Set Up Azure Verification Method:

Phone Call Method

Identity & Access Management



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 offsite
- Azure self-service password reset (SSPR) required to securely reset your Trinity Health password

Requirements

You need two separate devices.

- Computer (personal or work)
- Phone

Set Up Phone Call

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

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: <u>https://findmyupn.trinity-health.org/</u>

[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.



- 5. On the **Start by getting the app** screen, click I want to set up a different method.
- 6. On the **Choose a different method** screen, click the drop-down arrow, choose Phone, and then click Confirm.

Microsoft Authenticator			Choose a di	ifferent method
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			Which method would you like to use?	
I want to set u	Cancel Nex		(Cancel Confirm

Set Up Phone Call (continued)

7. On the **Phone** screen, enter the phone number (with area code) that you want the system to call to verify logins, and click Next.

Phone		
You can prove who yo	ou are by answering a call on your phone.	
What phone number	would you like to use?	
United States (+1)	Enter phone number	
 Call me Message and data rat 	ies may apply.	
		Next

[Phone]

8. Answer the phone call, listen to the automated prompt, and choose the # button to continue. [Computer]

9. On the **Phone** screen on the computer, click Next.

Phone	
Call answered	
	Next
I want to set up a different metho	

10. On the Success screen, click Done.

Success!	
Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method: Phone - call Phone -1	
	Done

Tip: To prevent verification calls from being marked as spam or being unrecognized, add 855-330-8653 to your contact list.



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.