

The Trust is moving to a N365 environment therefore all Trust staff are requested to register with multi-factor authentication (MFA) to verify their identity.

To register you will be required to download an app (to generate a personal code to verify your identity) on your personal or work smartphone/tablet and have access to a desktop/laptop with internet connection.

If you use the Microsoft Authenticator app already, please proceed to <u>Register with UHB MFA</u> section in the user guide.

If you need any help please contact the IT Service Desk via the service portal or 0121 371 2199.

How to install and set up the Microsoft Authenticator app

 Download and install the Microsoft Authenticator app from the <u>App Store</u> or <u>Google Play Store</u> on a personal or work smartphone/tablet. You can also download by visiting <u>aka.ms/authapp</u>



- 2. Enter/visit: https://aka.ms/mysecurityinfo on a desktop/laptop web browser.
- 3. Select "Add Sign-in Method" ·

Security info

These are the methods you use to sign into your account or reset your password.

+ Add sign-in method

No items to display.

4. Select Authenticator app from the drop down.





5. Click on Add and Next

Add a method		×
Which method would you like to add?		
Authenticator app		~
	Cancel	Add

6. Open the Microsoft Authenticator app on your smartphone/tablet and click on Verified IDs, then click on Scan QR code and then Scan the QR Code displayed on your desktop/laptop and click on Next

Microsoft Authenticator		\times
Scan the QR code		
Use the Microsoft Authenticator app to scan the QR code. This will connect the app with your account.	e Microsoft Au	thenticator
After you scan the QR code, choose "Next".		
Can't scan image?		
	Back	Next

7. Enter the number generated on your desktop/laptop into the Microsoft Authenticator app on your smartphone/tablet



8. Notification approved will then be displayed on your desktop/laptop.



9. Enter/visit: <u>https://aka.ms/mysecurityinfo</u> on a desktop/laptop web browser.



10. Select "Default sign-in method".

Security info

These are the methods you use to sign into your account or reset your password.

Set default sign-in method

11. Change to **"App based authentication – notification**" from the drop-down menu and click **"Confirm**."

Change default method		\times
Which method would you like to use to sign in?		
Choose a method	\sim	
App based authentication - notification		rm
App based authentication or hardware token - code		

You have now successfully installed the Microsoft Authenticator app and can now receive push notifications for multifactor authentication verification (*Please ensure that you always update to the latest version of Microsoft Authenticator for enhanced security and experience.*)

Step 2 - Register with MFA

- 1. Enter/visit: <u>https://aka.ms/mfasetup</u> on a desktop/laptop web browser
- 2. Enter your Trust email address and password.

University Hospitals Birmingham		University Hospital	Is Birmingham NHS	
Sign in		<i>←</i>	@uhb.nhs.uk	
someone@uhb.nhs.uk		Enter pas	sword	
Can't access your account?		Password		
		Forgotten my pa	issword	
	Next			Sign in

3. A number will then be generated on your desktop/laptop. Then go to your Microsoft



Authenticator app your smartphone/tablet and enter the number and click Yes.



4. You have the option to remain signed in, click on Yes/No.



- 5. You can now close all the desktop/laptop browser windows.
- 6. Registration for MFA has been completed.

Thank you for completing the MFA registration process, if you have experienced any issues, please log a call with the UHB IT Service Desk via the Service Portal or Ext 1219 as an MFA Registration issue.