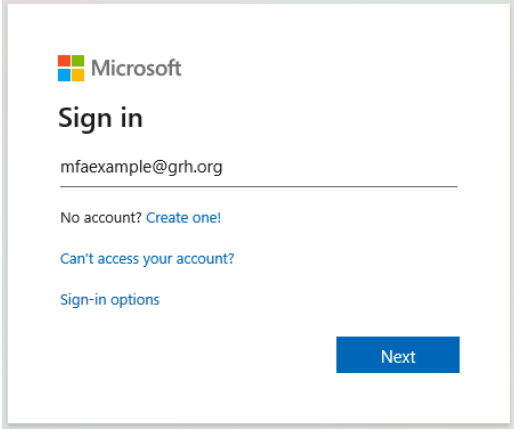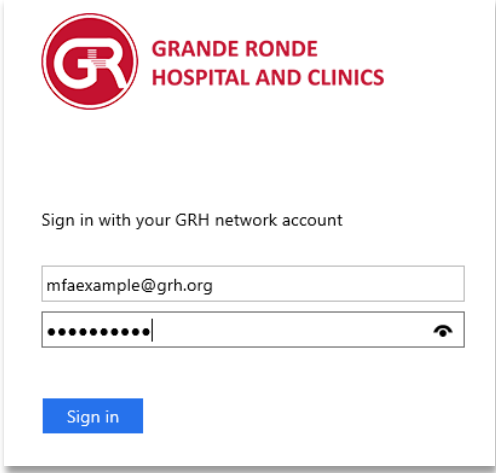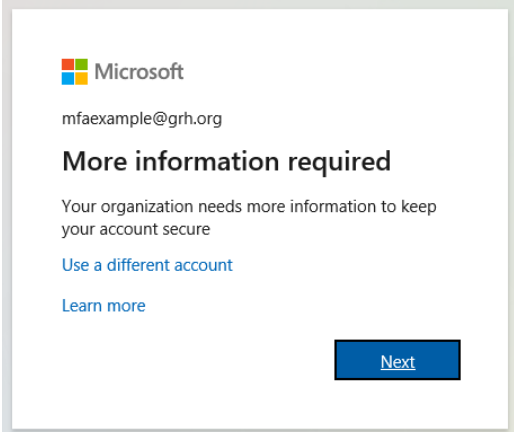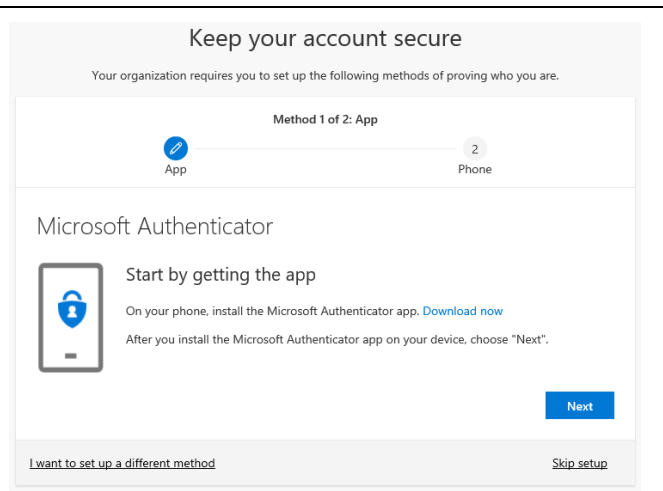# Grande Ronde Hospital Multifactor Authentication Setup

GRH multifactor authentication (MFA) uses an app to send authentication notifications to a mobile device. To use GRH MFA you'll need to install the **Microsoft Authenticator** app on your mobile device from the appropriate source (Apple App Store for iOS or Google Play for Android). The app will request access to your device's camera and to send you notifications. You'll need to say yes to allow this access.

From a web browser on your computer navigate to https://aka.ms/setupsecurityinfo and proceed as detailed below:

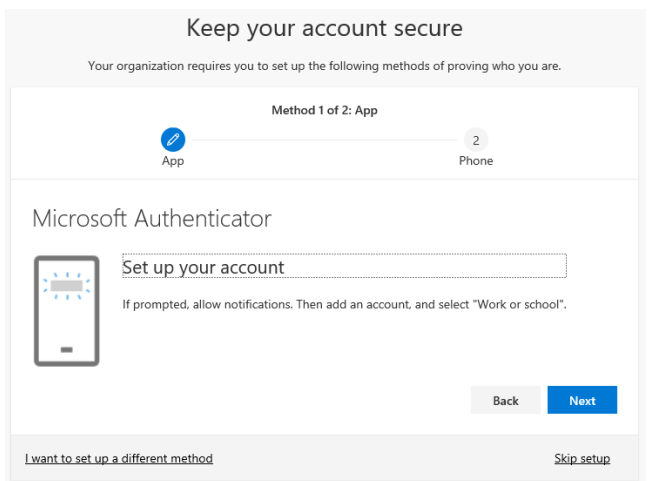|	
You'll be prompted to sign in as shown. Enter your GRH email address and click **Next**. **NOTE:** *If you don't have a GRH email address you will still need to enter your username in the following format: username@grh.org*	**Microsoft** Sign in mfaexample@grh.org No account? Create one! Can't access your account? Sign-in options Next
If you're <u>outside</u> of the GRH network you'll be prompted for your GRH network password. Enter your password and click **Sign in**. If you're inside the GRH network your username and password will be submitted automatically so you won't be prompted to enter them.	**GRANDE RONDE HOSPITAL AND CLINICS** Sign in with your GRH network account mfaexample@grh.org •••••••••• Sign in
You'll see the following screen indicating more information is required. Click **Next**.	**Microsoft** mfaexample@grh.org More information required Your organization needs more information to keep your account secure Use a different account Learn more Next

The **Keep your account secure** wizard appears. Install the Microsoft Authenticator app on your mobile device as instructed. Once you have the app installed click **Next**.	**Keep your account secure** Your organization requires you to set up the following methods of proving who you are. Method 1 of 2: App ① App ——— ② Phone 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". **Next** I want to set up a different method Skip setup
Remain on the **Set up your account** page while you set up the Microsoft Authenticator app on your mobile device. Open the Microsoft Authenticator app on your mobile device (if not already open). The app will request access to your device's camera and to send you notifications. You need to say yes to allow this access. In the app, add an account and select "Work or school". The app will open the code reader function which you'll use in the next step. Return to the "Set up your account" page and click **Next**.	**Keep your account secure** Your organization requires you to set up the following methods of proving who you are. Method 1 of 2: App ① App ——— ② Phone Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back **Next** I want to set up a different method Skip setup
The "Scan the QR code" page appears. Scan the code with the Microsoft Authenticator app on your mobile device. The authenticator app should successfully add your account without requiring any additional information from you. However, if the QR code reader can't read the code, you can click **Can't scan image?** and manually enter the code and URL into the Microsoft Authenticator app. Click **Next.**	**Keep your account secure** Your organization requires you to set up the following methods of proving who you are. Method 1 of 2: App ① App ——— ② Phone 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** I want to set up a different method

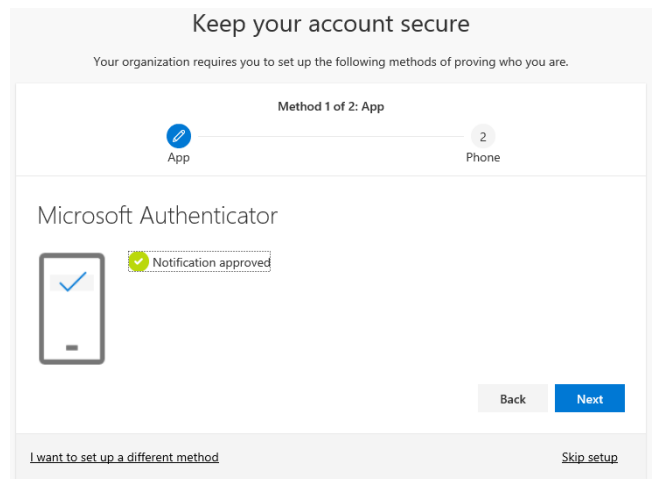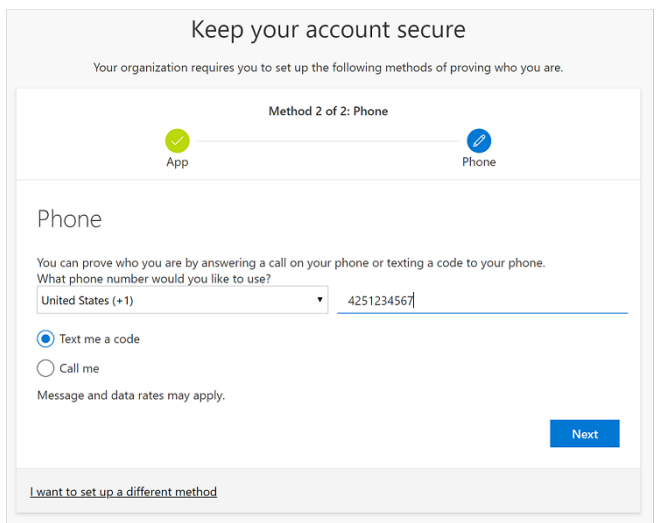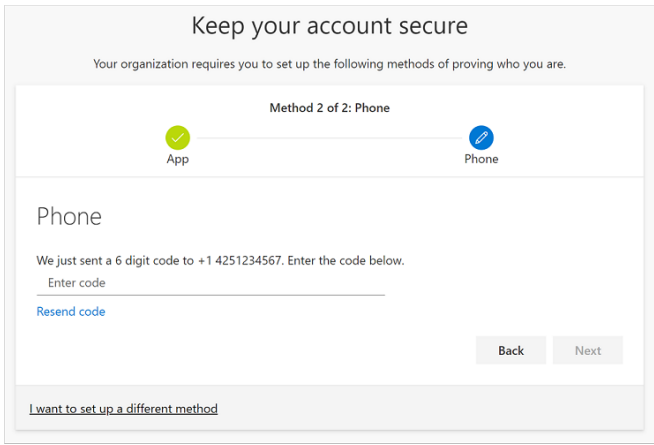|	
A test notification will be sent to your mobile device to confirm setup was successful. Tap **Approve** on your device.	**Keep your account secure** Your organization requires you to set up the following methods of proving who you are. Method 1 of 2: App App — 2 Phone Microsoft Authenticator Let's try it out Approve the notification we're sending to your app. Back Next I want to set up a different method Skip setup
The page updates indicating the notification was approved. Click **Next**.	**Keep your account secure** Your organization requires you to set up the following methods of proving who you are. Method 1 of 2: App App — 2 Phone Microsoft Authenticator ✓ Notification approved Back Next I want to set up a different method Skip setup
On the **Phone** set up page, enter your preferred phone number and choose whether you want to receive a text message or a phone call, and then click **Next**. If you choose text, a text message is sent to your phone number. If you choose a phone call you'll receive a phone call with instructions, instead of a text message.	**Keep your account secure** Your organization requires you to set up the following methods of proving who you are. Method 2 of 2: Phone App — Phone 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) 4251234567 ◉ Text me a code ○ Call me Message and data rates may apply. Next I want to set up a different method
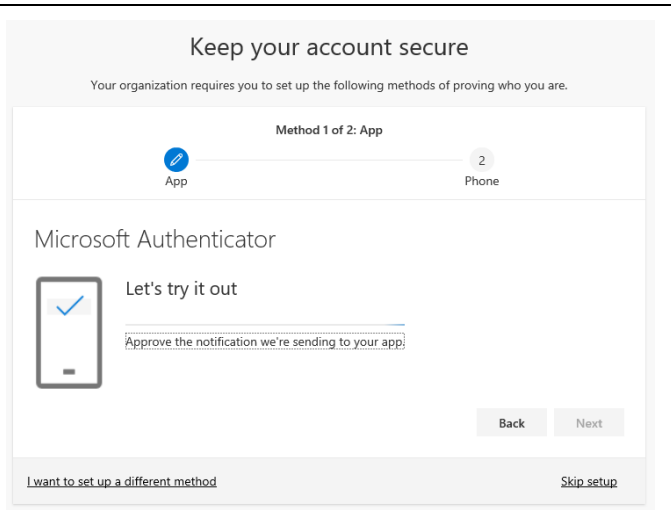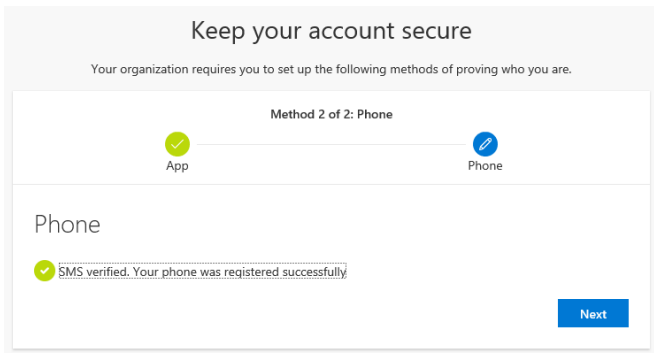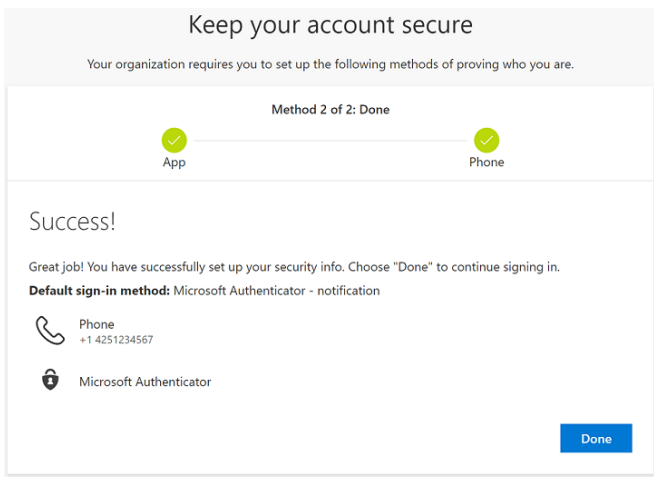
Enter the code provided by the text message sent to your mobile device, and then click **Next**.	**Keep your account secure** Your organization requires you to set up the following methods of proving who you are. Method 2 of 2: Phone ✓ App ✎ Phone Phone We just sent a 6 digit code to +1 4251234567. Enter the code below. Enter code Resend code Back Next I want to set up a different method
The page updates indicating phone registration was successful. Click **Next**.	**Keep your account secure** Your organization requires you to set up the following methods of proving who you are. Method 2 of 2: Phone ✓ App ✎ Phone Phone ✓ SMS verified. Your phone was registered successfully Next
Review the **Success** page to verify that you've successfully set up both the Microsoft Authenticator app and a phone method for your security info, and then click **Done**. If you wish to update your information in the future, you can return to https://aka.ms/setupsecurityinfo to do so.	**Keep your account secure** Your organization requires you to set up the following methods of proving who you are. Method 2 of 2: Done ✓ App ✓ Phone Success! Great job! You have successfully set up your security info. Choose "Done" to continue signing in. **Default sign-in method:** Microsoft Authenticator - notification 📞 Phone +1 4251234567 🛡 Microsoft Authenticator Done

If you experience problems setting up multifactor authentication, support is available from the GRH Information Services Helpdesk.

GRH IS Helpdesk Contact Info:
Phone: 541-963-1410
Email: 1410@grh.org