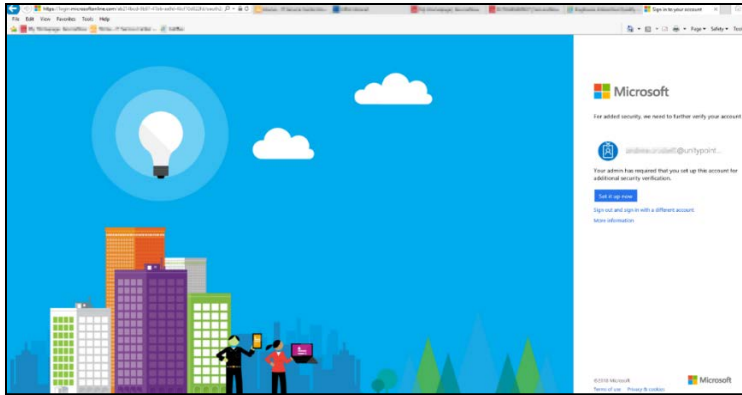
4. Now you are ready to set up your Authentication Notifications, which we covered in step 1.

   Authentication Phone Option:
   - If your prefence is to receive a call or text message on your cell phone, you will need to enter that number in the space provided.

Select the method of your choice.

   **Microsoft Authenticator App Option:**
   - If your preference is to use the Microsoft Authenticator App, select the Mobile App option in the drop down window.

If you are using the Authenticator App, **you will need to allow the Authenticator App access to your camera** so you can scan the QR Code.
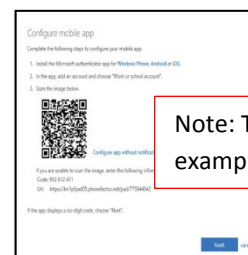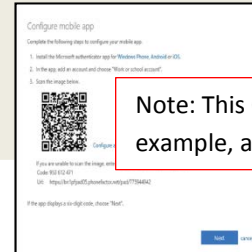

Note: This QR Code is an example, and not active.

Examples of the prompts you'll see on an **Apple device** when setting up the Authenticator App.
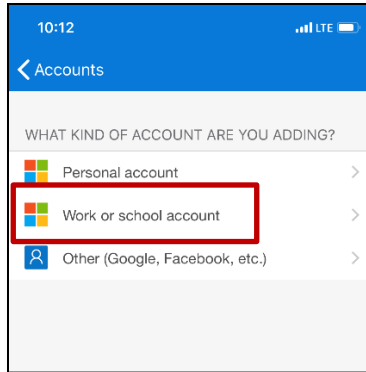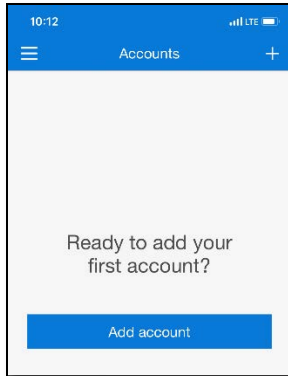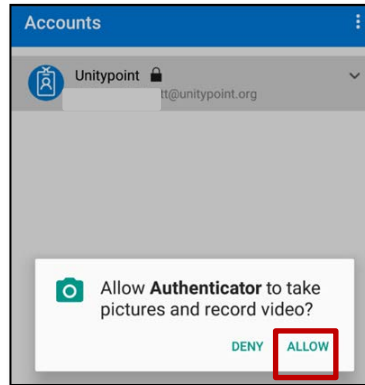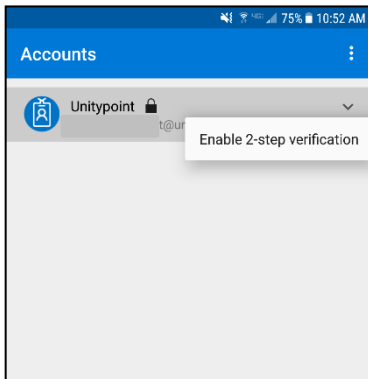

Don't forget, if you are using the Authenticator App, **you will need to allow the Authenticator App access to your camera** so you can scan the QR Code.

Note: This QR Code is an example, and not active.

Examples of the prompts you'll see on an **Android device** when setting up the Authenticator App.


Do not use your desk phone number or a friends phone number.

You will need to enter a personal phone number, that you'll have access to regularly.

Then click **NEXT.**

5. Microsoft will now send the verification code to you via your cell phone, either through a text message or a phone call.

Once you receive the verification code, enter the numbers into the text box and **Click Verify.**
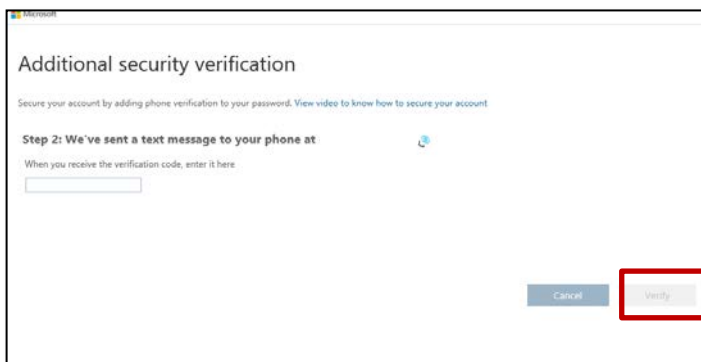
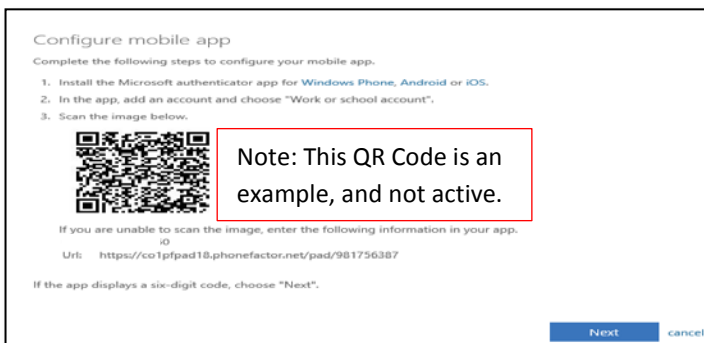6. You've now completed half of the authentication process.

   Now, you are now ready to set up your second verification choice for added security. Again, we recommend you use your cell phone or Microsoft Authenticator App. If you've already used your cell phone, we recommend you use the Authenticator App as the second choice. **NEVER USE YOUR DESK PHONE NUMBER.**
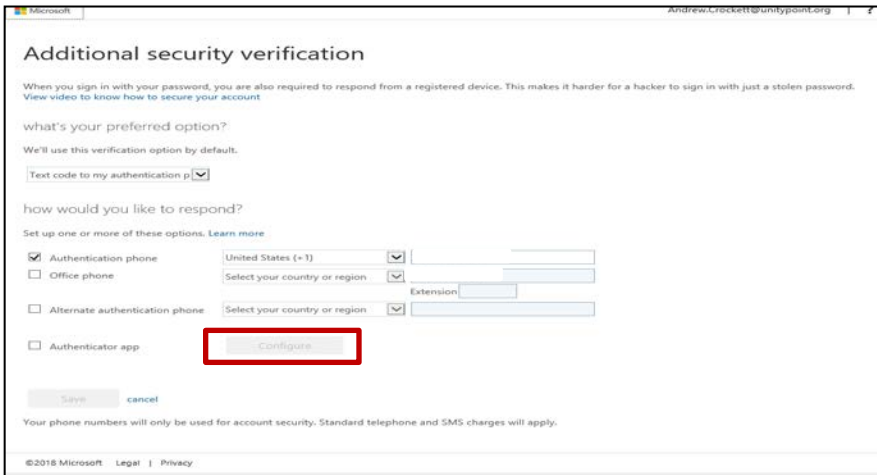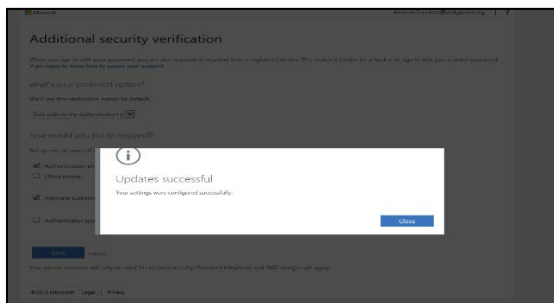

7. Don't forget, if you are using the Authenticator App, you will need to allow the Authenticator App access to your camera to complete the sign-up.
   - If you choose to use the Authenticator App you will need to select Configure.

8. Then follow the step-by-step directions and Click **Next.**


   You should get the following message **Updates Successful.**

9. Once you have completed the steps, click Save to finish the setup process.
10. **You've now completed Multi-Factor Authentication process** for your UnityPoint Health email account.

    Please note, you can log into the Multi-Factor Authentication Sign-Up link at any time from the Hub (our Intranet) to update or change your Authentication preferences at any time.

11. When you are working remotely, this login is the screen you'll see when you log into your email account or the Hub.
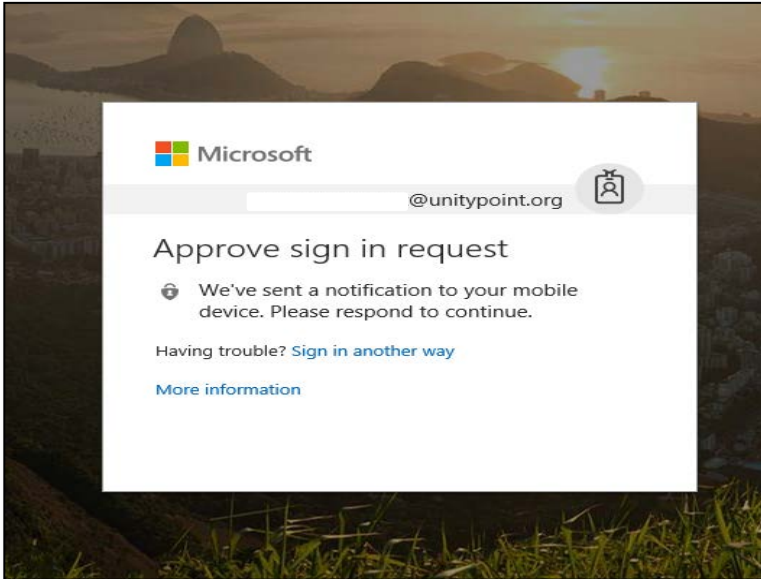
12. If you have any trouble accessing your email account using your first verification option, select "Sign in another way." Then, you'll be taken to the following page where you will be able to use your second verification option to log in.