

# Microsoft Authenticator Application Registration Instructions

v1.3

- What is Azure Multi-Factor Authentication (MFA)

Multi-factor authentication is a process where a user is prompted during the sign-in process for an additional form of identification, such as to enter a code on their cellphone or to provide a fingerprint scan. It helps safeguard access to data and applications while maintaining simplicity for users. *Note: "Azure" is Microsoft's brand name for their cloud services.*

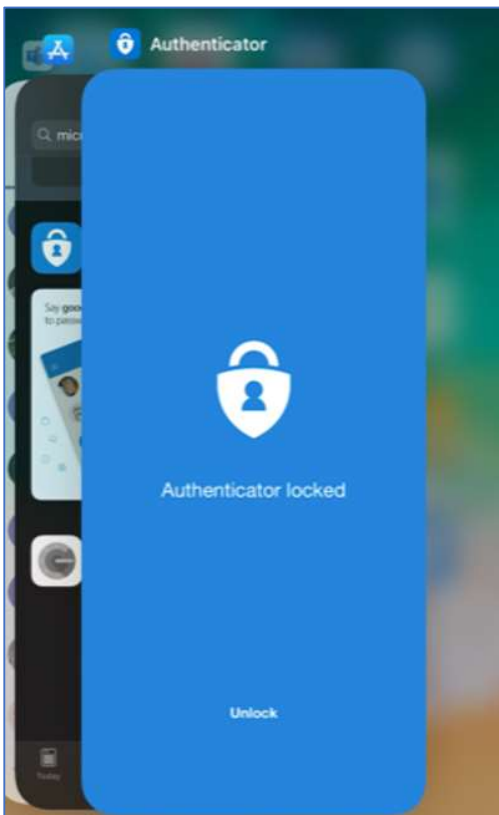
Azure MFA works by requiring two or more of the following authentication methods:

- Something you know, typically a password.
- Something you have, such as a trusted device that is not easily duplicated, like a phone or hardware key.
- Something you are - biometrics like a fingerprint or face scan.

All Grace employees and contractors are required to register at least one of those MFA methods.

## Steps to register for Azure MFA:

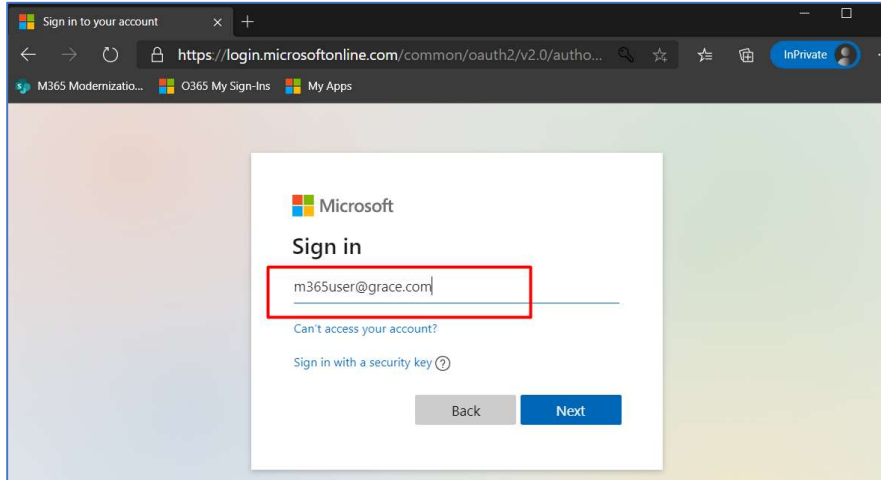
1. On your smartphone or tablet, open the Microsoft Authenticator App (*if you are a current Mobile Iron user and receive Grace email on your smartphone or tablet, Microsoft Authenticator has been installed on your device*). If you do not have a Grace managed smartphone or tablet, the App can be installed from Apple Store (for iPhones) or Google Play (for Androids). During app installation, when prompted make sure to tap "Allow" for Authenticator app to access the camera.



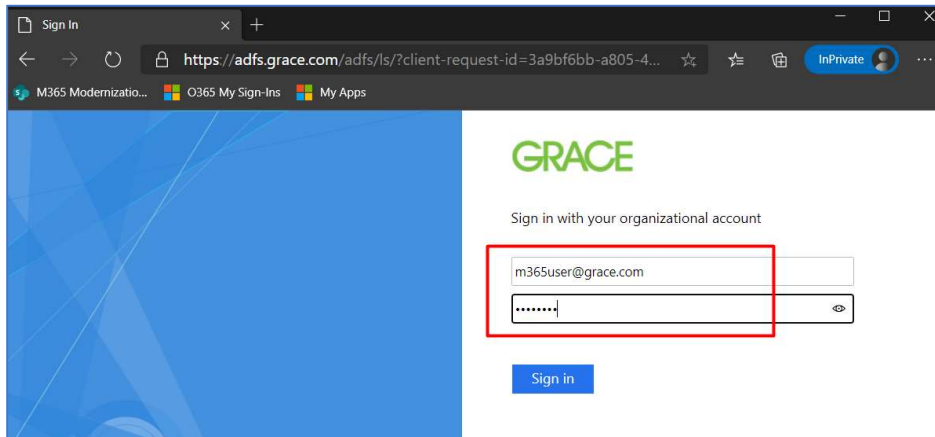
2. On your computer, open your browser and go to URL:

<https://mysignins.microsoft.com>

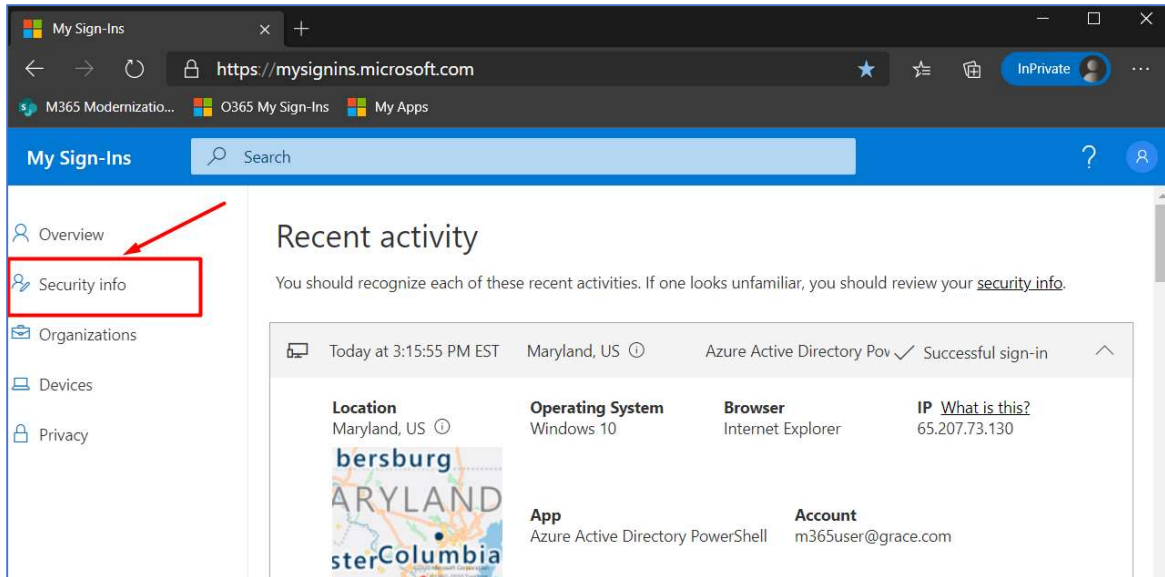
3. Enter your Grace email address and click Next (If you are a contractor without Grace email address enter *firstname.lastname@grace.com*).



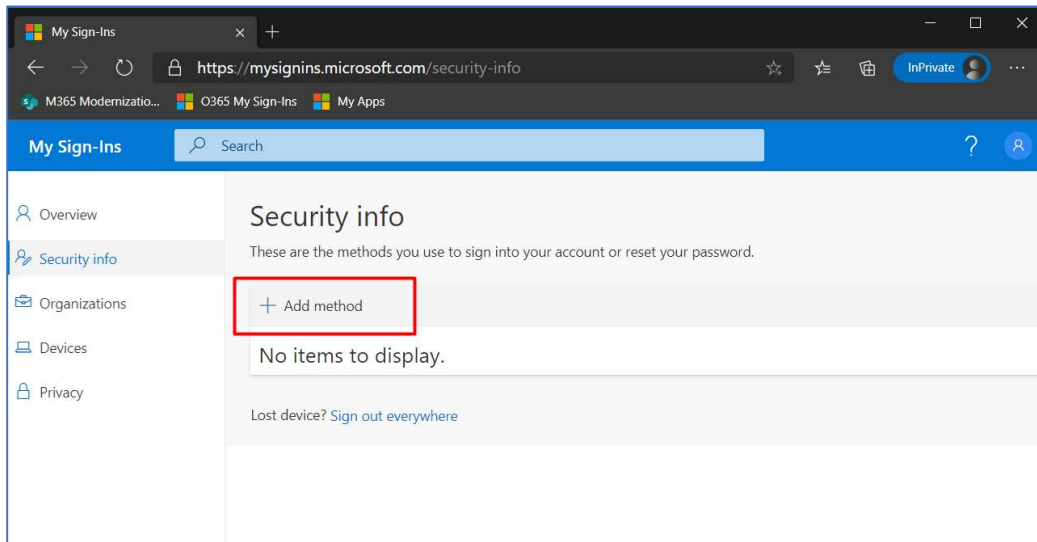
4. You will be redirected to Grace portal for your password. Provide your password and click Sign in.



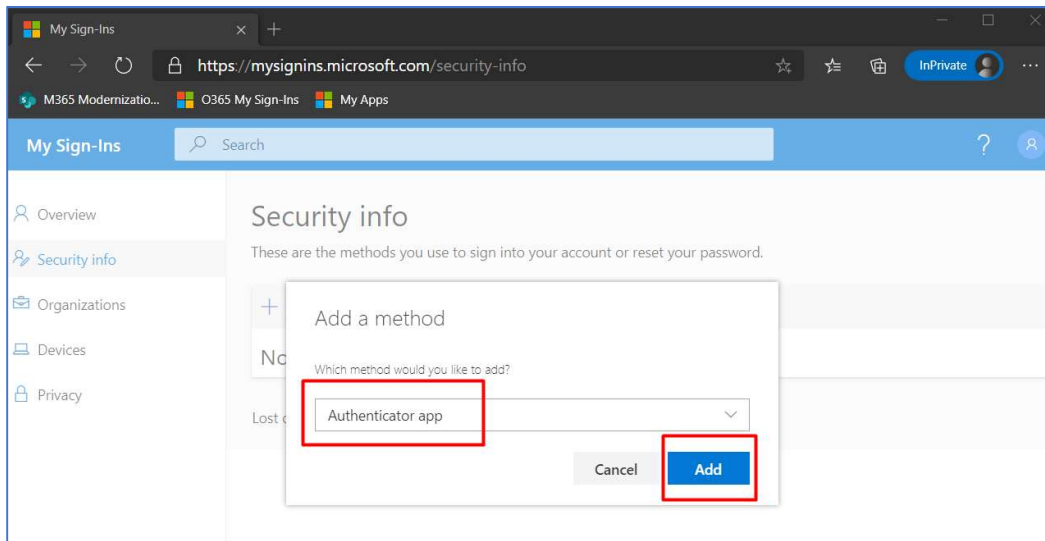
5. Once logged in to your portal, click Security Info tab.



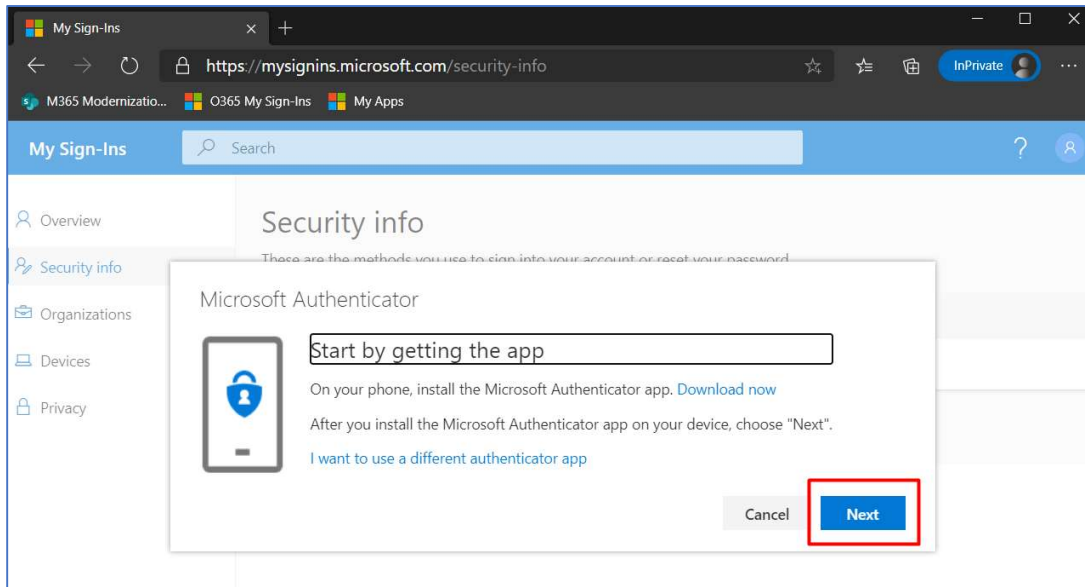
6. Click Add method



7. Select Authenticator app and click Add.



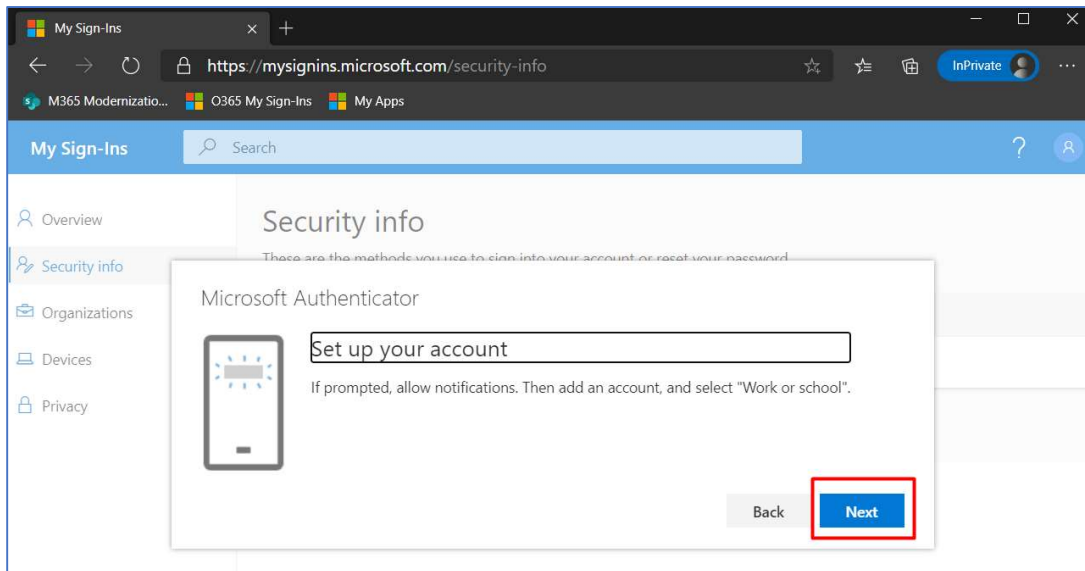
8. In Start by getting the app wizard, click Next

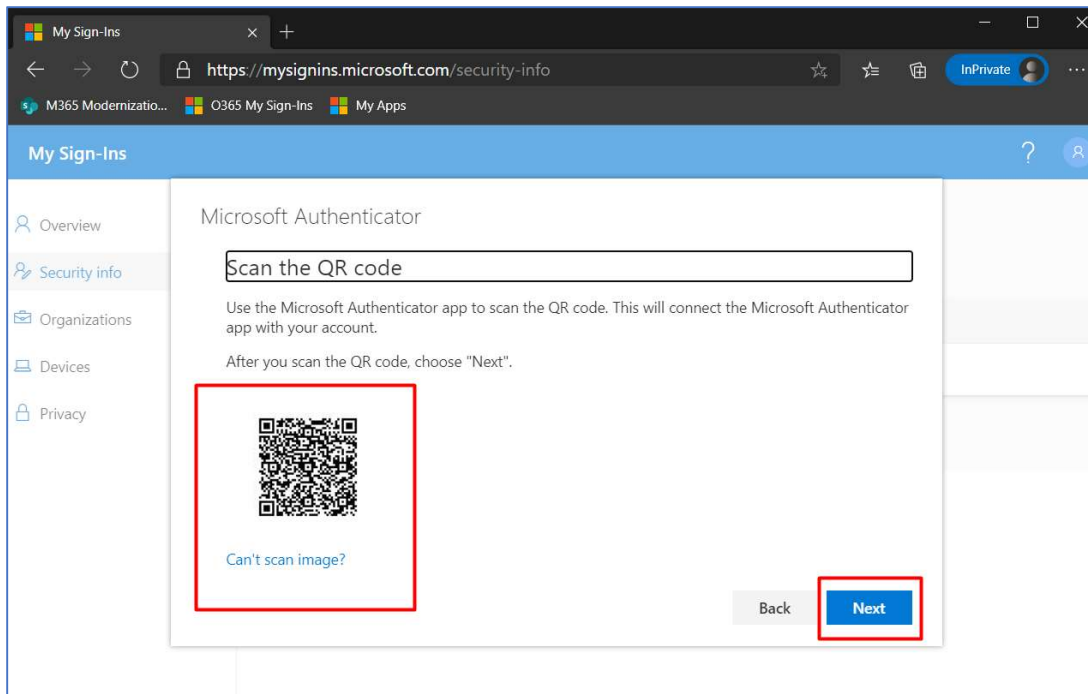


9. In Set up your account click Next

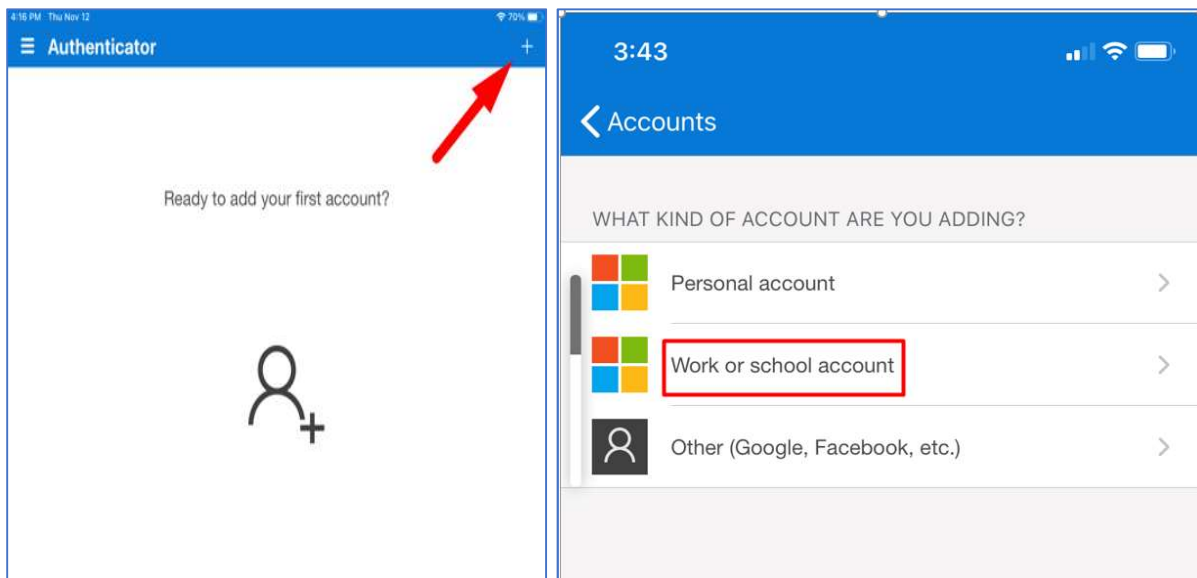
Please make a note that at this step you will need your smartphone and Authenticator app open to complete registration.

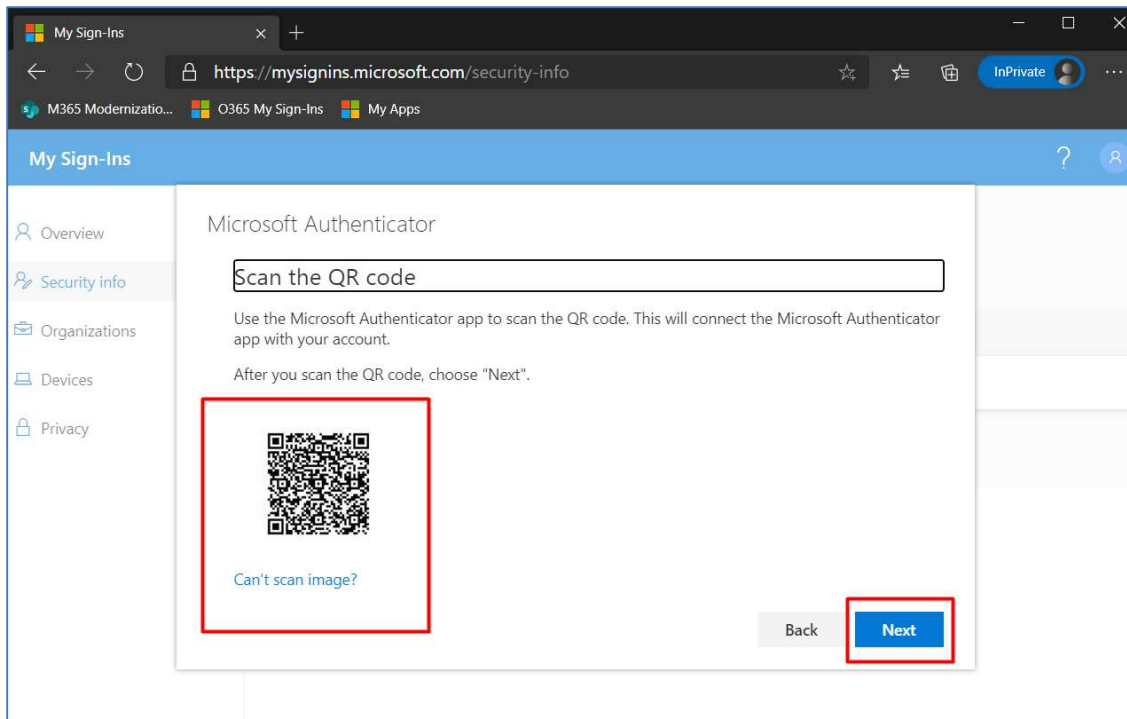
If at any point your session times out, you may need to go back to Step #6 and start again.



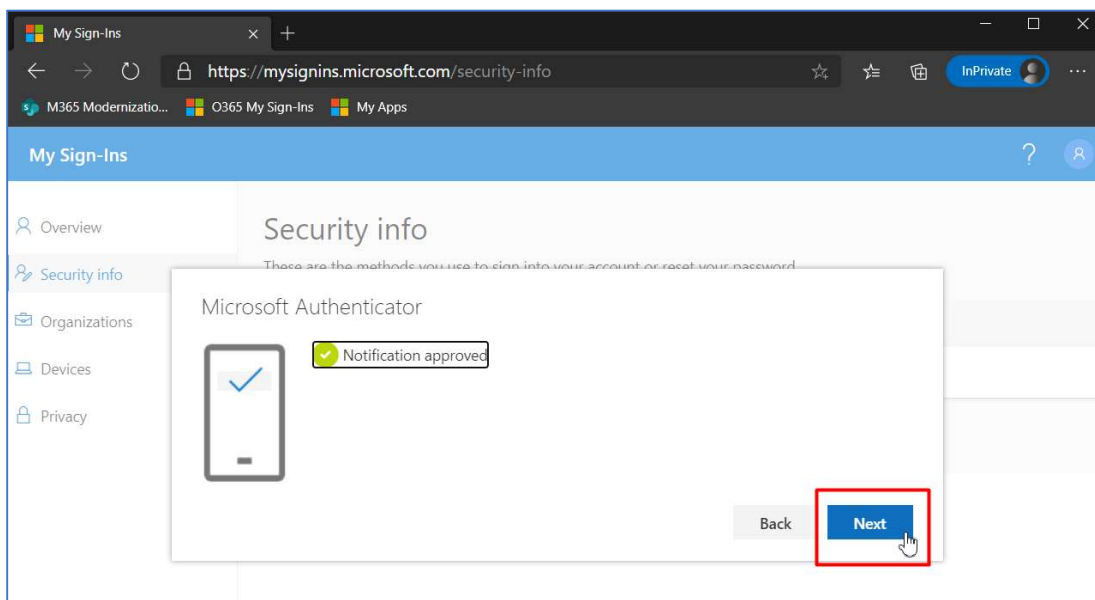


10. Take your smartphone, open Authenticator App, tap the plus (+), next tap Work or school account and then point your smartphone at the QR code presented on your monitor.

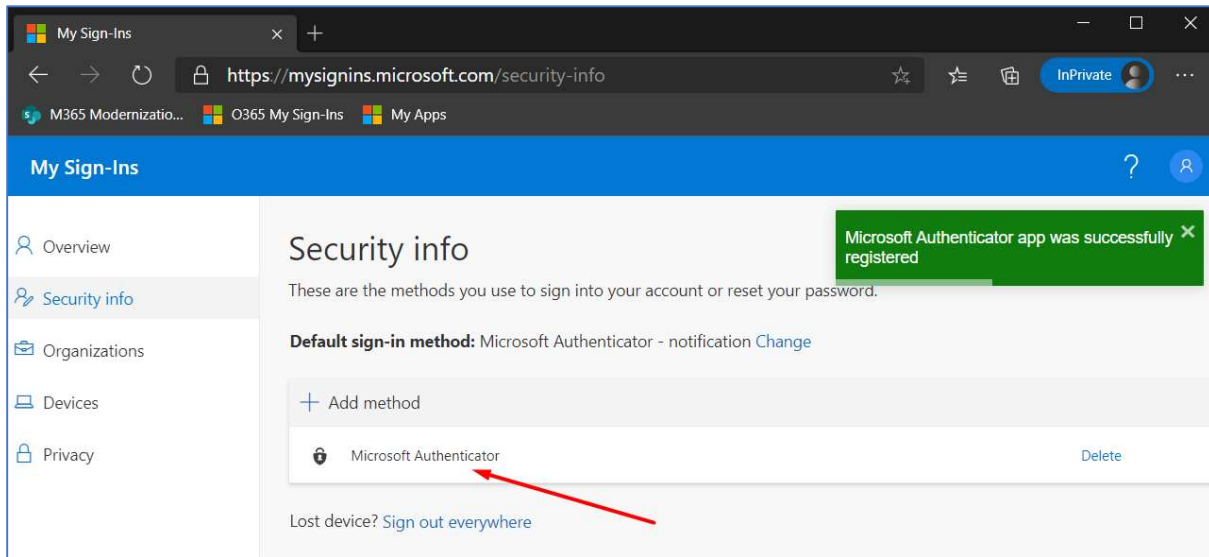




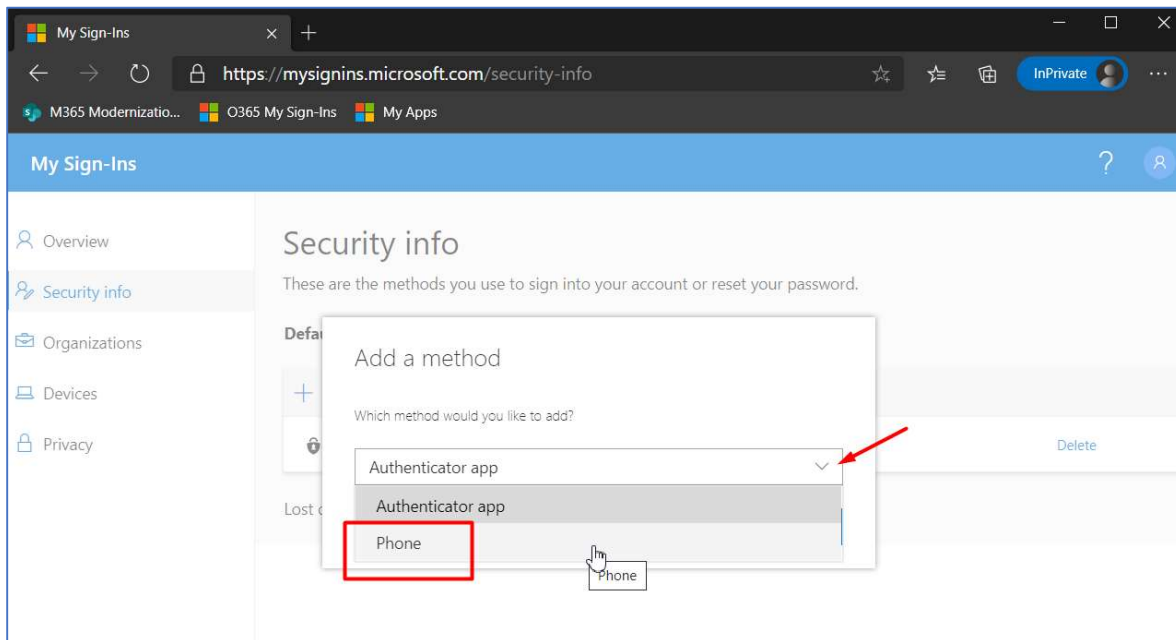
11. Once QR code is scanned, click Next.  
You should be prompted (on your smartphone) to Approve your request.  
Tap Approve on your smartphone, and then (on your computer) click Next to complete registration.

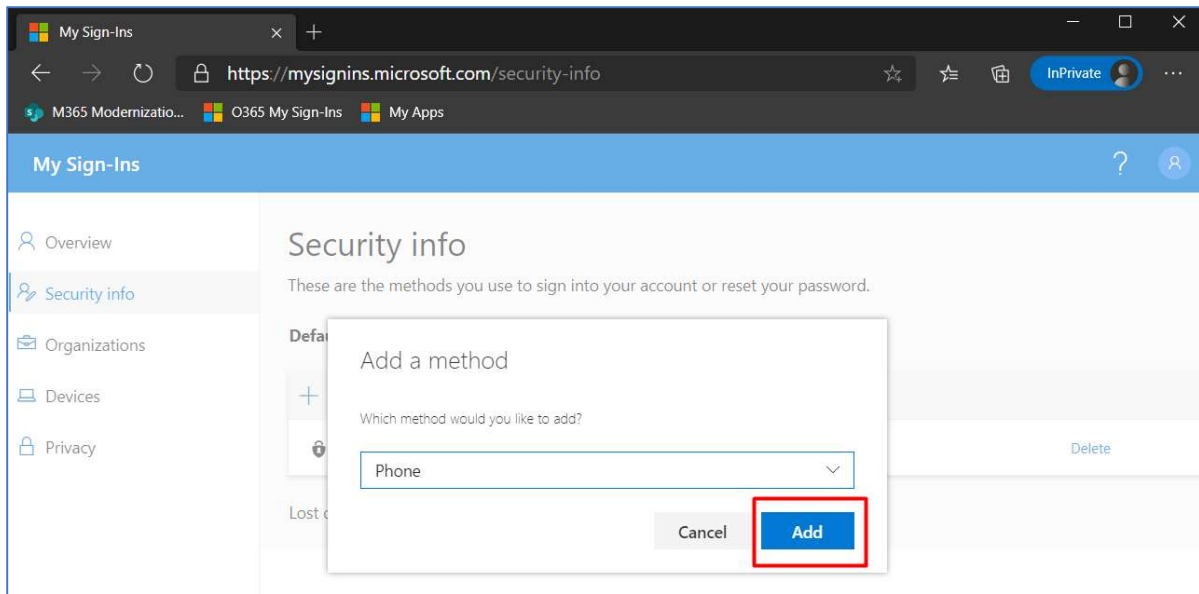


12. You should now see the Microsoft Authenticator in your portal.

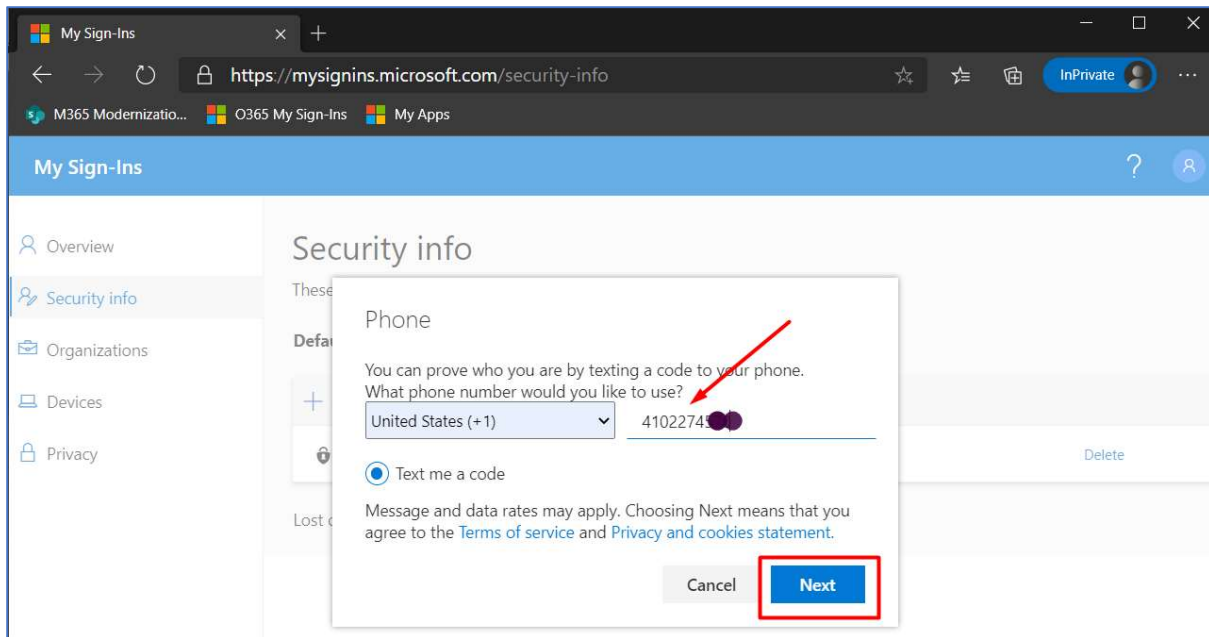


13. In next step you will be adding your phone as another authentication method. While in portal, click Add Method and from the drop-down menu select Phone.

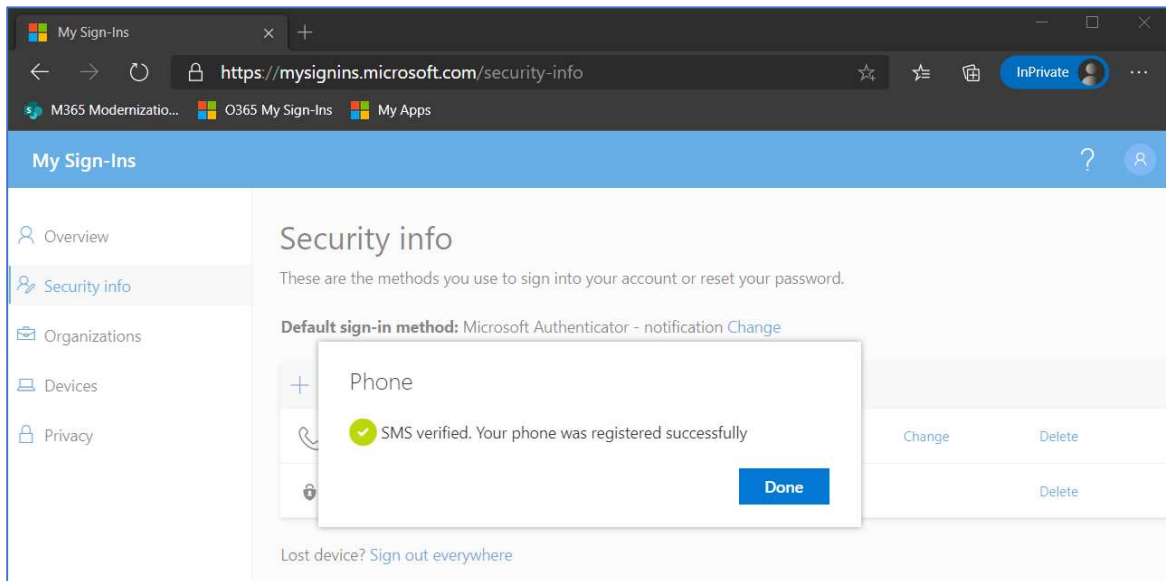
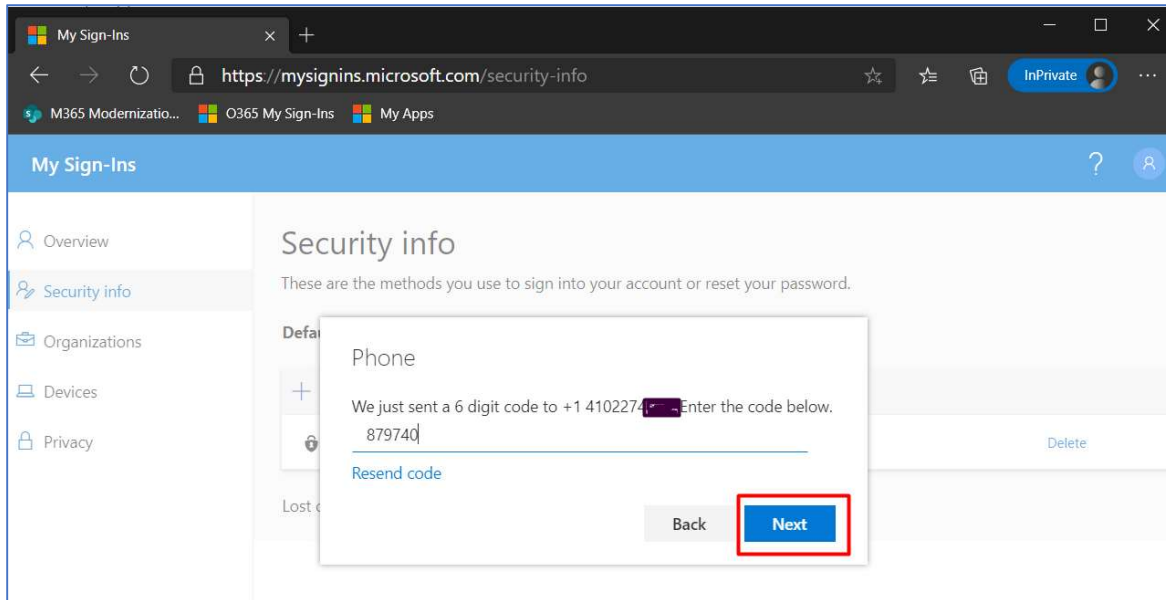




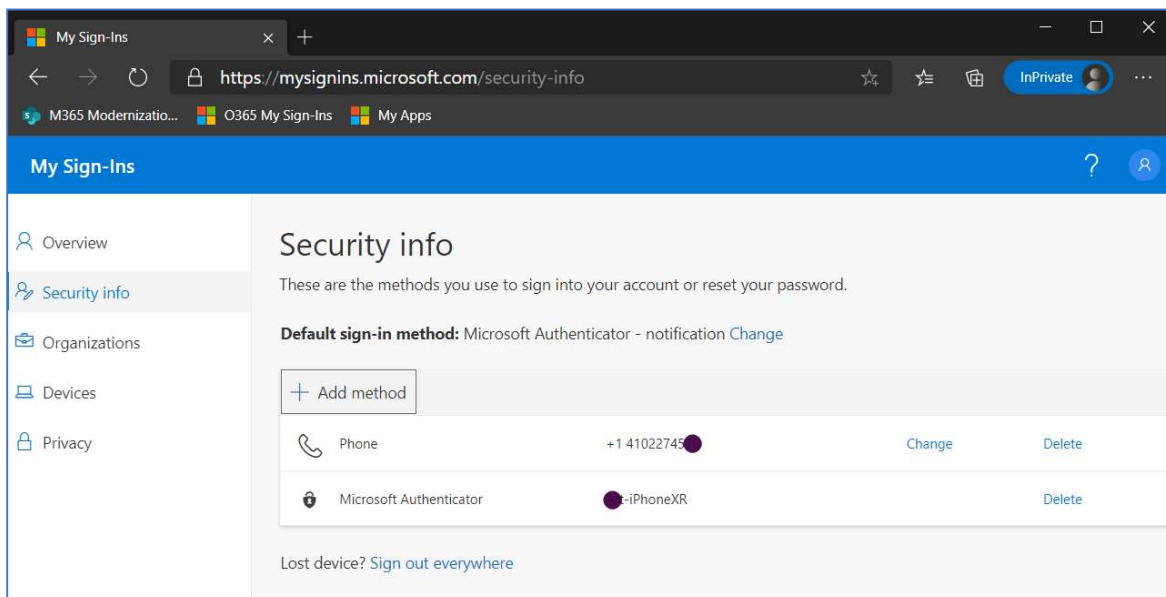
14. Provide your phone number, click Next and follow instruction on your screen. Microsoft will send a 6-digit code to your phone. Type the code in space provided and click Next, and then click Done to complete Phone registration.







15. You have completed registering your Azure MFA authentication methods.

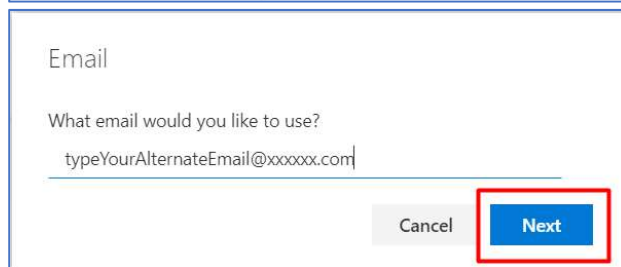
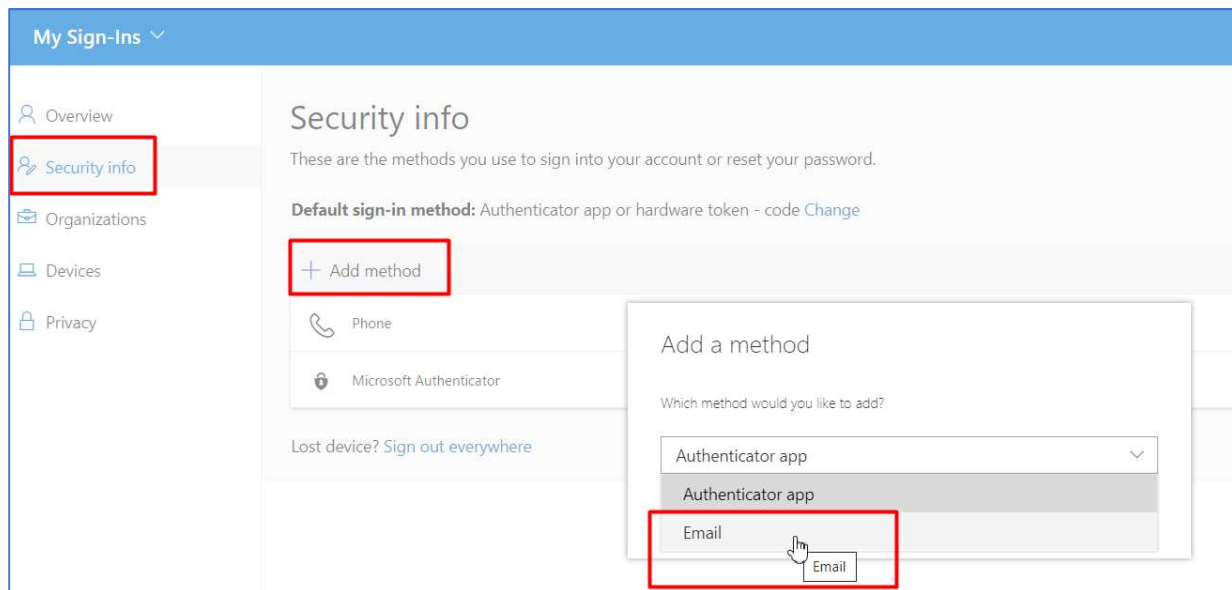


### OPTIONAL, Steps to register personal email for password reset capability

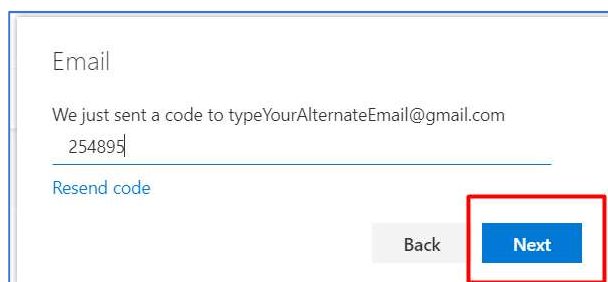
- As an optional step, you can register your personal email address to allow password reset function using Azure self-service password portal.  
Azure self-service password reset gives users the ability to reset their password, with no help desk involvement. If a user's account is locked or they forget their password, they can follow prompts to unlock themselves.

To enable users to unlock their account or reset passwords using Azure self-service password reset, your alternate/personal email address needs to be registered in My Sign-ins portal.

1. While in My Sign-ins portal and under Security info, click Add method and from drop down menu select Email and click Add



2. Microsoft will email the validation code to your alternate/personal address. Retrieve the code and provide when prompted and then click Next to complete email registration.  
Your alternate/personal email address should pop up in portal.





Microsoft Authenticator

Art-iPhoneXR



Email

[REDACTED]@gmail.com