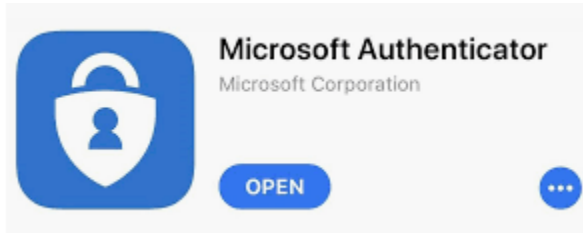


Multi-Factor Authentication (MFA) Setup Instructions:


1. If you do not already have the 'Microsoft Authenticator' app, please download the 'Microsoft Authenticator' app for your smart phone. This is through the Google Play App store or Apple's App Store.



2. From your PC, navigate your web browser to <https://myprofile.microsoft.com>

3. 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.
For Example: **jdoe@nmhs.org**, e12345@nmhs.org, s123456@nmhs.org

4. ***IF*** you are prompted for your password, enter your 'Windows' or 'Network' password. **Otherwise, skip to step #5:**



← jdoe@nmhs.org

Enter password


Password

[Forgot my password](#)

[Sign in](#)

Please login with your Methodist username along with @nmhs.org. Examples: jdoe@nmhs.org; e12345@nmhs.org; s6789@nmhs.org

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



jdoe@nmhs.org

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)


[Next](#)

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

Method 1 of 2: App

1 2

Microsoft Authenticator

 Start by getting the app

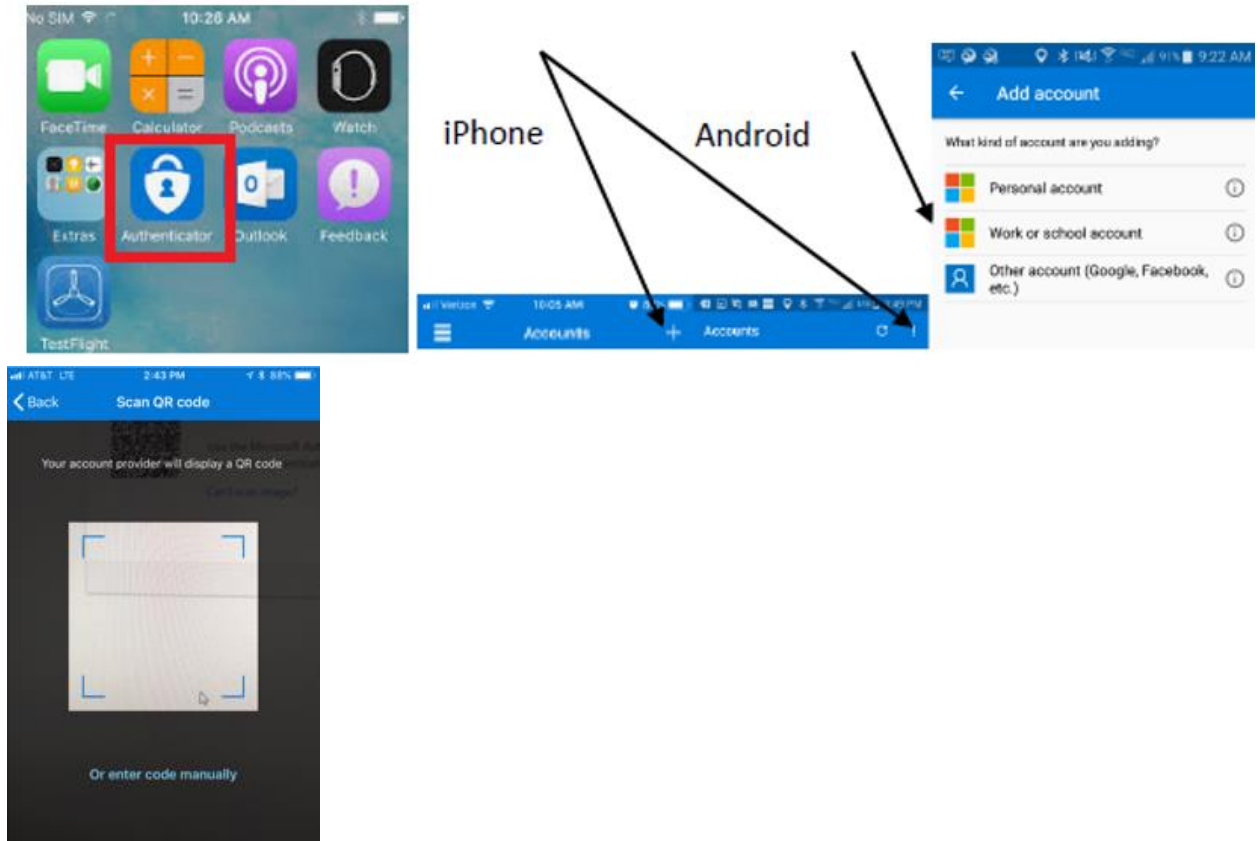
On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

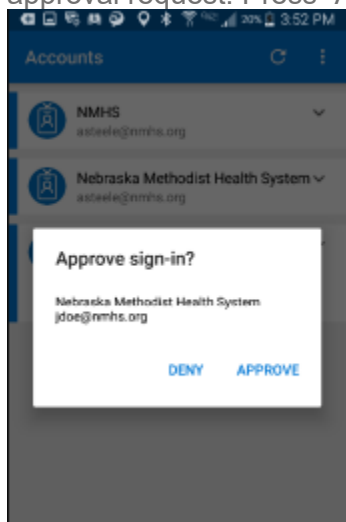
[I want to use a different authenticator app](#)

[Next](#)

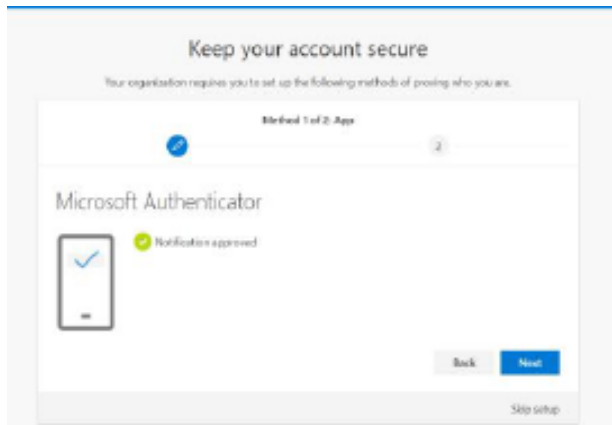
7. At the next screen, you will be required to scan a QR code with your phone. To accomplish this, open the Authenticator App on your smart device. Add a new account by pressing either the + sign or dotted vertical line as referenced in the screenshots below. From there, choose '**Work or School account**'.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



8. 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:



9. You may close out of the web page and you are finished with enrollment.
10. In the future (only after the deadline occurs), you will always be presented with an approval prompt from your 'Microsoft Authenticator' app on your smart device, which you will need to approve in order to sign-in remotely as referenced in the screenshot below. Remember that this prompt only applies to those who connect with a VPN, or work remotely though <https://mobile.bestcare.org> after the deadline takes place.
11. If you have any questions, please reach out to the IT Operations Center at (402) 354-2280 or enter a request via the self-service IT Portal using this link <https://nmhs.service-now.com/sp>.