

How to register for Azure MFA

Azure Multi-Factor Authentication User Guide

To complete the steps below you will need your smartphone and your computer or laptop.







STEP 1

< Messages

Bert

Hey Zoe. What's Azure MFA and why do I need it?

Hey Bert. Azure MFA is an electronic second authentication method in which a user is granted access to a Ahold Delhaize applications and systems after successfully presenting two or more pieces of evidence to an authentication mechanism.

What types of evidence would I need to give?

That's simple, they are -I. What you know (your password) 2. What you have (your phone).



Thanks Zoe, but how do I use Azure MFA?

If your association with Ahold Delhaize is less than 14 days you can register yourself from https://aka.ms/mysecurityinfo. If more than 14 days, you would need to contact the helpdesk.

Yes, it's been less then 14 days

That's great! On your smartphone, download the Microsoft Authenticator app from App Store or Google Play.

If you have it installed, open Google Chrome on your computer and go to https://aka.ms/mysecurityinfo and sign-in.

Microsof	t		
Sign in			
Bert@aholddel	haize.com		
No account? Crea	ite one!		
Can't access your	account?		
	Back	Next	













TEP 3

Ok. I can login, and it says, 'More information required'. What shall I do Zoe?

Microsoft

bert@aholddelhaize.com

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more



You can click on Next and start setting up your Microsoft Authenticator App

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".

I want to use a different authenticator app

Next

I want to set up a different method

Continue to click Next until you see a QR code

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

STEP 4



+ Add account

nticator

n

Rearrange accounts

Show codes

Settings

HelpSend Feedback

Payments Addresses

I see the QR code on my laptop. What do I do next?

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".



I want to set up a different method

Open Microsoft Authenticator app on your mobile click on 3 dots towards the top right corner. Then click on Add Account

Choose 'Work or school account' and then click on 'Scan a QR code'. You can then scan the QR code on your laptop/desktop browser.

Add account
 What kind of account are you adding?
 Personal account

 Work or school account
 Work or school account
 Other account (Google, Facebook, etc.)

Add	work or school accoun
	Scan a QR code
à	Sign in

Back Next

Great, l've done that Zoe 👍



STEP 5	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.	
Thanks Zoe! I have scanned the QR code and added my account.	After you scan the QR code, choose "Next". Can't scan image? Back Next	
	Microsoft Authenticator	Yes Bert. Click 'Nex and you'll receive of notification on you mobile to approve the sign in.
Great. I have approved the notification.	Back Next Ewant to set up a different method	

You should now see confirmation that the Microsoft Authenticator app has been successfully registered. Click on 'Done' and you will see it under the 'Security Info' tab.

Success!

Great Job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method:



Microsoft Authenticator

Done

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

SM-G998B

+ Add sign-in method

Microsoft Authenticator

STEP 6

Now Bert, let's add the backup methods like Phone call or Text Message. Click on the Add Sign-in Method from the drop-down menu select 'Phone' and click on 'Add'

Add a method	*	Add a method
Which method would you like to add?		Which method would you like to add?
Choose a method	~	Phone
Authenticator app		Cancel
Phone		
Alternate phone		
Office phone		
	-	

Select your country or region from the drop-down menu and enter your mobile phone number. Then select 'Text me a code' or 'Call me' and click Next to verify your Mobile Phone Number.

▶ 1234567890



Phone	>
We just sent a 6 digit code to +	Enter the code below.
Resend code	
	The second se



You have now successfully completed your MFA registration. You can close your registration by clicking 'Done'.

Sec	urity info					
These a	re the methods you use to sign into your acco	ount or reset your password.				
Default sign-in method: Microsoft Authenticator - notification Change						
+ A	dd sign-in method					
C	Phone	÷	Change	Delete		
۲	Microsoft Authenticator	SM-G998B		Delete		

It's now asks for my Phone number Zoe

STEP 7

< Messages

Bert

Zoe, What are the steps to register for Azure MFA after 14 days?

> After 14 days, you need to be in the office to self-register or call your local helpdesk. The helpdesk can help you with the registration process.

> **Note:** It's recommended to use MS Auth app as a primary option with a backup option of phone call or text message. As with MS Auth app the users can be benefitted with various offerings from IAM like Passwordless Sign-in.

For registering to legacy MFA services like RSA, Cisco Duo and IBM, you need refer our existing knowledge base.

Details >

