

Multi-Factor Authentication Registration: Microsoft Authenticator app

Quick Reference Guide

Introduction

This Quick Reference Guide is intended for users who have not yet registered for multi-factor authentication (MFA). This guide should be followed from a non-WA Health connected device.

Pre-requisites

You will require access to an iOS or Android device to complete MFA registration and a computer with internet access.

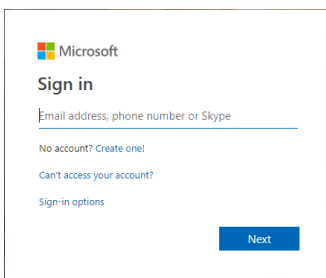
Go to your device's app store, e.g. Google Play / iTunes, and search for 'Microsoft Authenticator app'. Follow the instructions to install and open the app.

Step 1

On your computer, go to <https://aka.ms/setupmfa> from IE, Google Chrome or the Edge browser

Step 2

Sign in using your HE number (e.g. hexxxxx@health.wa.gov.au) and click on the 'Next' button.



Microsoft
Sign in
Email address, phone number or Skype
No account? Create one!
Can't access your account?
Sign-in options
Next

Step 5

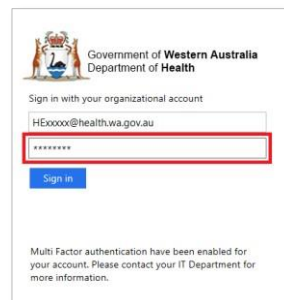
As part of the registration process you must provide details on how the MFA system can contact you for verification.

- From the first drop down box, select the **Mobile app** option.

Note: If the device you are using has previously been used to authenticate on other Microsoft sites, then you may be presented with a list of accounts. If your account does not appear in the list, then click on the 'Use another account' option and you will be taken through this step.

Step 3

Enter your password and click on the 'Sign in' button.



Government of Western Australia
Department of Health
Sign in with your organizational account
HExxxxx@health.wa.gov.au

Sign in
Multi Factor authentication have been enabled for your account. Please contact your IT Department for more information.

Step 4

Click on the 'Next' button to commence the MFA registration process.



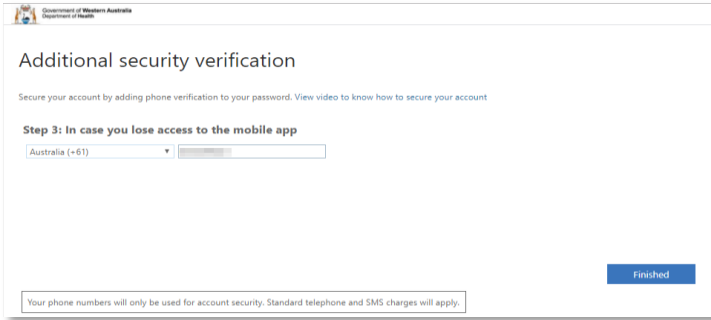
Government of Western Australia
Department of Health
HExxxxx@health.wa.gov.au
More information required
Your organization needs more information to keep your account secure
Use a different account
Learn more
Next
Multifactor authentication has been enabled for your account.

- b. Under **How do you want to use the mobile app** section, select the **Use verification code** option, then click **Set up**

- c. Open the Microsoft **Authenticator** app on your iPhone/Android device (which should have been installed as per the pre-requisites).
- d. Follow the on-screen instructions displayed in your browser and then click **Next**:

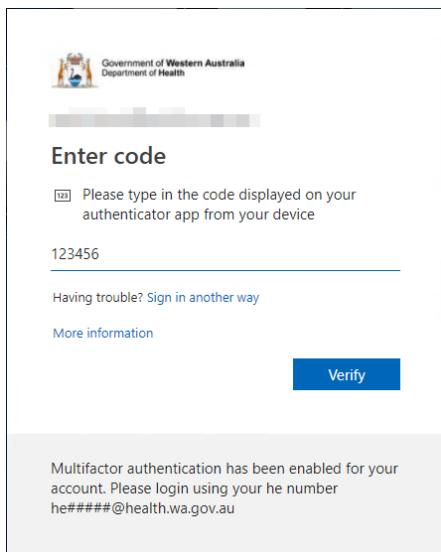
- e. You should be taken back to the **Additional security verification screen** with the message **Mobile app has been configured for notifications and verification codes**. Click **Next**
- f. Enter the **verification code** displayed in the Authenticator app and click **Verify**:

- g. Add your **mobile number** in case you lose access to the mobile app, then click **Finished**:



Step 6

- a. Type in the code displayed in the **Authenticator** app and click **Verify**:



- b. Subsequent logins on devices outside the WA Health network will require MFA authentication. Ensure you have access to the Authenticator app used for registration to generate the security code.