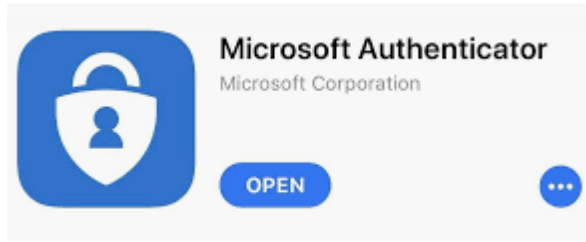


Multi-Factor Registration from outside of the network.

1. Contact the I.T. Service Desk at 402-354-2280, as we will need to assist you with setting up your account
2. Download the Microsoft Authenticator App from their App Store on your mobile device.



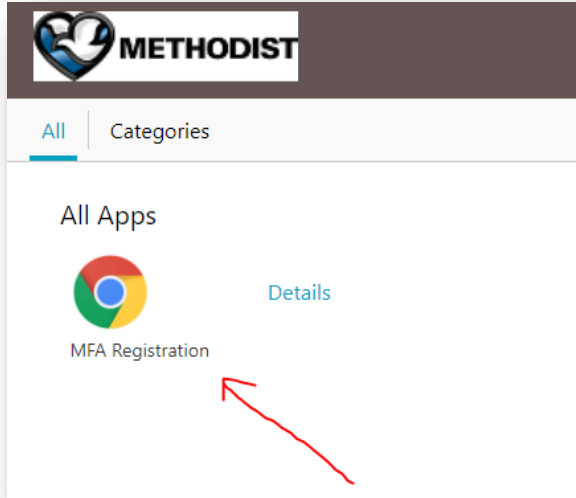
3. Open a web browser and go to <https://nmhsmfa.bestcare.org>
4. The I.T. Service Desk analyst will provide you with a temporary username/password.

A screenshot of a login page with a blue background. The text "Please log on" is at the top left. Below it are two input fields: "User name :" containing "mfauser1" and "Password :" which is empty. A blue "Log On" button is positioned below the password field.

5. You will then be prompted to enter a code which the I.T. Service Desk will also provide.

A screenshot of a verification page with a blue background. At the top, there is a blue information icon followed by the text "Enter Your Microsoft verification code". Below this is a white input field for the code. To the left of the input field is the label "Password". At the bottom is a blue "Submit" button.

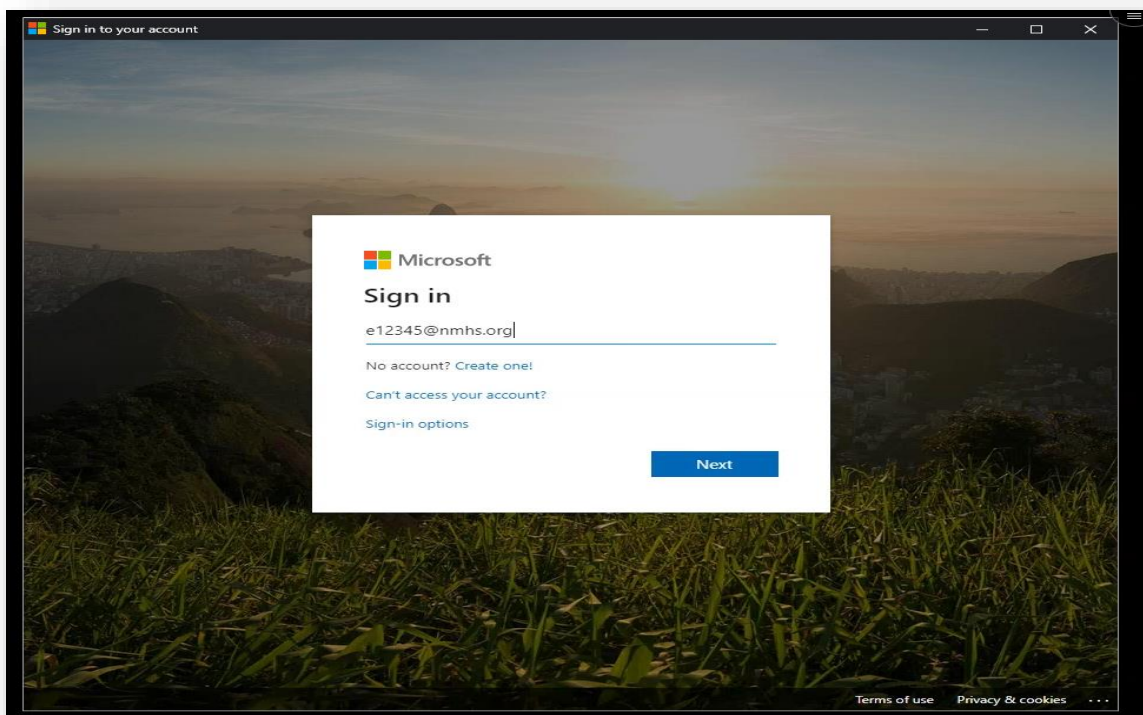
- Once logged on, click on MFA Registration. From here the system will only allow you 10 minutes to complete the registration before the system will automatically log you off. (Also, it will automatically log you off if you are idle for 5 minutes or more.)



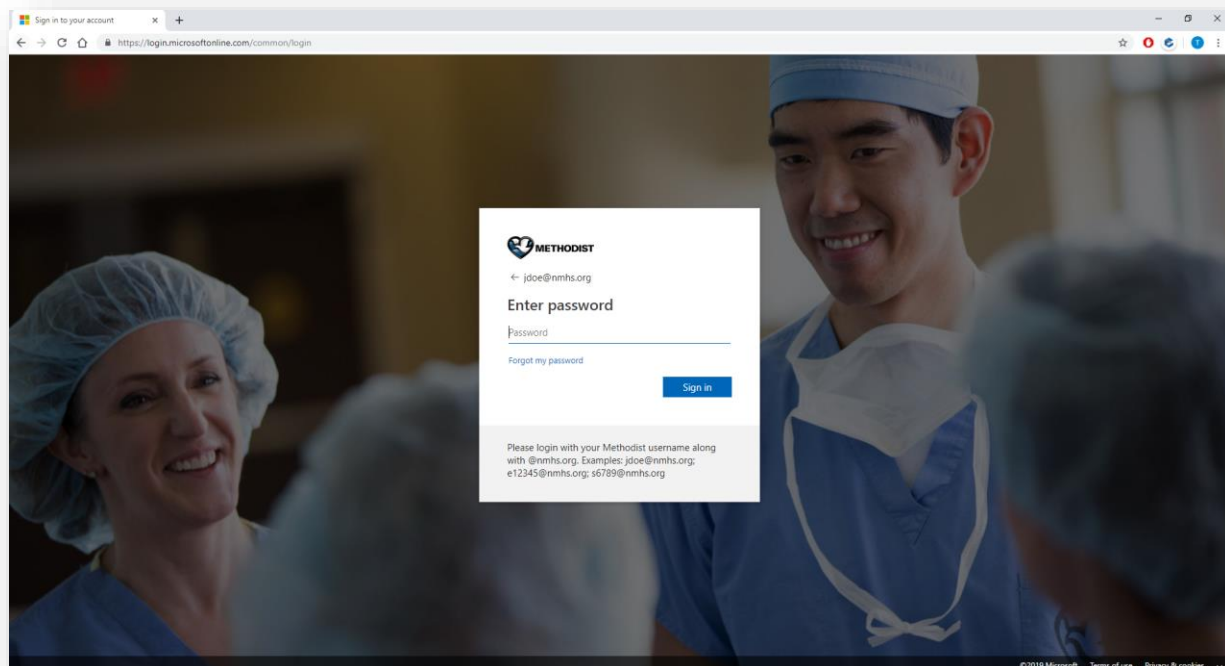
- A new tab in your browser will open. You will now log on with your own account using the following:

Enter your username with the addition of '@nmhs.org'. **NOTE:** This is **not** the same as your email address (john.doe@nmhs.org), but rather the username used to log onto your work computer and Kronos (jdoe) combined with @nmhs.org. Nebraska Methodist College and Shared Omaha will also use this @nmhs.org format instead of the @methodistcollege.edu and @sharedomaha.com formats:

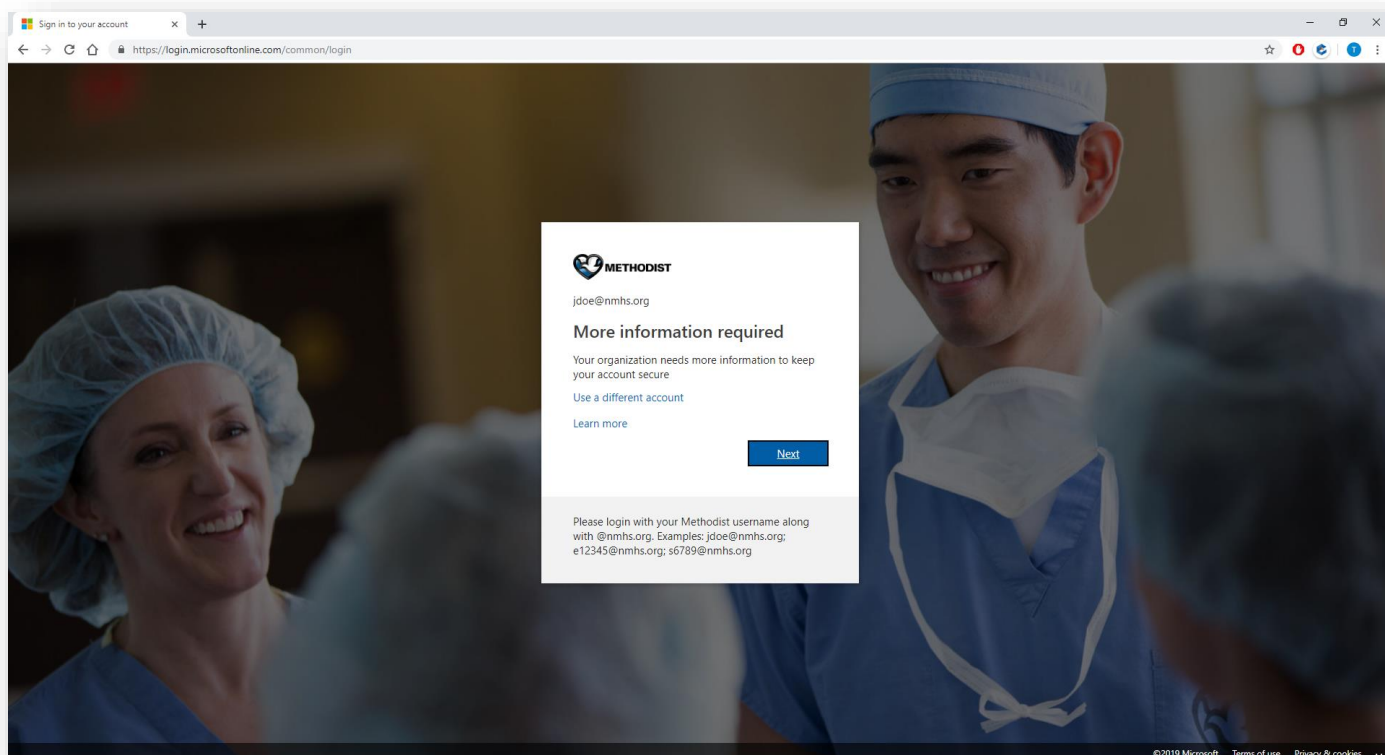
For Example: **jdoe@nmhs.org**, **e12345@nmhs.org**, **s123456@nmhs.org**, **p12345@nmhs.org**



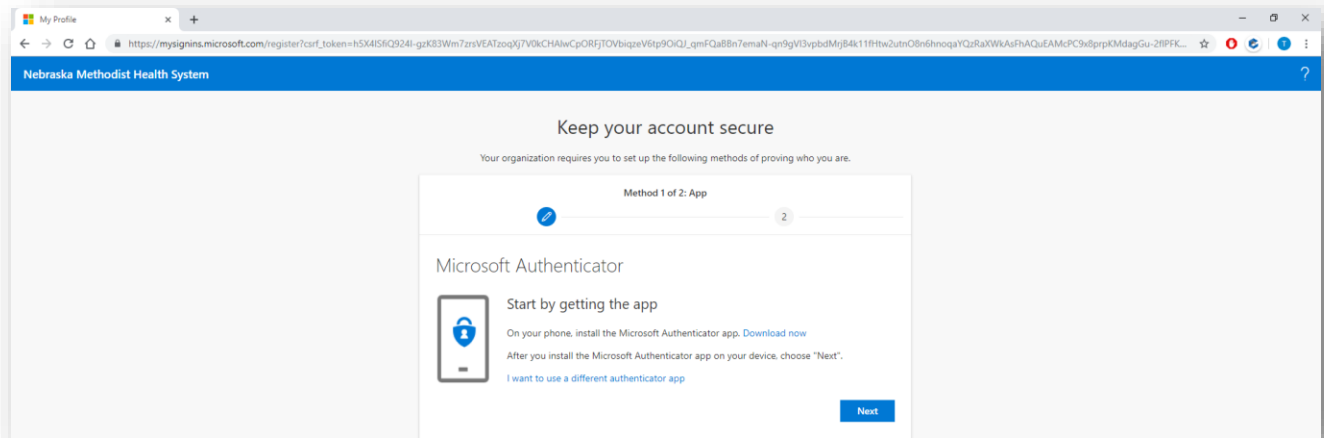
IF you are prompted for your password, enter your 'Windows' or 'Network' password. **Otherwise, skip to step #8:**



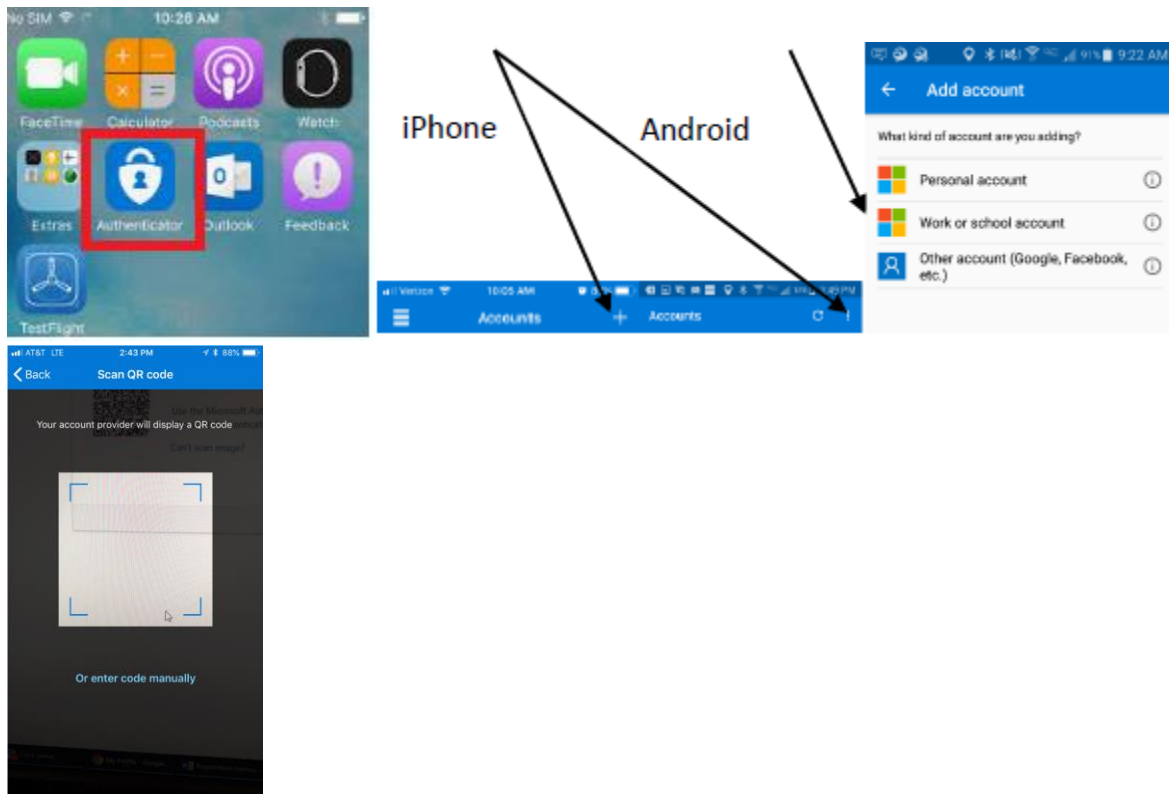
8. Press the Next button at this screen to move forward:

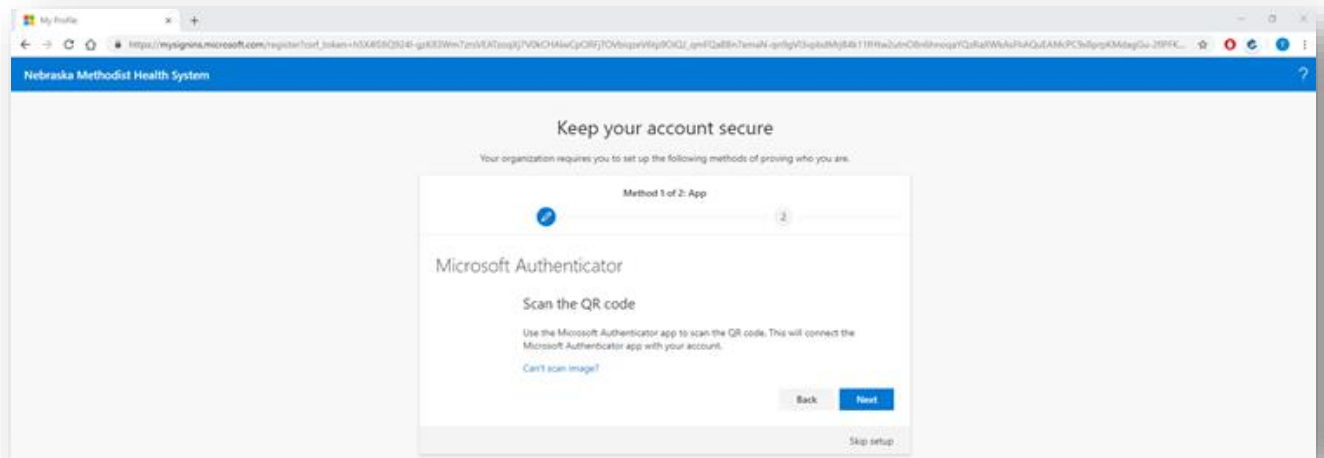


9. Press the Next button at this screen to move forward:

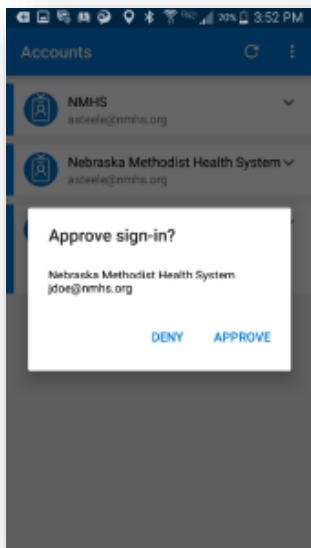


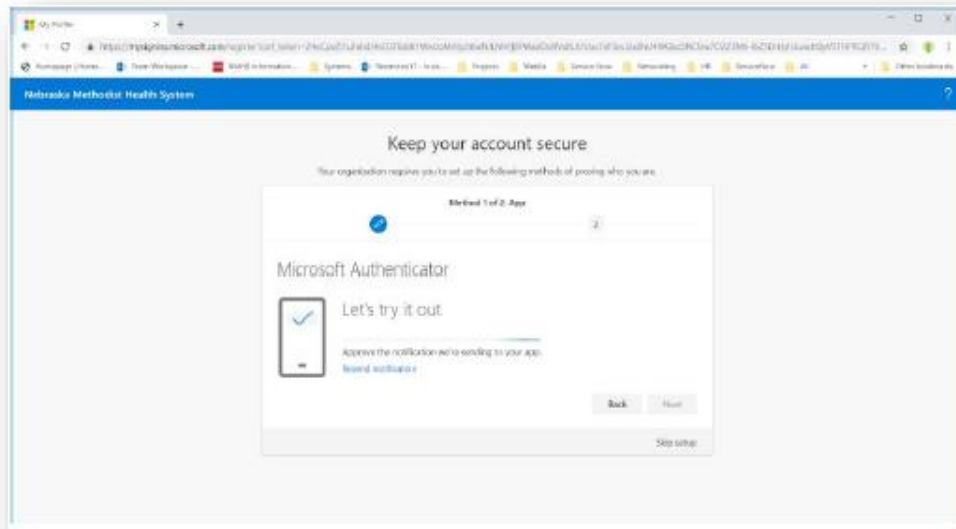
10. At the next screen, you will be required to scan a QR code with your phone. To accomplish this, open the Authenticator App on your smart device. Add a new account by pressing either the + sign or dotted vertical line as referenced in the screenshots below. From there, choose **'Work or School account'**. This will bring up your device camera to scan the QR code **on the web page**.



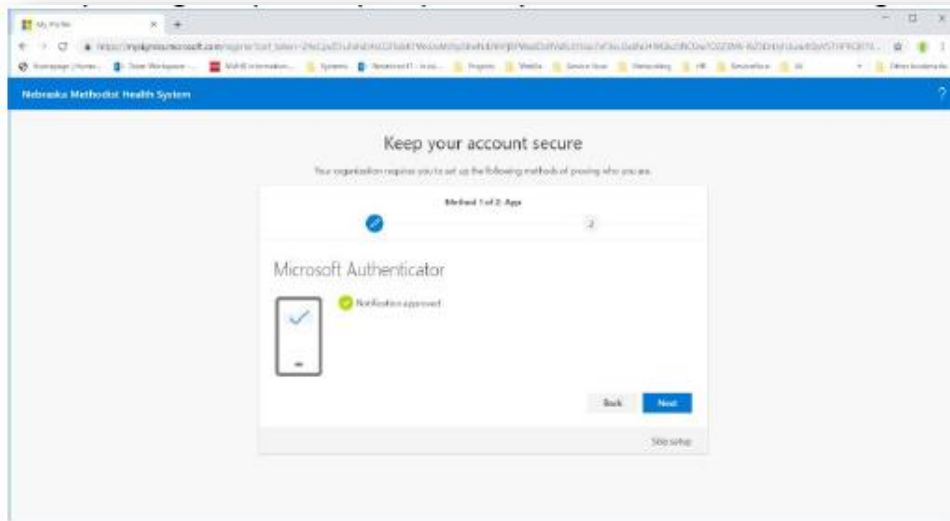


11. After scanning the QR code **on the web page**, you will be presented with the following approval request. Press “Approve” when your phone prompts the message:

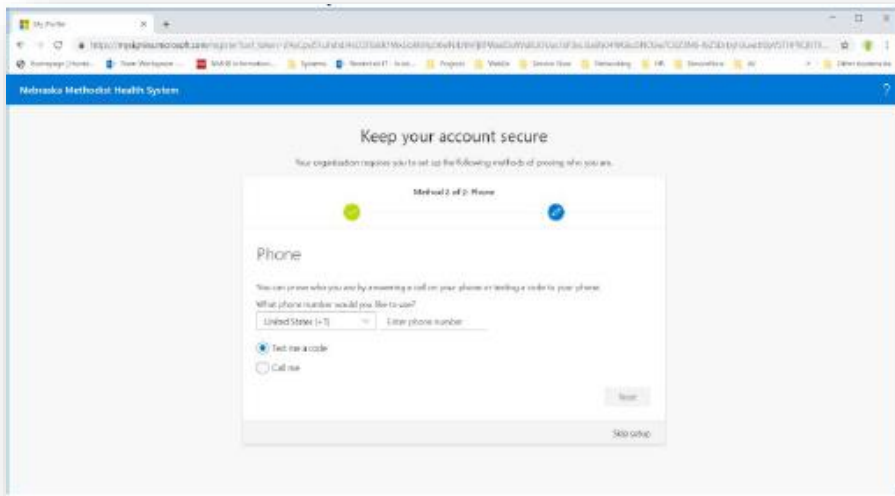




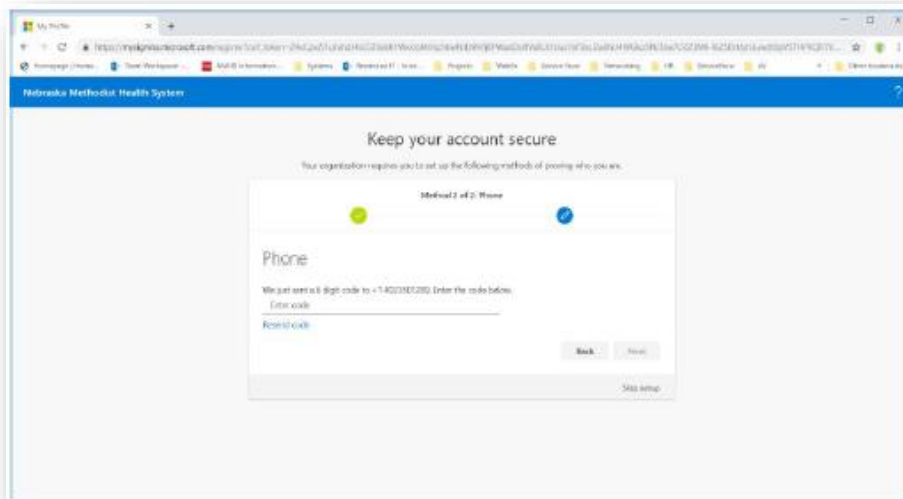
After pressing approve from your phone, you will receive the following acknowledgment. If you do not receive the prompt, repeat the instructions from the beginning and make sure you have good cellular or WiFi signal on your device. Press Next to continue:



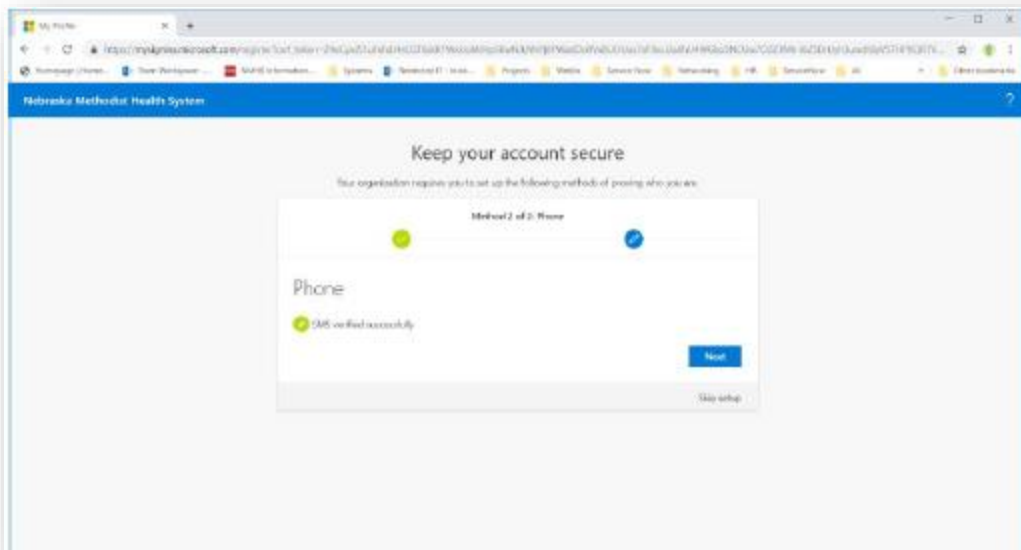
12. This next screen will ask you for your phone number and it will call or text you:



13. Depending on what you selected above, you will receive a call or text message. Enter the code provided into the page below:



14. After entering your code and pressing “next”, you will be at the final screen. Your registration is now complete:



15. You may close out of the web page and you are finished with enrollment.