

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.

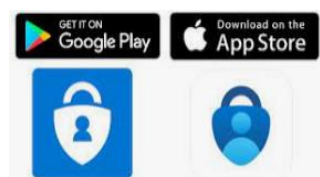
To register you will be required to download an app (to generate a personal code to verify your identity) on your personal or work smartphone/tablet and have access to a desktop/laptop with internet connection.

If you use the Microsoft Authenticator app already, please proceed to [Register with UHB MFA](#) section in the user guide.

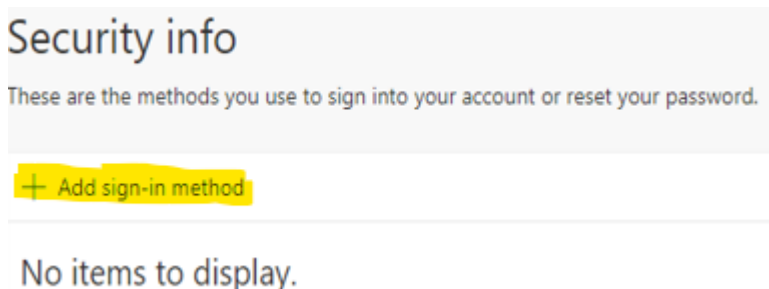
If you need any help please contact the IT Service Desk via the [service portal](#) or 0121 371 2199.

How to install and set up the Microsoft Authenticator app

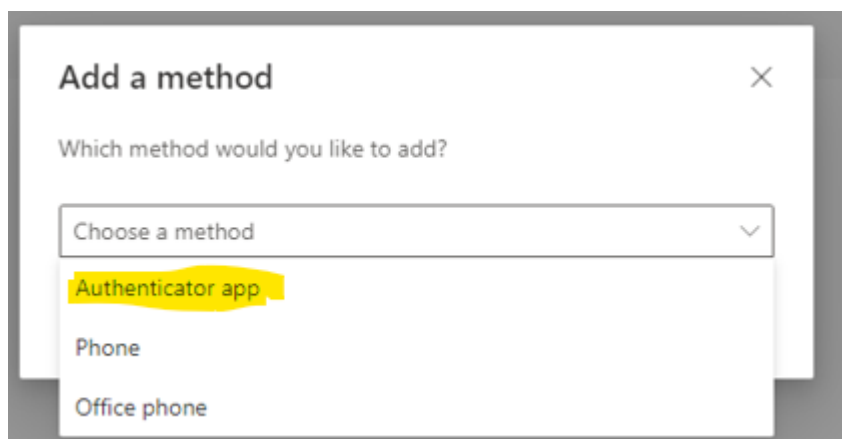
1. **Download and install the Microsoft Authenticator app** from the [App Store](#) or [Google Play Store](#) on a personal or work smartphone/tablet.
You can also download by visiting aka.ms/authapp



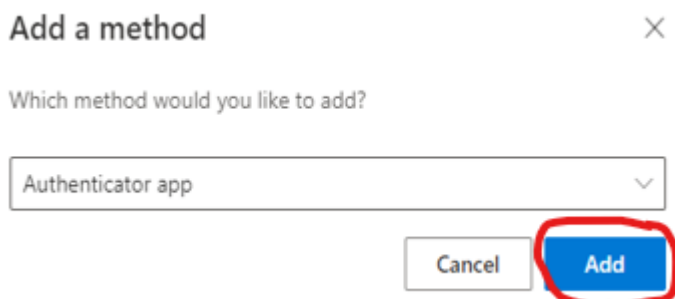
2. Enter/visit: <https://aka.ms/mysecurityinfo> on a desktop/laptop web browser.
3. Select “**Add Sign-in Method**”



4. Select **Authenticator app** from the drop down.



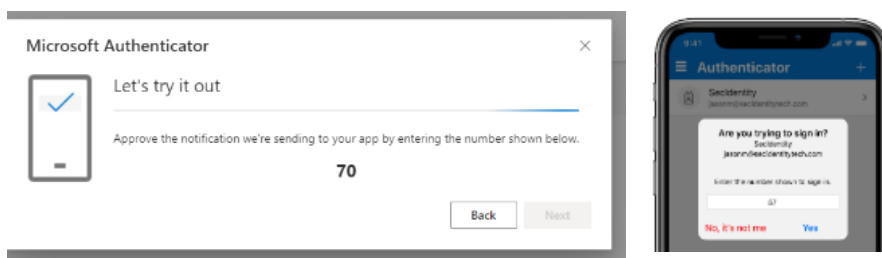
5. Click on **Add** and **Next**



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**



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

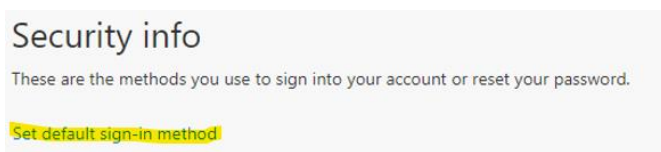


8. Notification approved will then be displayed on your desktop/laptop.

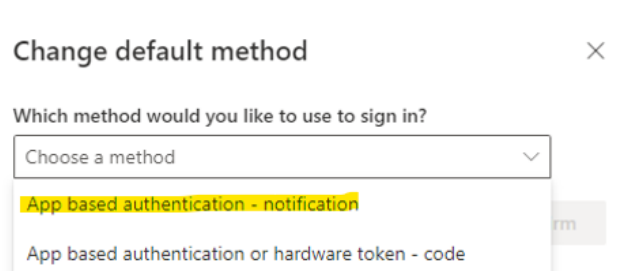


9. Enter/visit: <https://aka.ms/mysecurityinfo> on a desktop/laptop web browser.

10. Select “Default sign-in method”.



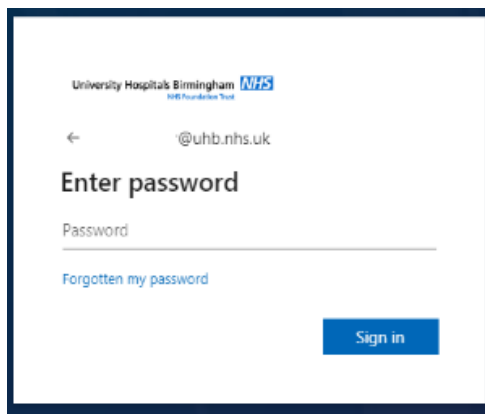
11. Change to “App based authentication – notification” from the drop-down menu and click “Confirm.”



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.*)

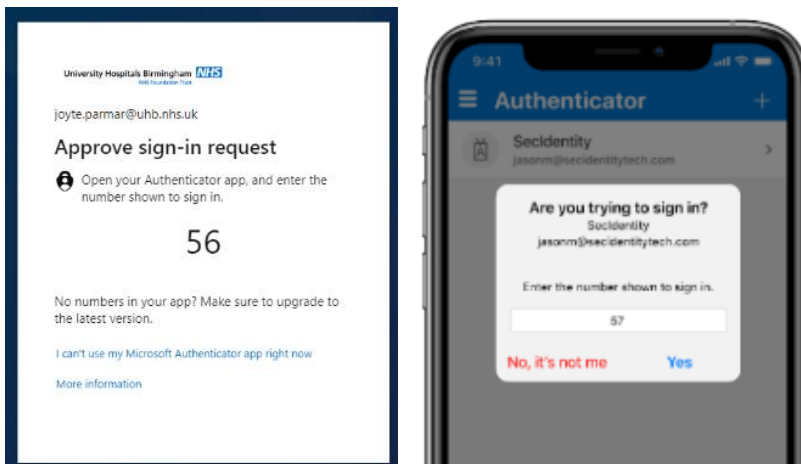
Step 2 - Register with MFA

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



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.