



Froedtert

ANDROID MFA SETUP

Instructions for install and registration on mobile

Introduction

The following is a set of instructions on installing the Microsoft Authenticator and registering it for use with Multi Factor Authentication (MFA) within the Froedtert MFA registration portal. **These instructions will ask the reader to scan two QR codes. The first is done with the camera or QR code reader app on the mobile device. The second is done with the Microsoft Authenticator app.** These instructions will indicate which to use at which time. In order to better prepare for the process, the following steps will be performed:

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Figure 1 – QR code for Microsoft Authenticator in Google Play

Step 1: Microsoft Authenticator App Installation

First, install the Microsoft Authenticator app. If the app is already installed, move to Step 2. The QR code for the app has been provided (Figure 1, left). **This QR code should be scanned by a QR code reader app or the mobile device camera app.** Otherwise, search for “Microsoft Authenticator” on the Google

Play Store.

Step 2: Open the App and Allow Notifications

After installing the app, locate it on the mobile device and open it. **During the initial set up of the app, make sure to allow notifications when prompted** (Figure 2, right). If the app has already been installed, verify that notifications are enabled. **Failure to turn on notifications will cause registration to fail.**

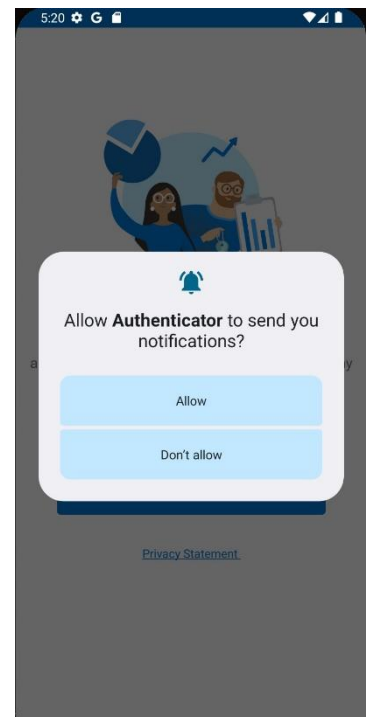


Figure 2 – Allow Notifications

Step 3: Switch to the PC, and browse to <https://aka.ms/mfasetup>

Open a web browser in “Incognito” or “InPrivate” mode and go to <https://aka.ms/mfasetup>. At the prompt (Figure 3, right), log in with a Froedtert Health account. If the reader does not have a Froedtert email address, this will be formatted as “**firstname.lastname@froedtert.com**”.

Step 4: Follow the Instructions up to the QR Code

Click “Next” through the windows (Figures 4, 5, and 6 below).

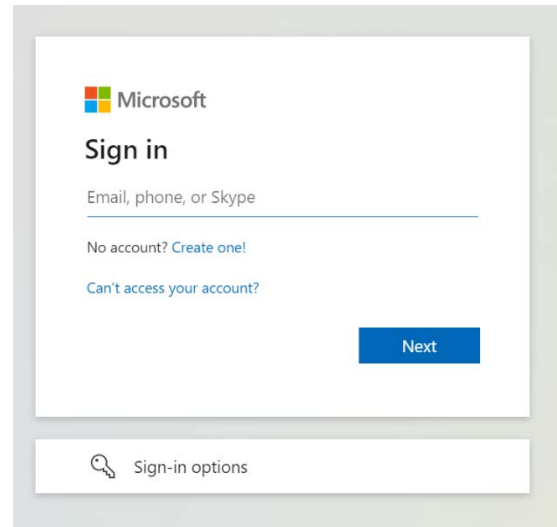


Figure 3 - `firstname.lastname@froedtert.com`

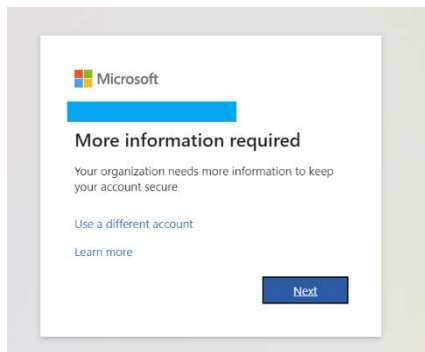


Figure 4 - Click Next

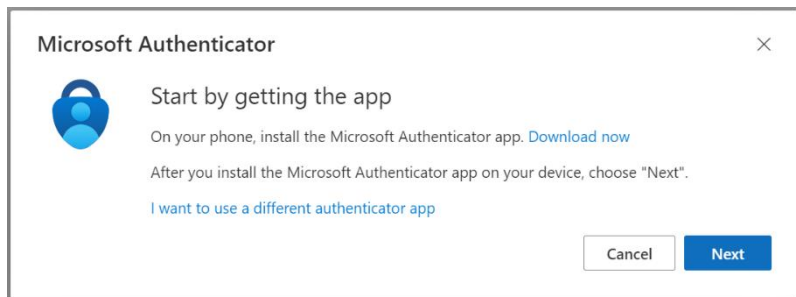


Figure 5 - Click Next

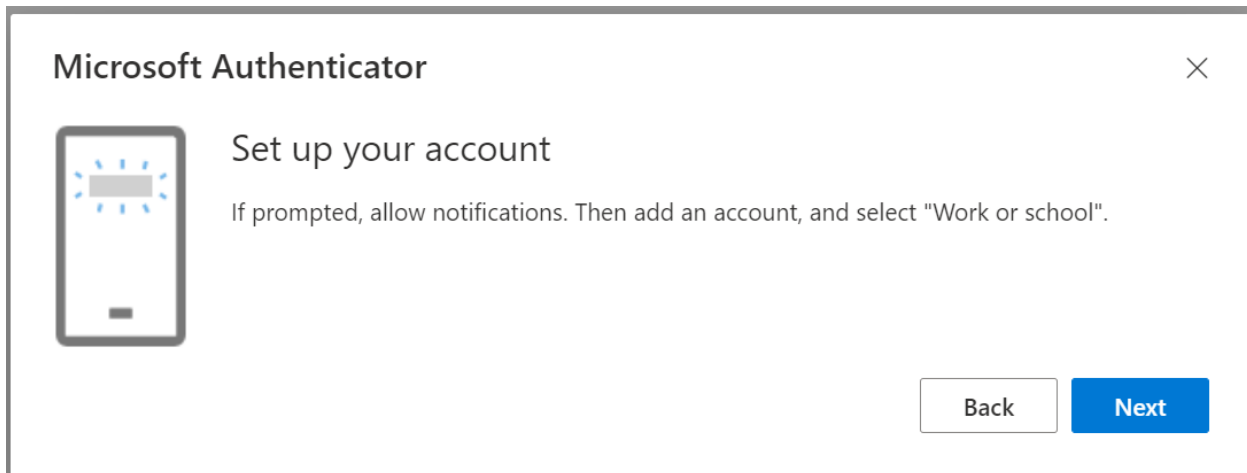


Figure 6 - Click Next

Step 5: In the Mobile App, select “Add Account” or “Scan QR Code”

If this is a fresh install, click “Scan a QR Code” as in Figure 7 below. If this is not the first time using authenticator, click the “+” symbol in the upper right as shown in Figure 8. Select “While using the app” if prompted for camera permissions as in Figure 9.

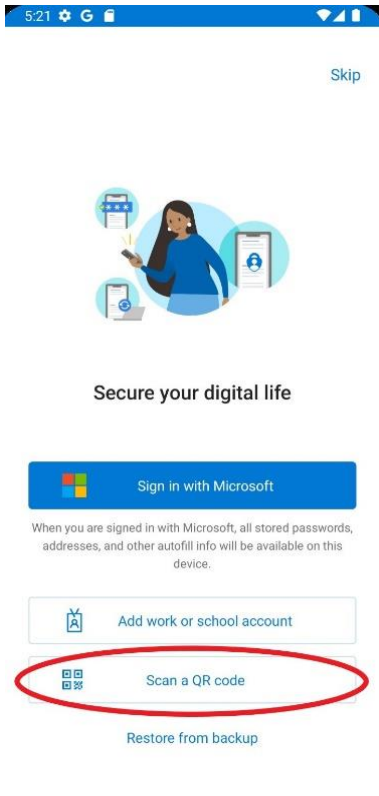


Figure 7 - Scan a QR Code

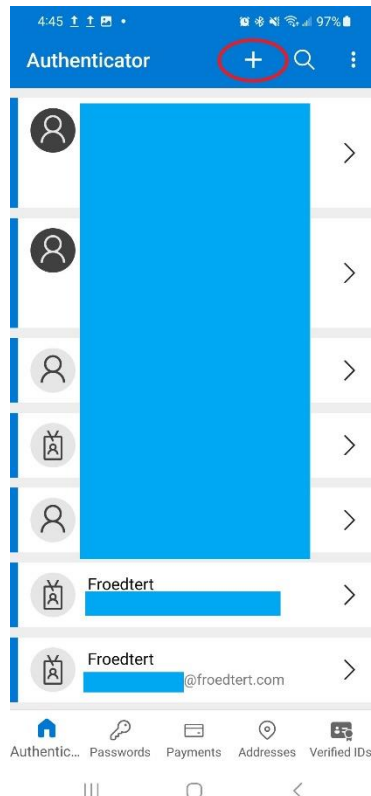


Figure 8 - Add Account

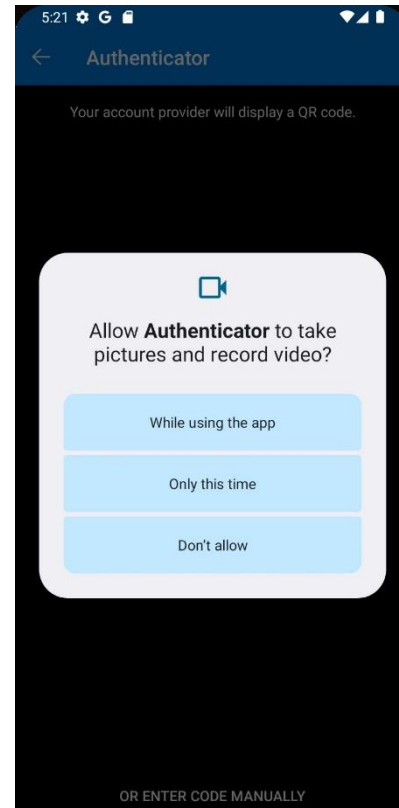


Figure 9 - Enable Camera

When prompted on what type of account to use, select “Work or school account” as in Figure 10, below. If prompted, select “Scan a QR code” as in Figure 11.

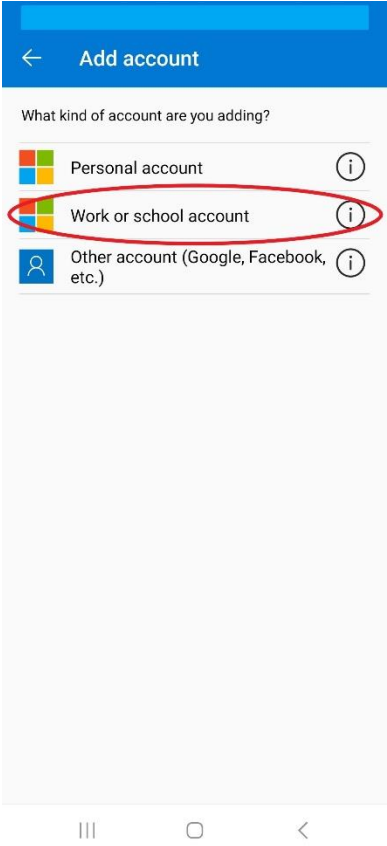


Figure 10 - Work or school account

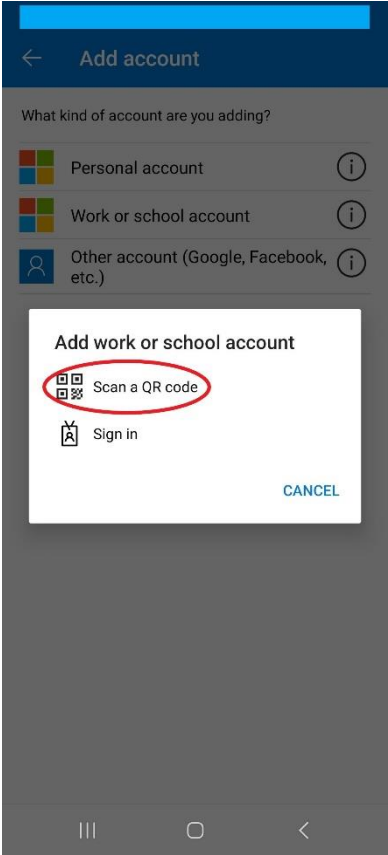


Figure 11 - Scan a QR code

Step 6: Scan the QR Code with the Authenticator App

The app will have opened a camera view and the webpage will be displaying a QR code. **Scan the QR code on the webpage NOT the QR code below** (example in Figure 12, below) with the app (Example in Figure 13, below).

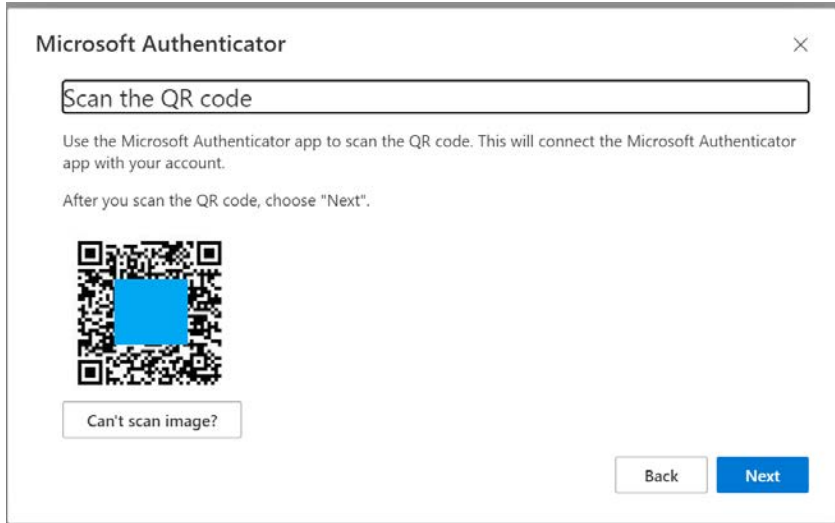


Figure 12 - EXAMPLE ONLY - QR Code

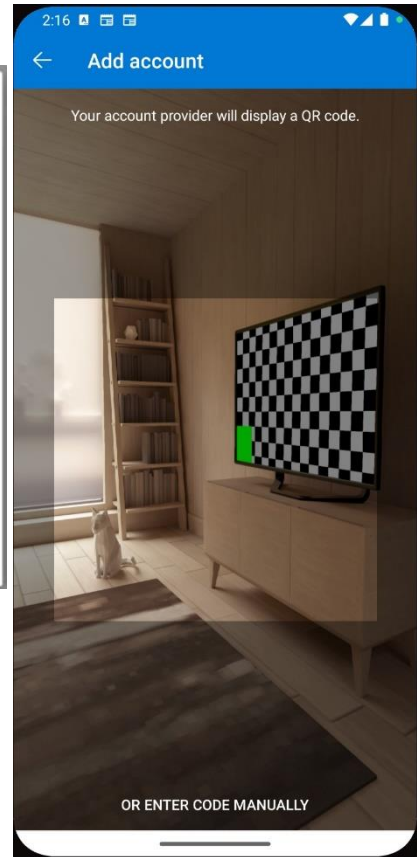


Figure 13 - Camera Example

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Step 7: Click “Next” to Test the Registration

After scanning the QR code, click “Next” on the PC. This will send a prompt to the phone (Figure 14, left) and show a number on the screen (Figure 15, above). If you do not receive a prompt, try clicking “Check for Notifications” as shown in Figure 16.

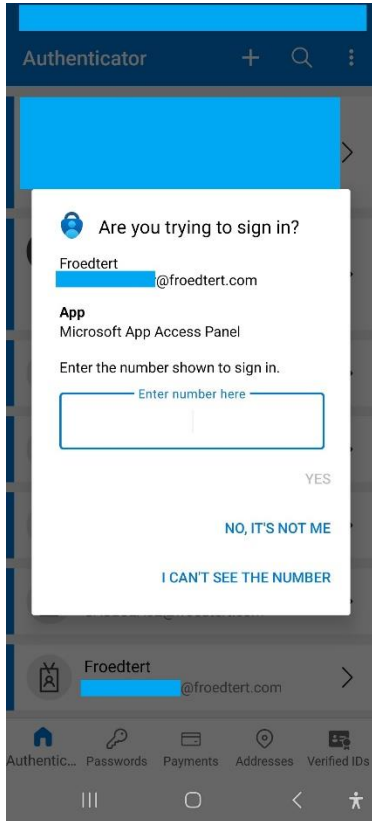


Figure 14 - Phone prompt

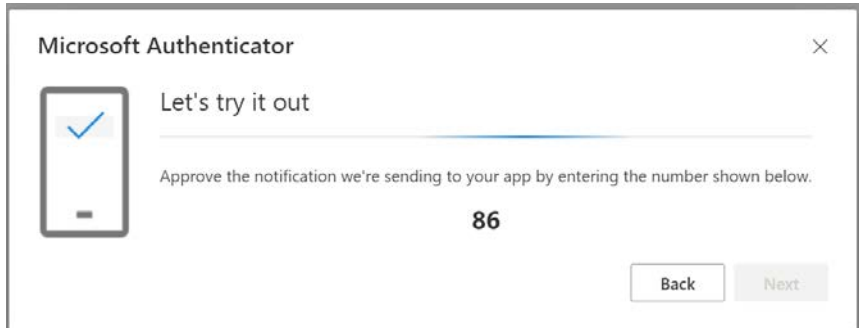


Figure 15 – EXAMPLE ONLY Number prompt

Step 8: Switch back to the app and enter the number on the screen

When the prompt appears, type the number shown on the PC screen (example Figure 15, above) into the phone (example Figure 14, left). **Do not type the example number shown in Figure 15.** Press “Yes”. The mobile device will then prompt for the security credentials the reader set up on their phone, whether that is a PIN, passcode, thumbprint, or faceprint. The Authenticator App will report a successful authentication.

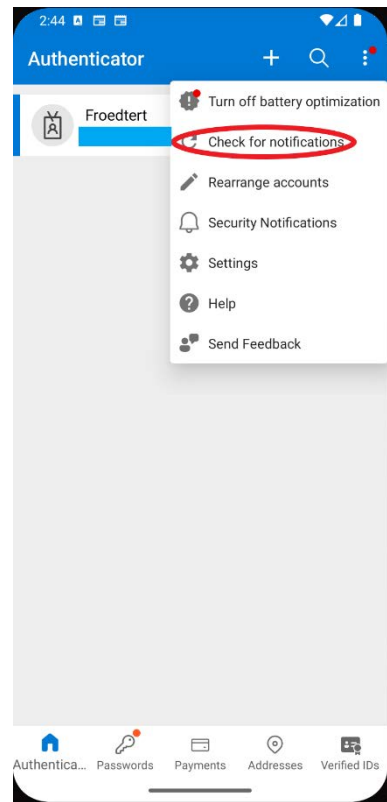


Figure 16 - Check for notifications

Step 9: Finishing up the Install

The phone is now complete, and the mobile device will display one or more authenticators on the main screen (Figure 17, below). Switch back to the PC which will show success (Figure 18, below). Click

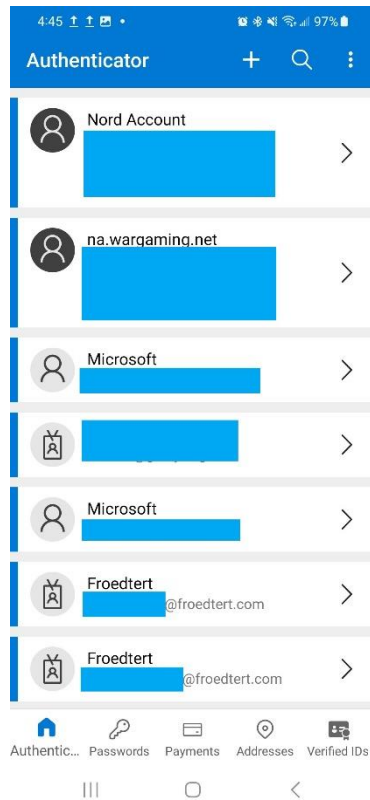


Figure 17 - Authenticator Main Screen

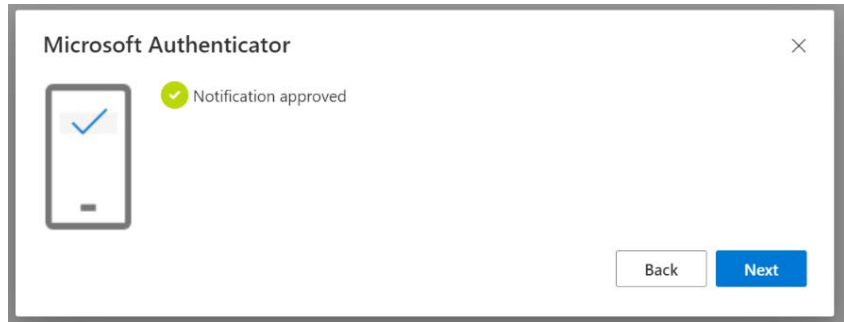


Figure 18 - Notification Approved

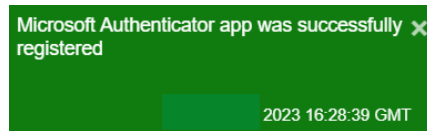


Figure 19 - Registration Successful

“Next”. The PC will show a green box indicating registration is successful (Figure 19, left). The screen will then show a final summary screen (Figure 20, below). Click “Done”, and registration is complete.

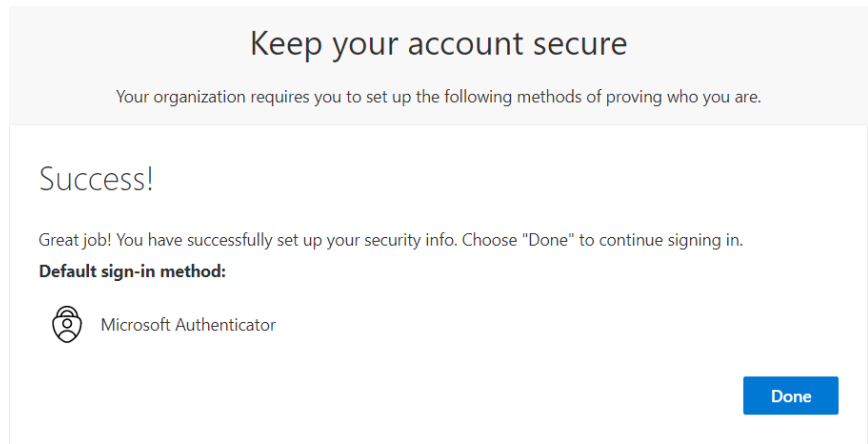


Figure 20 - Success!

Addendum: How to Use the App

The Microsoft Authenticator app is simple to use once registered. Open the app and a list of all accounts will be shown on the screen, as in Figure 21, below. Selecting the individual account will bring up the one-time password code, which has a lifetime of 30 seconds (Figure 22, below).

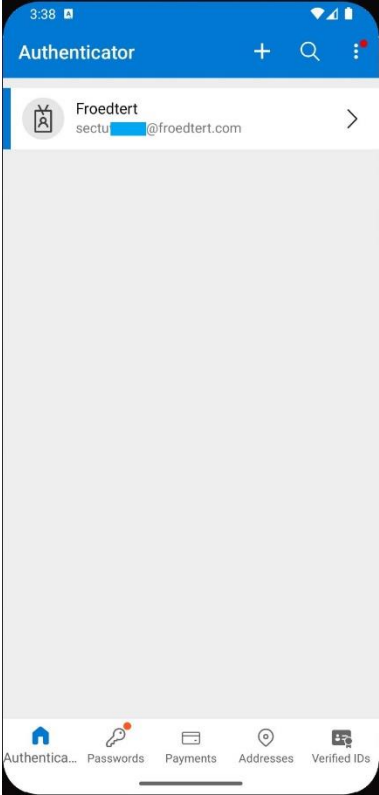


Figure 21 - Authenticator Accounts

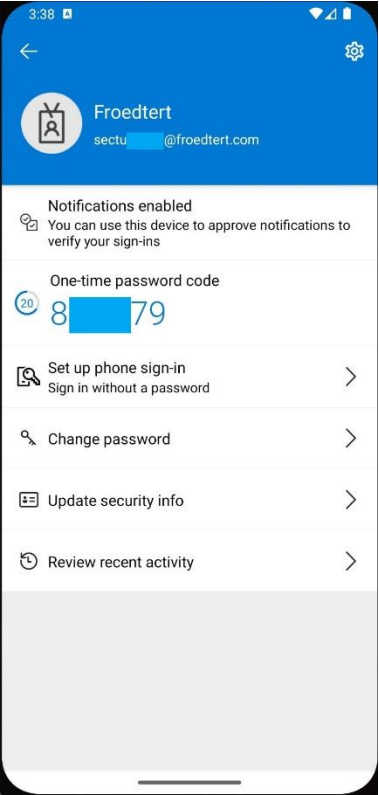


Figure 22 – One-time password