

How to Self-Register and Set up Microsoft Authenticator

To remotely access applications and web sites within the AHN network, users can connect either through:

- <https://mamfa.ahn.org> from a personal computer or device, or
- Through [VPN \(Cisco AnyConnect\)](#) on an AHN asset.

In order to connect to the AHN network while working remotely, you will need to input your network username, password and verify your connection by receiving a push notification or passcode through the Microsoft Authenticator app on your mobile phone

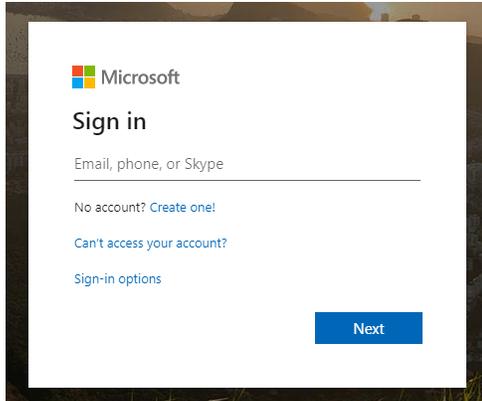
Each passcode is time-sensitive, so you will be asked for a new code every time you connect to the AHN network remotely.

**IMPORTANT: The following instructions should be followed
by using your personal phone and computer.**

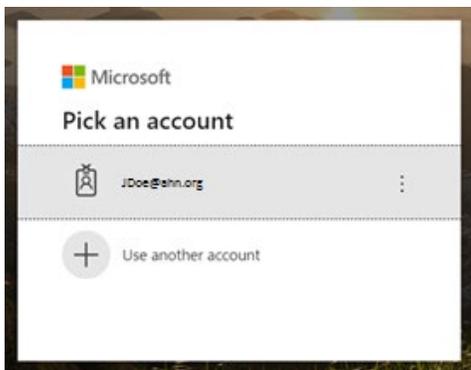
1. Using your personal computer (or personal phone or device, such as an iPad, if a desktop computer is unavailable), **Open Google Chrome**  (Download Google Chrome if you do not have it on your device.) Alternatively, use your phone camera to scan this QR code.
2. **Clear you current browser cache/cookies and restart the browser** by following the instructions [here](#) or do a Google search for “clear Chrome cache & cookies.” If you are using your personal phone, search for results based on your device i.e. Android or iPhone
3. Once you have cleared your cache and cookies, **go to <https://aka.ms/mfasetup>**

(next page)

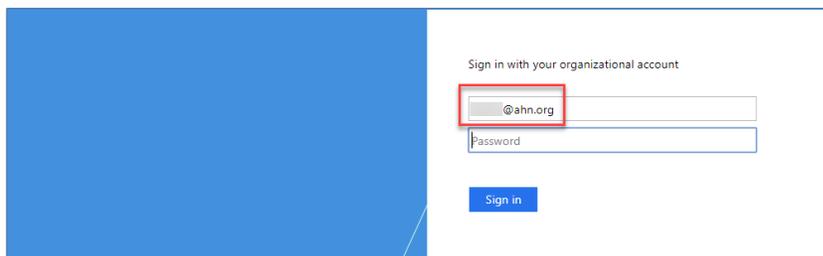
4. You will either be presented with an option to Sign in or Pick an account.
- a. If you are asked to Sign in by entering “Email, phone, or Skype,” enter the username you used when logging on to your computer and add @ahn.org to the end. Example: [JDoe@ahn.org](#). Do not use your email address. Click Next.



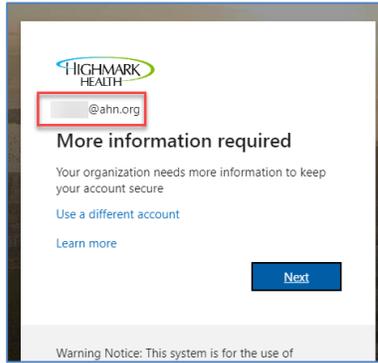
- b. If you are asked to Pick an account, ensure that the account displayed is your [username@ahn.org](#). Example: [JDoe@ahn.org](#). If so, click on that account. If not, click on Use another account and follow the instructions above in 5a.



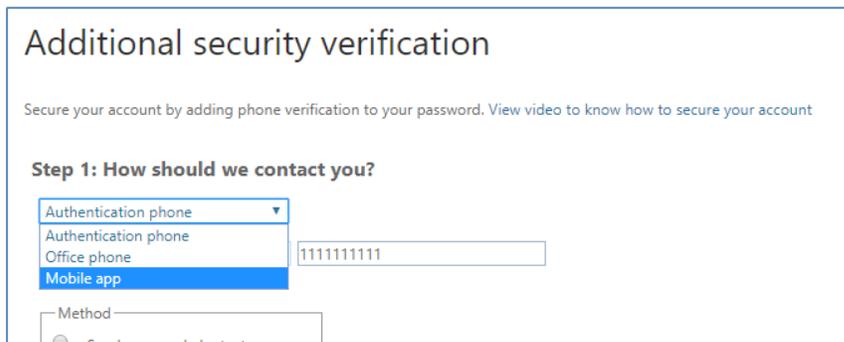
5. When the page redirects you to a sign-in page, your [username@ahn.org](#) will be populated in the username field. Enter your AHN computer password and click Sign in.



6. Upon logging in, you'll see a message asking for more information. **Click Next.**

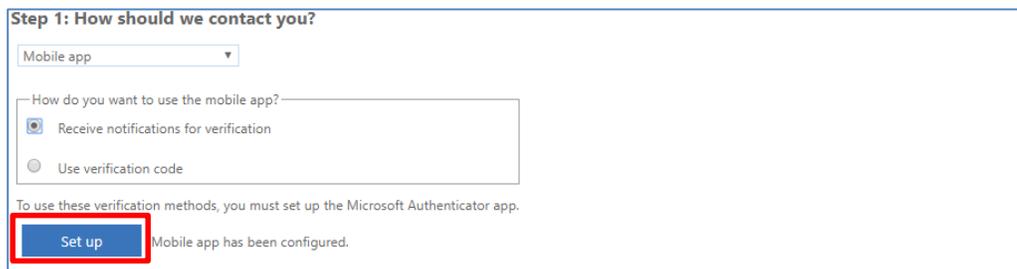


7. Click the drop down underneath "Step 1: How should we contact you?" then **choose Mobile App.**

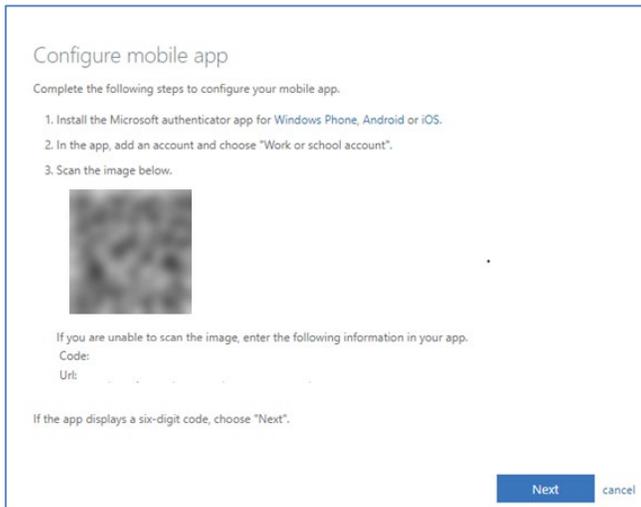


8. **Choose:** How do you want to use the mobile app? Choose either option for future use.

- **Receive notifications for verification:** You'll be notified through your authenticator app that you have a waiting verification prompt. This is called the "push option."
- **Use verification code:** You'll use your authenticator app to get a verification code which you'll type into the prompt on your computer



9. Click **Set Up** and you will see a QR code to on the Configure mobile app page. If you have completed this step on your phone, copy the Code and URL below the QR code.



10. If you have not already downloaded the Microsoft Authenticator app to your personal mobile device, **download the app** now by finding it in your app store under Microsoft Authenticator , by Googling “Microsoft Authenticator”

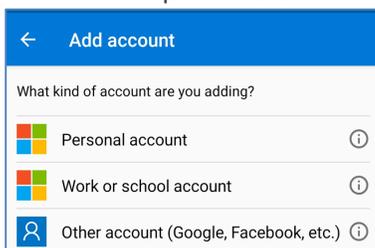
11. On your mobile device, **tap the Microsoft Authenticator**  **icon to open the app.**

12. There may be a series of prompts if this is the first time using the Microsoft Authenticator app. If this is not your first time using Microsoft Authenticator, skip to step 14a.

- If you are prompted with a popup asking to allow Authenticator to send you notifications, **tap Allow.**
- If you are prompted with a Data Privacy popup, **tap OK.**

13. You need to **add a Non-Microsoft Account or Work Account.** On the screens that appear, tap SKIP until you are asked to add either of these.

- a. If you have skipped past all of the introduction screens, tap on the three dots in the top right corner and tap Add account. **Select Work or school account.**



14. If you receive a prompt asking Authenticator to take pictures and record video, **tap Allow**.
15. Your phone screen should now be displaying the camera view. Use the camera to **scan the QR Code** that was generated on your computer. If you generated the QR code on your phone, click on **OR ENTER CODE MANUALLY** at the bottom of the camera view and type in the Code and URL.
16. Once the configuration is complete, **click Next**.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app ▾

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up
Checking activation status.

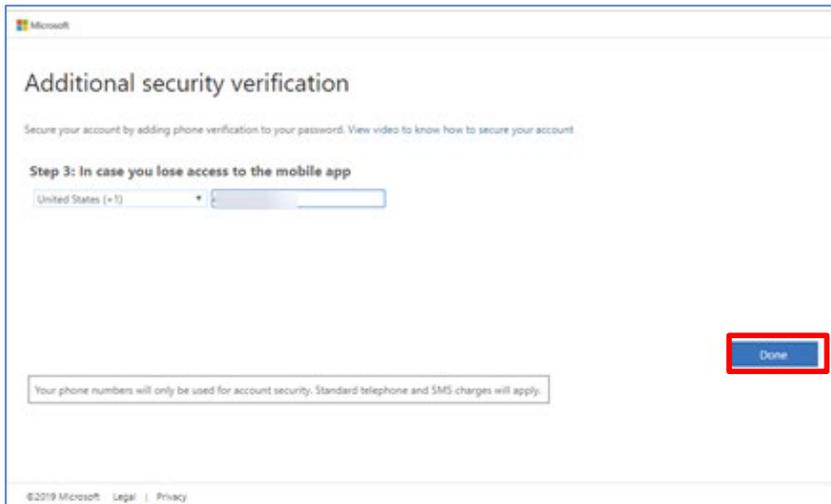
Next

17. This will begin a process where it will send you a verification request on your phone.
 - a. If you chose **Receive notifications for verification**, **tap Approve when prompted on your phone**.
 - b. If you chose **Use verification code**, **find the 6-digit code displayed in the Microsoft Authenticator app and enter it into the prompt on the computer**.



18. On your computer, you will see an additional security verification of “Step 3: In case you lose access to the mobile app.”

- Optional Step: **Enter a phone number to enable call option.** This is a backup option if your Microsoft Authenticator app gets deleted or your device is lost or replaced. **Click Done.**



Microsoft

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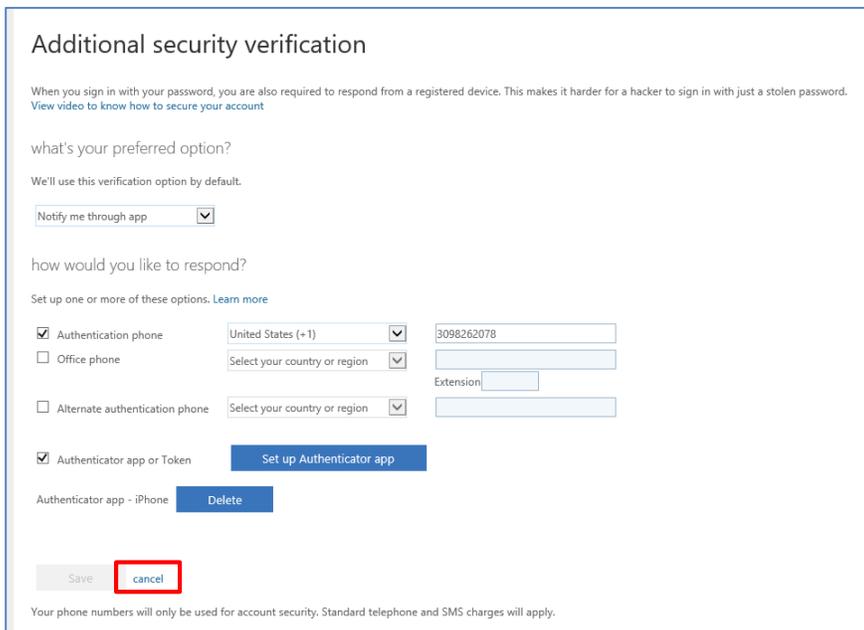
Step 3: In case you lose access to the mobile app

United States (+1)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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19. Once MFA is registered, the below screen will appear and the registration process is complete. **Click Cancel** if there is nothing more you need to change.



Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video to know how to secure your account](#)

what's your preferred option?
We'll use this verification option by default.

Notify me through app

how would you like to respond?
Set up one or more of these options. [Learn more](#)

Authentication phone
 Office phone
 Alternate authentication phone

Authenticator app or Token

Authenticator app - iPhone

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

20. Your Microsoft MFA registration is now complete. Here is what your Microsoft individual profile page will look like:

