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Multi Factor Authentication Setup

Pre-requisites: Please have your personal smart phone accessible during setup

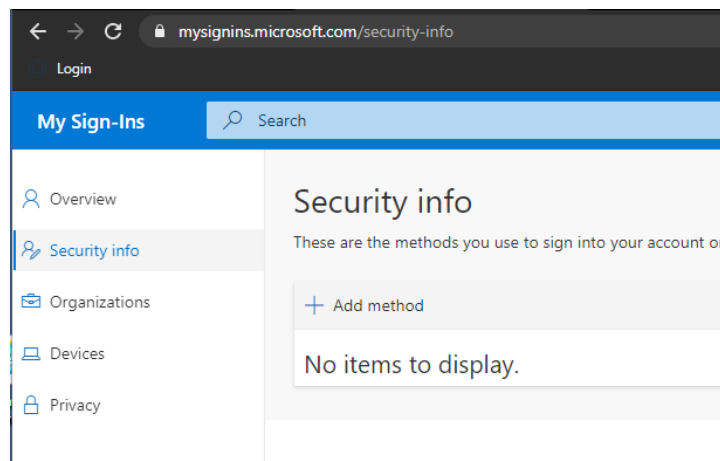
Please access the below link when connected to the NHS network (at work or over VPN).

<https://mysignins.microsoft.com/security-info>

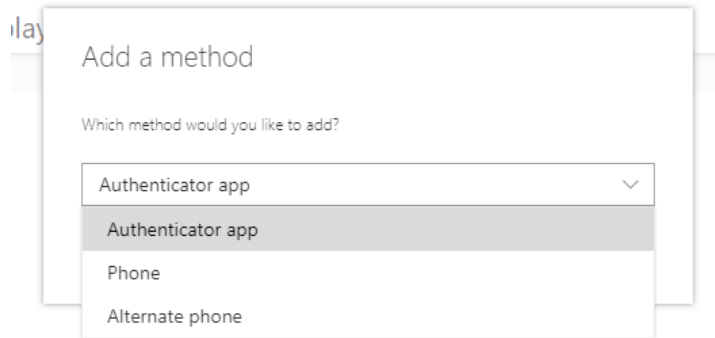
Sign in (first.surname@wales.nhs.uk and current NADEX password).

The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "first.surname@wales.nhs.uk". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom are two buttons: "Back" (grey) and "Next" (blue).

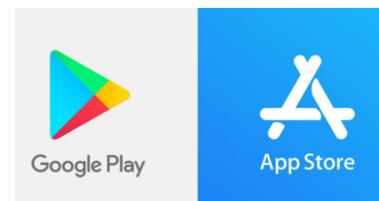
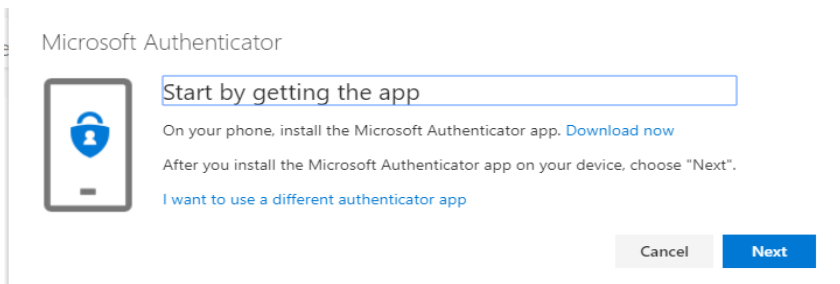
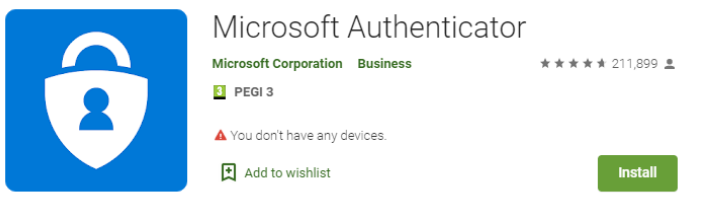
[Security info](#) > Select **Add method**



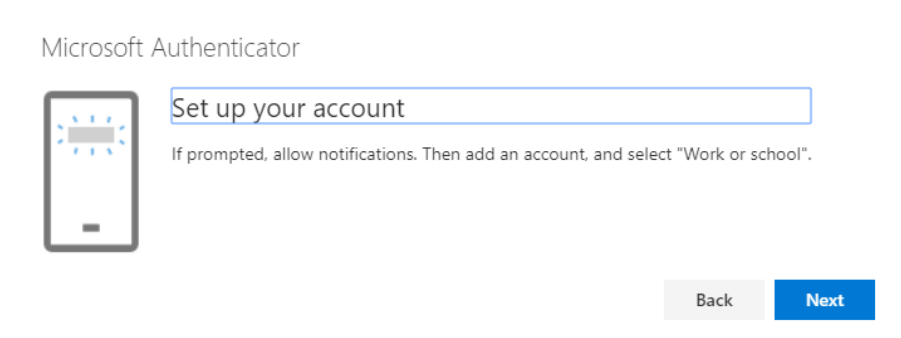
Select **Authenticator app** (preferred)



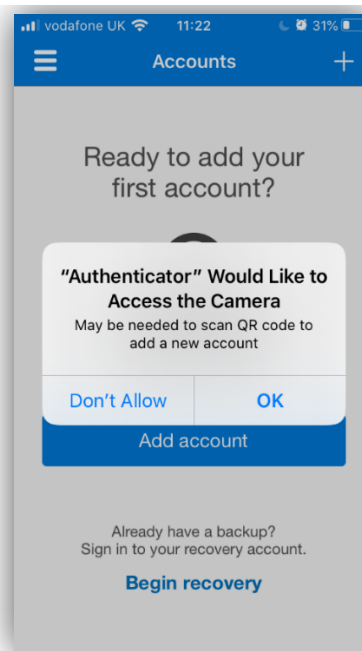
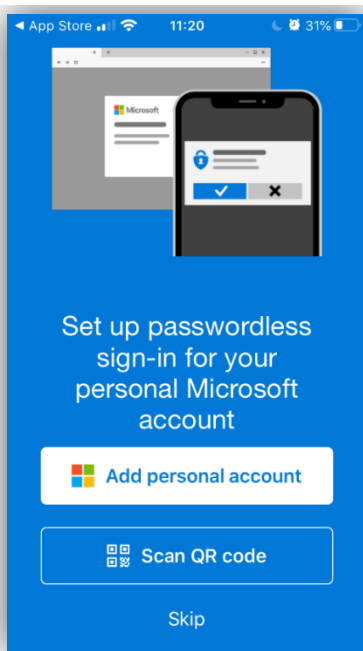
Download and Install the [Microsoft Authenticator App](#) from your App store and click **Next**



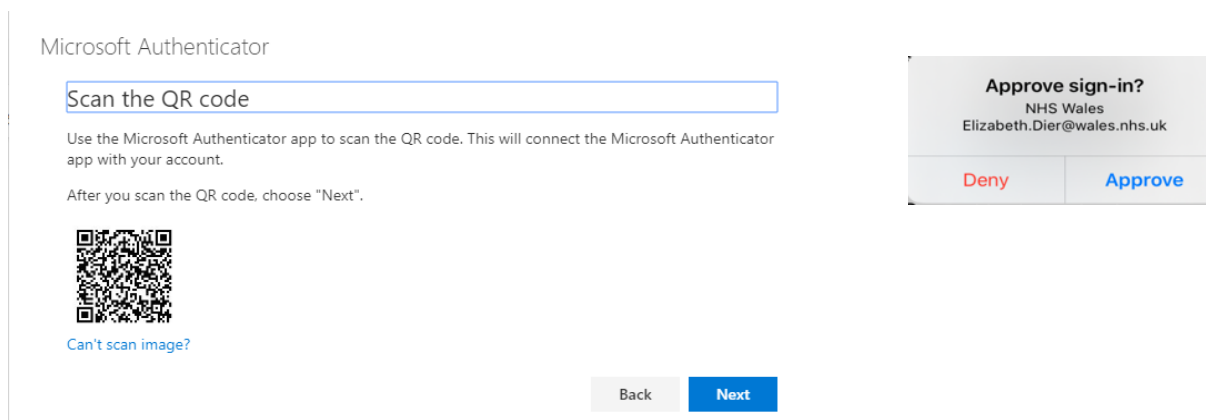
Launch the App on your device and click **Next**



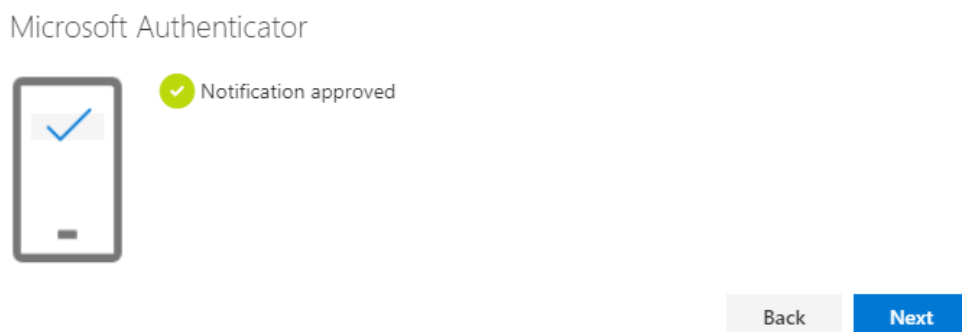
Select **Scan QR Code** and **OK** to access the camera on your device



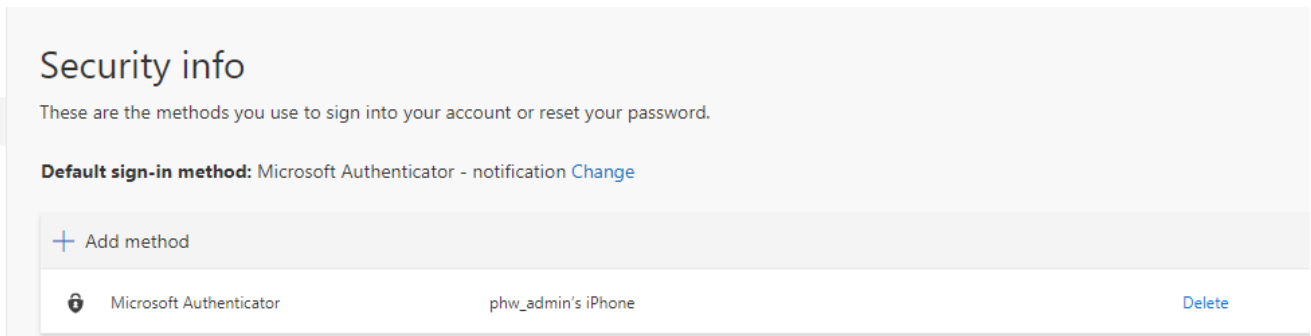
Scan the QR code on your screen and Approve sign-in on your device



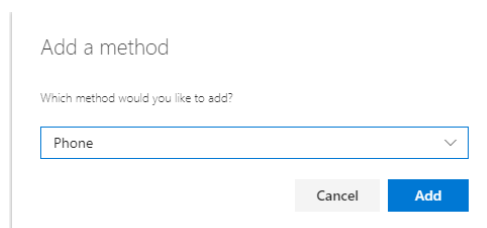
All done select **Next**



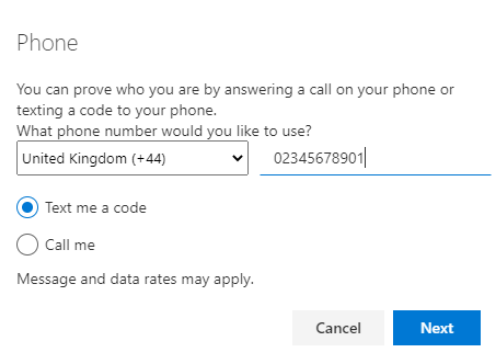
You will then be shown your security info.



Click **Add Method** and select **Phone** and click **Add**:



The 'Add a method' dialog box asks 'Which method would you like to add?'. A dropdown menu is open, showing 'Phone' selected. There are 'Cancel' and 'Add' buttons at the bottom right.

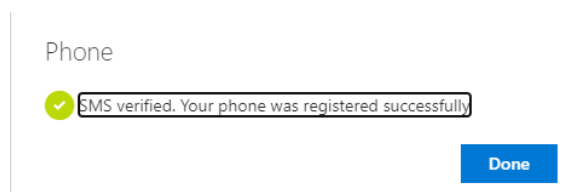


The 'Phone' setup screen explains that you can prove who you are by answering a call or texting a code. It asks 'What phone number would you like to use?'. The country is set to 'United Kingdom (+44)' and the number is '02345678901'. There are two radio buttons: 'Text me a code' (selected) and 'Call me'. A note says 'Message and data rates may apply.' There are 'Cancel' and 'Next' buttons at the bottom right.

Click on **Next**

A text will be sent with a code to be entered on the page. Enter the code and click **Next**

You will be advised your phone has been registered successfully and click **Done**.



The 'Phone' setup screen shows a green checkmark icon and a message: 'SMS verified. Your phone was registered successfully'. There is a 'Done' button at the bottom right.



At the end of the process your security verification settings should look like this:

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](#)

+ Add method

 Phone	+44 07779659657	Change	Delete
 Microsoft Authenticator	phw_admin's iPhone		Delete

Sign out by accessing  top right hand corner of your browser or close it down.