**Important:** You must be connected to the UAB Health System network to initially enroll in Microsoft MFA. Your best options to do this are to use a computer on the network, remotely via Citrix, or by connecting though our Virtual Private Network. If using Citrix, look for the "MFA Enrollment" icon.

Please follow these steps to enroll in Microsoft MFA:

1. Using a web browser, go to https://myprofile.microsoft.com

2. You will be prompted for a login, enter your userID followed by @uabmc.edu (e.g. userid@uabmc.edu)
   (**Note:** For Cooper Green employees use @cgmhs.org and for Legacy of Hope employees use @legacyofhope.org after your userid)

3. A green screen with "UAB Medicine" will appear prompting you for your password. Use the same password you use for email or Citrix

4. Once authenticated, you will then be presented with a profile management page. Click the "**Update Info**" located on the "Security Info" tile
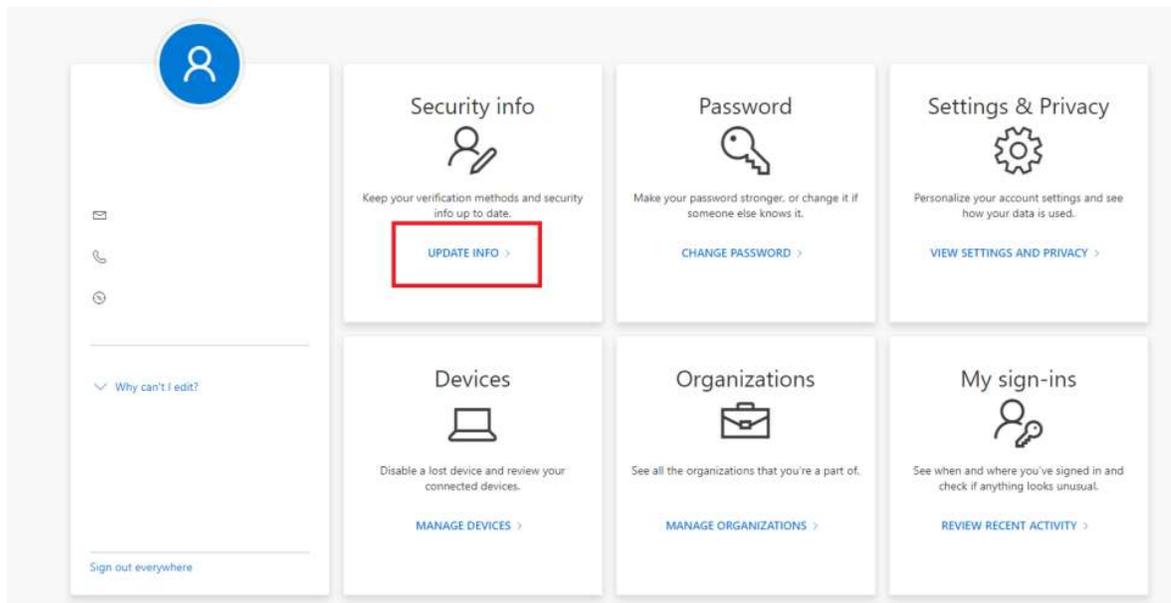
5. You will be presented with a new screen titled "Security Info". Using this screen, click the "**Add method**" plus sign to add a new MFA method
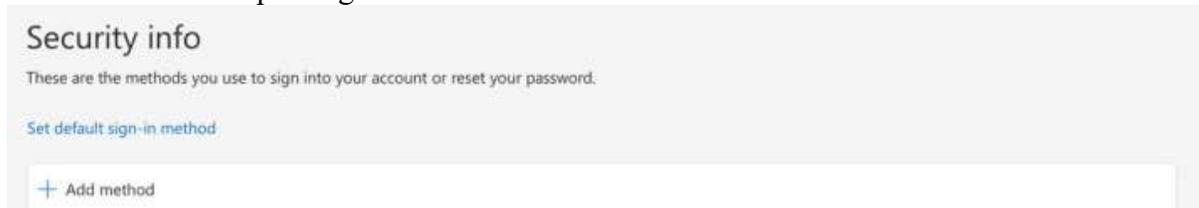
6. You will have the option to choose either "Phone" or "Authenticator App" using a drop down menu

Option 1 - Phone

Using the phone option allows you to authenticate using a code received through either SMS text or a phone call. Follow these steps to complete the phone enrollment option. Go to Option 2 to use the Authenticator app on a smart device.

1. After choosing "phone" from the previous steps, click "Add"

2. A new screen will appear prompting you to enter the telephone number

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) | ⇕ | 205-555-5555 |

⦿ 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.

Cancel   **Next**

3. Select the country code for your phone, enter the 10-digit number and choose how you prefer to receive the security code

4. After completing the fields and options, click *Next*

5. The system will then test your device by using the method you chose in the earlier step. You will be prompted to enter the number you received through either an SMS text or by phone call

6. Enter the code and click *Next*

7. After entering the correct code, you will be shown a prompt stating the code has been verified. Click *Done*
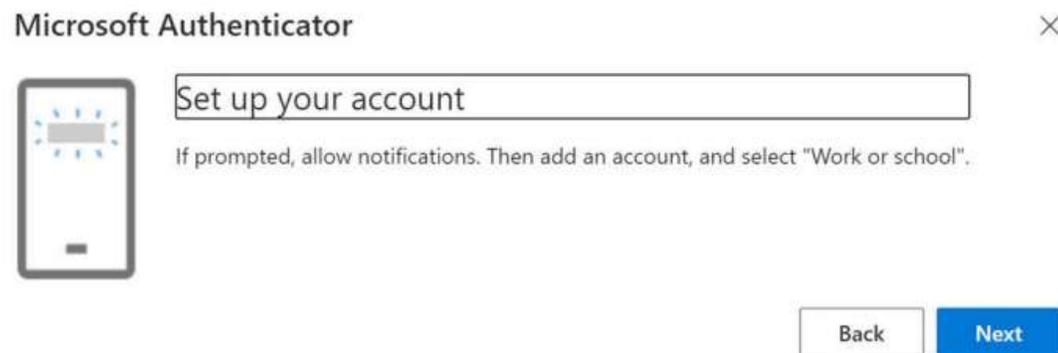
Option 2 - Authenticator App

You can also use a mobile app called Microsoft Authenticator to approve sign ins. It's more convenient than texts because you can respond very quickly on your phone.

1. Choose Authenticator app from the dropdown menu and click Add

2. You will be shown a screen prompting you to download the authenticator app. Clicking Download will take you to a website where you can be directed to the iPhone and Android app stores, or you can just go directly to the store on your phone. Install the app on your mobile device, then click *Next*

Microsoft 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

Cancel   **Next**

3. The next screen notifies you that you will now configure the new app. Follow the instructions on this screen and click *Next*

Microsoft Authenticator ✕

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back   **Next**

4. On the following screen you'll see a QR code displayed on your screen along with some instructions. **Leave this screen up and** go to your phone and launch the new
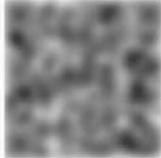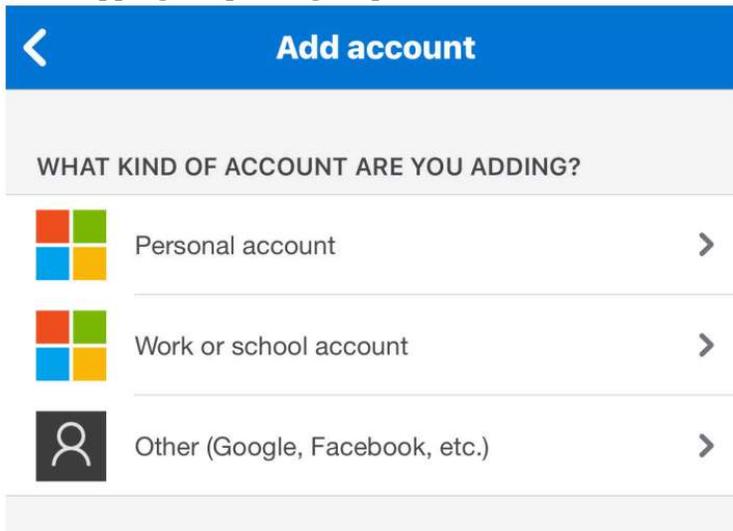
Authenticator app.

5. **On your phone** tap the plus sign in the Authenticator app in the top right

6. After tapping the plus sign tap "Work or School account"

7. Now, using your phone, scan the QR code on your screen from step 4. This will complete the setup for the Authenticator app

8. Lastly, you will be walked through a test scenario to ensure the Authenticator app is working properly.