Set Up Azure Verification Method:
Microsoft Authenticator Mobile App
Identity & Access Management

Trinity Health

Overview

What is a Verification Method?

A verification method is used to confirm a user's identity and add a layer of security to protect Trinity Health data. A verification method is used for:

- Multi-factor authentication (MFA) – required to securely access Trinity Health resources while working off-site
- Azure self-service password reset (SSPR) – required to securely reset your Trinity Health password

Requirements

You need two separate devices.

- Computer (personal or work)
- Smartphone

Set Up Microsoft Authenticator Mobile App

**Please follow the instructions below carefully before reaching out to the Service Desk.**

Make sure your smartphone can access the internet.

If you have a Trinity Health email address, your Azure login ID (also known as a UPN) will be the same as your Trinity Health email address. You can look up your UPN using the following link if you are on the Trinity Health network or VPN: https://findmyupn.trinity-health.org/

[Computer]
1. On the computer (laptop/desktop), go to: https://aka.ms/mysecurityinfo
2. On the **Sign in** screen, enter your Trinity Health email/UPN, and click Next.
3. On the **Enter password** screen, enter your network password, and click Next.
4. On the **More information required** screens, click Next.
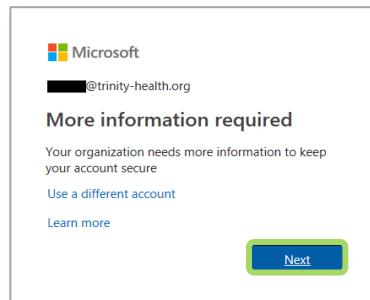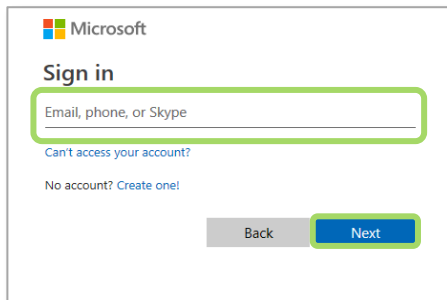
[Smartphone]
5. On your smartphone, complete one of the following options:
   - Option 1: Scan the following QR code that matches your smartphone type
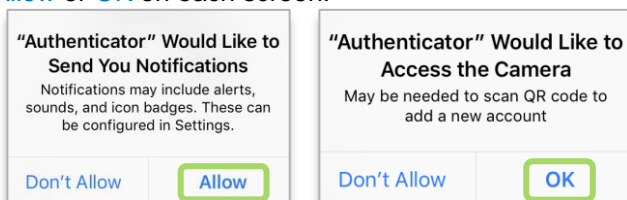

Apple App Store   Google Play Store

Set Up Microsoft Authenticator Mobile App (continued)

- **Option 2**: Search for the **Microsoft Authenticator** 🔵 app in the **Apple App Store** or **Google Play Store** ▶

6. Install the free **Microsoft Authenticator** app.

The Microsoft Authenticator app is free, and it does not have any in-app purchases.

7. Open the **Microsoft Authenticator** app.
8. If prompted to allow the Microsoft Authenticator app to send notifications and access the camera, choose Allow or OK on each screen.

"Authenticator" Would Like to Send You Notifications	"Authenticator" Would Like to Access the Camera
Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.	May be needed to scan QR code to add a new account
Don't Allow **Allow**	Don't Allow **OK**

9. In the **Microsoft Authenticator app**, choose the **+** in the upper right corner to add a new Account.

📶 AT&T 🛜	12:02 PM	✈ 28% 🔋
☰	**Accounts**	**➕**
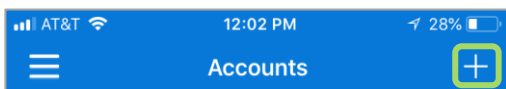
10. On the **What kind of account are you adding** screen, choose Work or school account.

WHAT KIND OF ACCOUNT ARE YOU ADDING?	
🟥 Personal account	›
🟥 Work or school account	›
👤 Other (Google, Facebook, etc.)	›
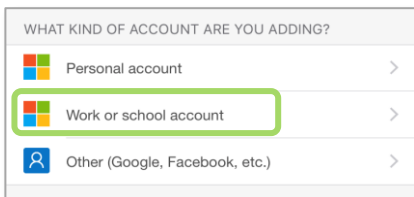
11. On the **Add work or school account** screen, choose Scan QR code.

Add work or school account

Sign in	Scan QR code
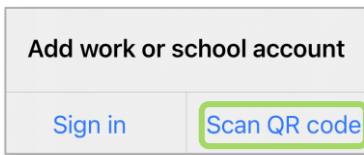
12. The app on your smartphone or tablet will be using its camera to find/scan QR codes, and soon the web page will display a QR code to scan.

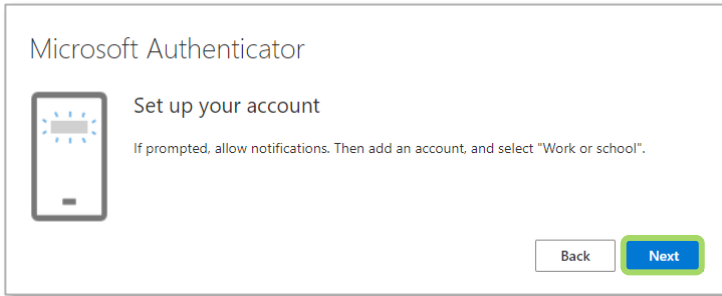[Computer]

13. On the **Start by getting the app** screen on the computer, click Next.

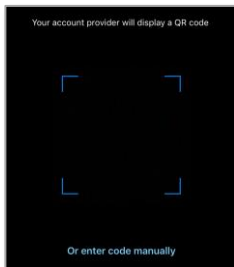Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app
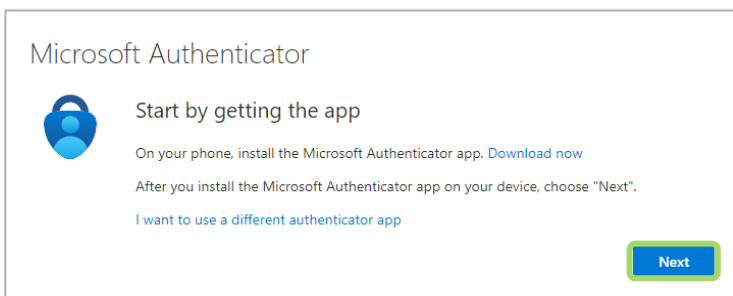
Next

Set Up Microsoft Authenticator Mobile App (continued)

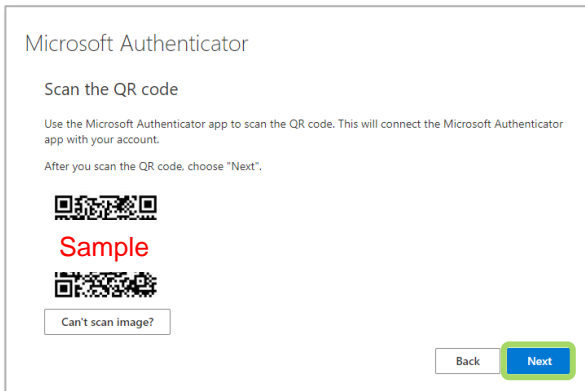14. On the **Set up your account** screen, click Next.

[Smartphone]

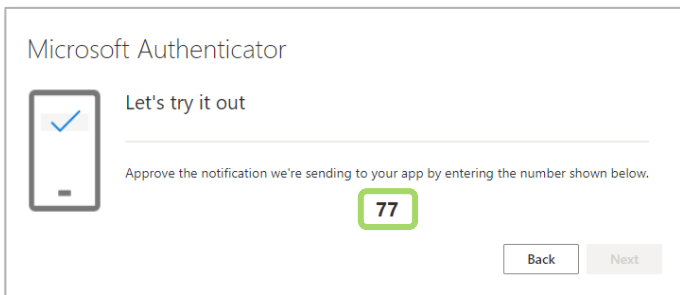15. Hold your smartphone up to the computer screen so that it can scan the **QR code**.

[Computer]

16. On the **Scan the QR code** screen on the computer, click Next.

17. Read the number on the **Let's try it out** screen.

Set Up Microsoft Authenticator Mobile App (continued)

[Smartphone]

18. Enter the number from the **Let's try it out** screen on the computer into the **Are you trying to sign in?** notification on the smartphone, and then choose Yes on the notification.

[Computer]

19. On the **Notification approved** screen on the computer, click Next.

20. On the **Success** screen, click Done.

You're done! Going forward, you may be prompted to use this new verification method when accessing Trinity Health applications from outside of a Trinity Health facility or on a personal device.

Account Management

You can return to https://aka.ms/mysecurityinfo at any time to manage your Azure verification method.