# Multi-Factor Authentication (MFA) Detailed Instructions

Please follow the steps below to complete the setup process for multi-factor authentication by enrolling your smart phone number to receive texts and installing the Microsoft Authenticator application on your smart phone.

1. Navigate to https://aka.ms/MFASetup and click the "Next" button on the "More information required" page.
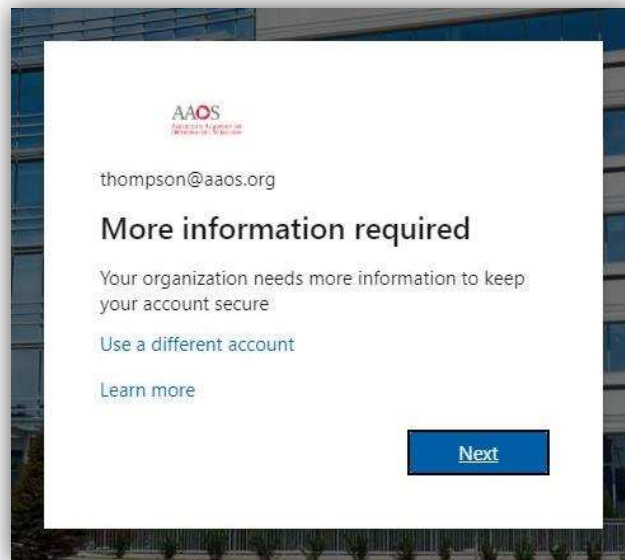
2. You will be sent to the Additional Security Verification page pictured below. "Step 1: How should we contact you?"

Please fill out the required fields as follows:
- Select **"Authentication phone"**
- Select country **"United States (+1)"** and enter your *cell phone area code and phone number*
- Select **"send me a code by text message"**
- Click blue **"Next"** button

3. After clicking next, you will proceed to "Step 2: We've sent a text message to your phone…" please retrieve the code sent to your cell phone by text message and then enter the code on the web page in the required field. Once you click the "Verify" button, you will see "Verification successful!" and can then click the "Done" button.

Additional security verification

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

Step 2: We've sent a text message to your phone at +1 555 555 5555

When you receive the verification code, enter it here

[   ]

Cancel   Verify

3. You will then be sent to the App Passwords page pictured below.

Please fill out the required fields as follows:
- Select **"Notify me through App"** under default verification option
- Place checkmark for **"Authentication phone"** and input your area code and cell phone number as shown above.
- Place checkmark for **"Authenticator app or Token"** and click the blue button that says **"Set up Authenticator app"** and you will see QR code page but _don't take any action on that page_.

4. **Do NOT scan** or take any action on the QR code page pictured below. Leave this page open as you proceed to the remaining steps on your cell phone. **Do NOT close** these web pages!
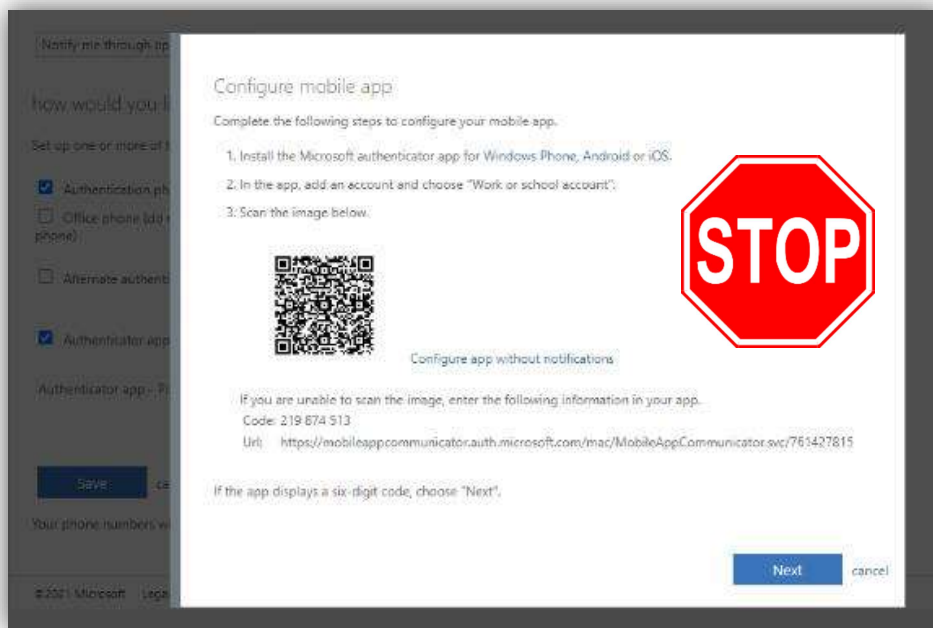
6. Please go to your smartphone to download the **Microsoft Authenticator** app from the Google Play Store (Android phones) or Apple Store (iOS iphones).
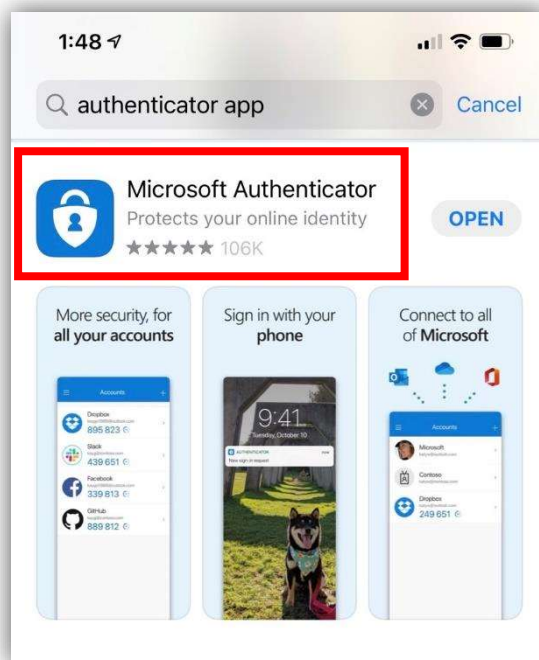

7. Once you have downloaded and launched the Authenticator app, you will see the screen pictured below regarding Privacy. Please select the **"I Agree"** button to continue.
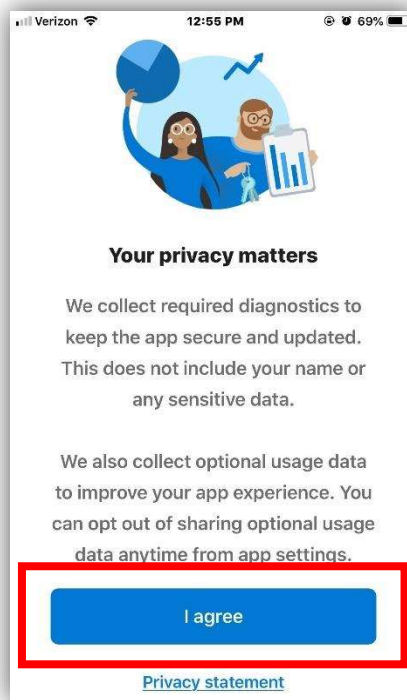
8. Click on **Add Account** and choose **"Work or school Account"**
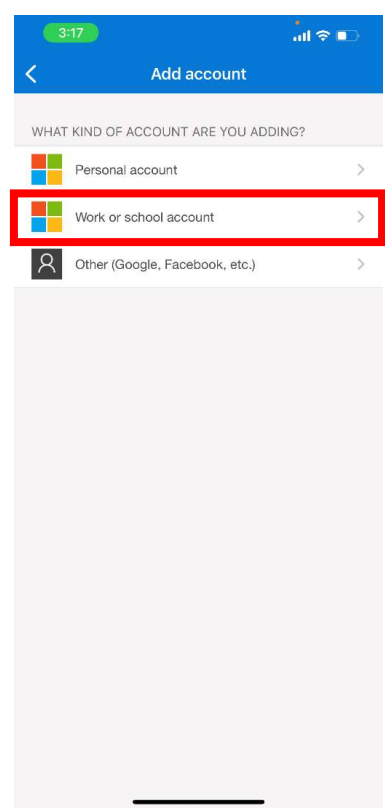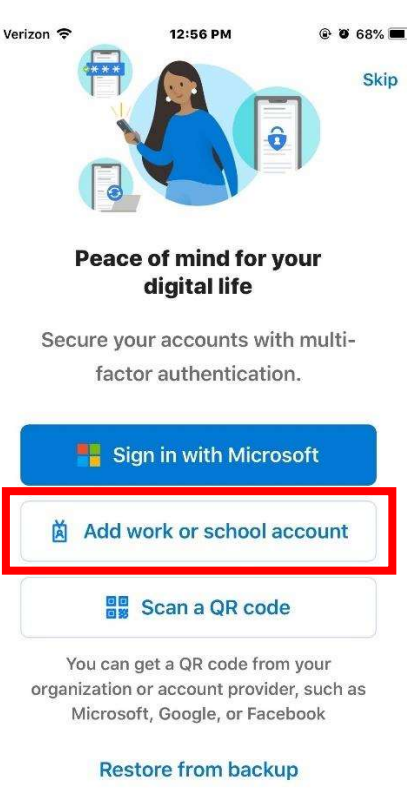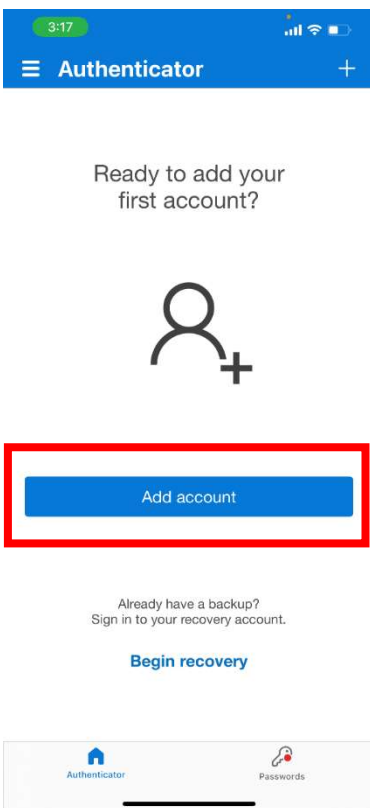
9. A pop-up will appear asking you to **Sign in**, please enter your *AAOS email address* and your *regular domain password*. The app will text you a code to input to complete the authentication.
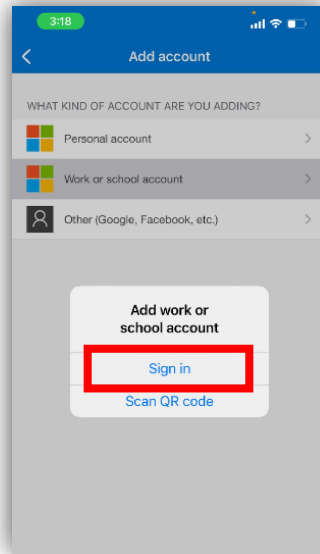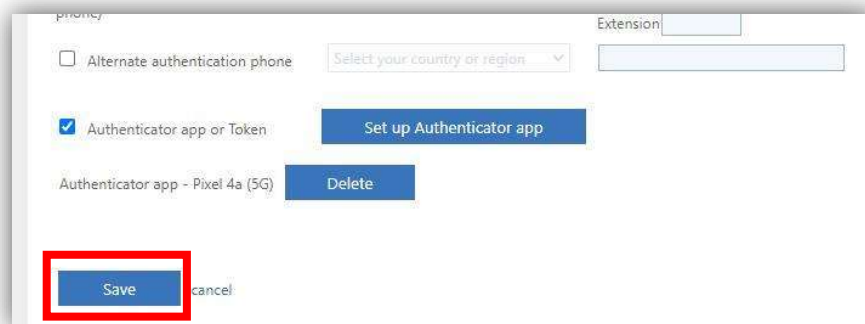

10. Once signed in, you can permit the app to Allow Notifications. Once the page displays "Account Added," you can click on the blue **"Finish"** button.
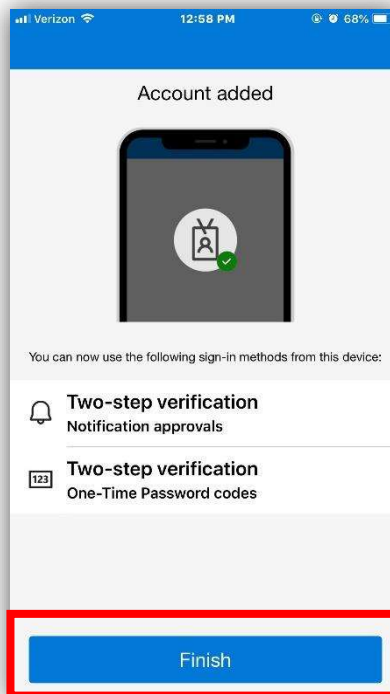
11. Return to the web page already on your laptop. Click the Cancel button on the Configure mobile app page (screen with QR code).
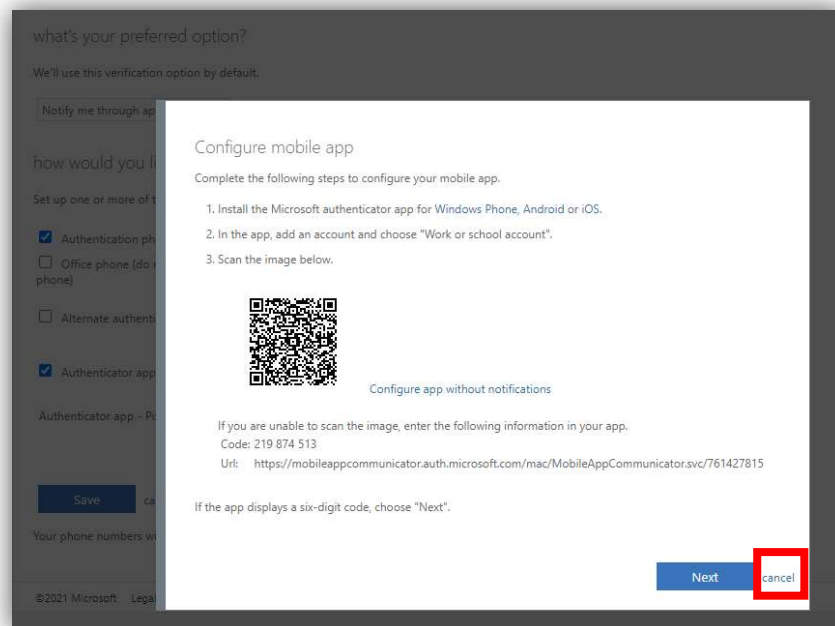
12. You have now returned to the original web page. Please click the blue **Save** button

13. The next time you go to portal.office.com, you will be using Multi-Factor Authentication with your Microsoft Authenticator app that is loaded on your cell phone. You will get prompted to allow (or reject) the sign-in with your Authenticator app whenever you access portal.office.com

Thank you for completing the setup process for Multi-Factor Authentication! For any questions or additional help, please reach out via Desktop/Laptop Issues - AAOS Service Desk - Jira Service Management or contact the HELP line at 847-384-4357.