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 <u>https://myprofile.microsoft.com</u>



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:

My Profile x + ← → C 介 ■ https://mysignins.microsoft.com/register?ci		- 0 ×
Nebraska Methodist Health System		?
	Let be provide a constraint of the constrai	

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.

			Kerner Scan QR code
			Your account provider will display a DR code
			Certains reset (
NO SIM 🗢 10:28 AM			
		📼 🥥 🥥 🗢 🗴 በዛሬ፣ 🈤 👾 🖼 91% 🛢 9.22 A	M
		Add account	
IPho	ne Android	What kind of account are you adding?	
	\backslash	Personal account	
Estres Authenticator Durlook Feedback		Work or school account	Or enter code manually
		Other account (Google, Facebook,	
all Vertice 🔻	1005 AM (이 아이는) 또 한 바람 우송 가수님 아이	etc.)	And the second second second second
TestFight	Accounts + Accounts C		
🗱 by buller 🔹 🔺			- 0 X
← → C Q ■ intra/mysgeinumicrosoft.com/registerToxf_telen=10X855Q82	8-gx823Ww7zxVEATzwp3j7V5ic340wCpOR5j7045xgx448g8CiCz,qwFQ	dle-heiski geligi (hydathigi ki 100 kabo Obske oga Qabat Wak	uru AQUTAM OʻCSHIpep KM sugʻov 2007 C. 🔅 🧿 i
Nebraska Methodist Health System			?
	Keen your account	Sociiro	
	Your organization requires you to set up the following in	ethods of proving who you are.	
	Method 1 of 2- Area		
	Ø	2	
	Microsoft Authenticator		
	Scan the QR code		
	Use the Microsoft Authenticator app to scan the Microsoft Authenticator app with your account	te QR code. This will connect the	
	Can't scan image?	The second se	
		Back Next	
		Sin setue	

2-43 PM 🗸 8 8% 📟 -

OF ATET ITE

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:

INMHS					
astanisjoneta mg					
Nebraska Method astasisejinnes.org	st Health System ~				
Approve sign-in? Netzaska Methodist Hez jdoe@nmhs.org	ith System				
DEN	Y APPROVE				
× × +					-
te > 4 7 4 Main Makana - 2	egner fart Jahrer 244 Ganz Unigde Vold alematers - 🍯 Spares 🔹 S	artad Websel attack for pilva	Curford a Secondaria	RC Sector 200 House Parts	ellerigen. 🖕
n > 4 7 • Hepstrephonetosetaen primm 0 merkinnen 2 • Methodul Health System	ogene Karl Johen 2005 poži Li vljelje Održi i konstan 👔 Tymora, 🜓 1	ar han t Monado agus an Ar Angala San San San San San San San San San Sa	Charlotte La Charlotte Charlotte Marked Williams	De Der COZZAN BEID Hystorefile in Bei Steartier Bin A	- Kilinkani, g , g teo
to x + 7 & Ingor ingelysis scientifican gritera. @ a Methodul Health System	opene kart Julye 24-Cpa21 dubdie Kart internation 👔 Igneren 👔 S	charwowe showed the mart on Show She Keep your account	cutter of using the ball of Hicker In Science Taxe (Science Hicker Secure	R.D. C.Z.M. 62019 (standar	
to > • Ingo/Ingo/oursicostaam op item. • Text Restore · Methodal Health System	egenerisch beier 2442 politikelik Beiel die berechten 👔 Generen 🕞 9 Naar opgesieden	That Woodd grad Verplan ment in a second sec	Contract of Local Tales Seat of Workshop Secure Secure Heads of proving sites you are	Relawicizione esclarativa de la	rtinenane. g + 🐞 ine
n. > + 7 • Frank replaying sources from 9 Perform • • New York of the System 8 Methodus, Health System	opono karl Juleo 24 Cpaži ul ul ul u Vali i obrazilo 💿 👔 poros 👔 🕯 Nas regelecido	Ettattividekkag sekstverplika energit kon Strans Stran Keep your account regionyddrad taf Ange Blefed taf 2 Age	Cuthar Chargelin Cathol Hocket (*) (* Stream Tax) (* Stream Tax) Secure thods of pooling who you are (*	Richardozziński Bazton (rozanstał) 19. do – Brownicz – Braz	- e i i i i i i i i i i i i i i i i i i
ba > ↓ J ▲ (πριλ/πράβουμπουσελιματι φη (home) ▲ (home derivationse Δ Methiocitica Headle's System	egener for futer - 2462pa21ud ed.ek biologi elemenden: The cognitised Microisoft Auth	Reep your account : Meter voice of a feature of the feature of the second of the second of the feature of the	Contractor from of the state of HACARD (a) (b) Terrer from (b)	Rithwood 2016 - Baltin (rithwood 201 19 - Baltin Constrainty - Baltin (rithwood 201 19 - Baltin (rithwood 201)	- San
ta > +	egene hat blev theopetiul ut de telef interation 🔹 types 🔹 t Tex operants Microsoft Auth	Charlow-could produce and courpeling memory loss. In types I have Keep your account : memory outs of a holestop or before to 2. App enticator ry it out	Clathact of facts of this search of Hickard a Structure State State State Secure these of proving site you are 2	Ribelozzas bziołytowskie 18 s Grander I g	voltorecorro. Se v Conte
to X + 7 • Provi Polipose scroet ham grinnen. • • • • • • • • • • • • • • • n Methodul Health's System	egenericant Jalen - 24-cquet Juli diel keiel internation () () () () () () () () () () () () ()	Entant ModelAngument strengt Mean www.entl. Nov. In Program III Mean Keep your account : services your account : services of the following on services to at a the following on services to at a the following on services to at a the following on program of the services to your app formation	Current of Law of Law Josef of Working The Curre Secure Law of proving also you as 2	INDUCCIONS SCIENTIFICASIÓN	volterecore. 🗴
na x +	ngo no fact Jaley - She Copella Jal di K Katalan (Katalan) The operator Microsoft Auth Microsoft Auth Let's (Let's (Let's (Let's (The second seco	Contract of Learn of Line Learn of Michael (a) (b) Theorem Televis (b)	Richard Cozzine - Bozzenier - P	etilieisanu. S

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:

Advaska Methodist Health System			
	Keep your ac	count secure	
	The control of the section of the first of t	Educative sectors of residue also are an	
		3	
	Microsoft Authenticator		
	Constant approved		
	× 1		
	-		
		and the second se	
		Ent Next	
		346 sofue	

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

braska Methodisk Health Syste		
	Keep your account secure	
	Your exploration reports solute and an the following methods of proving also you are.	
	Meringal 2 of 2: Misson	
	• •	
	Phone	
	What phone must be used you have by a maneting a cost on party phone of the bags of the phone. What phone must be used by a file to use?	
	Livisid Steller (+1)	
	fet ne accde	
	Colme	
	. See	

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

idoraska Methodal Health System				
	Keep your account secu	ire		
	This experiation requires yes to set up the following methods of	Epocology of to yok	#14.	
	Medical 2 of 2. House			
	•	0		
	Phone			
	1.1500 Pe			
	We just and a 6 digit code to + 14023502380. Drem the code below Enter code			
	Rental colt			
		Back	- New C	
			Storeno	

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

Keep your account secure	
This cognitization requires you to set up the following methods of proving who you are	
Method 2 of 2 House	
• •	
Phone	
O 36 webst screek is	
118 uka	

- 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.