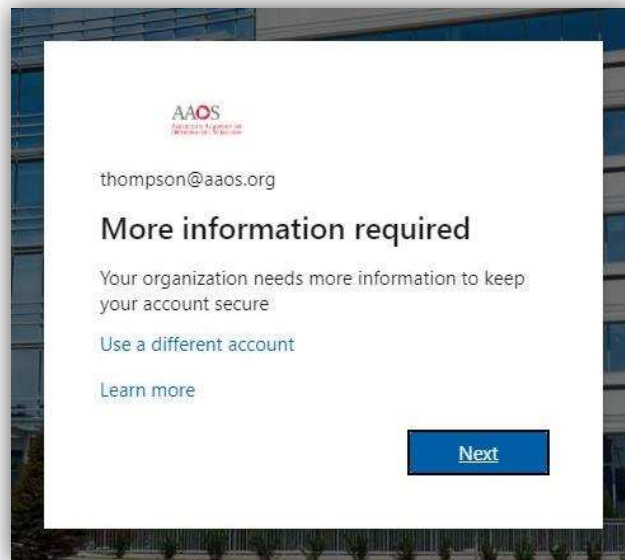


# Multi-Factor Authentication (MFA) Detailed Instructions

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?"

A screenshot of the "Additional security verification" page. The page title is "Additional security verification". Below it, a subtitle reads "Secure your account by adding phone verification to your password. View video to know how to secure your account". The main heading is "Step 1: How should we contact you?". There are two red rectangular boxes highlighting specific fields: the first box highlights the "Authentication phone" dropdown menu, and the second box highlights the "United States (+1)" dropdown menu and the "555 555 5555" text input field. Below these, there is a "Method" section with two radio buttons: "Send me a code by text message" (which is selected) and "Call me". A blue "Next" button is located at the bottom right. At the bottom of the page, a small disclaimer states: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply."

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.

Additional security verification  
**App Passwords**

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stole  
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. [Learn more](#)

☒ Authentication phone \* United States (+1) 555-555-5555

☐ Office phone (do not use a Lync phone) Select your country or region 4281 Extension

☐ Alternate authentication phone Select your country or region

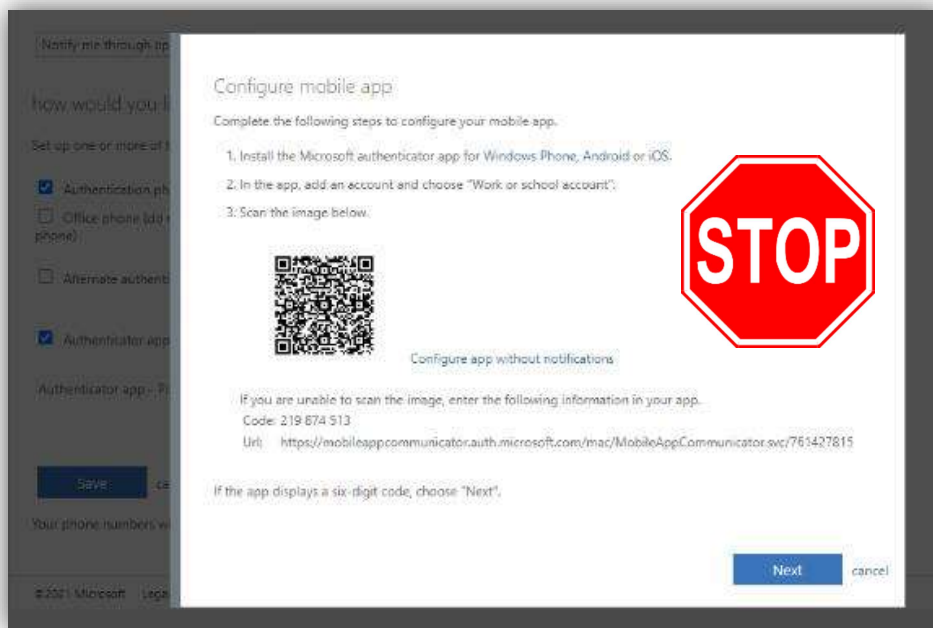
☒ Authenticator app or Token Set up Authenticator app

Authenticator app - DL Iphone Delete

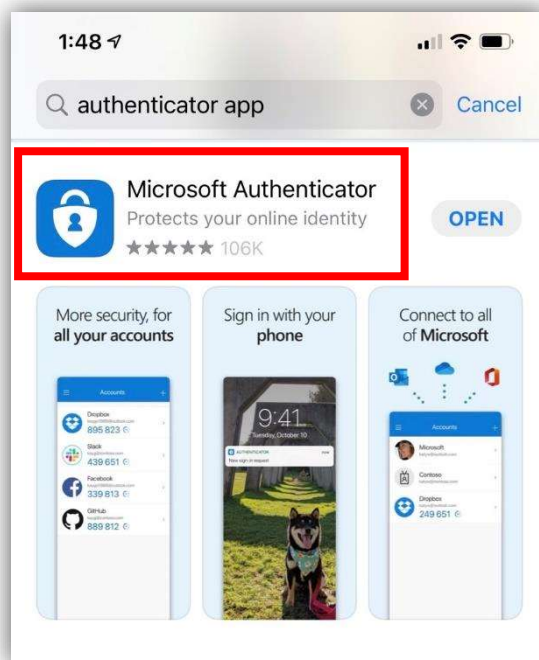
Please fill out the required fields as follows:

- 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.

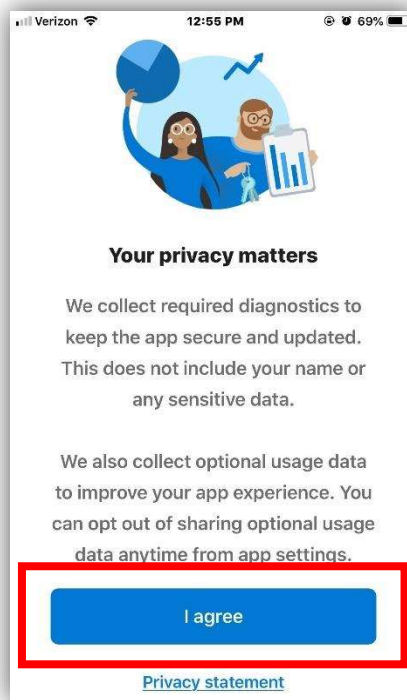
4. **Do NOT scan** or take any action on the QR code page pictured below. Leave this page open as you proceed to the remaining steps on your cell phone. **Do NOT close** these web pages!



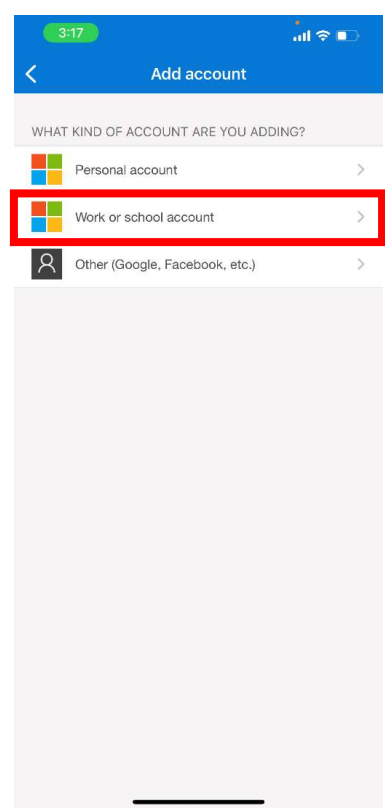
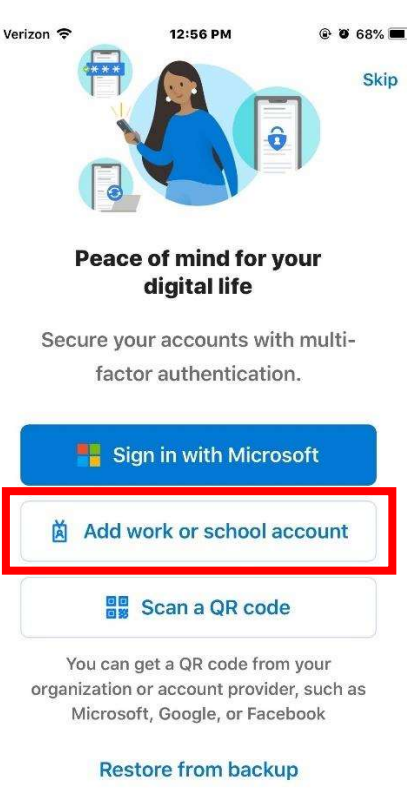
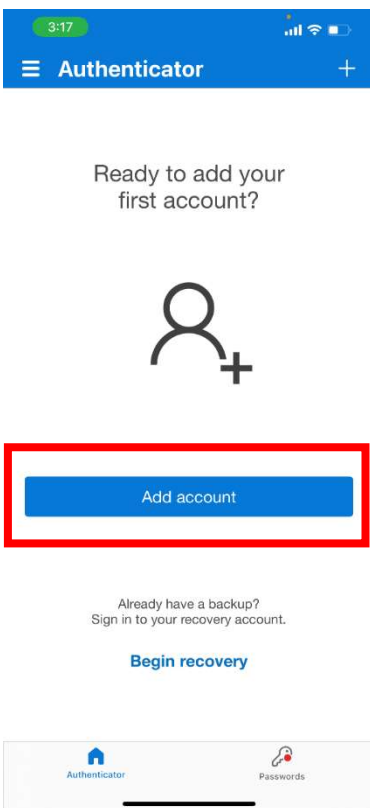
6. Please go to your smartphone to download the **Microsoft Authenticator** app from the Google Play Store (Android phones) or Apple Store (iOS iPhones).



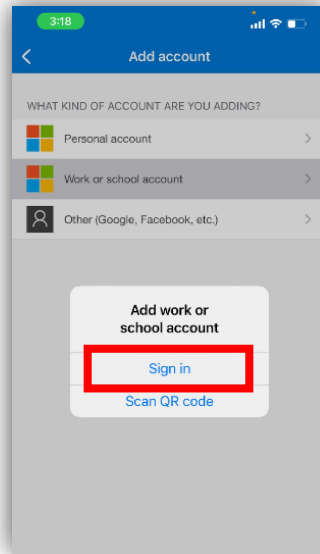
7. Once you have downloaded and launched the Authenticator app, you will see the screen pictured below regarding Privacy. Please select the **"I Agree"** button to continue.



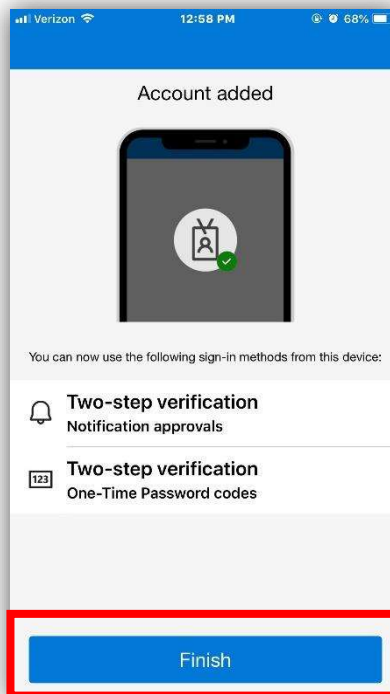
8. Click on **Add Account** and choose “**Work or school Account**”



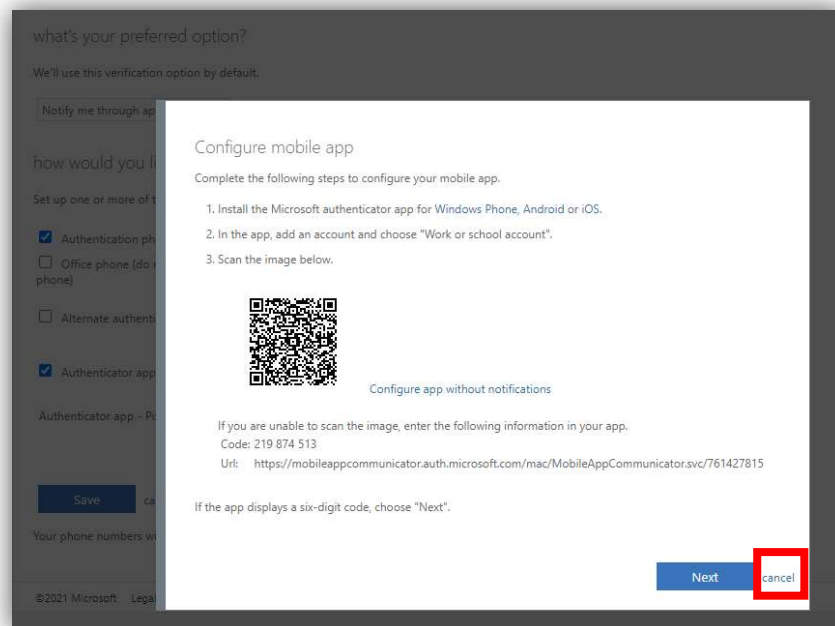
9. A pop-up will appear asking you to **Sign in**, please enter your *AAOS email address* and your *regular domain password*. The app will text you a code to input to complete the authentication.



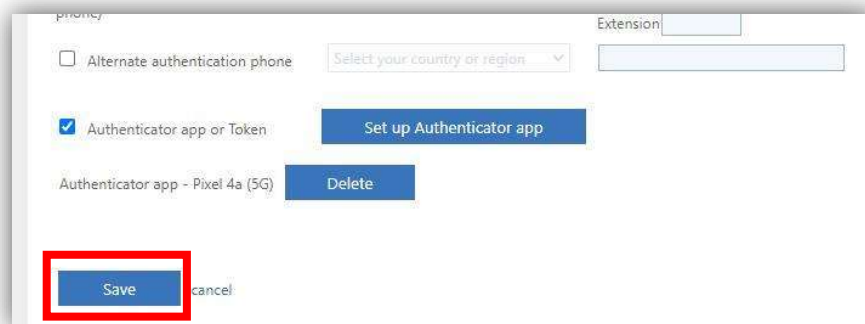
10. Once signed in, you can permit the app to Allow Notifications. Once the page displays “Account Added,” you can click on the blue “**Finish**” button.



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.