# 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.

 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.

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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.

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)         Image: State s						
<ul> <li>Send me a code by text message</li> <li>Call me</li> </ul>						
Next Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.						

#### **Microsoft Authenticator App Option:**

• If your preference is to use the Microsoft Authenticator App, select the Mobile App option in the drop down window.

Additional security verification Secure your account by adding phone verification to your password. View video to know how to secure your account <b>State 1: How Should we contact you?</b> Mobile app Plow do you want to use the mobile app? Plow do you want to use the mobile app hos been configured. Note: Mobile app hos been configured.	Microioft	
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         Image: Step 1: Step	Additional security verification	
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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.



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

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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.



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

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Accounts	:	🚯 Unitypoint 🔒 🗸 🗸
t@ur E	v	M@unitypoint.org           Image: Allow Authenticator to take pictures and record video?           DENY

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.

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Additional security verification			
Secure your account by adding phone verification to your password. View video to kno	ow how to secure your acco	unt	
Step 2: We've sent a text message to your phone at	ې		
When you receive the verification code, enter it here			
		Cancel	Versty

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.** 

Microsoft				Andrew.Crockett@unitypoint.org
Additional securi	ty verification			
When you sign in with your password, View video to know how to secure you	you are also required to respon- r account	d from a registered device	s. This makes it hard	fer for a hacker to sign in with just a stolen password.
what's your preferred option	n?			
We'll use this verification option by de	fault.			
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Alternate authentication phone	Select your country or region	~		
Authenticator app	Contigure			
Says cancel				
Your phone numbers will only be used	for account security. Standard to	elephone and SMS charge	es will apply.	
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- 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.

