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Microsoft Authenticator Setup Through Web Browser



Documentation

Author: FYang

Yang, Fernando

Approved by: Parks, James

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Purpose

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

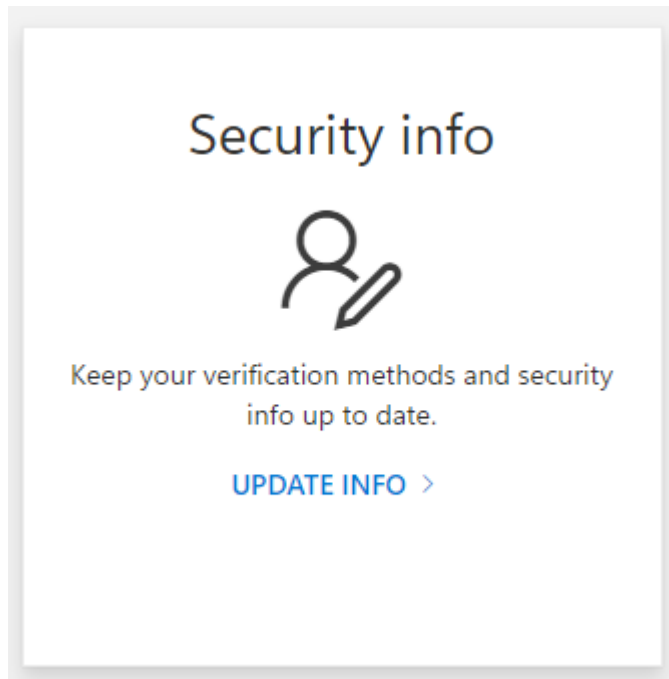
Scope

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

Topic 1: Initial Authenticator Setup through Web Browser

Sign in to Your Browser

- Visit <https://myaccount.microsoft.com/> and sign in with your credentials.
- You will be sent to your Microsoft account overview page.
- You should see the “Security Info” section with the “UPDATE INFO” option.
- Click on “UPDATE INFO”.



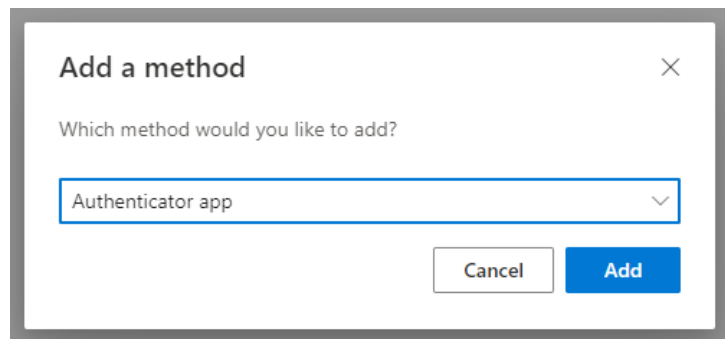
- You will be sent to your account’s security info page.
- Click on “Add sign-in method”.

Security info

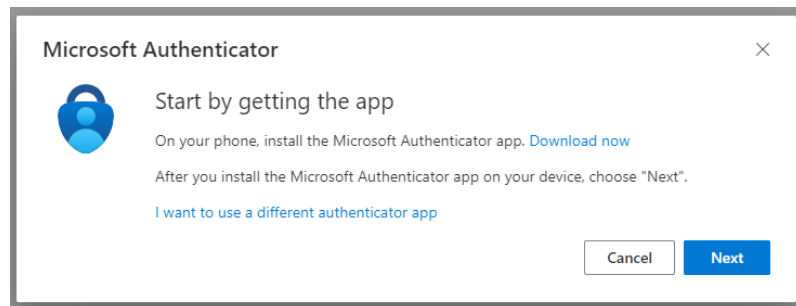
These are the methods you use to sign into your account or reset your password.

[+ Add sign-in method](#)

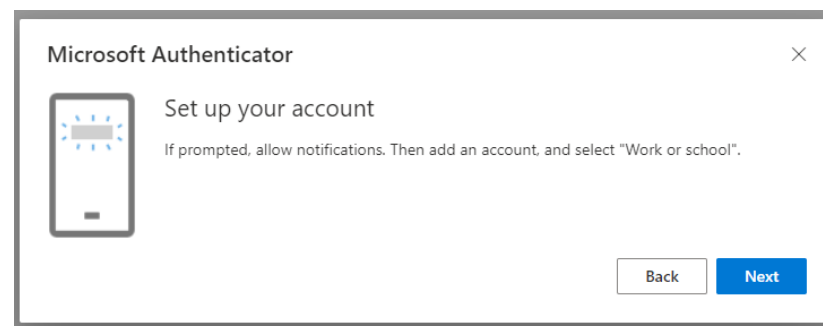
- You will be greeted by a popup window.
- Click on “Choose a method” to reveal a dropdown menu.
- Choose “Authenticator app” then click “Add”.



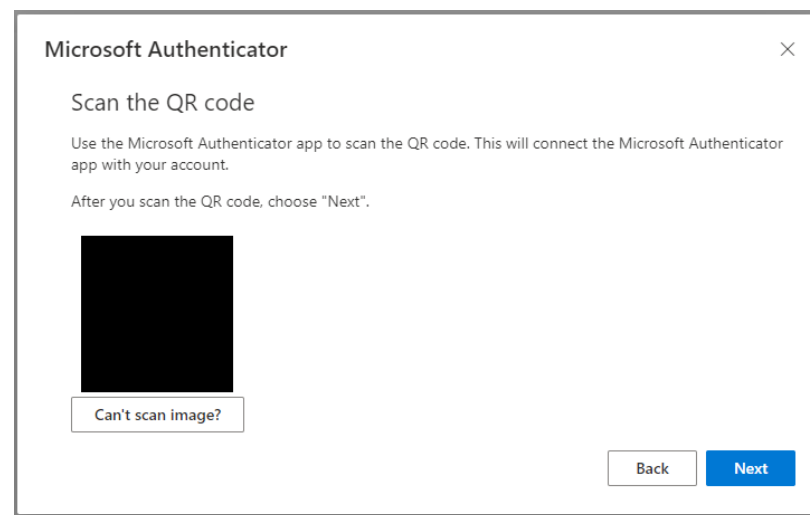
- You will be greeted by Microsoft’s setup process.
- Click “Next” to continue.



- Click “Next” to continue.



- You will be greeted by the QR code needed to scan on your mobile device.
- Here, you will transition to your mobile device.



Topic 2: Continue Setup on Phone

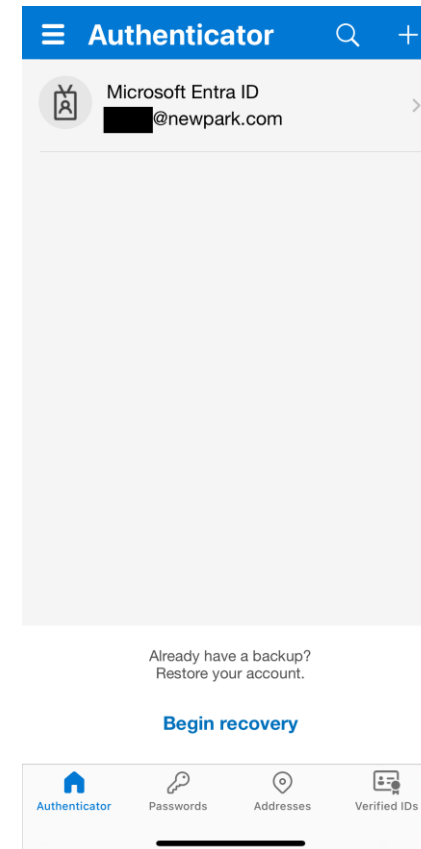
Begin Authenticator App Setup

- You will now transition to your phone.
 - 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.

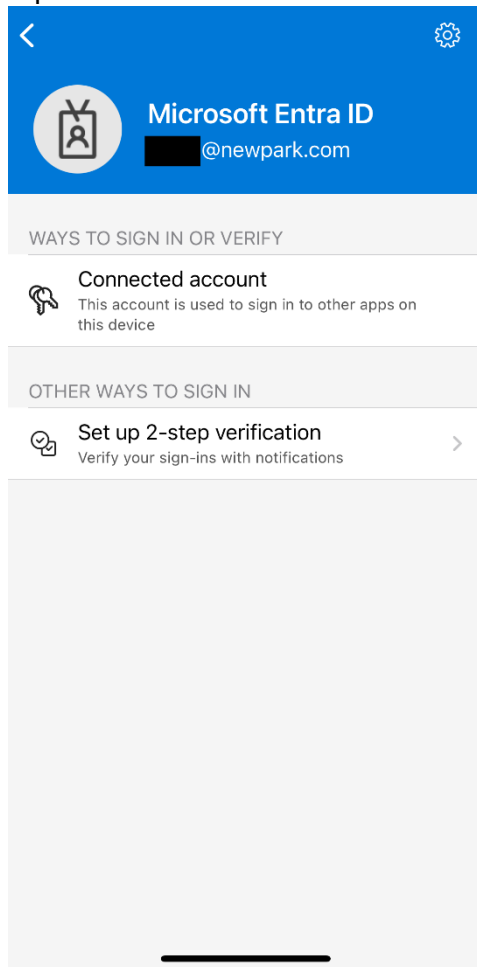


Adding MFA to Your Account

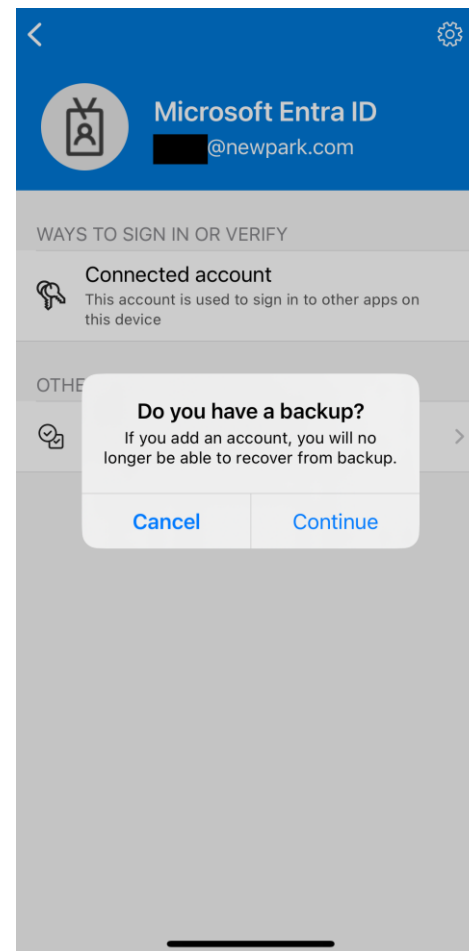
- You should see your account in the authenticator app.
- If you do **not** see your account, click [here](#) to move to Topic 2.1.
- Tap on your account.



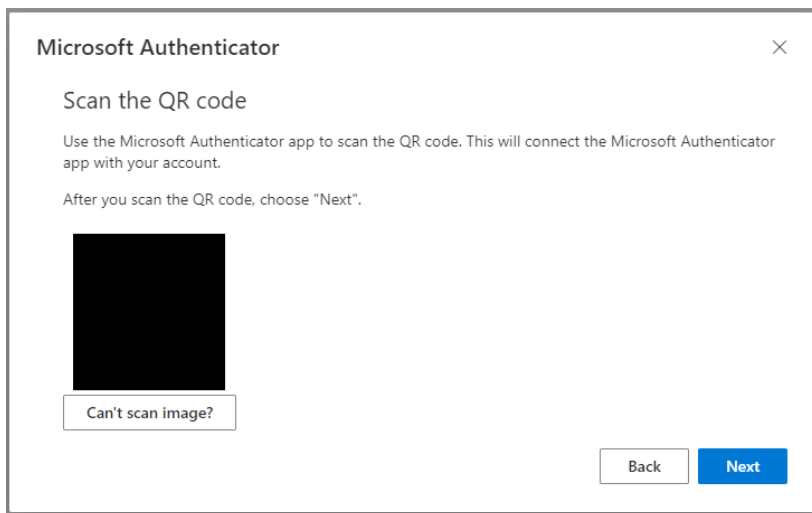
- Tap on “Set up 2-step verification” to continue.



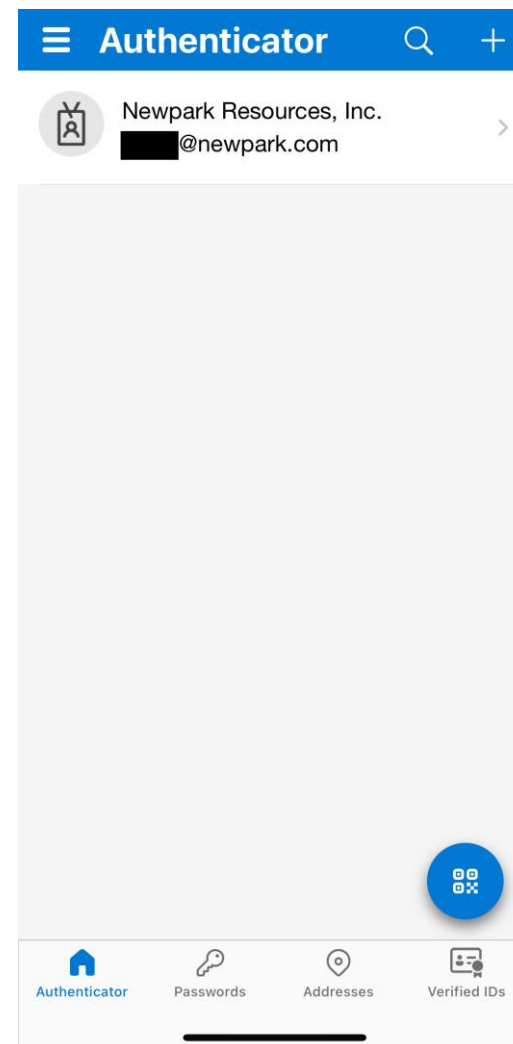
- Tap on “Continue”.



- You will be prompted to scan the QR code from your browser.
- Scan it using your authenticator app.
- Click “Next” to continue.

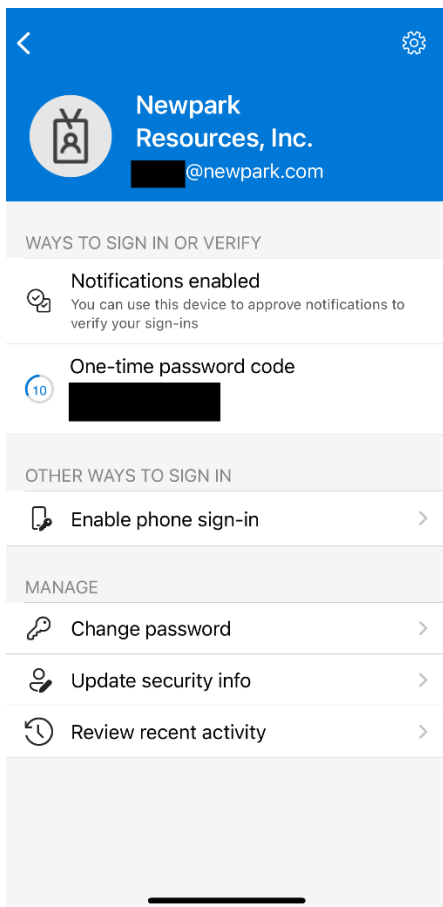


- After scanning, the authenticator app will send you back to the accounts page of the app.
- Tap on your account.



- You will now see the “One-time password code” section appear.
- You will need to use the six (6) digit code to verify and confirm the authenticator was added to your account.

- Continue to [Topic 3](#).



Topic 2.1: No Account within Authenticator App

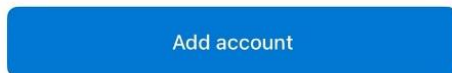
Add Account in the App

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

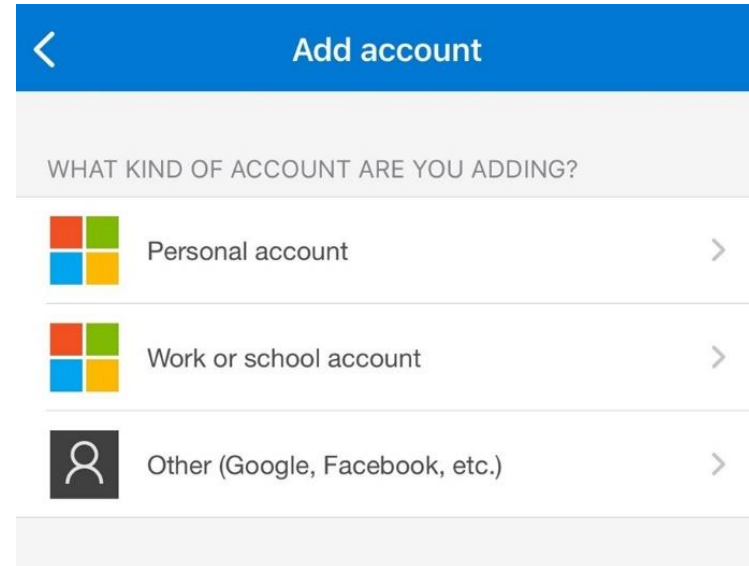


Ready to add your first account?

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

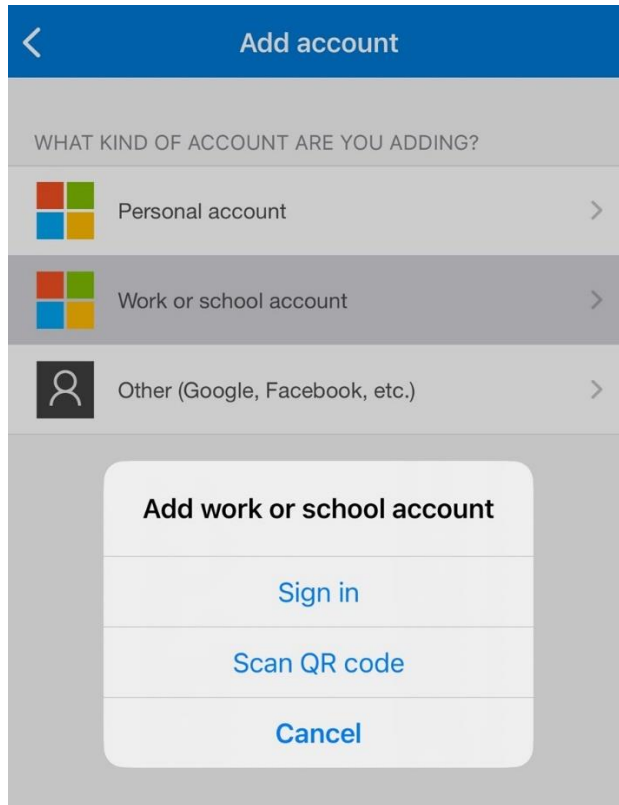


- Tap on “Work or school account”.



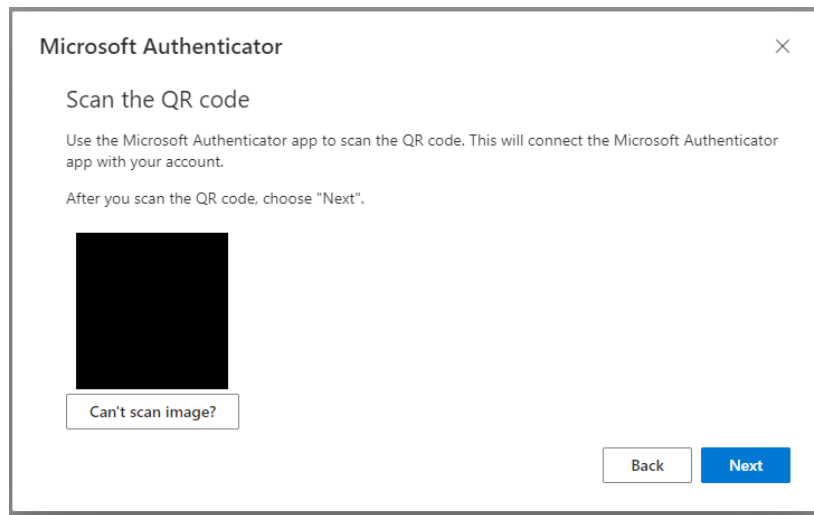
Scan QR Code

- Tap on “Scan QR code” in the app and allow camera access.



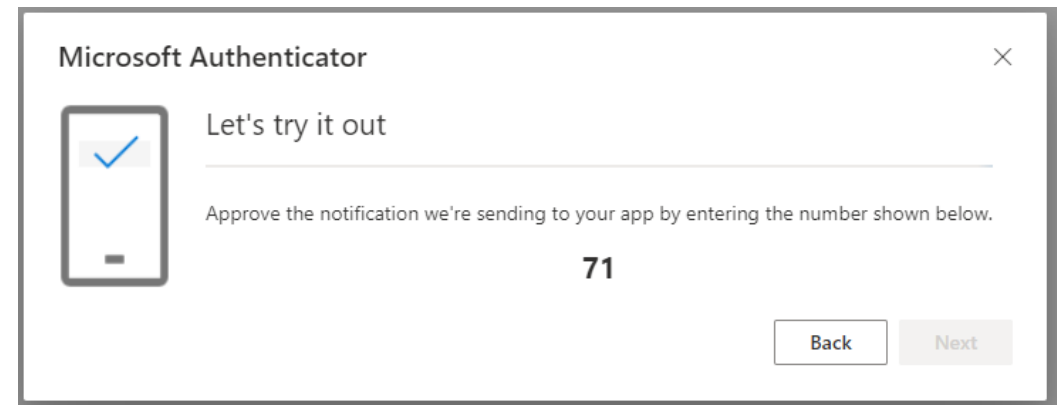
Topic 3: Continue Between Web Browser and Phone Setup

- You will need to transition back to your browser.
- Back on the “Keep your account secure” page, click “Next” to display the QR code and scan it with your phone.

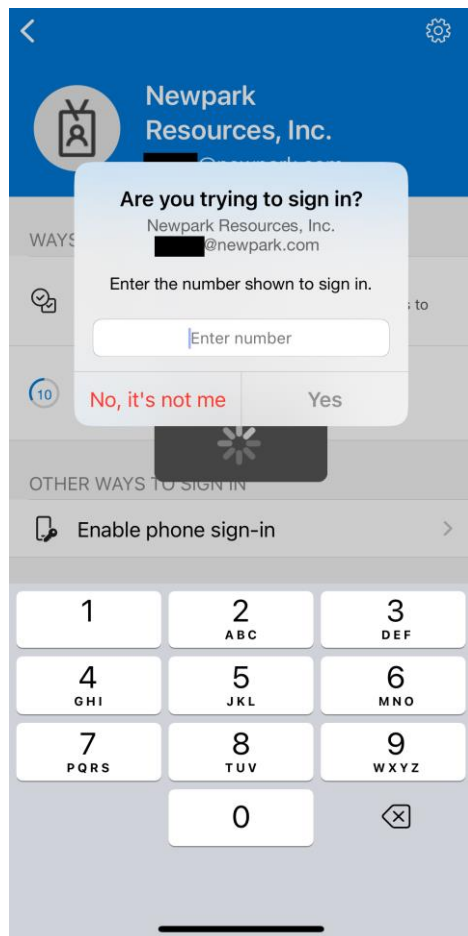


Confirm the Setup

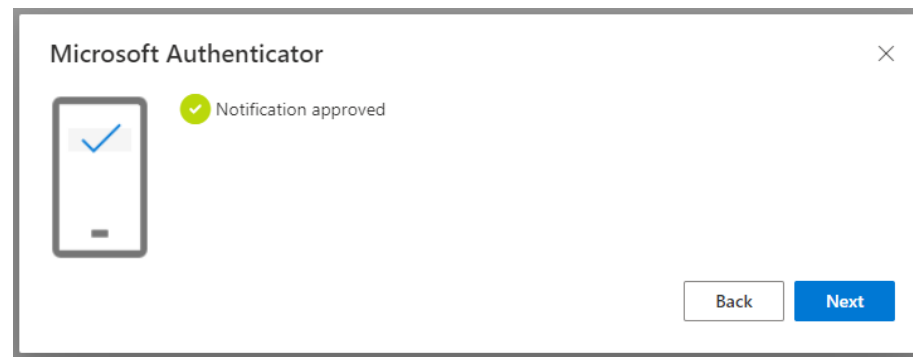
- You will need to use the number shown on your browser screen for your authenticator app.
- The example image uses the number: 71.



- Now transition back to your phone.
- You will need to type in the number that was shown on the browser screen.
- Type in the number.
- Tap “Yes”.

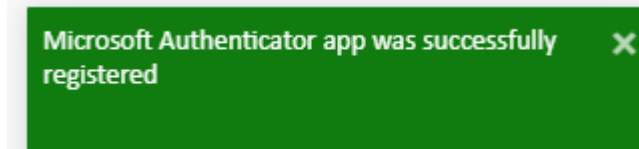


- Now transition back to your browser and the setup for Microsoft Authenticator app will be completed.
- Click “Next” to continue.



Verify Authenticator

- You will see a popup window confirming the Microsoft Authenticator was successfully registered to your account.





- You will also see it in your Security Info page.

Security info

These are the methods you use to sign into your account or reset your password.

You're using the most advisable sign-in method where it applies.

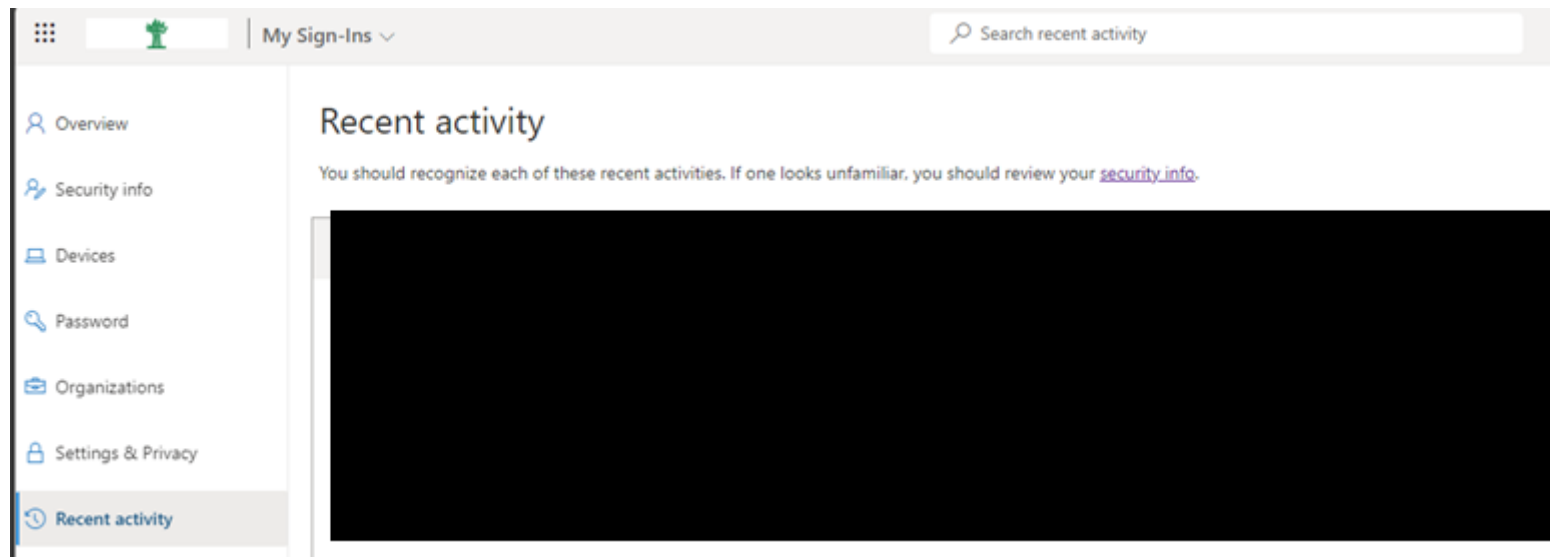
Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification [Change](#)

+ Add sign-in method		
 Password	Last updated: 4 days ago	Change
 Microsoft Authenticator (in microsoftAuthenticator) Push multi-factor authentication (MFA)	iPhone 12 mini	Delete

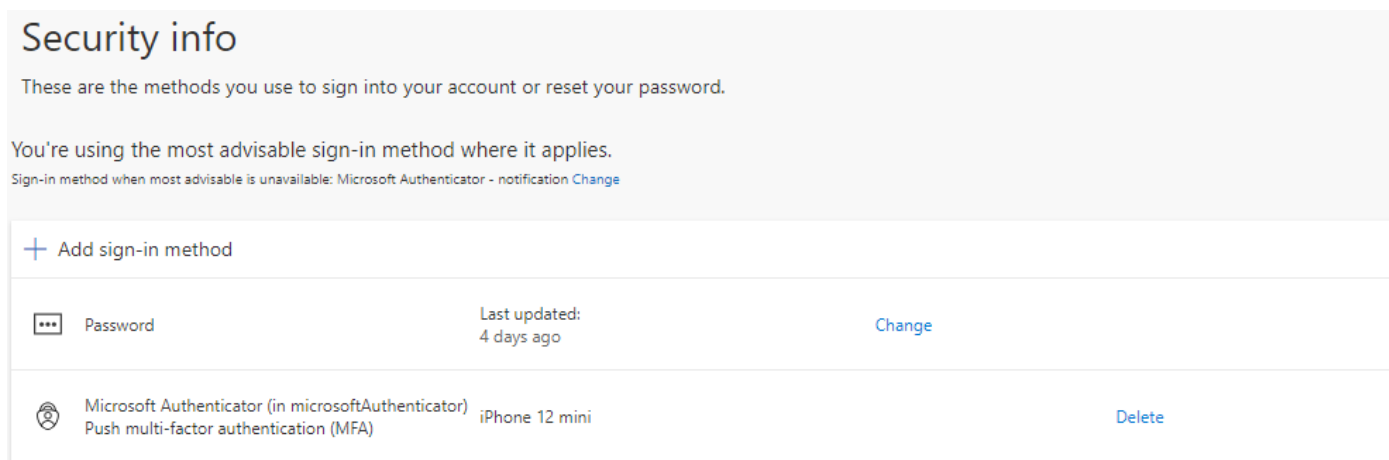
Topic 4: Setting Phone Number as Alternate Authentication Method

Adding Phone Number

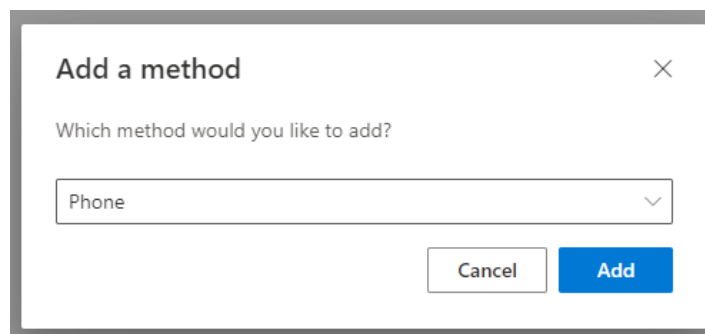
- On your browser, go to <https://mysignins.microsoft.com>.
- You may need to log in using your Newpark credentials.
- You will be taken to the Recent activity page of your account.
- Click on “Security info” on the side of the page.



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

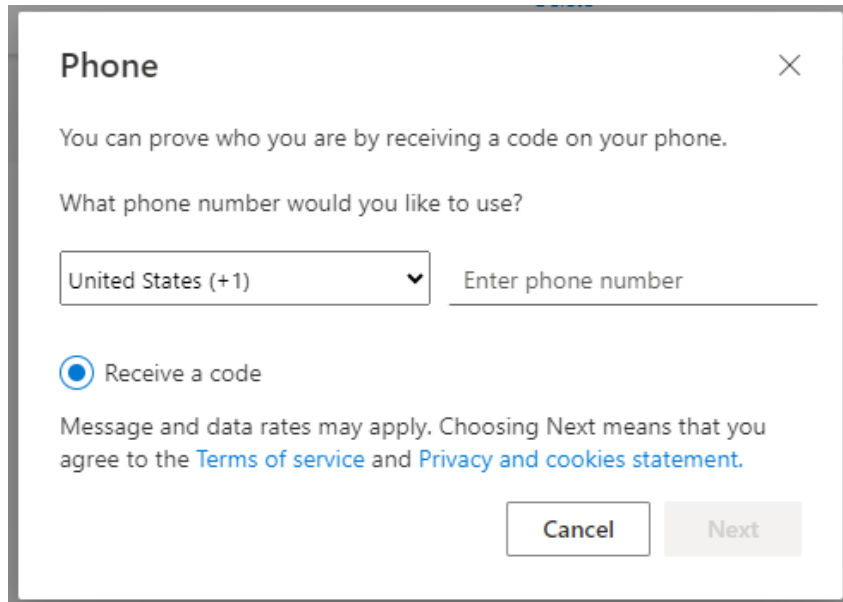


- You will be greeted by a popup window.
- Click on “Choose a method” to reveal a dropdown menu.
- Choose “Phone” then click “Add”.



Enter Your Phone Number

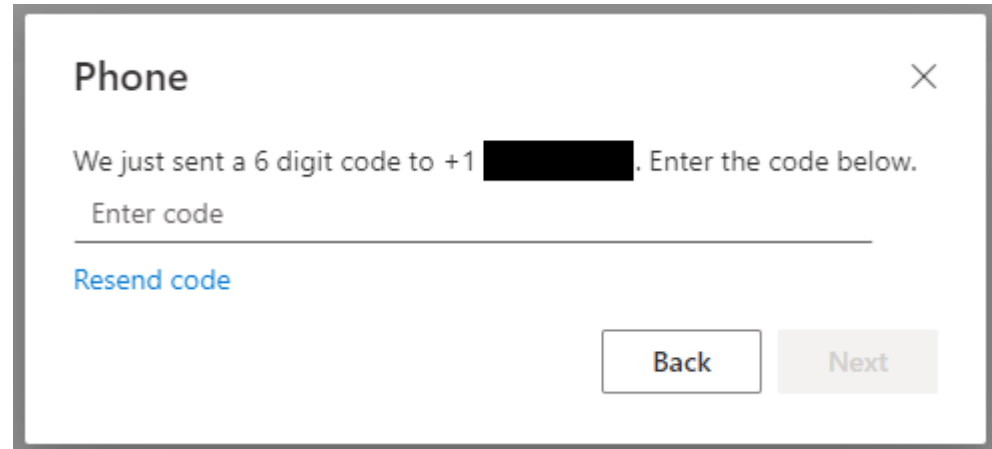
- Enter your cell phone number for secondary authentication.
- Click “Next” to continue.



The screenshot shows a dialog box titled "Phone" with a close button (X) in the top right corner. The text inside reads: "You can prove who you are by receiving a code on your phone." Below this is the question "What phone number would you like to use?". There is a dropdown menu showing "United States (+1)" and a text input field labeled "Enter phone number". Below the input field is a radio button labeled "Receive a code" which is selected. At the bottom, there is a note: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." At the bottom right are two buttons: "Cancel" and "Next".

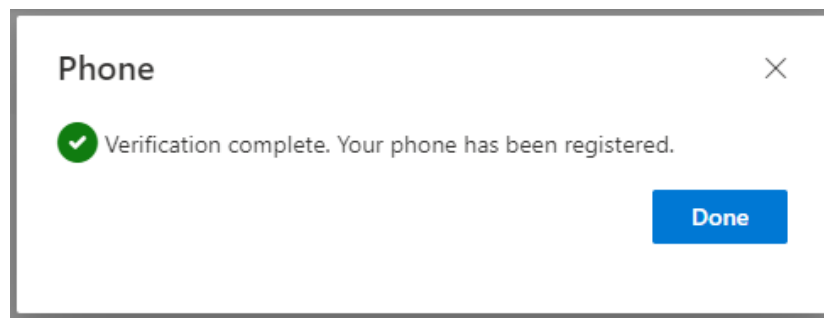
Verify with the Received Code

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



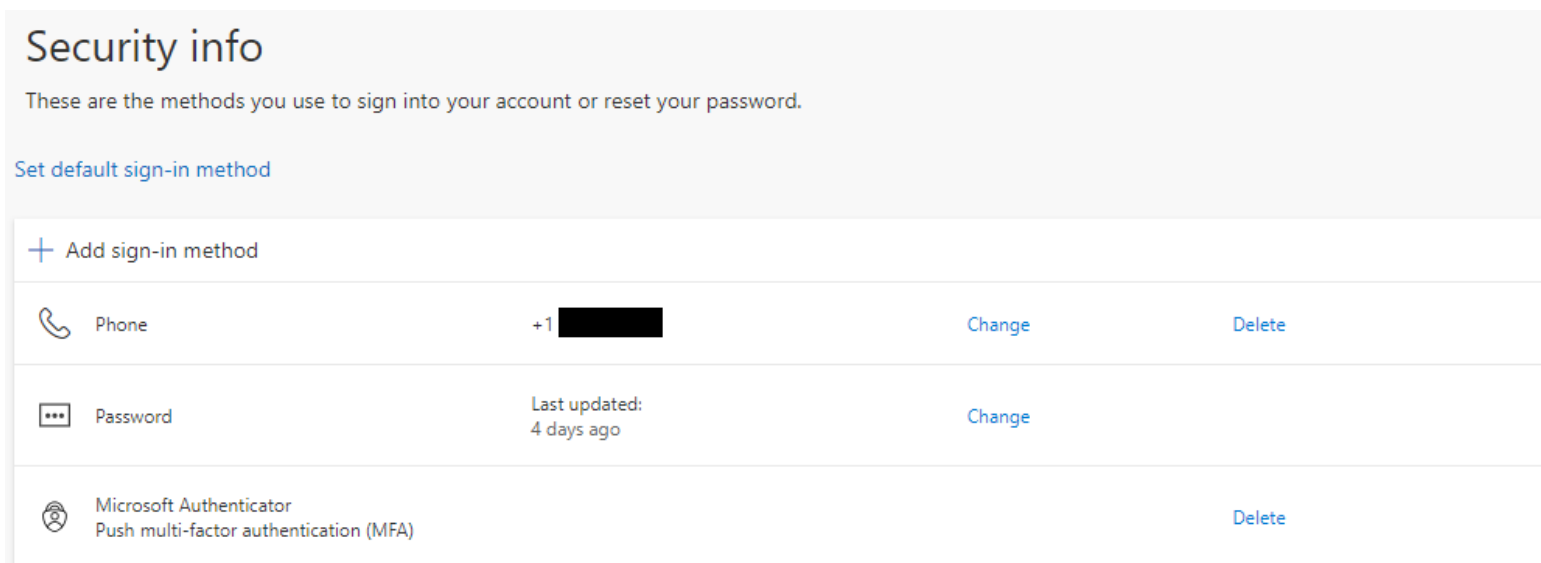
The screenshot shows a dialog box titled "Phone" with a close button (X) in the top right corner. The text inside reads: "We just sent a 6 digit code to +1 [REDACTED]. Enter the code below." Below this is a text input field labeled "Enter code". Below the input field is a blue link labeled "Resend code". At the bottom right are two buttons: "Back" and "Next".

- The verification will complete, and the phone number will be registered.
- Click “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