

IT Department Quick Start Guide

FOR REFERENCE ONLY

Effective Date:	05.03.2023
Last Updated/By:	05.03.23; J Munkeby
Last Approved/By:	05.03.23; D Pagel

Setting Up Multi-Factor Authentication

North Memorial requires a secondary authentication method for accessing IT resources. You will need to enroll a personal mobile device or phone number. This allows you to receive an authentication code using the app, receive a text message, or a direct call back for confirmation when team members are not onsite. North Memorial telephone numbers cannot be enrolled. Never enroll a work phone number or any phone number that is shared by others.

NOTE #1: If you have set up Outlook on your mobile device for North Memorial email you have already enrolled in MFA. NOTE #2: MFA is required for accessing North Memorial remote iRAS applications. For any concerns or issues registering your personal device, please contact your manager.

The recommended method is the Microsoft Authenticator application which can be downloaded for Android and iOS devices.



Manage Authentication Methods

Browse to North Memorial's MFA site <u>http://mfaenrollment.northmemorial.com</u> and sign in with your network ID and password. If you have an MFA method enrolled, you will be prompted to authenticate.



Contact the IT service desk (763-581-2684) if you are unable to successfully authenticate.

Enrolled methods can be reviewed on the Security info page. See highlighted line for your default authentication method.

A Overview	Security info			
𝒫 Security info	These are the methods you use to sign into your account or reset your password. Default sign-in method: Microsoft Authenticator - notification Change			
Organizations	+ Add sign-in method			
💻 Devices	& Phone	+1	Change	Delete
A Privacy	Microsoft Authenticator Push multi-factor authentication (MFA)	SM-		Delete
	Lost device? Sign out everywhere			

If you want to change your default authentication method, select change.

Select your preferred method from the drop down and click confirm.

Change default method		×
Which method would you like to use to sign in?		
App based authentication - notification	\sim	
Phone - call +1		100
Phone - text +1		
App based authentication - notification		
App based authentication or hardware token - code		

Microsoft Authenticator App Set Up

North Memorial IT recommends using the Authenticator app as the preferred method of authentication.

- 1. Browse to North Memorial's MFA site <u>http://mfaenrollment.northmemorial.com</u> and sign in with your network ID and password.
- 2. From the Security Info page, select Add sign-in method.

HEMORIAL HEALTH My Sign-Ins ~			
♀ Overview𝚱 Security info	Security info These are the methods you use to sign into your account or reset your password.		
Surganizations	Add sign-in method: Microsoft Authenticator - notification		
🖵 Devices	No items to display.		
A Privacy	Lost device? Sign out everywhere		

3. From the drop-down list, select Authenticator app.

Add a method Which method would you like to add?	×
Choose a method	~
Authenticator app	
Phone	
Alternate phone	
Office phone	

4. You will be prompted to download **Microsoft Authenticator**. **Install the app** from your phone's app store. **Open the app** once it is installed and click **Next** on the browser.

5. In the app: If prompted, allow notifications. Then **add an account**, and select "**Work or** Continued on next page

6. In the app, select **Scan a QR code**. Scan the QR code shown in the browser. Once you have scanned the QR code, click next.



7. You should receive a test authentication prompt on your phone. **Approve the notification** to complete enrollment.

Congratulations! You now have set up multi-factor authentication. Close your browser sessions.

Reminder that Team members **will be** prompted for MFA when they are off site using public or home networks and **will not** be prompted while onsite using North Memorial network resources.

Mobile Number Set Up

A personal mobile number can be enrolled as an alternative authentication method.

***Important Reminder: North Memorial telephone numbers cannot be enrolled. Never enroll a work phone number or any phone number that is shared by others.

- 1. Browse to North Memorial's MFA site http://mfaenrollment.northmemorial.com and sign in with your network ID and password.
- 2. From the Security Info page, select **Add sign-in method**.

HEMORIAL HEALTH My Sign-Ins ~		
 Overview Security info 	Security info These are the methods you use to sign into your account or reset your password.	
Organizations	Default sign-in method: Microsoft Authenticator - notification + Add sign-in method	
Devices	No items to display.	
A Privacy	Privacy Lost device? Sign out everywhere	

- 3. From the drop-down list, select Phone.
- 4. Enter your mobile number and select your preferred authentication method between **Text me a code** and **call me**. Click next.



5. If you selected Text me a code, **you will receive a six digit code**. Enter the code then click next to complete registration.

Phone		×
We just sent a 6 digit code to +1	. Enter the c	ode below.
Resend code	Back	Next

6. If you selected Call me, you will receive a call to authenticate. Answer the call and complete the prompt.

Congratulations! You now have set up multi-factor authentication. Close your browser sessions.

Reminder that Team members **will be** prompted for MFA when they are off site using public or home networks and **will not** be prompted while onsite using North Memorial network resources.