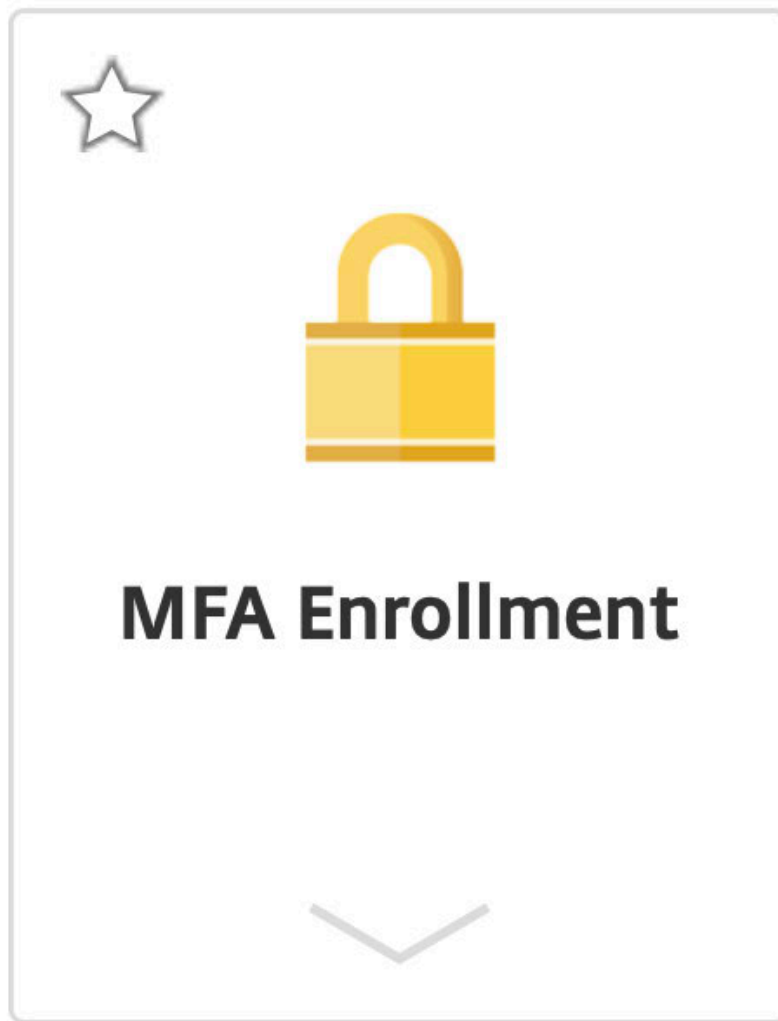




In this tutorial, I'll go over how to set up Multi-Factor Authentication, or MFA, for UAB Medicine. MFA is required to set up Vocera on a mobile device, access email from offsite using a browser, and use other services.



You can set up MFA on a computer on our network at UAB, remotely via Citrix, or by connecting through our Virtual Private Network. The first option is appropriate for most people, so that's what I'll cover here.



Sign in

ftessler@uabmc.edu

[Can't access your account?](#)

Next

Go to the Microsoft profile management page (<https://myprofile.microsoft.com>) by logging in with your full email address, as shown here.

UAB MEDICINE

← ftessler@uabmc.edu

Enter password

●●●●●●●●●●

[Forgot my password](#)

Sign in

Please enter your uabmc ID in the form of
"email@uabmc.edu".

Next, enter your UABMC password.

The image shows a screenshot of a Microsoft profile management page. At the top left, the logo for 'UAB MEDICINE' is visible, followed by 'My Account' with a dropdown arrow. A vertical navigation menu on the left lists: Overview, Security info, Devices, Password, Organizations, Settings & Privacy, My sign-ins, Office apps, and Subscriptions. The main content area features a profile card for 'Tessler, Franklin N', Sr. Medical Officer-Enterprise, GENERAL SERVICES BUILDING, with email 'ftessler@uabmc.edu', phone '(205) 975-7744', and location 'BIRMINGHAM'. Below the profile card is a 'Why can't I edit?' link and a 'Sign out everywhere' link. The main area is divided into several tiles: 'Security info' (with 'UPDATE INFO >' button), 'Password' (with 'CHANGE PASSWORD >' button), 'Settings & Privacy' (with 'VIEW SETTINGS AND PRIVACY >' button), 'Devices' (with 'MANAGE DEVICES >' button), 'Organizations' (with 'MANAGE ORGANIZATIONS >' button), 'My sign-ins' (with 'REVIEW RECENT ACTIVITY >' button), 'Office apps' (with 'MANAGE >' button), and 'Subscriptions' (with 'VIEW >' button).

The Microsoft profile management page looks something like this. Click **UPDATE INFO** in the Security info tile to proceed.

Security info

These are the methods you use to sign into your account or reset your password.

[Set default sign-in method](#)

[+ Add method](#)

MFA enhances security by adding a step, also called a third factor or method, every time you access UAB Medicine IT resources. Click the plus sign to add an authentication method.

Add a method



Which method would you like to add?

Cancel

Add

We'll start with the Phone method, which lets you authenticate log ins by typing a code that you'll receive on your mobile device by SMS text. Choose Phone from the drop down menu, then click Add.

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?

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

Enter your mobile phone number along with the area code. You'll have to verify your phone to proceed. You can do this with a numeric code or by answering a voice call. We'll use the first method here. Click Next to go on.

Phone



We just sent a 6 digit code to +1 205 [REDACTED]. Enter the code below.

[Resend code](#)

Back

Next

After a brief delay, you'll get an SMS text with the code. Enter it and click Next. Click Resend Code if you didn't get it for any reason.

Phone



SMS verified. Your phone was registered successfully.

Done

After a brief delay, you'll see an acknowledgment that your phone has been verified. Click Done to go back to the Add a method screen.

Add a method



Which method would you like to add?

Authenticator app



Cancel

Add

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

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

Next, you'll have to install the Microsoft Authenticator app. Clicking Download now 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 device, then click Next.

Microsoft Authenticator



Set up your account

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

Back

Next

This notification will let you know that you need to set up your account. Click Next.

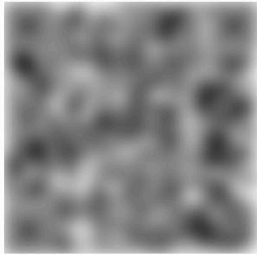
Microsoft Authenticator



Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

Next

You'll see a QR code displayed on your screen along with some instructions.



Run the Authenticator app you just installed and tap the Plus sign at the top right.



Add account

WHAT KIND OF ACCOUNT ARE YOU ADDING?



Personal account



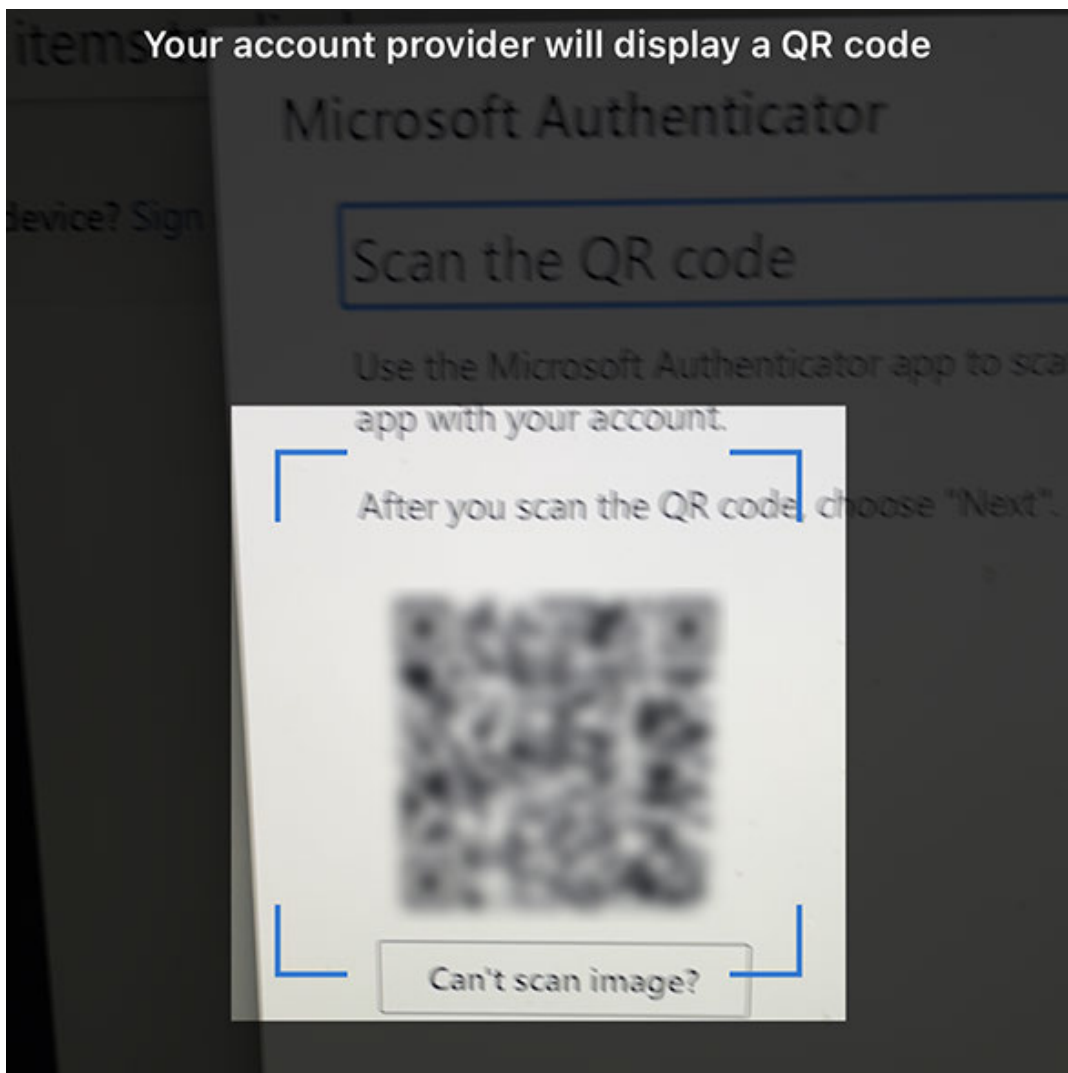
Work or school account



Other (Google, Facebook, etc.)



Tap Work or school account, then tap Scan QR code.



Point your phone at the QR code on the computer screen. This will automatically link the app to your account.

Security questions



Select a question ∨

What city were you in on New Year's 2000?

What is your favorite food?

What was the make and model of your first car or motorcyc...

What was the name of the first school you attended?

What was the name of your childhood hero?

What was your childhood nickname?

What was your favorite sport in high school?

What were the last four digits of your childhood telephone ...

When you were young, what did you want to be when you ...

Who is the most famous person you have ever met?

Cancel

Done

You can also set up your office phone or another phone to authenticate with a voice call, or you can enter security questions for authentication, as shown here.

Security info

These are the methods you use to sign into your account or reset your password.

[Set default sign-in method](#)

[+ Add method](#)

If you've set up more than one authentication method, you can choose a default by clicking here. It's a good idea to have more than one method in case the one you're accustomed to using isn't available when you have to authenticate. For example, if something happens to your phone, you won't be able to use the Authenticator app.

Change default method



Which method would you like to use to sign in?

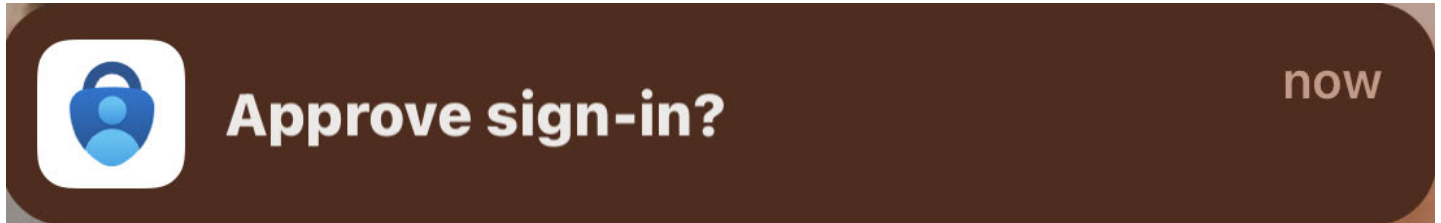
Microsoft Authenticator - notification



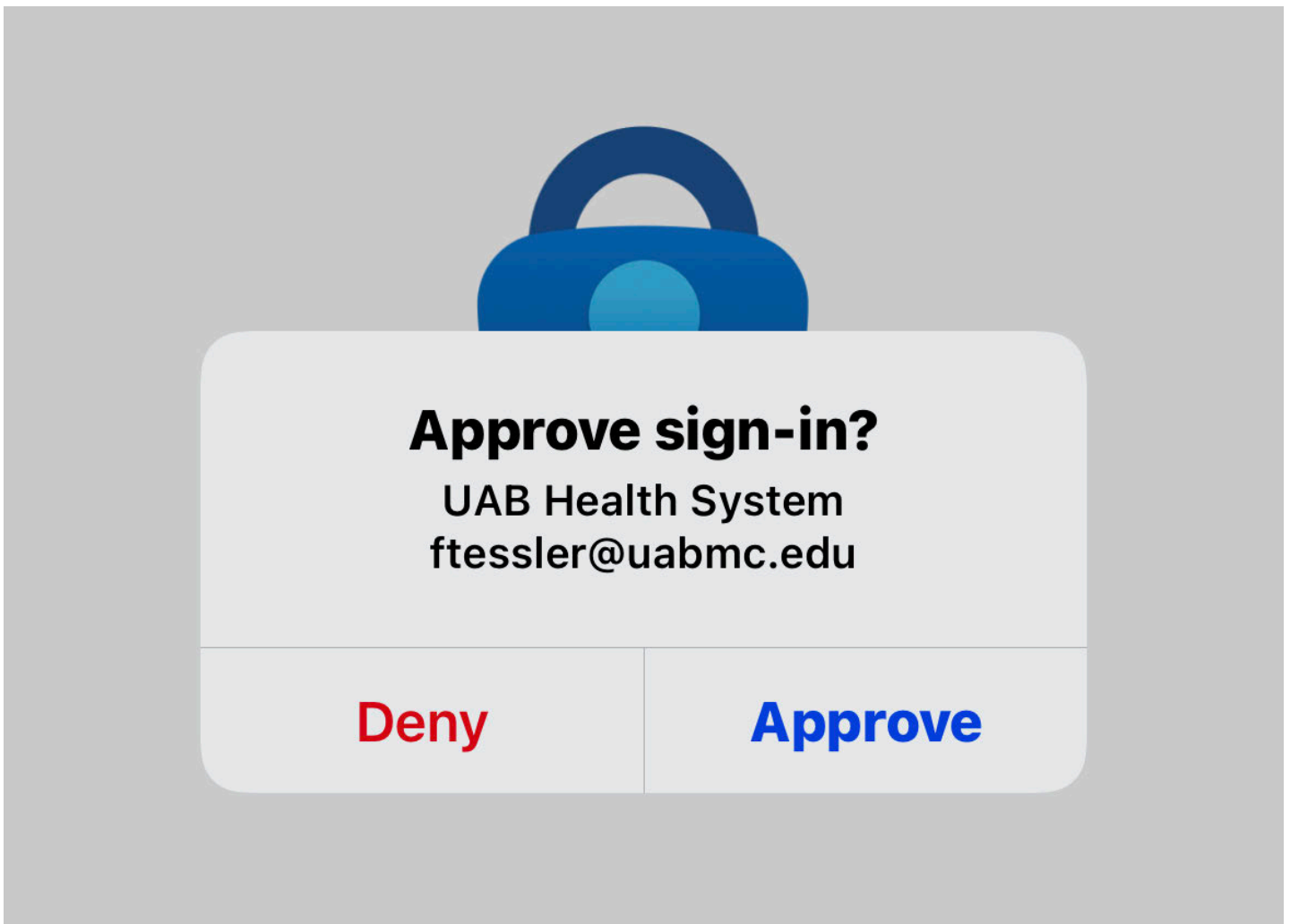
Back

Confirm

Choose the method you prefer and click Confirm. You can change this whenever you want.

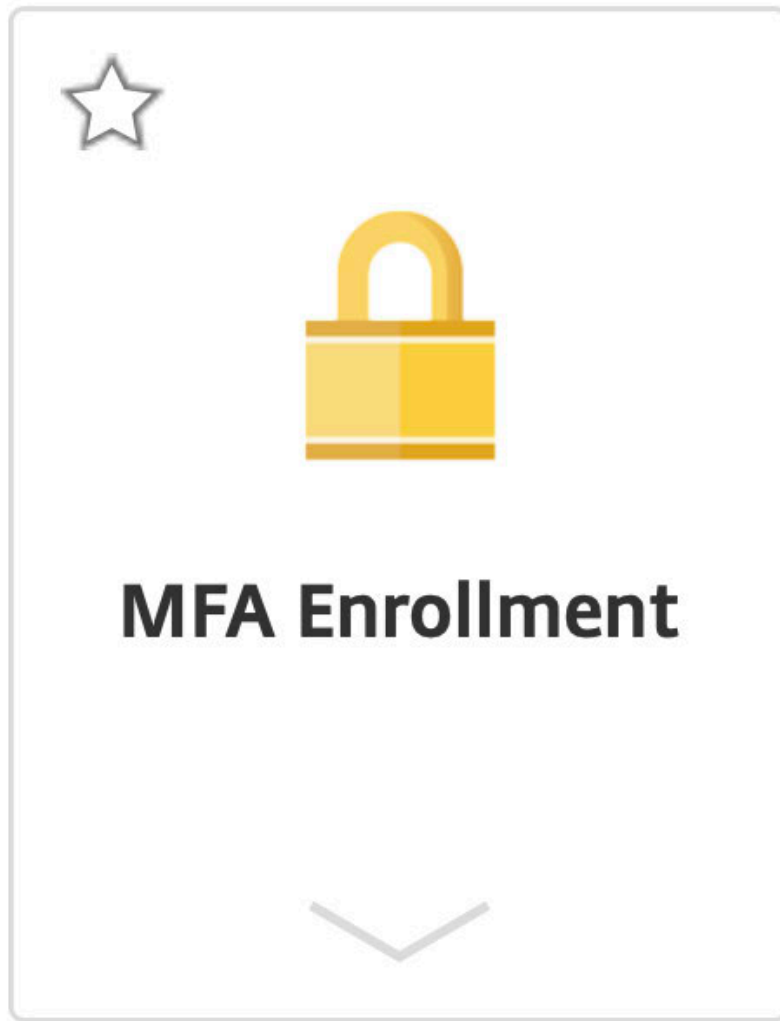


A bit about how to use the Authenticator app. When you attempt to log into a service that requires MFA, you'll see a notice on your device, similar to the one shown here. Tap Approve Sign-in to proceed.



Authenticator will open and you'll be asked to Approve or Deny the request. Follow any instructions to authenticate to your device with your passcode, fingerprint, or facial ID.

If you don't recognize the request, your UABMC password may have been compromised, so call the HSIS Help Desk immediately.



That's it for setting up MFA. Thank you for your attention, and please reach out to the Help Desk if you have any questions.