Overview

What is MFA?
Trinity Health uses a technology called multi-factor authentication (MFA) to verify your identity when you access certain applications when outside of the Trinity Health network such as when you’re using your computer when you’re not at work. This is done via one of the following two methods, and this job aid covers the mobile app method.

- Phone Call
- Mobile App

Requirements
You need two separate devices.

- Computer (personal or work)
- Smartphone

Setup Azure MFA: Mobile App Method

Please read and follow these instructions carefully before reaching out for assistance from the Service Desk.

Make sure your smartphone is able to access the internet.

[Computer]
1. On the computer (laptop/desktop), go to: https://aka.ms/mfasetup
2. On the Sign in screen, enter your Trinity Health email address. Click Next.
3. On the next screen, enter your network password. Click Next.
4. You will then be prompted for more information. Click Next on each of these screens.

[Smartphone]
1. Search for, download, and install the Microsoft Authenticator app on your mobile device.
2. Open the Microsoft Authenticator app.
3. If prompted to allow the Microsoft Authenticator app to send notifications and access the camera, choose Allow or OK on each screen.
4. In the **Microsoft Authenticator app**, choose the + in the upper right corner to add a new Account.

5. On the **What kind of account are you adding** screen, choose **Work or school account**.

6. 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]

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

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

[Smartphone]

9. Use the camera to scan the **QR code**.
Setup Azure MFA: Mobile App Method (continued)

[Computer]
10. On the **Scan the QR code** screen on the computer, click **Next**.

![Microsoft Authenticator](image1)

[Smartphone]
11. Choose **Approve** on the notification.

![Approve sign-in?](image2)

[Computer]
12. On the **Let’s try it out** screen on the computer, click **Next**.

![Microsoft Authenticator](image3)

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

![Success!](image4)

**You’re done!** Going forward, every time you access certain Trinity Health applications such as Workday outside of the Trinity Health network such as on your phone or your home computer, you will be prompted to use MFA when you log into your accounts.

**Account Management**

You can return to [https://aka.ms/mfasetup](https://aka.ms/mfasetup) at any time to manage your Azure MFA account.
More Information

MFA, sometimes called “2-factor authentication,” helps protect against unauthorized access to your accounts and the personal and Trinity Health data they contain. Once MFA is set up, each time you log into an application that requires MFA from outside the Trinity Health network, you will be required to respond to an MFA challenge to confirm your identity.