ICT

# Enrolling for MFA for External Access (Authenticator App)

User Guide

Please allow 15 minutes to complete this exercise. To make the process easier on yourself, please read the instructions in full prior to enrolling.

Please choose one of the first four options as your verification method.

If choosing a phone call or text message enter your preferred telephone number selecting your country location first.
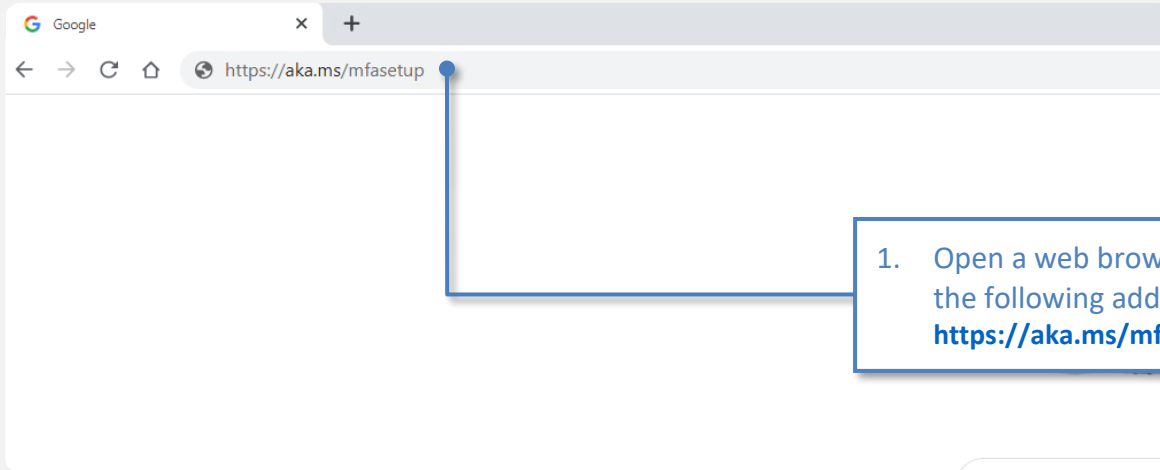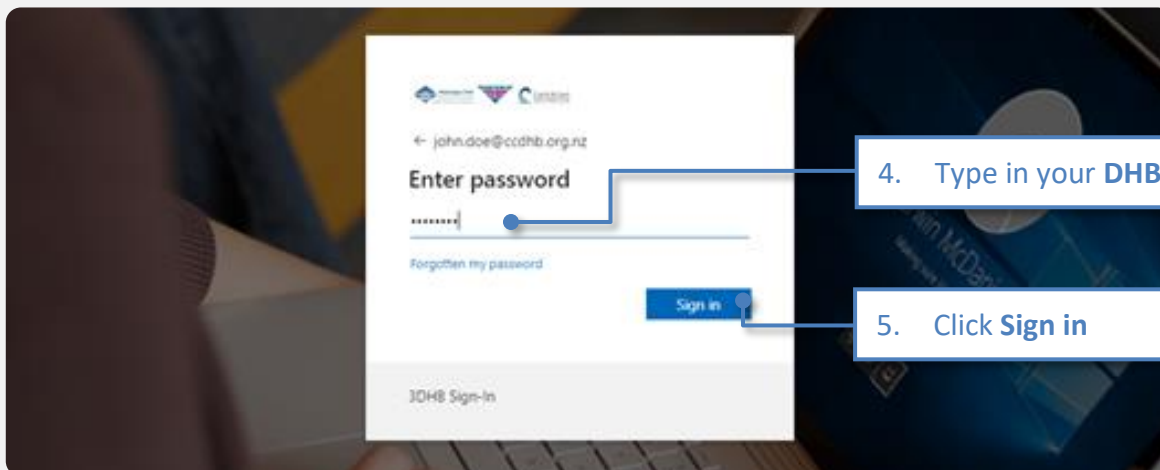
1. Open a web browser and go to the following address: **https://aka.ms/mfasetup**
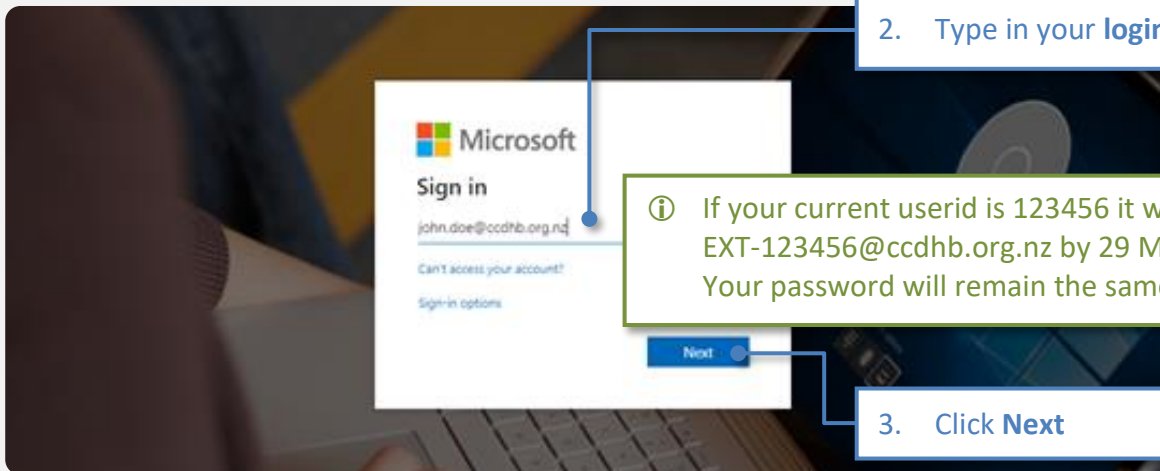
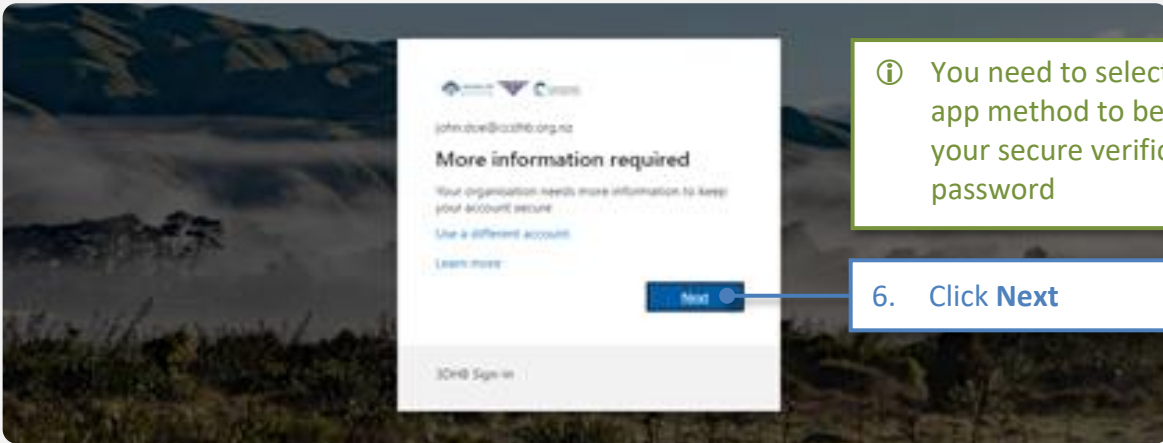**2.** Type in your **login address**

ⓘ If your current userid is 123456 it will change to EXT-123456@ccdhb.org.nz by 29 March 2021. Your password will remain the same.
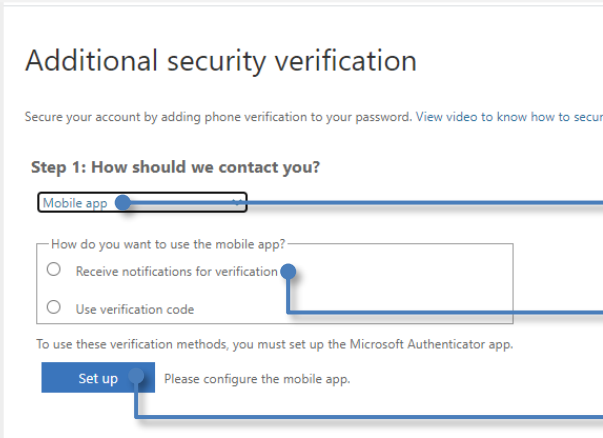
3. Click **Next**

4. Type in your **DHB password**

5. Click **Sign in**

You need to select the mobile app method to be notified of your secure verification to your password

6. Click **Next**

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secur...

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?
- ○ Receive notifications for verification
- ○ Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.
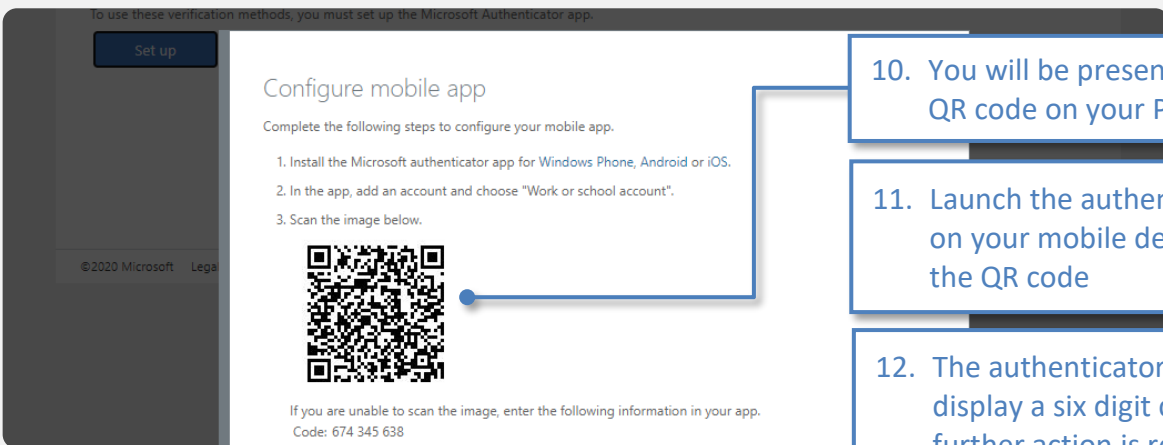
Set up Please configure the mobile app.

To use secure verification, you must first set up Microsoft Authenticator on your mobile Authenticator app

7. Select **Mobile app**
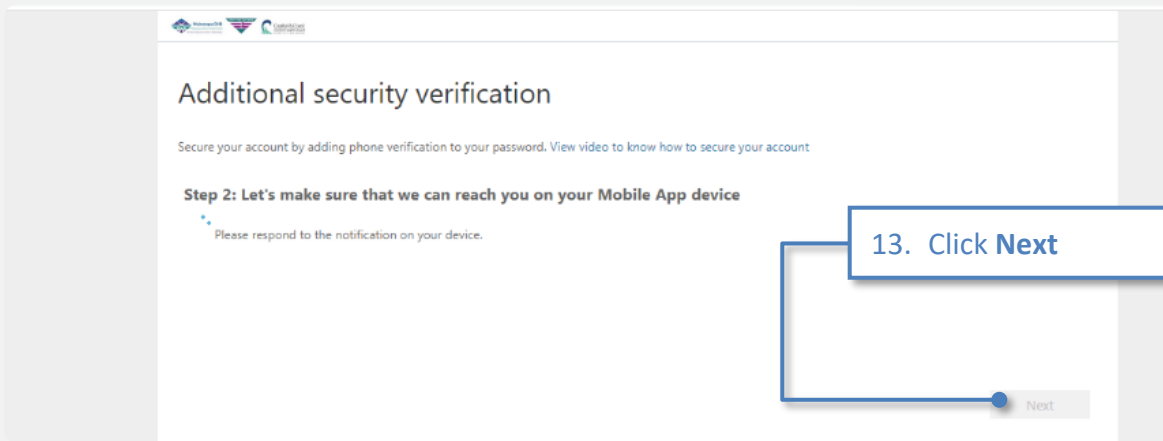
8. Select Receive notifications for verifications

9. Click **Set up**

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

If you are unable to scan the image, enter the following information in your app.
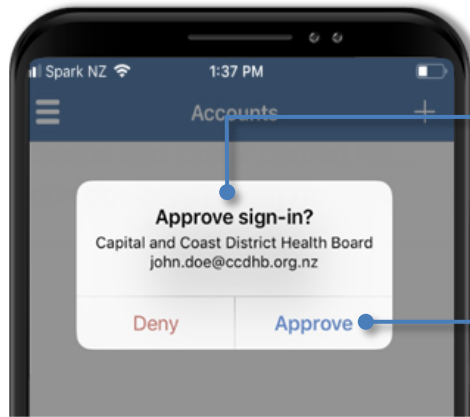Code: 674 345 638

10. You will be presented with a QR code on your PC

11. Launch the authenticator app on your mobile device and scan the QR code

12. The authenticator app will display a six digit code – no further action is required

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: Let's make sure that we can reach you on your Mobile App device

Please respond to the notification on your device.

13. Click **Next**

14. A notification will appear on your mobile device

15. Tap **Approve**

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 3: In case you lose access to the mobile app

New Zealand (+64) 271234567
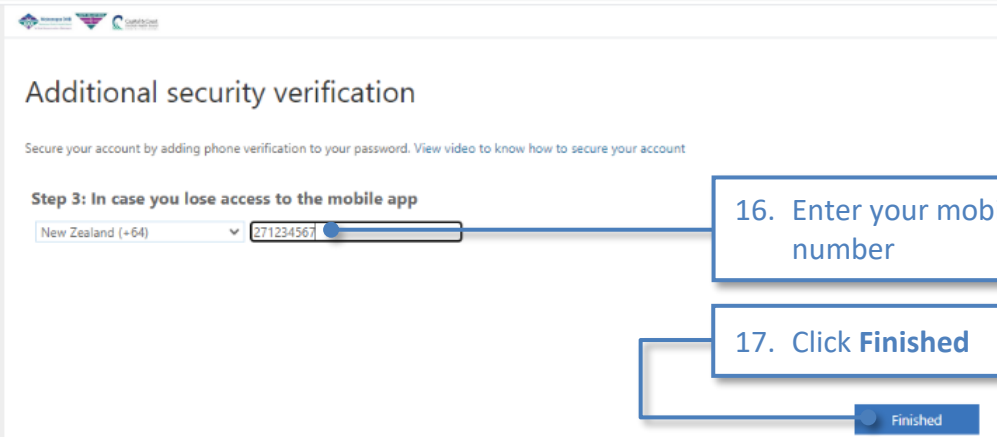
16. Enter your mobile phone number

17. Click **Finished**

Finished

18. You are now set up to use MFA

Thank you for enrolling in MFA, and for continuing the move to better securing health information for all

Version History

Version	Date	Notes
1.0	25/06/20	Document Creation
1.1	11/12/20	Amendment
1.2	09/03/21	Changed reference to login address Changed title to External Access
1.3	24/03/21	Amendment