



NEWPARK

2024

Microsoft Authenticator Setup Through Phone



Documentation

Author: FYang

Yang, Fernando

Approved by: Parks, James

Creation date: 11/1/2024

Last update: 11/1/2024

Version: 2024110102

Status: Final

Content

- Content 2
- Purpose 2
- Scope 2
- Topic 1: Initial Authenticator Setup through Phone..... 3
 - Begin Authenticator App Setup 3
 - Add Account in the App 3
- Topic 2: Continue Setup on Mobile Browser 8
 - Sign in to Your Browser 8
- Topic 3: Continue Between App and Mobile Browser Setup12
 - Confirm the Setup13
- Topic 4: Setting Phone Number as Alternate Authentication Method.....16
 - Adding Phone Number16
 - Enter Your Phone Number.....18
 - Verify with the Received Code.....18
 - Setup Completed.....19
- Document Control20
 - Change Record.....20
 - Reviewers20
 - Distribution.....20

Purpose

The purpose of this document is to define the steps to set up the Microsoft Authenticator for your account.

Scope

This document will provide step-by-step instructions on setting up the Microsoft Authenticator.

Topic 1: Initial Authenticator Setup through Phone

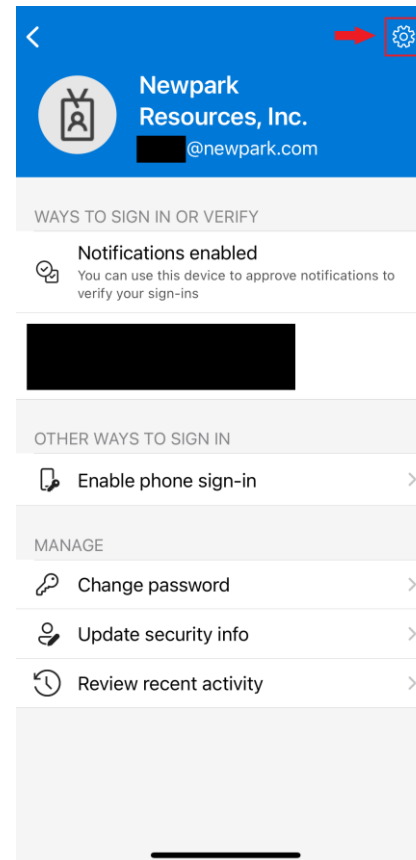
Begin Authenticator App Setup

- Open the Microsoft Authenticator app.
 - The Microsoft Authenticator app should already be installed on your company phone.
 - If the Microsoft Authenticator app is missing, install it through the Comp Portal app.
 - Please reach out to Business Support if you are having any issues.
 - Microsoft Authenticator **NOT** already downloaded to your **preferred** mobile device?
 - Use this link to install:
<https://www.microsoft.com/en-us/security/mobile-authenticator-app>
- The Microsoft Authenticator app will look like the sample image below.

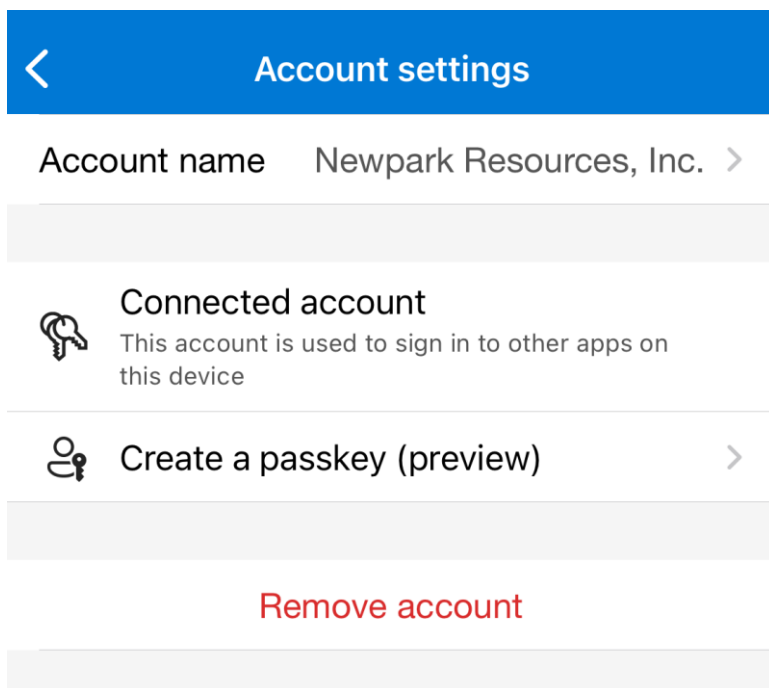


Add Account in the App

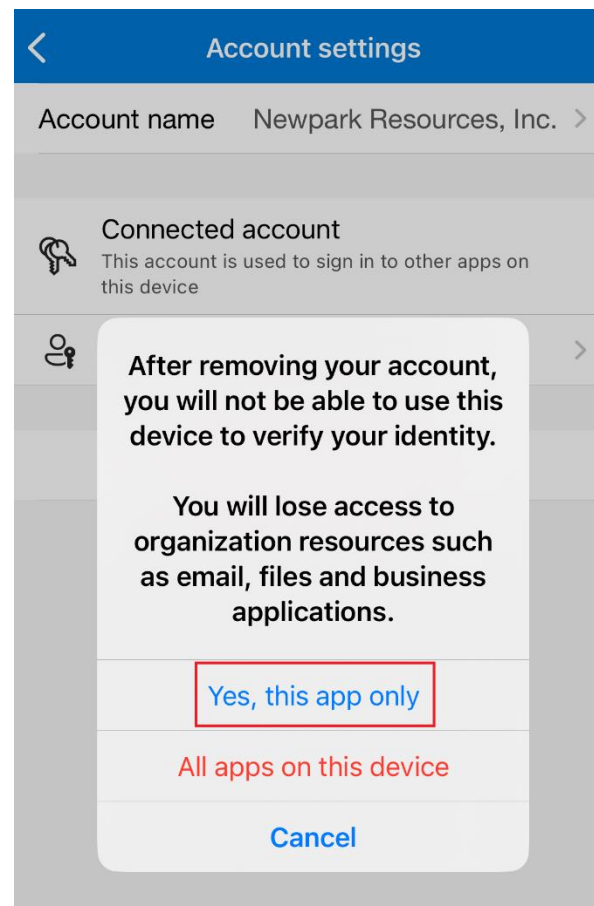
- Begin by opening the Microsoft Authenticator app.
- If there is a Newpark account already added, please remove it first.
- Tap on the account.
- Tap the settings icon (gear icon) on the top right of the screen.



- Tap on “Remove account”.



- You will be greeted by a popup window.
- Tap “Yes, this app only”.

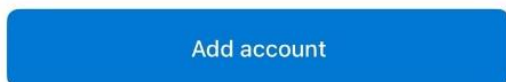


- In the Microsoft Authenticator app on your phone, tap “Add account”.

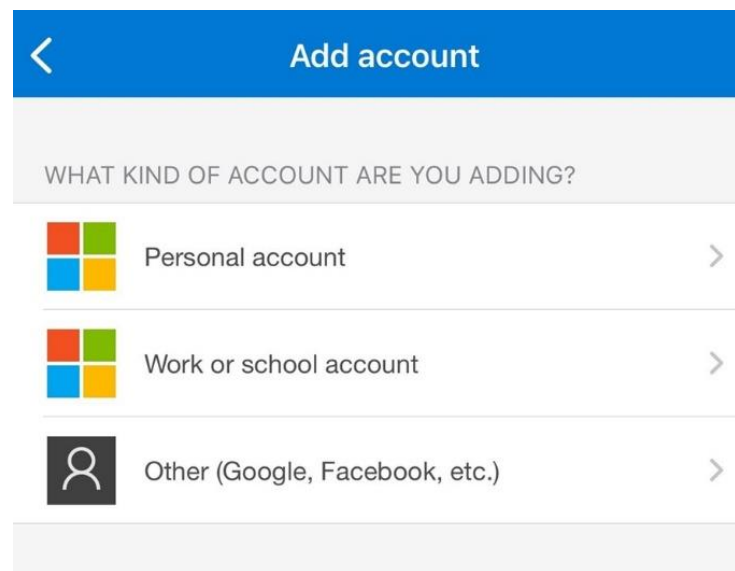


Ready to add your first account?

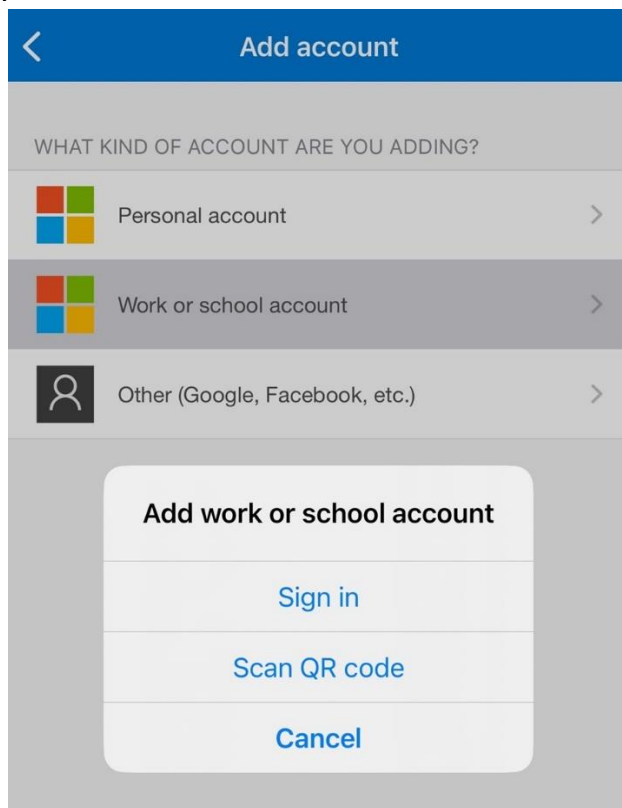
Any Microsoft account or other type of account you add will appear here.



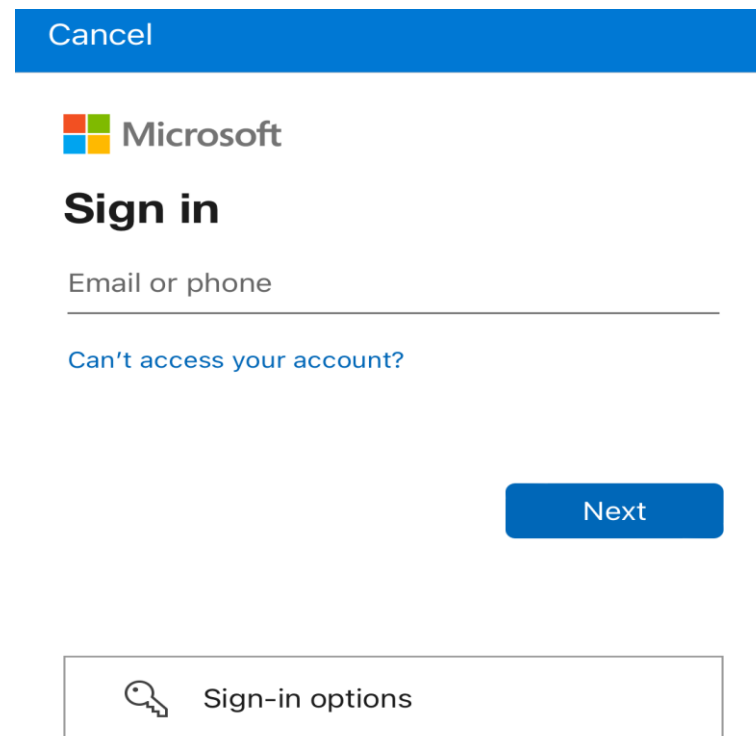
- Tap on “Work or school account”.



- Tap on “Sign in”.



- Sign in with your email.
- Tap “Next” to continue.



- Enter your password.
- Tap on “Sign in”.

Cancel



← [redacted]@newpark.com

Enter password

●●●●●●●●●●

[Forgot my password](#)

Sign in

- You will encounter a page prompting you to finish the setup on a browser.
- Tap on “Open browser”.

Cancel



[redacted]@newpark.com

Finish setting up on a web browser

To set up Microsoft Authenticator, you'll need to go to aka.ms/mfasetup on a web browser.

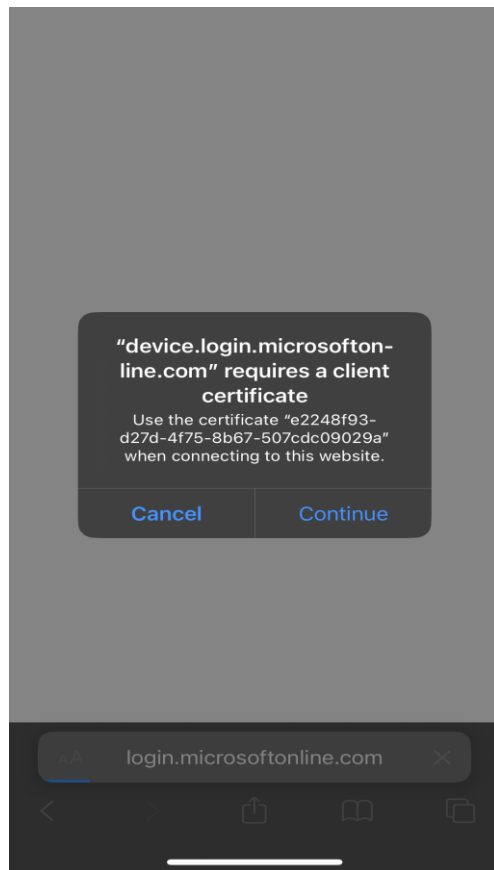
Cancel

[Open browser](#)

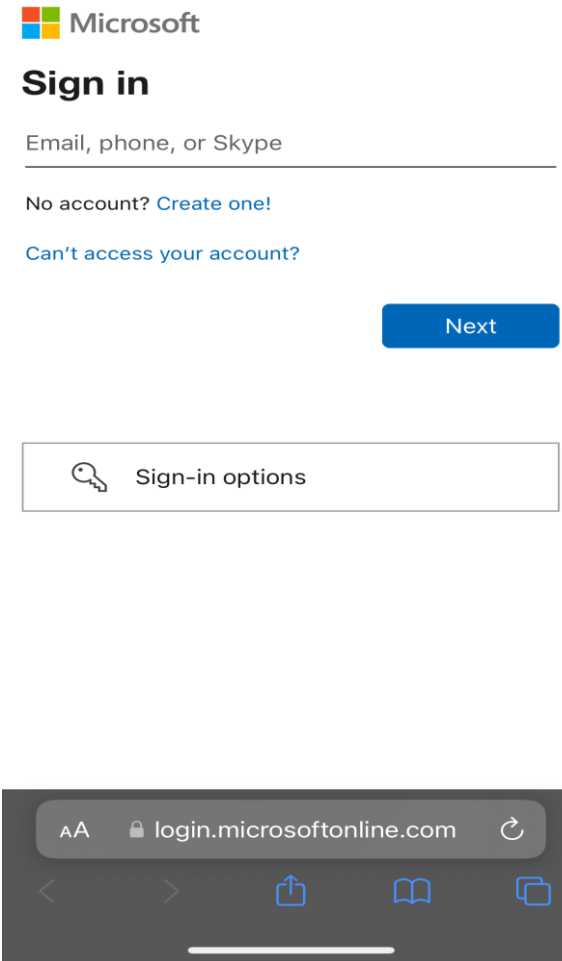
Topic 2: Continue Setup on Mobile Browser

Sign in to Your Browser

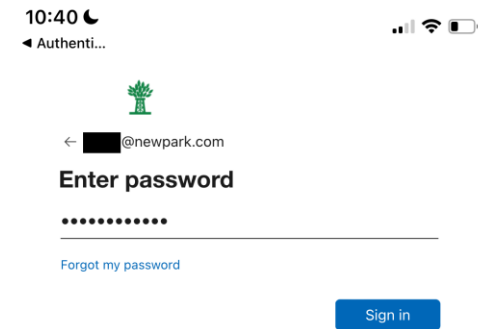
- You will be taken to the Microsoft login page.
- You may be prompted to use a certificate when accessing the login page.
- Tap on “Continue”.



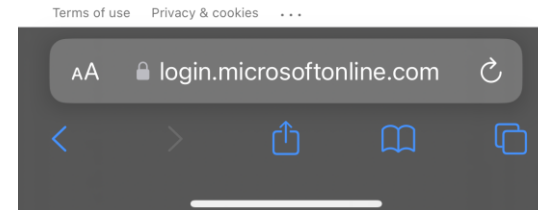
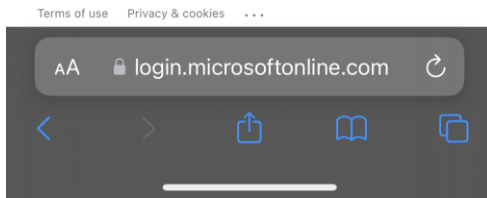
- You will need to sign in using your email.
- Tap “Next” to continue.



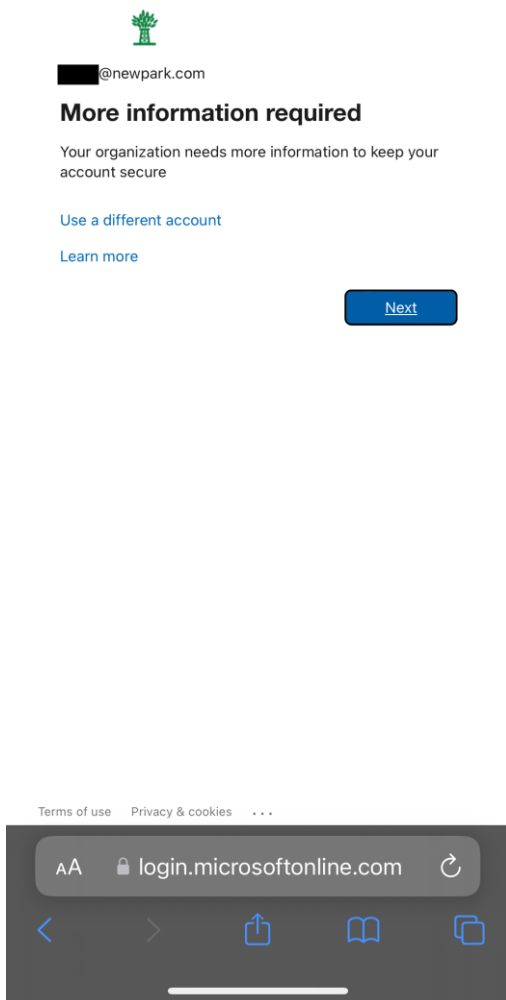
- Enter your password.
- Tap on “Sign in”.



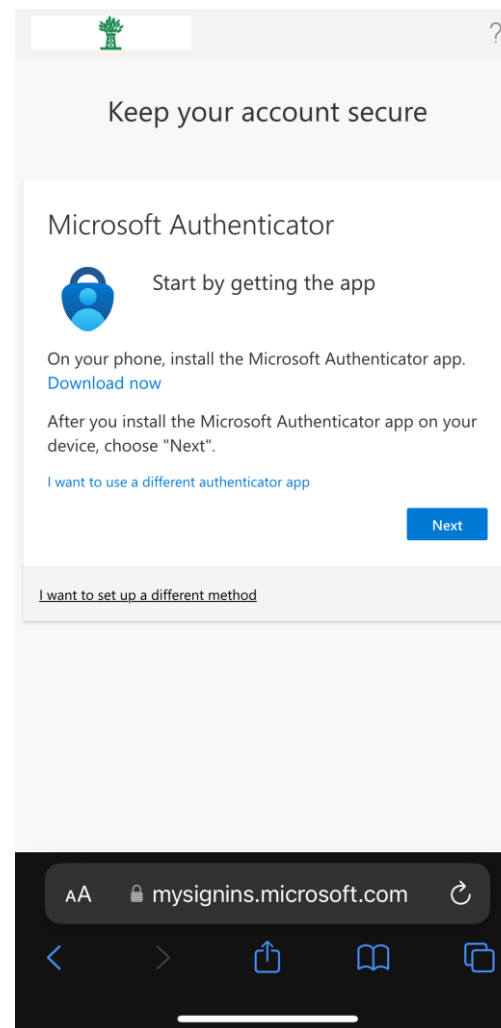
- You will be asked if you would like to stay signed in.
- Tap “Yes” to continue.



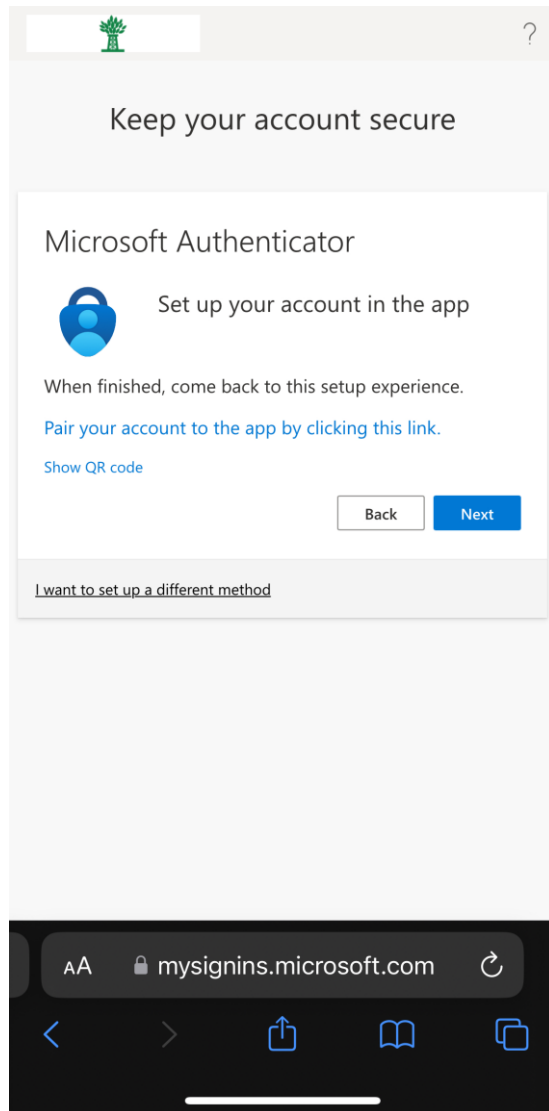
- You will encounter a page indicating more information will be required.
- Tap “Next” to continue.



- You will be greeted with a “Keep your account secure” page to begin linking the Microsoft Authenticator app to your account.
- Tap “Next” to continue.

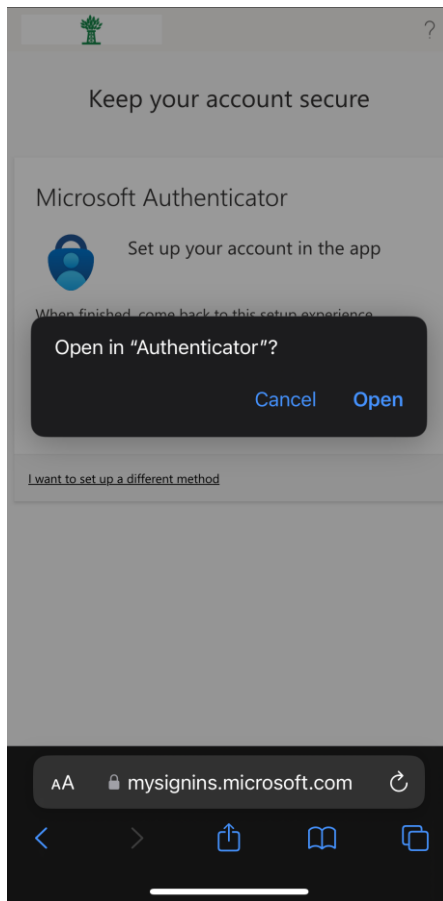


- Tap “Pair your account to the app by clicking on this link.”

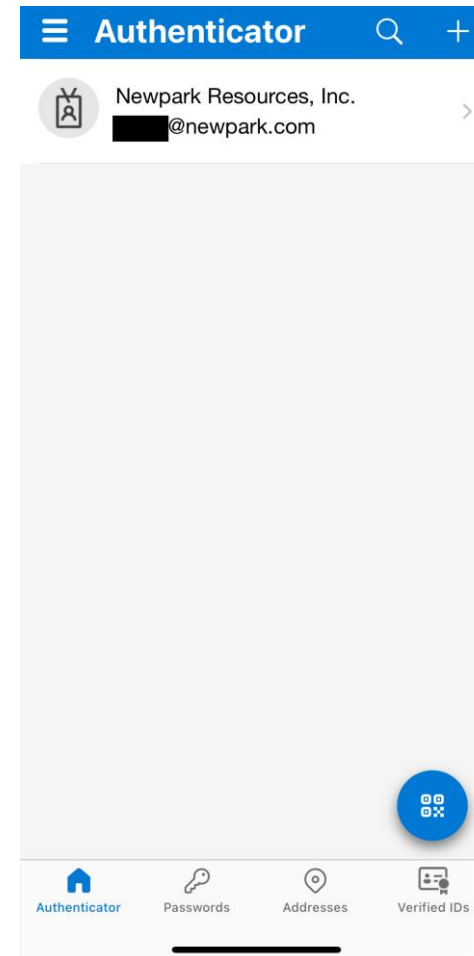


Topic 3: Continue Between App and Mobile Browser Setup

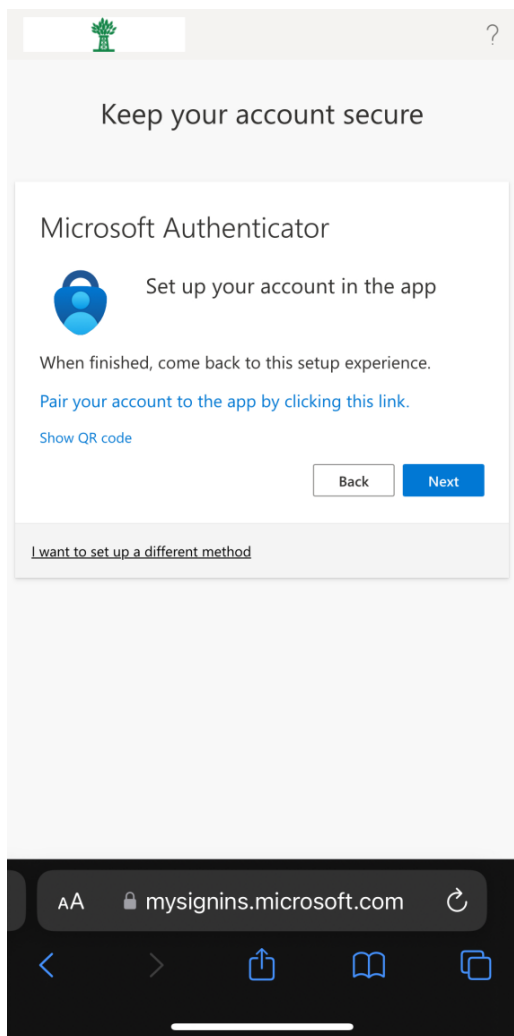
- You will be greeted with a small window to confirm opening the link in your Microsoft Authenticator app.
- Tap “Open” to continue.



- You will be taken to the authenticator app.
- You should now see your account within the app.

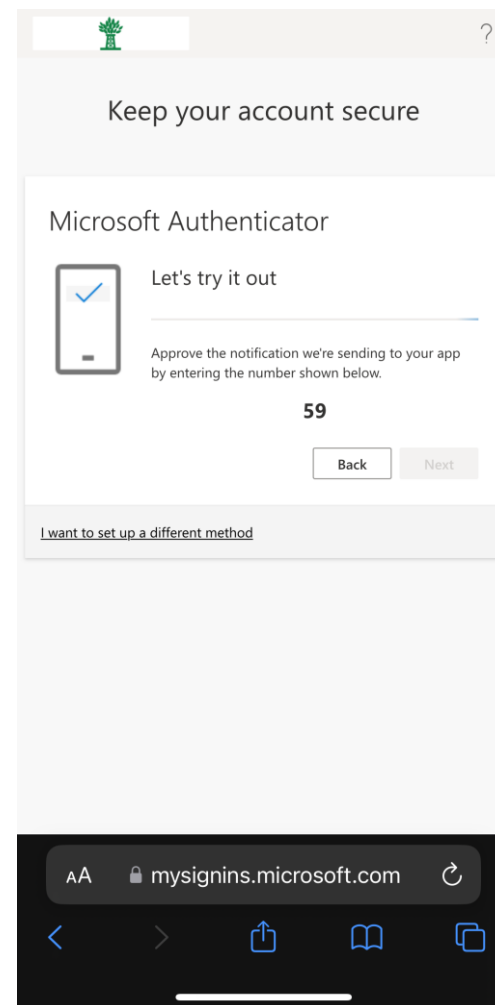


- Now transition back to your browser.
- Back on the “Keep your account secure” page, tap “Next” to continue.

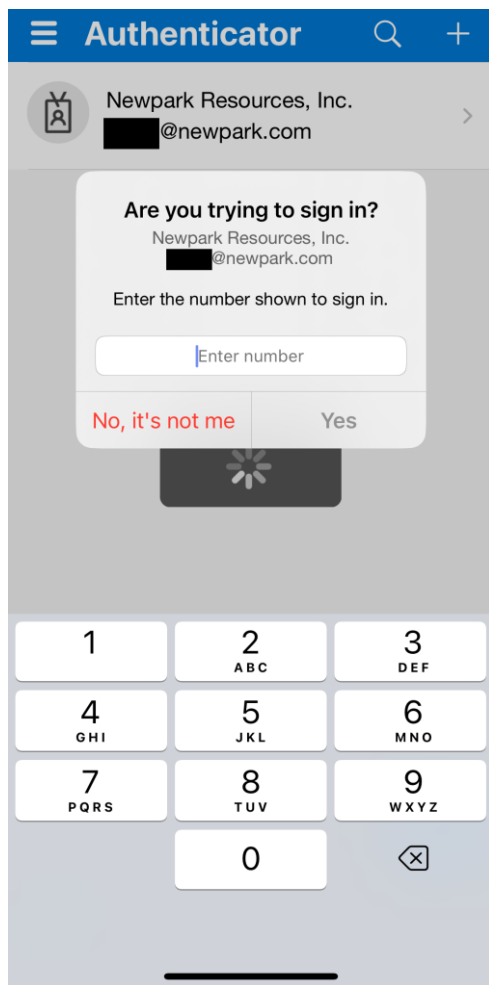


Confirm the Setup

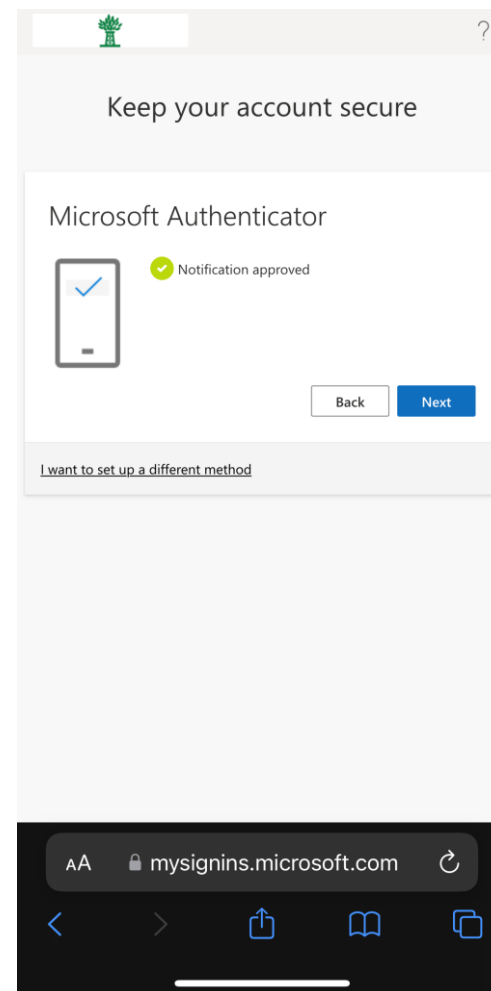
- You will need the number shown on your browser screen for your authenticator app.
- The example image uses the number: 59



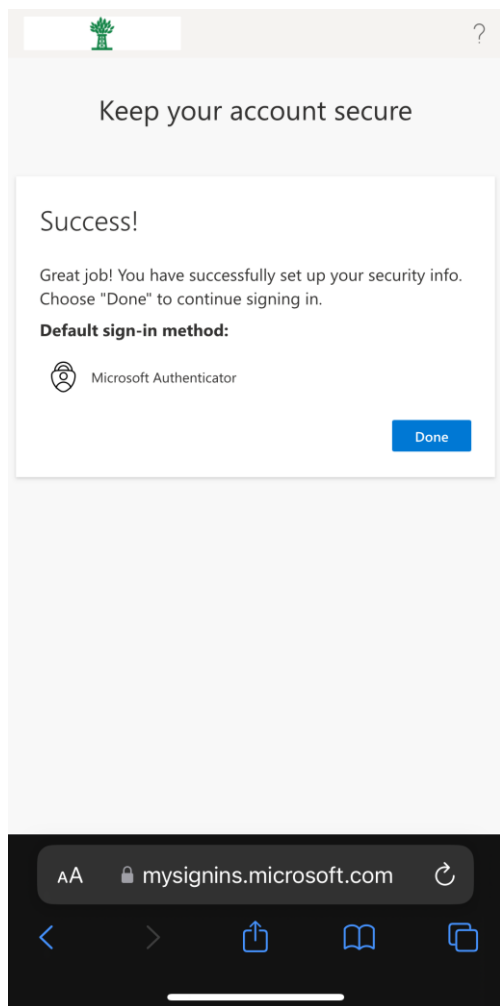
- Now transition back to the authenticator app.
- You will need to type in the number that was shown on the browser screen.
- Type in the number. Then, tap “Yes”.



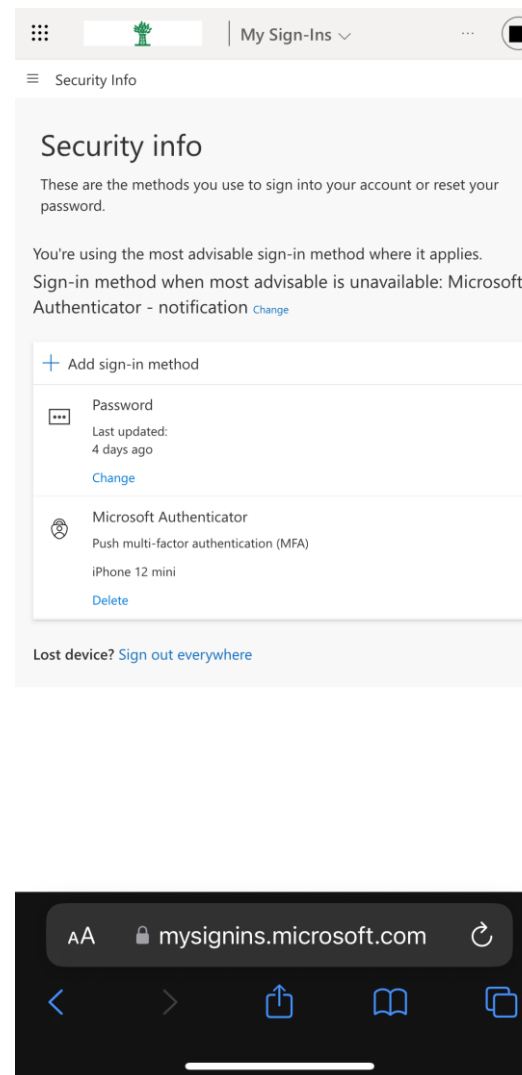
- Now transition back to your browser.
- Tap “Next” to continue.



- You will be greeted with the success page for registering the authenticator app.
- Tap “Done.”



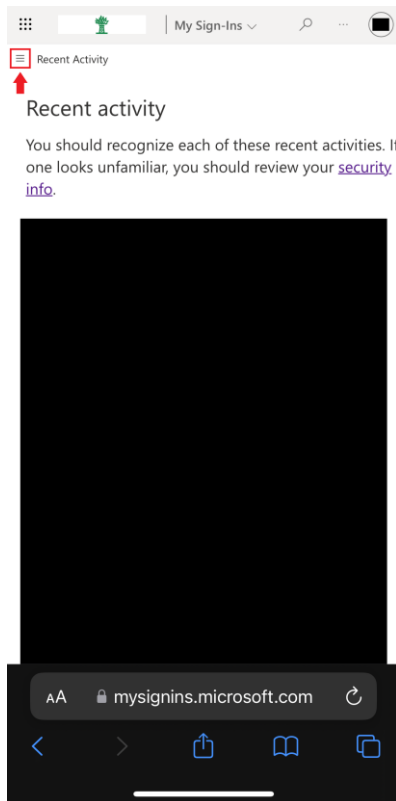
- You will see the Microsoft Authenticator added as a sign-in method in your Security Info page.



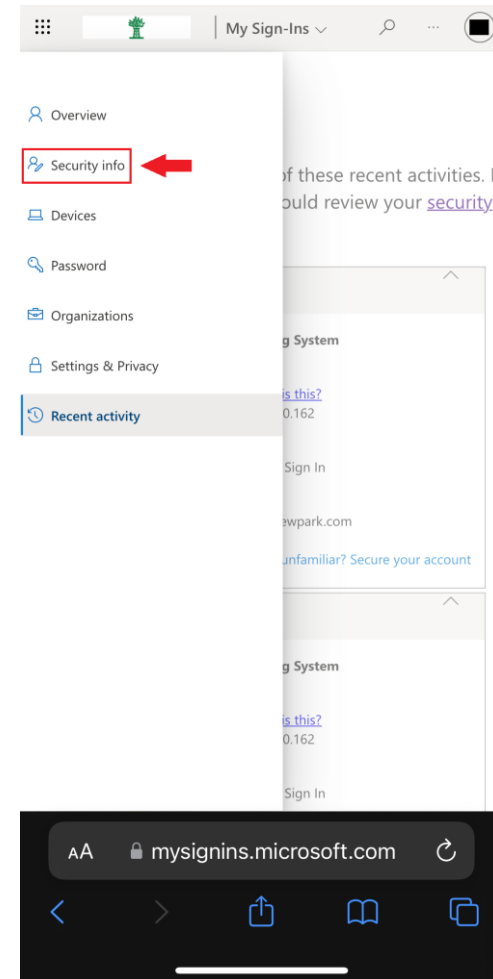
Topic 4: Setting Phone Number as Alternate Authentication Method

Adding Phone Number

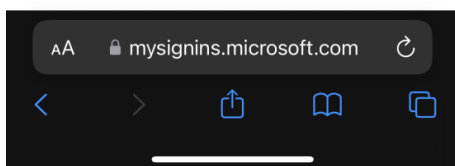
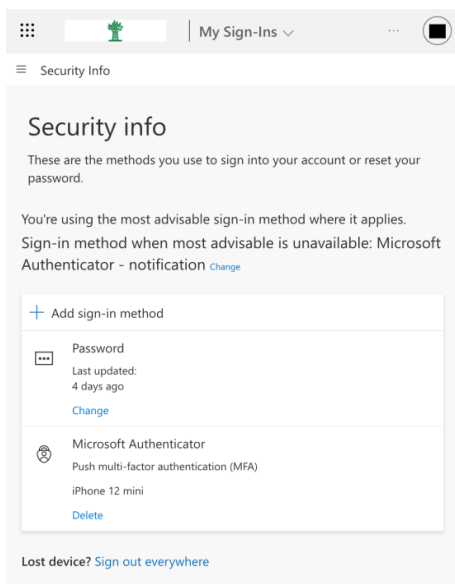
- On your mobile browser, go to <https://mysignins.microsoft.com>
- You may need to log in with your Newpark credentials.
- You will be taken to the “Recent activity” page.
- Tap on the hamburger menu on the top left.



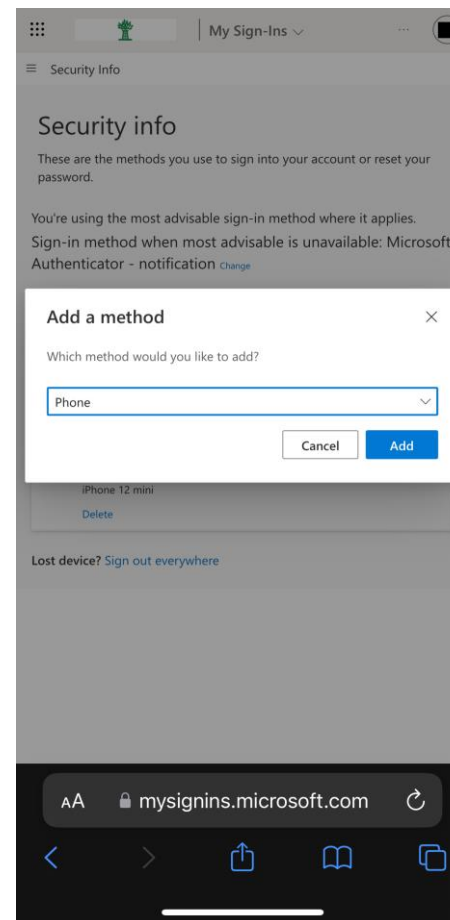
- The menu will expand from a blade.
- Tap on “Security info”.



- You will be taken to the Security info page.
- Tap on “Add sign-in method”

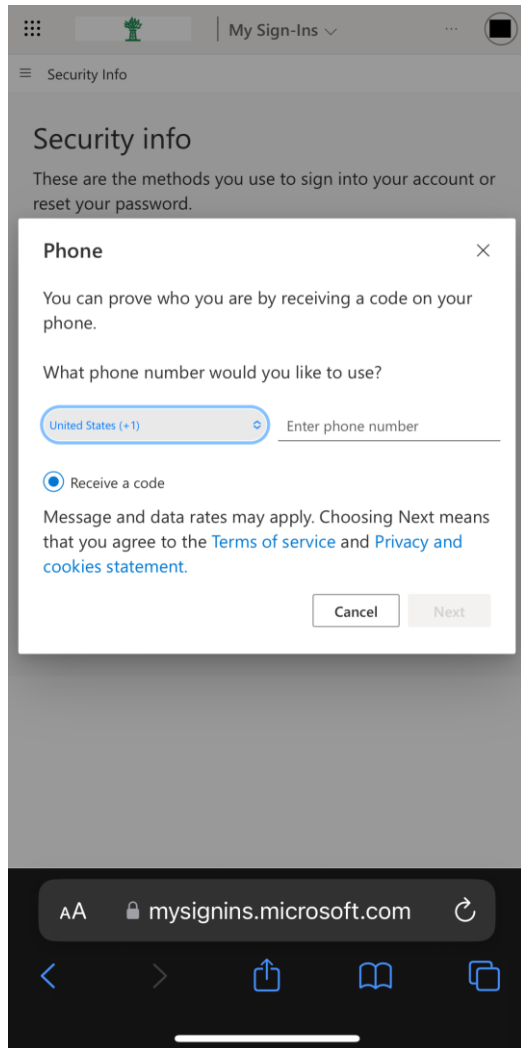


- You will be greeted by a popup window.
- Tap on “Choose a method” to reveal a dropdown menu.
- Choose “Phone” then click “Add”.



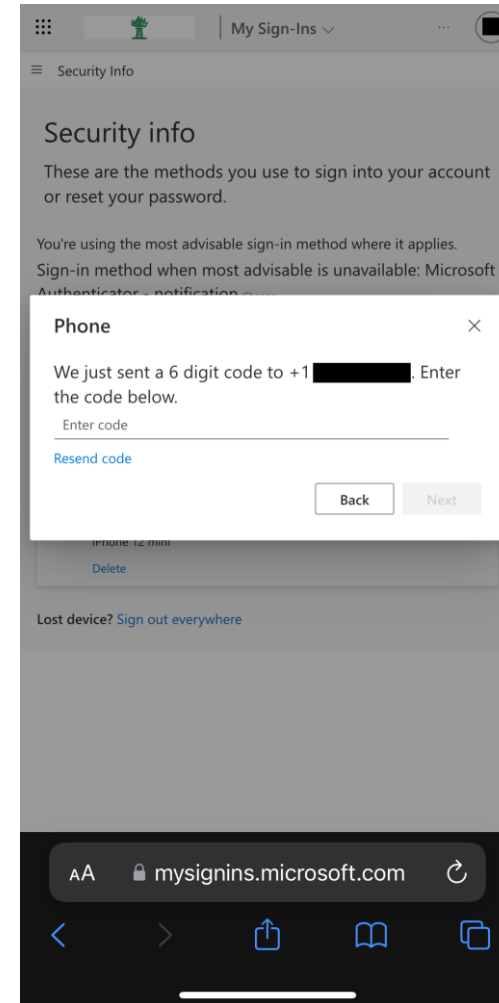
Enter Your Phone Number

- Enter your cell phone number for authentication.
- Tap “Next” to continue.

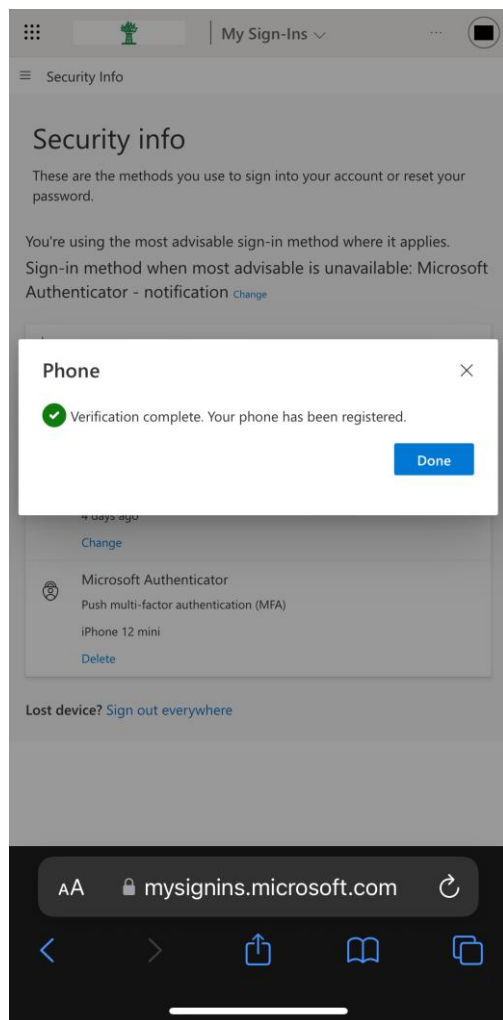


Verify with the Received Code

- You will receive a text message containing the six (6) digit code.
- Enter the code in the “Enter code” field.
- Tap “Next” to continue.

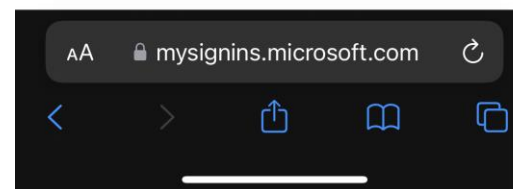
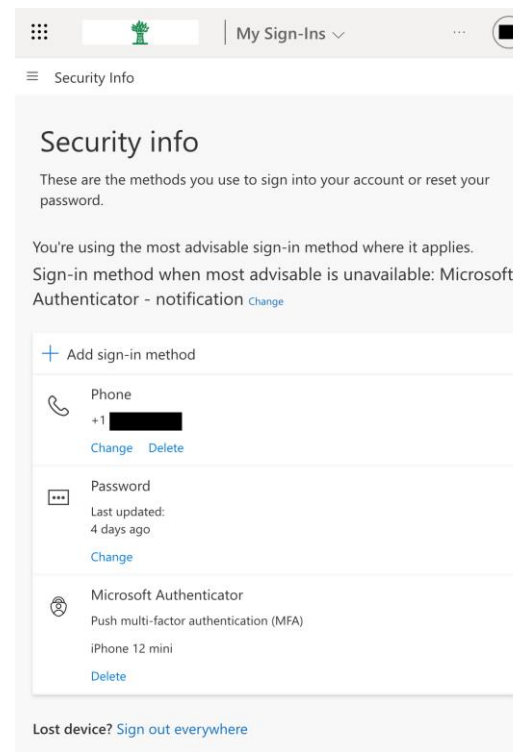


- The verification will complete, and the phone number will be registered.
- Tap “Done”.



Setup Completed

- You will now see your phone number registered to your account.



Document Control

Change Record

Date	Author	Version	Change reference
11/01/24	Fernando Yang	1	Original Document
11/01/24	Fernando Yang	2	Final

Reviewers

Name	Position
Joshuah Garduno	Systems Administrator

Distribution

Copy No.	Name	Location