

Instructions to set up Microsoft Multi-Factor Authentication (MS MFA)

A big part of the recently announced ExpeditionTech program includes enhancing our security, simplifying our technology, and operating from one platform. The use of Microsoft security tools for personal mobile devices (BYOD) is one way we are accomplishing this.

Watch set up instructions [here](#) or visit www.vumc.org/enterprisecybersecurity/mfa-vumc.

SET UP AUTHENTICATOR

START HERE IF you haven't set up a new or rebuilt device recently at VUMC. If you have recently set up a new workstation and added the Authenticator app to your phone, skip to the next section.

MS MFA uses the Microsoft Authenticator app to receive notifications on your smartphone or tablet to verify your identity when prompted for MFA.



Step 1. Visit the [Apple app store](#) or [Google play store](#) on your device and install the Microsoft Authenticator app.

Step 2. Add your account to the app

1. On your desktop, visit <https://aka.ms/mysecurityinfo>
2. Select *Add Method* > *Authenticator app*
3. Follow the wizard experience to setup the app

Scan the QR Code in the app and test the push notification flow as part of this experience.

Step 3. Change default sign-in settings to the Authenticator app to ensure that you are prompted to sign-in using push notifications:

1. Visit <https://aka.ms/mysecurityinfo>
2. Select *Security Info* > *Default sign-in method* > *Change* > *Authenticator - notification option*.

Congratulations! You are now setup with the Microsoft Authenticator App and can receive push notifications for multi-factor authentication verification.

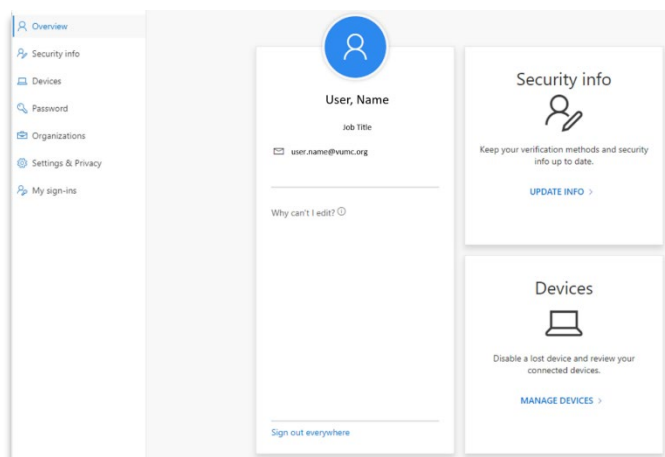
SET UP MICROSOFT MFA

If you recently set up a workstation at VUMC, you already have Microsoft Authenticator installed on your device. You can start using the MS MFA Self-Service tool to manage your account or device-related issues.

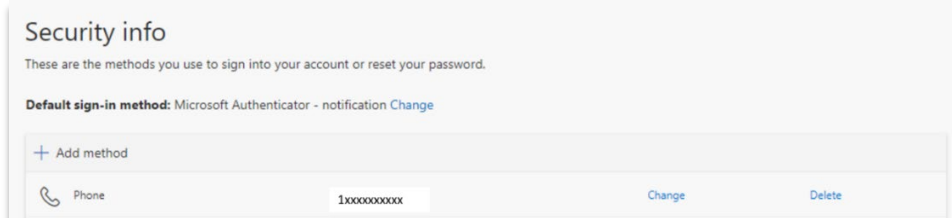
Here are some of the basics:

- Locate the Microsoft My Sign in Page:
<http://aka.ms/mysecurityinfo>
- Sign in with your VUMC User Principal Name (usually your VUMC email address first.last@vumc.org)
- The *My Account Overview* page lists Account, Security Info and Devices you can access to view, update, or disable mobile devices.

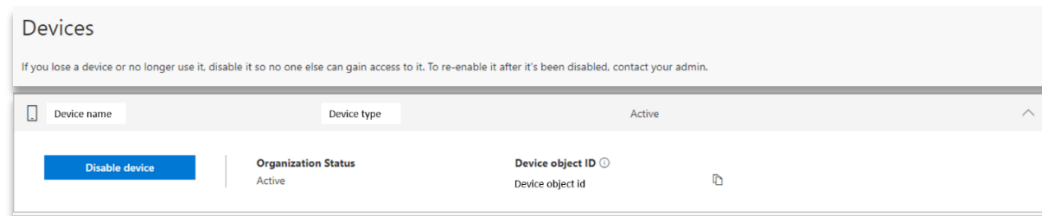
My Accounts Overview



- The *Security Info Tab* - Allows you to:
 1. View account sign in methods or reset a password
 2. Change phone numbers



- The *Devices Tab* - Allows you to:
 1. Disable a lost or broken device and review your connected devices.
 - a. If you change a phone or computer, you can disable an old device that is no longer in use.



Find out more about MFA at VUMC at <https://www.vumc.org/enterprisecybersecurity/mfa-vumc>

Need assistance? If you are having issues installing or updating MS MFA, contact the VUMC Help Desk at 615-343-HELP (4357).