

# 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 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)
- Phone

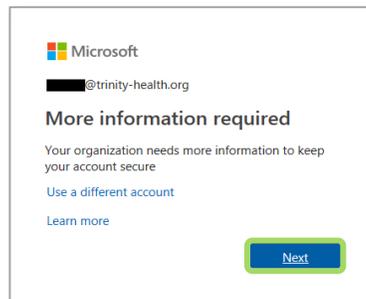
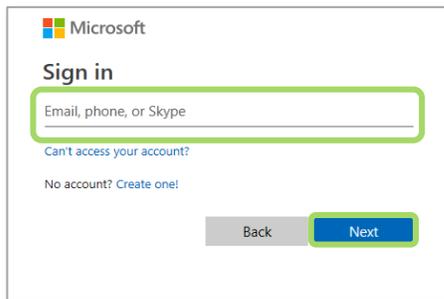
### Set Up Phone Call

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

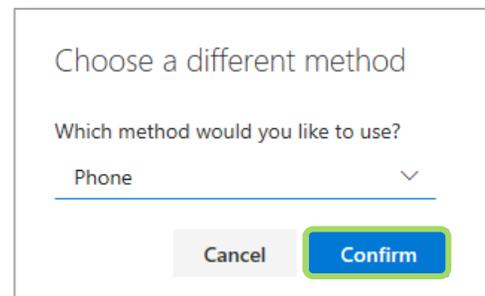
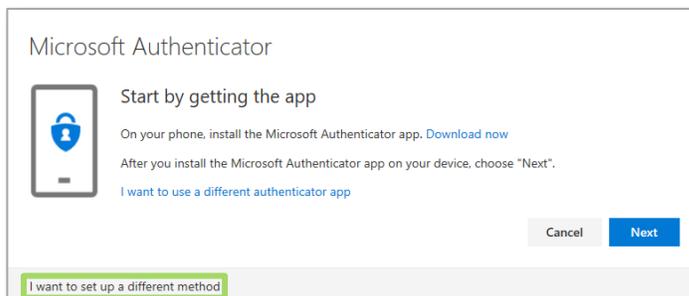
If you have a Trinity Health email address, your Azure login ID (also known as a **UPN**) will be the same as your Trinity Health email address. You can look up your UPN using the following link if you are on the Trinity Health network or VPN: <https://findmyupn.trinity-health.org/>

[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**.



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**.



## Set Up Phone Call (continued)

- 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]

- Answer the phone call, listen to the automated prompt, and choose the # button to continue.

[Computer]

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

- On the **Success** screen, click **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.