

## Self-Enrollment with Azure MFA via Mobile Phone or Tablet

These instructions will guide you through downloading the Microsoft Authenticator app on your mobile device 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.

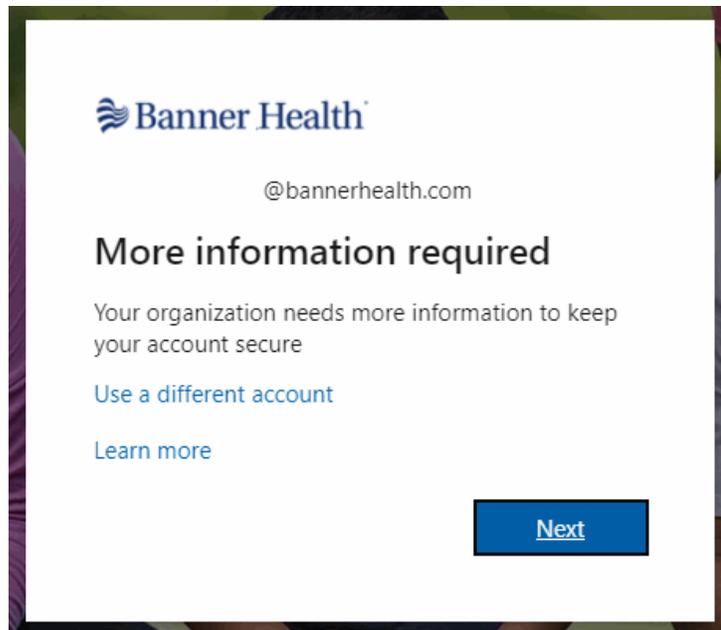
For help with the Azure MFA enrollment process please contact the Banner Service Desk at 602-747-4444.

### New Enrollment

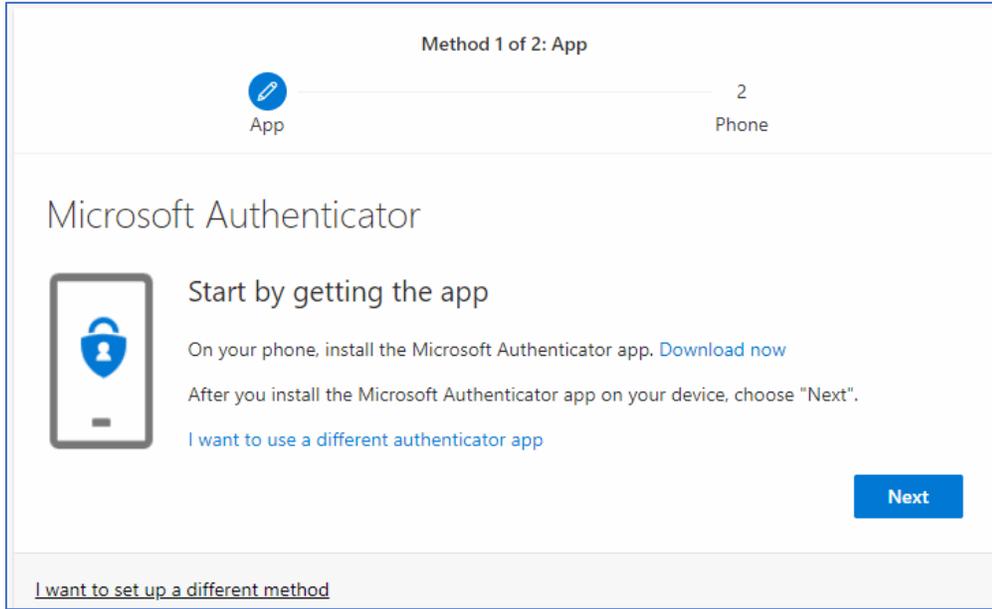
1. Go to <https://mysignins.microsoft.com/security-info> on your personal or work computer.
2. Sign in using your @bannerhealth.com account and password. Your @bannerhealth.com account is required for this process. This is not a Banner email address.
  - a. Sign in using your Clinical Connectivity portal 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.



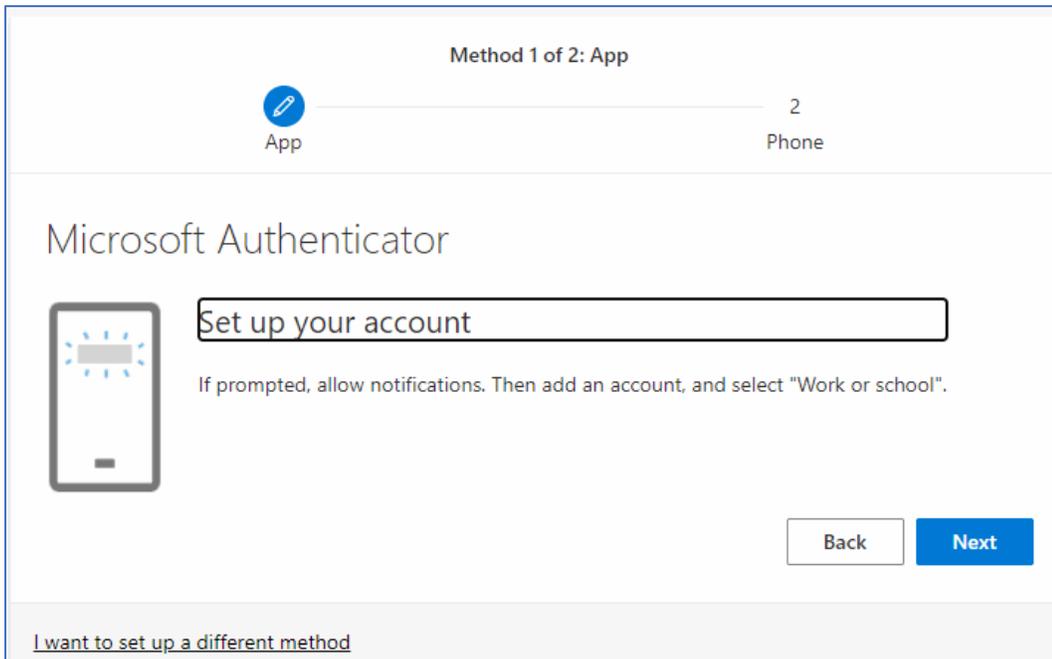
3. You will be prompted for more information, click **Next**.



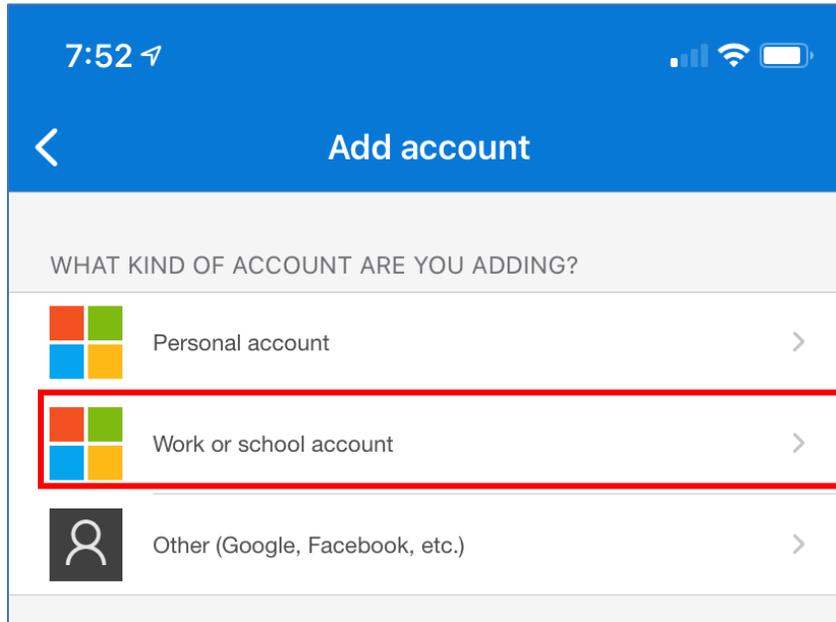
4. You will then be prompted to download the app.



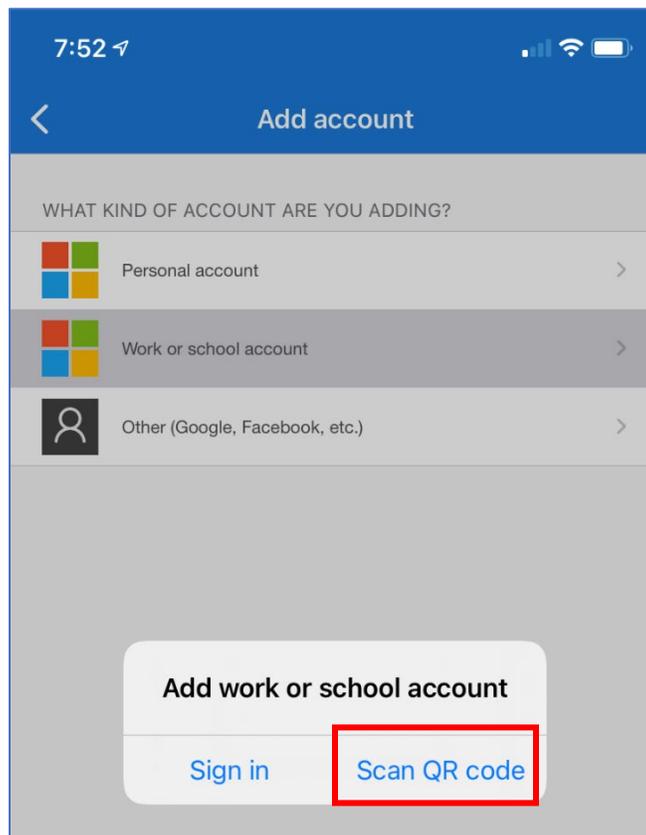
5. On your mobile device, download the Microsoft Authenticator app from the app store.
  - a. For Android Devices - <https://play.google.com/store/apps/details?id=com.azure.authenticator>
  - b. For iOS Devices - <https://apps.apple.com/us/app/microsoft-authenticator/id983156458>
6. After you download the app, press **Next** on your computer screen to begin the set up process.



7. In the Authenticator app, select **Add An Account**.
  - a. Press **Add New Account**.
  - b. Select **Work or School Account**.

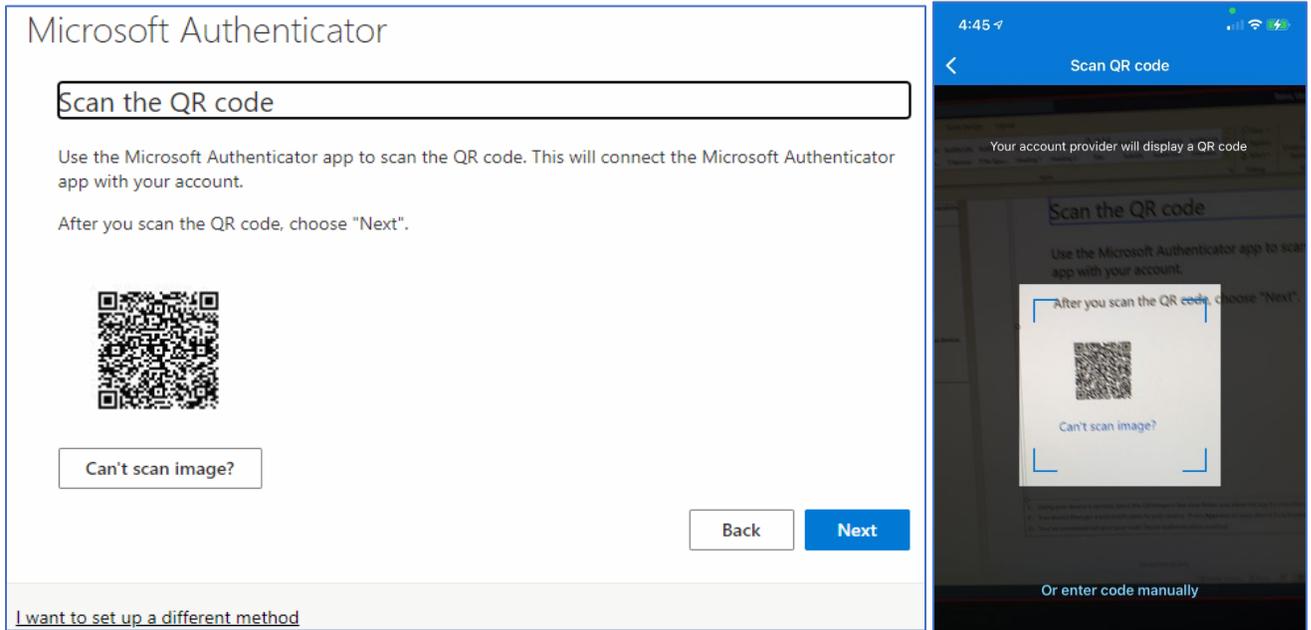


- c. Select **Scan QR code**.

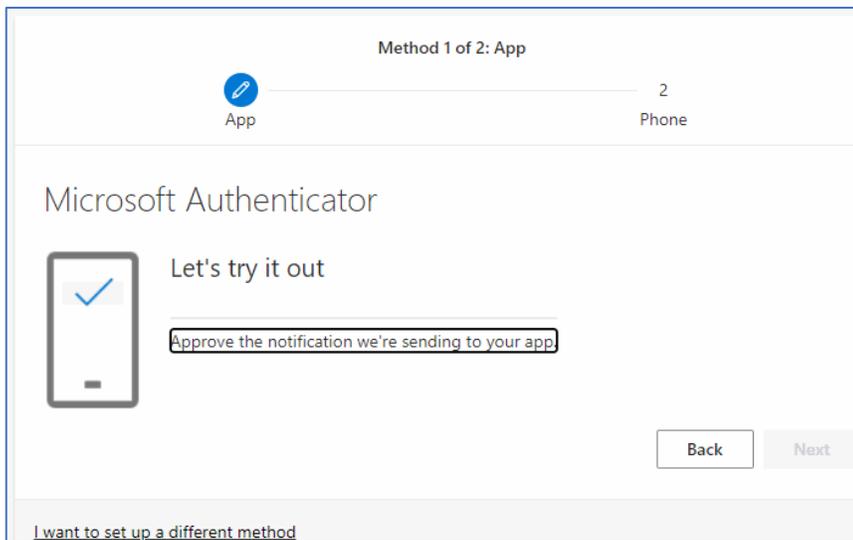


8. After clicking **NEXT** on your computer screen you will see the QR code unique to your registration.

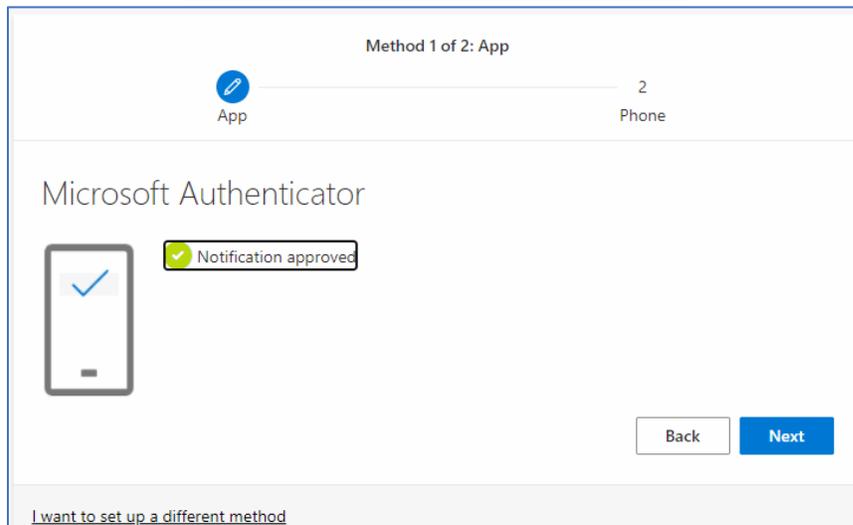
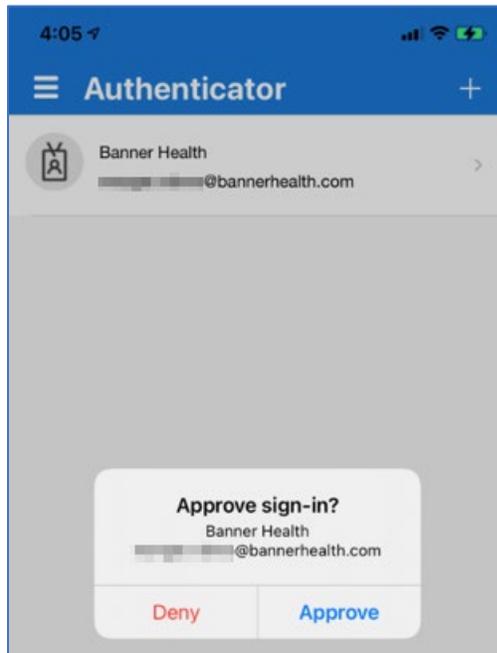
9. Using your device's camera, place the QR image in the view finder to allow the app to scan the code.



10. Click **Next** on your computer after you scan the QR code, you'll get the verification screen.



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



12. Click **Next** on your computer to continue the process and add a phone number as a back up option.

Method 2 of 2: Phone

App Phone

### 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?

United States (+1) Enter phone number

Text me a code  
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

13. Once your phone number is entered and you click **Next**, you will be prompted to verify the phone number by entering the code you received on your mobile device.

14. Enter the code.

Method 2 of 2: Phone

App Phone

### Phone

We just sent a 6 digit code to +1 ..... Enter the code below.

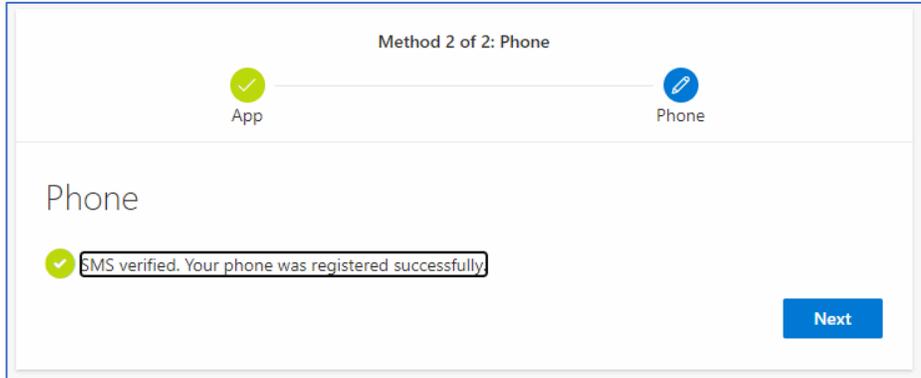
Enter code

[Resend code](#)

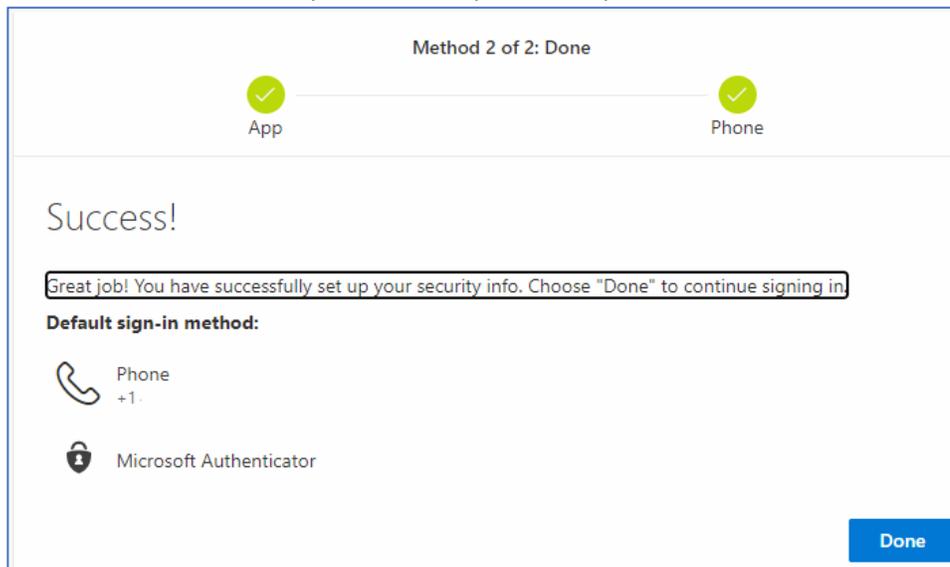
Back Next

[I want to set up a different method](#)

15. Click **Next**.



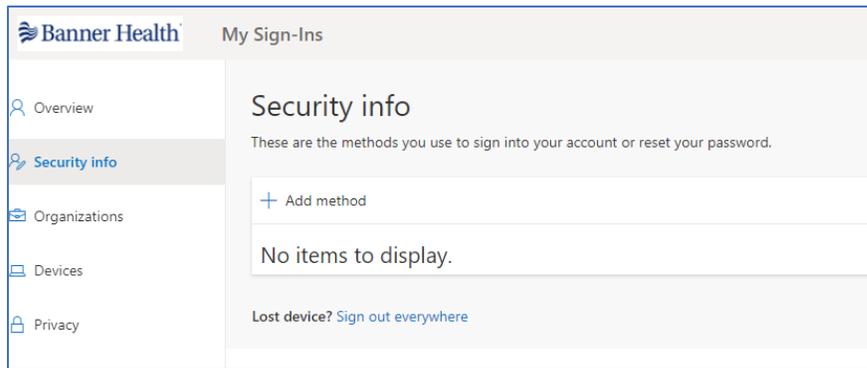
16. When you see the Success! Screen, you have completed the process. Click **Done**.



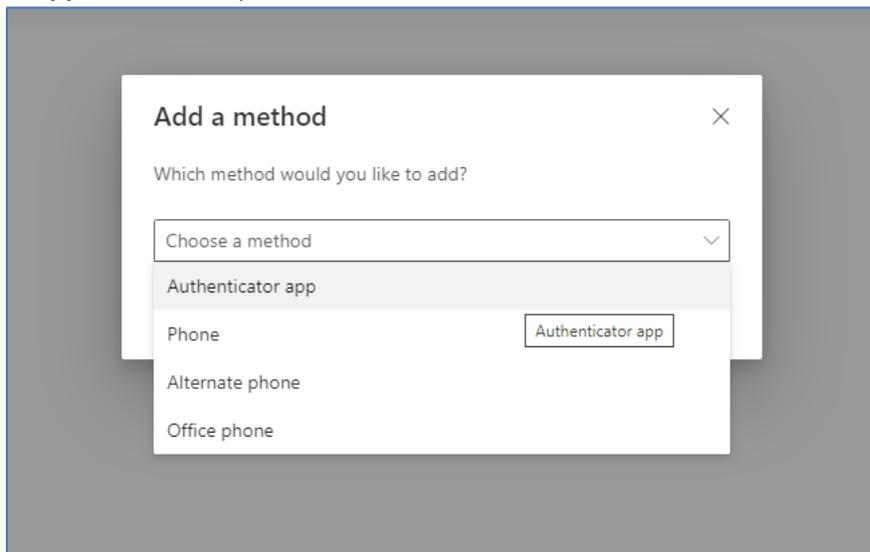
## Add Method to Existing Enrollment

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

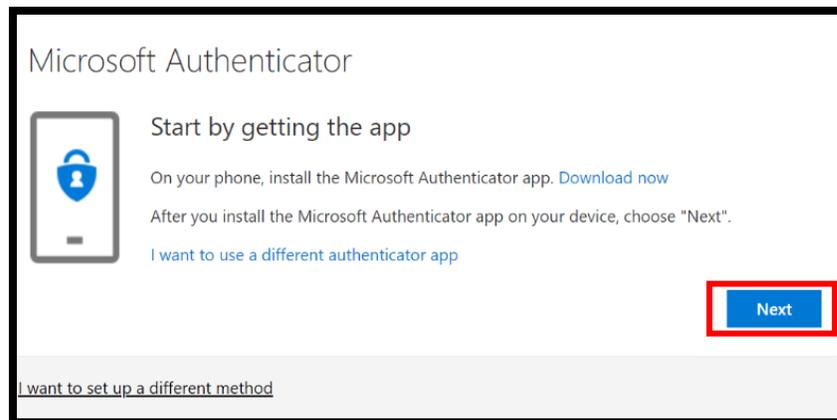
1. Go to <https://mysignins.microsoft.com/security-info>.
2. Sign in using your @bannerhealth.com account and password.
3. Select **+ Add method**.



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

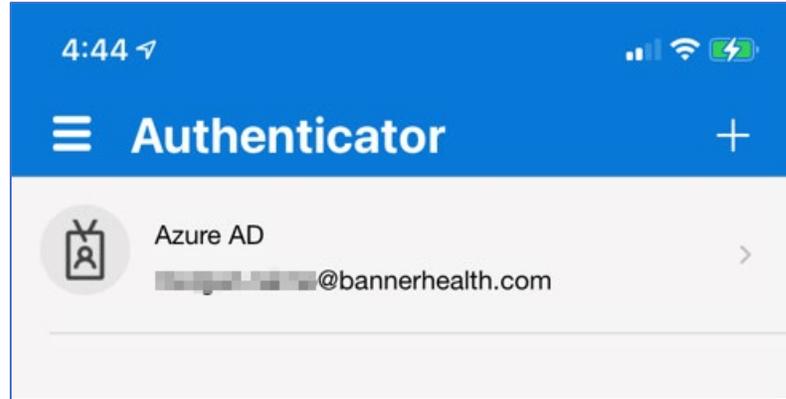


5. Press **Next** on your computer screen.

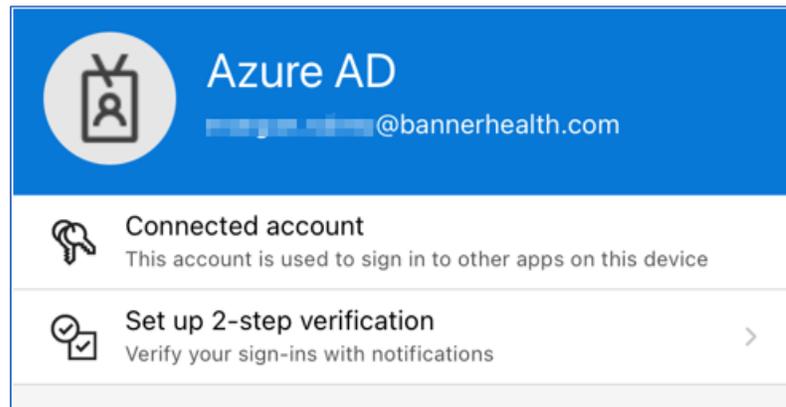


6. Open the Microsoft Authenticator app.

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

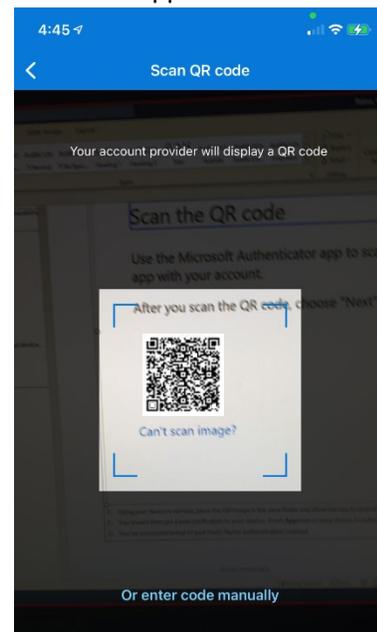
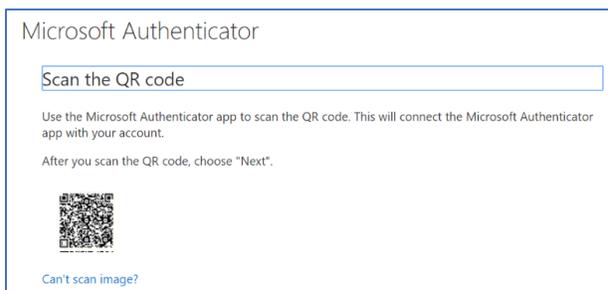


8. Select **Set up 2-step verification**

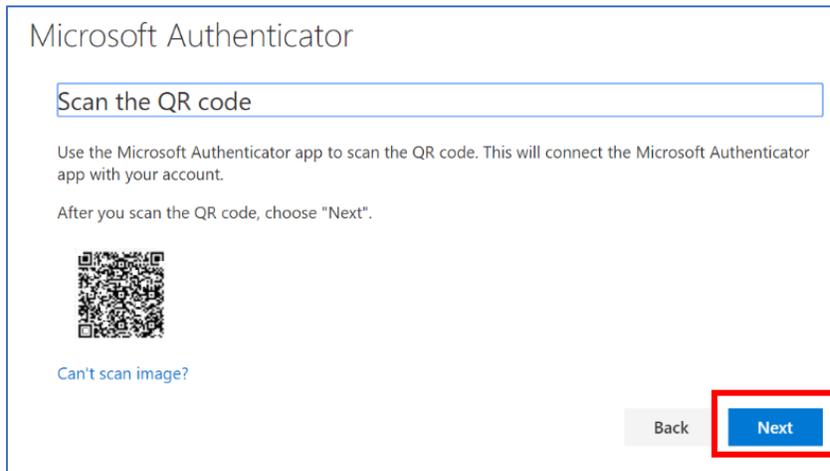


9. On your computer screen you will see the QR code unique to your registration.

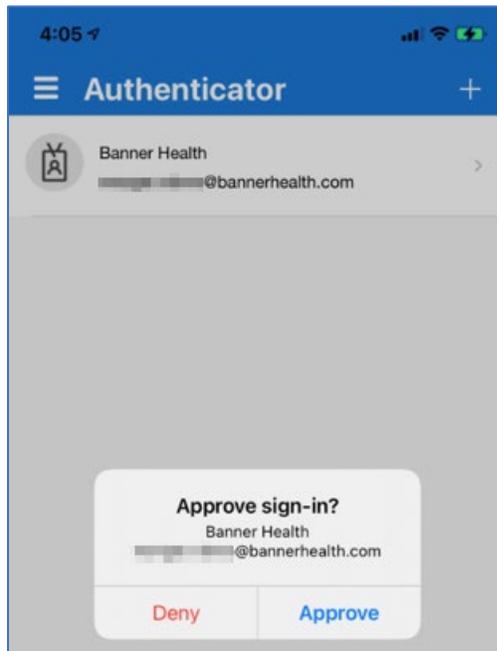
10. Using your device's camera, place the QR image in the view finder to allow the app to scan the code.



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



12. A test notification will be sent to your mobile 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.