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 the following.

- Computer (personal or work) ٠
- Old Smartphone* •
- New Smartphone •

* If you no longer have your old smartphone, disregard these instructions, and call the Service Desk for assistance.

Replace Microsoft Authenticator Device

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

Make sure both your old and new smartphones 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. Enter the code in the Authenticator app if the Enter code screen comes up, and click Verify, or approve the notification in the Authenticator app if the Approve sign in request screen comes up.

Microsoft Sign in	Microsoft	Microsoft
Email, phone, or Skype Can't access your account? No account? Create one! Back Next	Enter code Please type in the code displayed on your authenticator app from your device Code Having trouble? Sign in another way More information Verify	Approve sign in request Deen your Authenticator sepa and enter the number shown to sign in. 68 No numbers in your app? Make sure to upgrade to the latest version. I can't use ny Microsoft Authenticator sep right now More information

5. On the Security info screen, click Add sign-in method.

My Sign-Ins		?	8
♀ Overview ♀ Security info	Security info These are the methods you use to sign into your account or reset your password.		
Grganizations	Default sign-in method: Change + Add sign-in method Change		

Replace Microsoft Authenticator Device (continued)

6. On the Add a method screen, click the drop-down arrow, choose Authenticator app, and then click Add.

Add a method		×
Which method would you like to add?		
Authenticator app		\sim
	Cancel	Add

[New Smartphone]

- 7. 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

Option 2: Search for the Microsoft Authenticator
 app in the Apple App Store



8. Install the free Microsoft Authenticator app.

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

- 9. Open the Microsoft Authenticator app.
- 10. If prompted to allow the Microsoft Authenticator app to send notifications and access the camera, choose Allow or OK on each screen.



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



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



13. On the Add work or school account screen, choose Scan QR code.



14. 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.

Replace Microsoft Authenticator Device (continued)

[Computer]

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



16. On the Set up your account screen, click Next.



[New Smartphone]

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



[Computer]

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



Replace Microsoft Authenticator Device (continued)

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

Micros	oft Authenticator
	Let's try it out
	Approve the notification we're sending to your app by entering the number shown below.
	Back Next

[New Smartphone]

20. 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]

21. On the Microsoft Authenticator screen on the computer, click Next.



22. On the web page, click on Overview, and then click on Security info, to refresh the page.



Replace Microsoft Authenticator Device (continued)

23. On the **Security info** screen, click **Delete** at the end of the **Microsoft Authenticator** row containing the old smartphone.

The new device will be the one at the top of the list, and the old device will be the one at the bottom of the list.

My Sign-Ins		?	8
A Overview	Security info These are the methods you use to sign into your account or reset your password.		
 Organizations 	Default sign-in method: Microsoft Authenticator - notification Change		
📮 Devices	Microsoft Authenticator	Delete	
A Privacy	Microsoft Authenticator	Delete	

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.