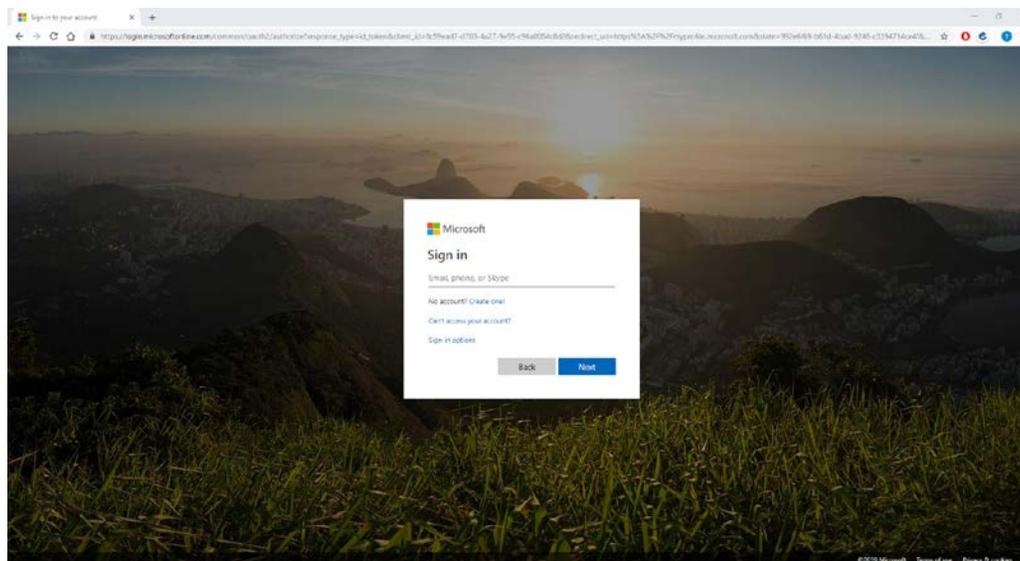


Multi-Factor Authentication (MFA) Setup Instructions:

1. If you do not already have the 'Microsoft Authenticator' app, please download the 'Microsoft Authenticator' app for your smart phone. This is through the Google Play App store or Apple's App Store.

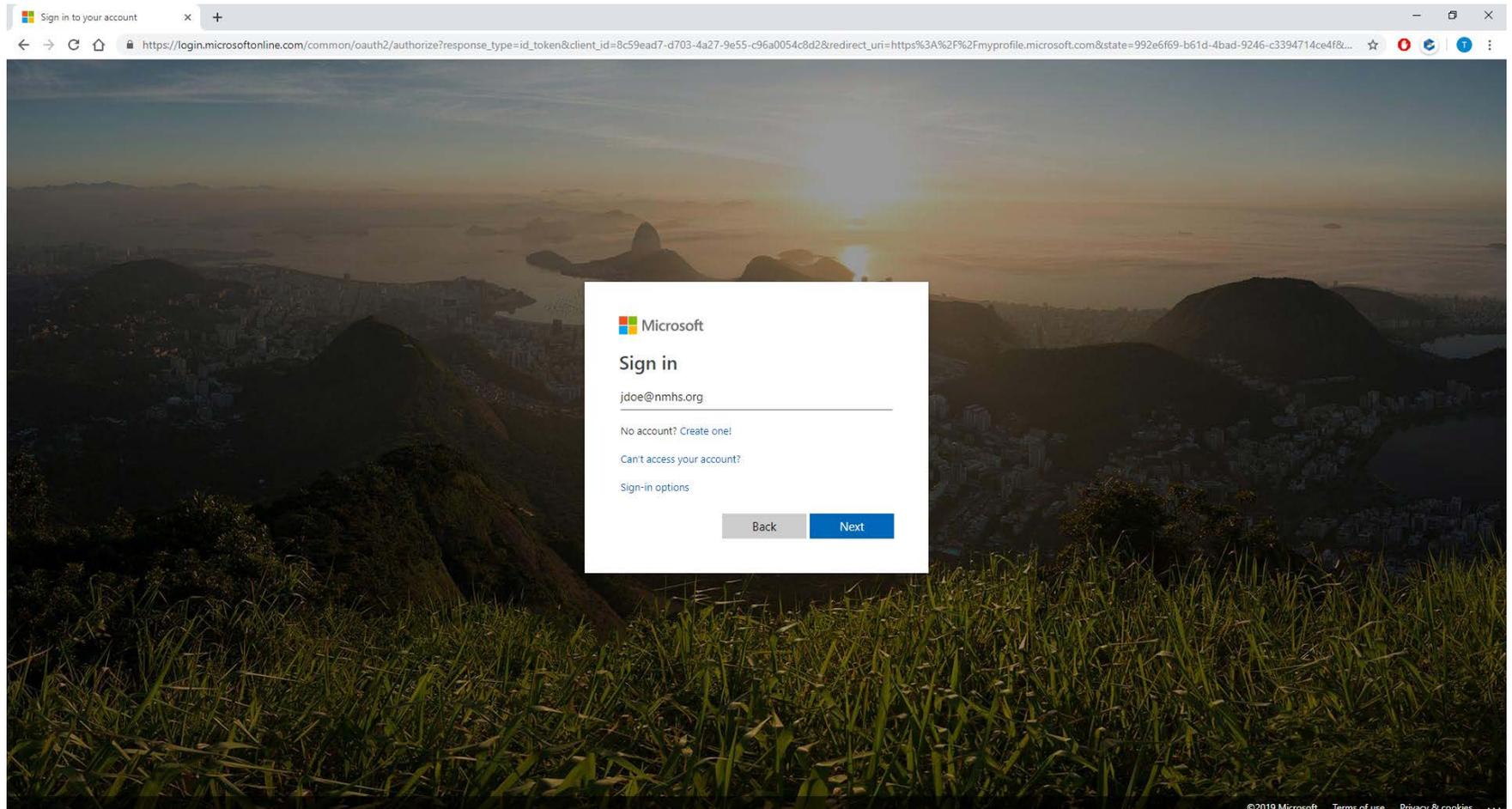


2. From your PC, navigate your web browser to <https://myprofile.microsoft.com>

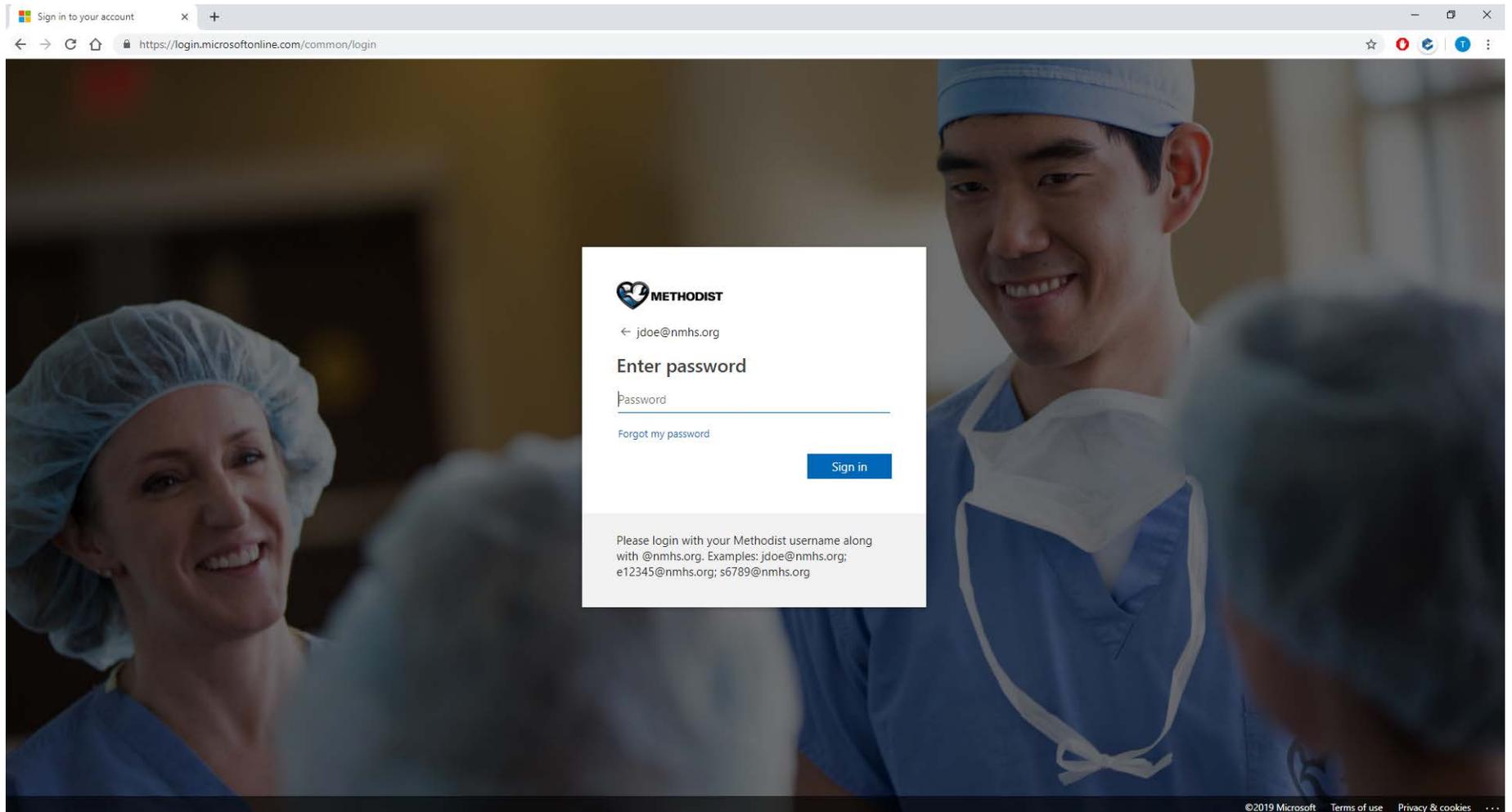


3. Enter your username with the addition of '@nmhs.org'. **NOTE:** This is **not** the same as your email address (john.doe@nmhs.org), but rather the username used to log onto your work computer and Kronos (jdoe) combined with @nmhs.org. Nebraska Methodist College and Shared Omaha will also use this @nmhs.org format instead of the @methodistcollege.edu and @sharedomaha.com formats:

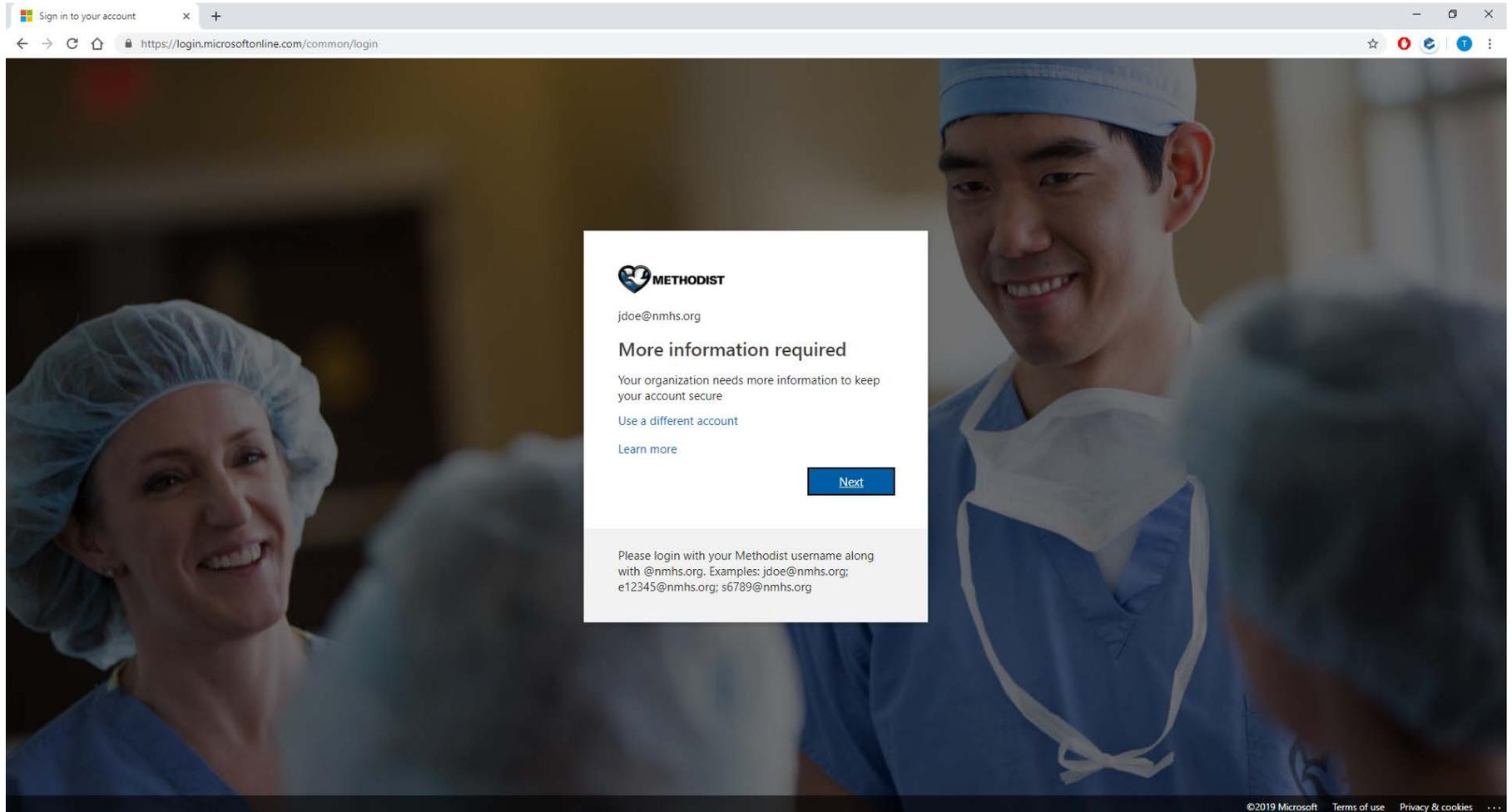
For Example: **jdoe@nmhs.org**, **e12345@nmhs.org**, **s123456@nmhs.org**, **p12345@nmhs.org**



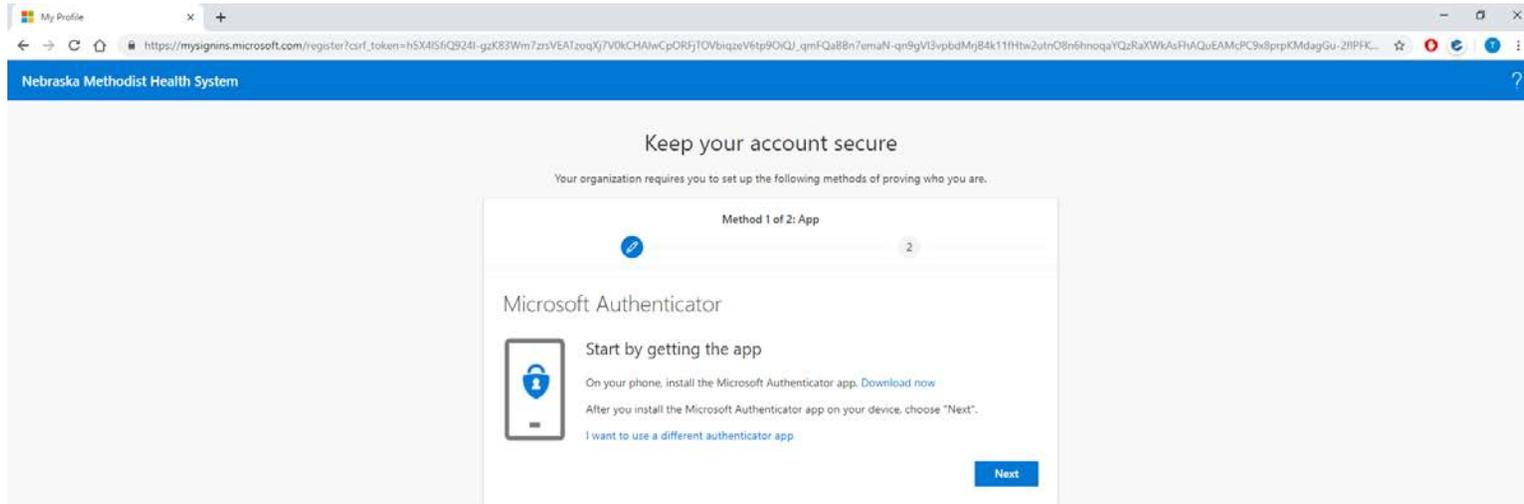
4. ***IF*** you are prompted for your password, enter your 'Windows' or 'Network' password. **Otherwise, skip to step #5:**



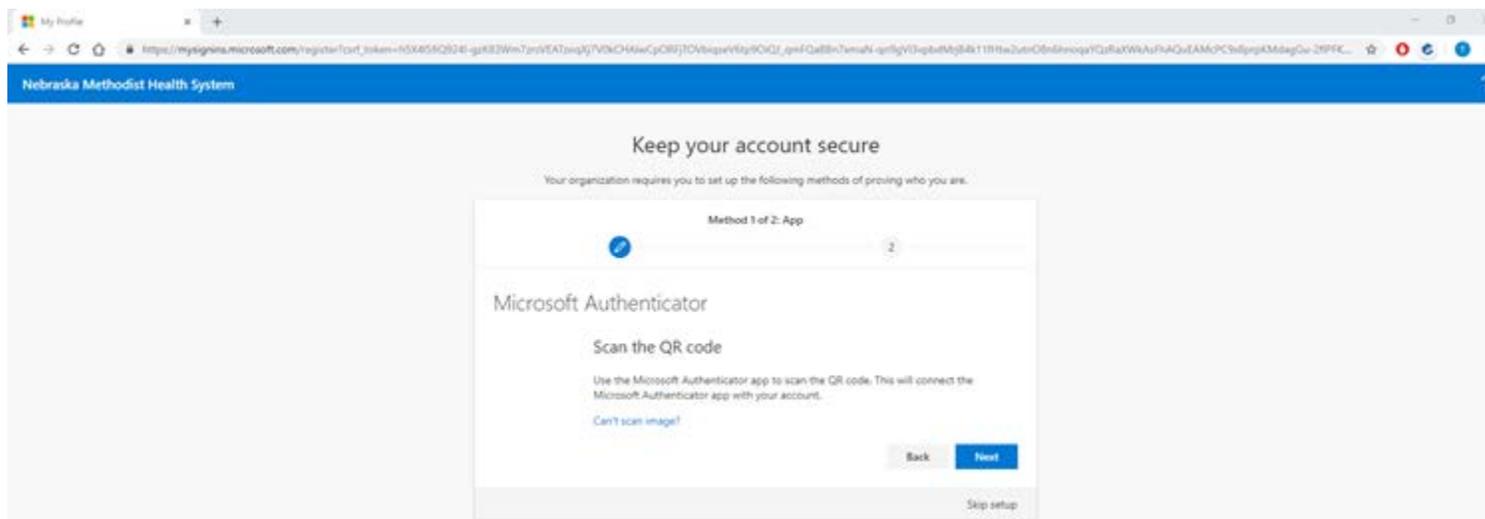
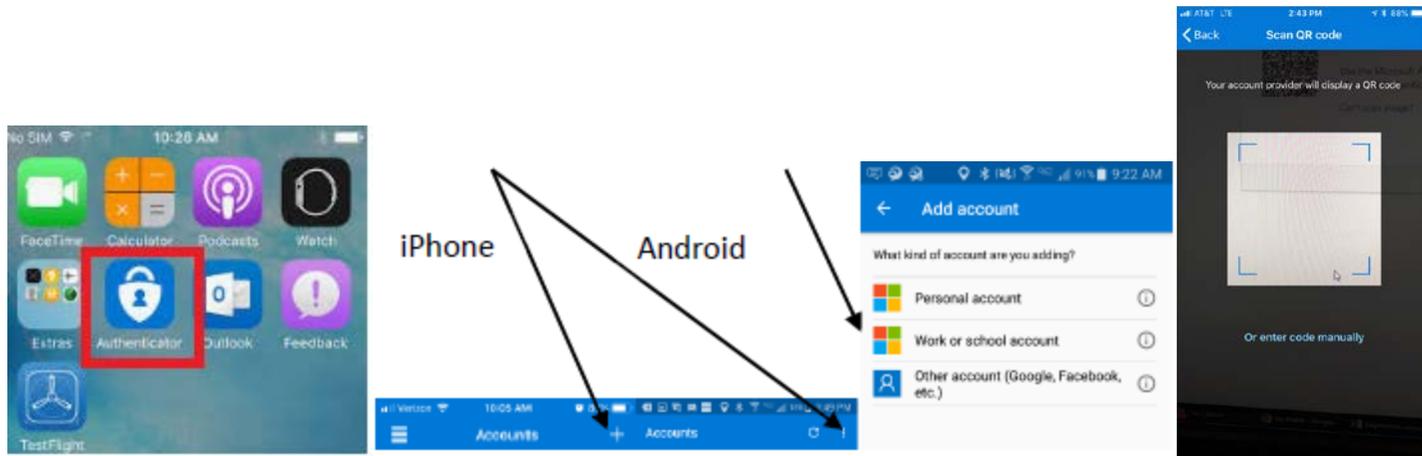
5. Press the Next button at this screen to move forward:



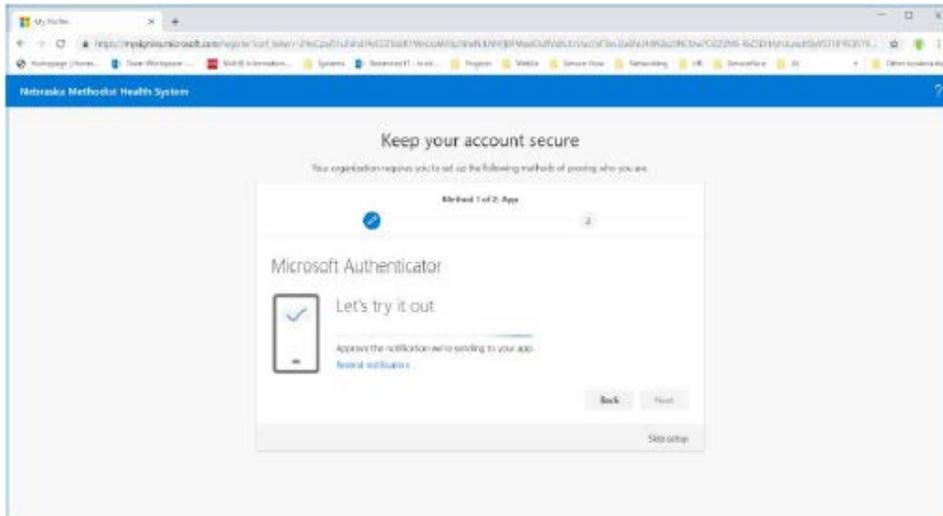
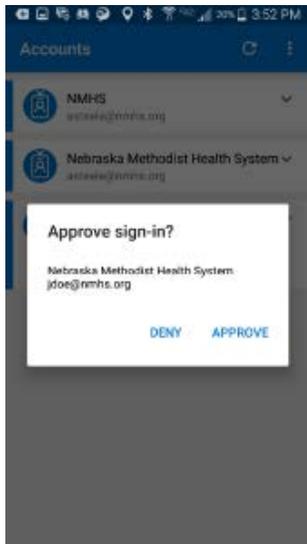
6. Press the Next button at this screen to move forward:



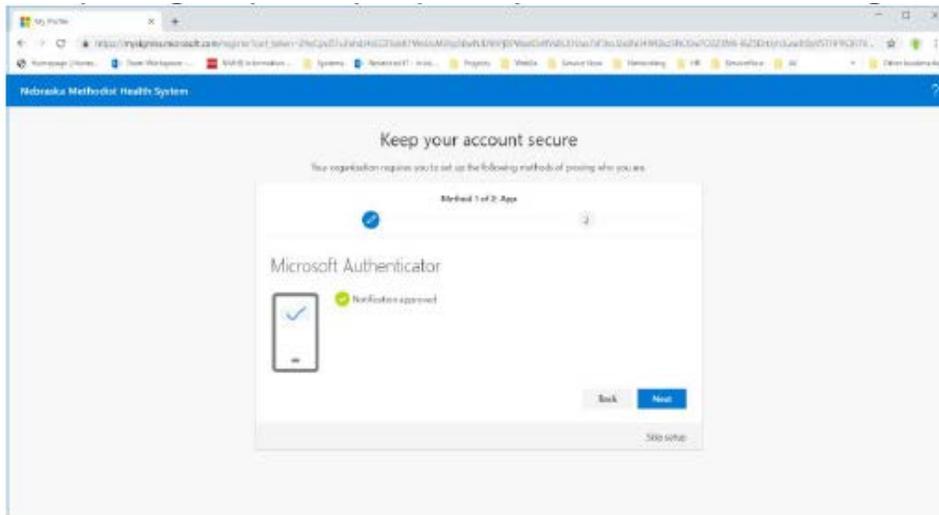
7. At the next screen, you will be required to scan a QR code with your phone. To accomplish this, open the Authenticator App on your smart device. Add a new account by pressing either the + sign or dotted vertical line as referenced in the screenshots below. From there, choose '**Work or School account**'. This will bring up your device camera to scan the QR code **on the web page**.



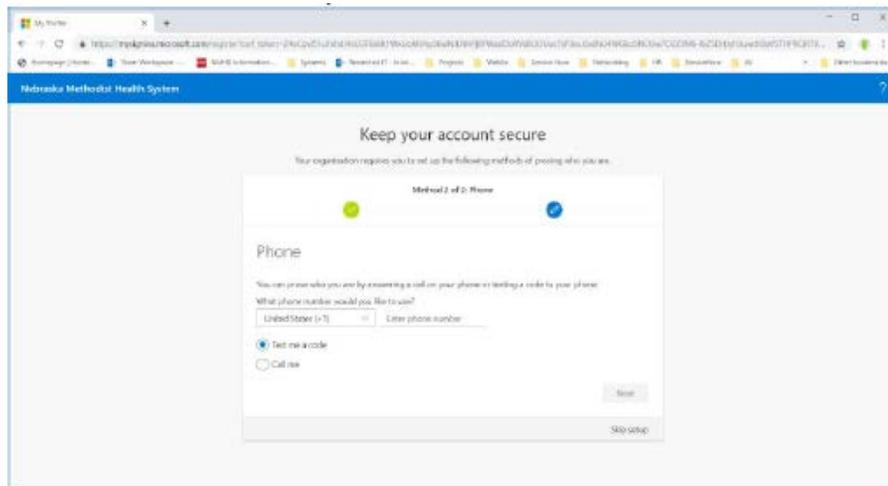
8. After scanning the QR code **on the web page**, you will be presented with the following approval request. Press “Approve” when your phone prompts the message:



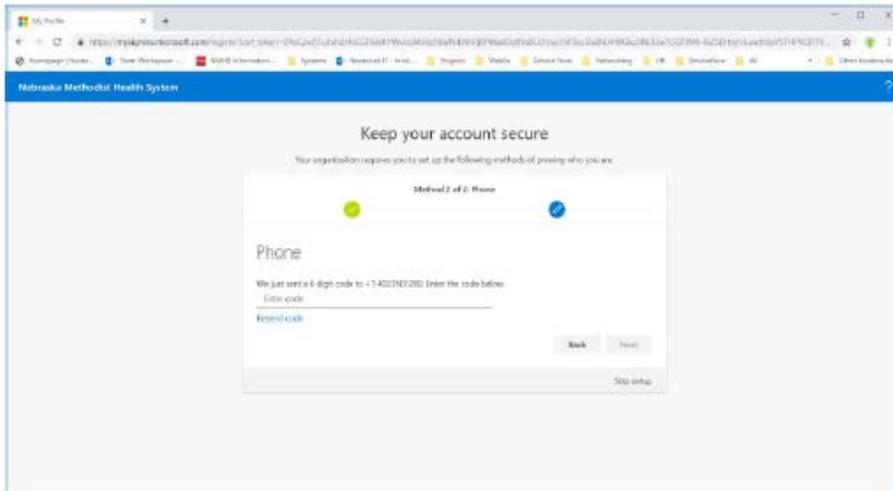
After pressing approve from your phone, you will receive the following acknowledgment. If you do not receive the prompt, repeat the instructions from the beginning and make sure you have good cellular or WiFi signal on your device. Press Next to continue:



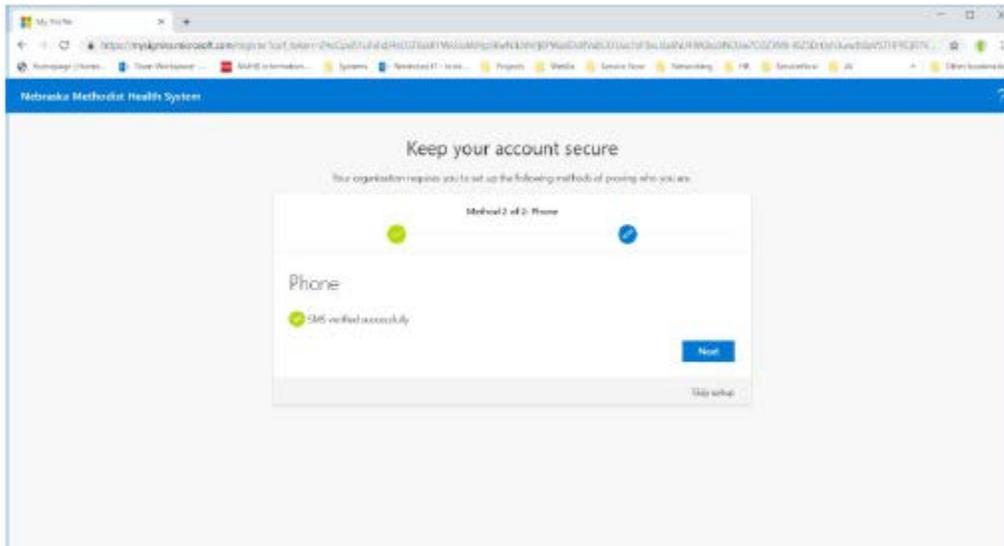
9. This next screen will ask you for your phone number and it will call or text you:



10. Depending on what you selected above, you will receive a call or text message. Enter the code provided into the page below:



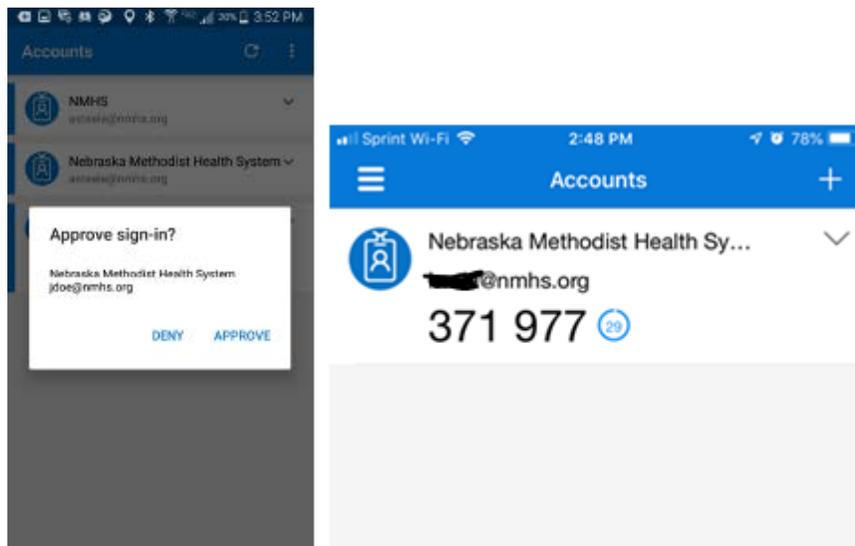
11. After entering your code and pressing “next”, you will be at the final screen. Your registration is now complete:



12. You may close out of the web page and you are finished with enrollment.

13. In the future (only after the deadline occurs), you will always be presented with an approval prompt from your 'Microsoft Authenticator' app on your smart device, which you will need to approve in order to sign-in remotely as referenced in the screenshot below. Remember that this prompt only applies to those who connect with a VPN, or work remotely though **<https://mobile.bestcare.org>** after the deadline takes place.

In the interim, you will continue to use the same phone call, text, or old app code method. You will also continue using the Cisco AnyConnect VPN client or mobile.bestcare.org site, as those connection methods will not be changing as part of this process.



If you have any questions, please reach out to the IT Service Desk at (402) 354-2280 or enter a request via the self-service IT Portal using this link <https://nmhs.service-now.com/sp>.