Self-Enrollment with Azure MFA via Phone Call Back

These instructions will guide you through setting up the authenticator call back from your office desk or mobile phone option (no software or smart phone required) and enrolling in Azure Multifactor Authentication (MFA). You can add multiple methods with self-enrollment, but whatever method you choose **first** will be the default option for confirming your identity.

For help with the Azure MFA enrollment process please contact the Banner Service Desk at 602-747-4444.

New Enrollment Using Call Back Authentication

1. Go to <u>https://mysignins.microsoft.com/security-info</u> on your computer.



- 2. Sign in using your @bannerhealth.com account and password. Your @bannerhealth.com account name is required for this process. This is not a Banner email address.
 - Sign in using your Clinical Connectivity portal username and adding @bannerhealth.com to the end of it.
 Example: ccTUser@bannerhealth.com. The password will be the same password as for your Clinical Connectivity portal login.
- 3. You will be prompted for more information, click Next.



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4. Click "I want to setup a different method"

	Method 1	of 2: App 2 Phone	
Microso	oft Authenticator Start by getting the app On your phone, install the Microsoft A After you install the Microsoft Authen I want to use a different authenticator	Authenticator app. Download now ticator app on your device, choose "Next".	
I want to set up	a different method	-	Next

5. Choose **Phone** in the drop down list and click **Confirm.**

Choose a different method $~ imes$		
Which method would you li	ike to use?	
Phone	\sim	
Cancel	Confirm	

6. Enter your office desk or mobile phone number and select Call me.

Note: Phones requiring an extension or international number dialing cannot be used for callback at this time.

7. Click **Next** to intiate the validation call and enter the phone number when prompted.

Method 1 o	f 2: Phone
Phone	2 Арр
Phone	
You can prove who you are by answering a call on your	phone or texting a code to your phone.
What phone number would you like to use?	
	Enter phone number
O Text me a code	
Call me Message and data rates may apply. Choosing Next mea and cookies statement.	ins that you agree to the Terms of service and Privacy
	Next

8. Once the call is verified, click **Next** to setup a backup method using your email address.

	Method 1 of 2: Phone
Phone	2 App
Phone	
Call answered. Your phone was registe	red successfully.
	Next

9. Click "I want to setup a different method."



10. Select Email in the drop down list and click Confirm.

Important: Email can only be used as a backup method to change authenticator settings (such as adding and removing authenticator types at <u>https://mysignins.microsoft.com/security-info</u>). Email cannot be used as an alternative MFA method.

Choose a different method $~ imes$		
Which method would you Email	u like to use? 〜	
Cancel	Confirm	

- 11. Enter your email address in the **Email** field and click **Next** to have a 6-digit verification code sent to that email.
- 12. You will receive an email from "Microsoft on behalf of Banner Health." You may need to check your 'Junk' email folder if this is the first time you've received an email from Microsoft. Mark this type of email as 'Safe' to prevent login delays.

Banner Health	account email verification code ¹
MO Microsof	t on behalf of Banner Health <msonlineservicesteam@microsoftc< td=""></msonlineservicesteam@microsoftc<>
(i) Click here to down	load pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
	Verify your email address
	Thanks for verifying your
	Your code is 297572
	Sincerely, Banner Health

13. Enter the **6-digit code** into the confirmation window and click **Next.**

Method 2 of 2:	Email
Phone	C Email
Email	
We just sent a code to 297572 Recent code	
	Next
l want to set up a different method	

14. You will now see both authenticator methods setup, click **Done** to finish.

Method 2 of 2: Done			
Phone	Email		
Success!			
Great job! You have successfully set up your security info. C	hoose "Done" to continue signing in.		
Default sign-in method:			
& Phone			
Email			
	Done		

15. Note: When you log in, you will receive a call back to your office desk or mobile phone. You will need to answer the call and press # at the prompt to verify your access.

Add Method to Existing Enrollment

If you already have the Microsoft Authenticator app downloaded on your personal device and have a registered Banner account that you can access the Security Info with:

- 1. Go to <u>https://mysignins.microsoft.com/security-info</u>.
- 2. Sign in using your @bannerhealth.com account and password.
- 3. Select + Add method.

Banner Health Ban	My Sign-Ins
Q Overview	Security info
℅ Security info	mese are the methods you use to sign into your account of reset your password.
Organizations	+ Add method
Devices	No items to display.
A Privacy	Lost device? Sign out everywhere

4. Select **Authenticator App** from the drop down menu.

Add a method		\times
Which method would you like to add?		
Choose a method		\sim
Authenticator app		
Phone	Authenticator app	
Alternate phone		
Office phone		

5. Click Next on your computer screen.

Microso	ft 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
l want to set up a	a different method

6. Open the Microsoft Authenticator app.

Banner Health

7. Select your registered Banner account that ends in @bannerhealth.com.



8. Select Set up 2-step verification.



- 9. On your computer screen you will see the QR code unique to your registration.
- 10. Using your device's camera, place the QR image in the view finder to allow the app to scan the code.





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11. After you scan the QR code, click **Next** on your computer.



12. A test notification will be sent to your personal device. Press **Approve** on your device to acknowledge the authentication test request.



- 13. Click Next on your computer screen to complete the registration process.
- 14. The new Authenticator method has been added and you can close the app.