NORTH
MEMORIAL HEALTH

IT Department
Quick Start Guide

FOR REFERENCE ONLY

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Last Updated/By:	QSG 8.2.21; LHeilmann
Last Approved/By:	6.3.21; DRoush

Setting Up Multi-Factor Authentication

Your enrollment in Multi-Factor Authentication will require something you own, like your cell phone or a home phone. This allows you to receive an authentication code using the app or receive a text message or a direct call back for confirmation when team members are not onsite. Never enroll a North Memorial telephone number. 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 and can skip this process.
NOTE #2: MFA is **required for** accessing North Memorial remote iRAS applications**. For** any concerns or issues registering your personal devic**e,** please contact your manager.

This best practice security measure provides a second form of authentication that satisfies our Multi-factor Authentication requirement.

The recommended option is to use the Microsoft authenticator application which can be downloaded for Android and IOS devices.

Download and install the app as follows:

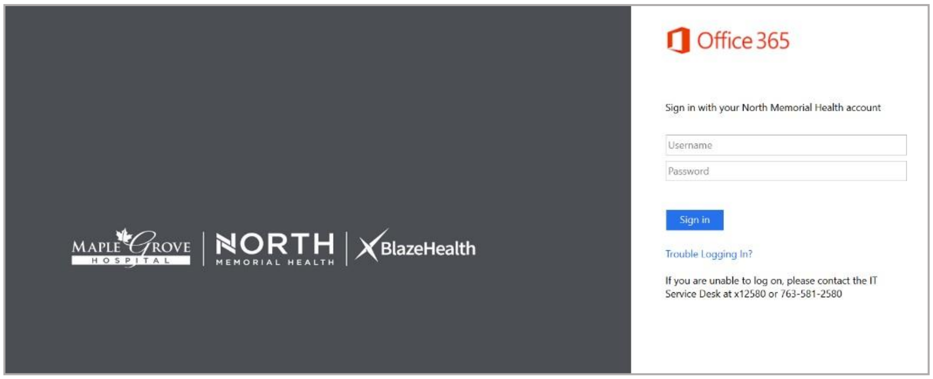
-Google Android. On your Android device, go to Google Play to download and installthe Microsoft Authenticator app.

-Apple iOS. On your Apple iOS device, go to the App Store to download and installthe Microsoft Authenticator app.

Steps

1. To pre-enroll, browse to North Memorial's MFA site http://mfaenrollment.northmemorial.com and sign in with your network ID and password.

2. Click **Sign In**.



Office 365

Sign in with your North Memorial Health account

Username

Password

Sign in

Trouble Logging In?

If you are unable to log on, please contact the IT Service Desk at x12580 or 763-581-2580

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3. Click **Next** on the **More information required** dialog box.

Authentication Cell Phone Set Up

When logging into the Office 365 portal, you will need to use your cell phone or another phone that you own forauthentication and will need to have access to that device to complete this process.

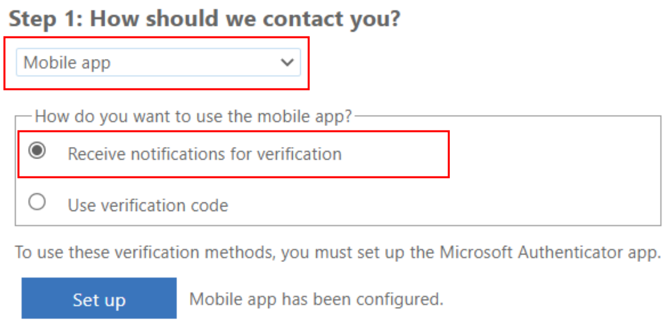
*****Important Reminder: Never enroll a North Memorial telephone number. Never enroll a work phone numberor any phone number that is shared by others.**

Step 1:

4. On the **Additional security verification** page, in the drop-down menus, under **How should we contact you?**, select **Mobile app**.

   NOTE: North Memorial IT recommends using the Authenticator app as the preferred method of authentication, followed by receiving a text message and using a phone call as the last option.

5. In the **How do you want to use the mobile app?,** select **Receive notifications for verification**.



Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

● Receive notifications for verification

○ Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Mobile app has been configured.

6. Select **Set Up**.

7. In the **Configure mobile app** dialog box, follow the steps on the screen.

   a. Install the Microsoft authenticator app for Windows Phone, Android or iOS if it isn't already installed.

   b. In the app on your phone, add an account and choose "**Work or school account**".

   c. Scan the image shown on the screen.

   d. If the app displays a six-digit code, choose **Next**.

8. Select **Next** again.

Step 2:

9. Let's make sure that we can reach you on your mobile app device. Select **approve** on your phone.

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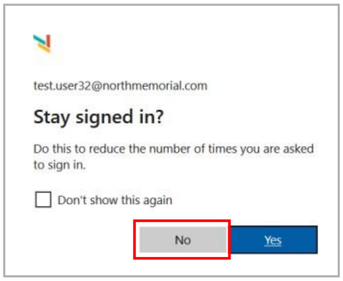
Step 3:

10. In case you lose access to the mobile app. Enter your cell phone number in the text field. Select **Next.** Select **Done.**

11. At the **Stay signed in?** screen, elect **Don't show this again.**

12. Click **No**.



test.user32@northmemorial.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

You may be given the option to provide additional security verification. You can make changes here or otherwise sign out.

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.