

How to register for Azure MFA

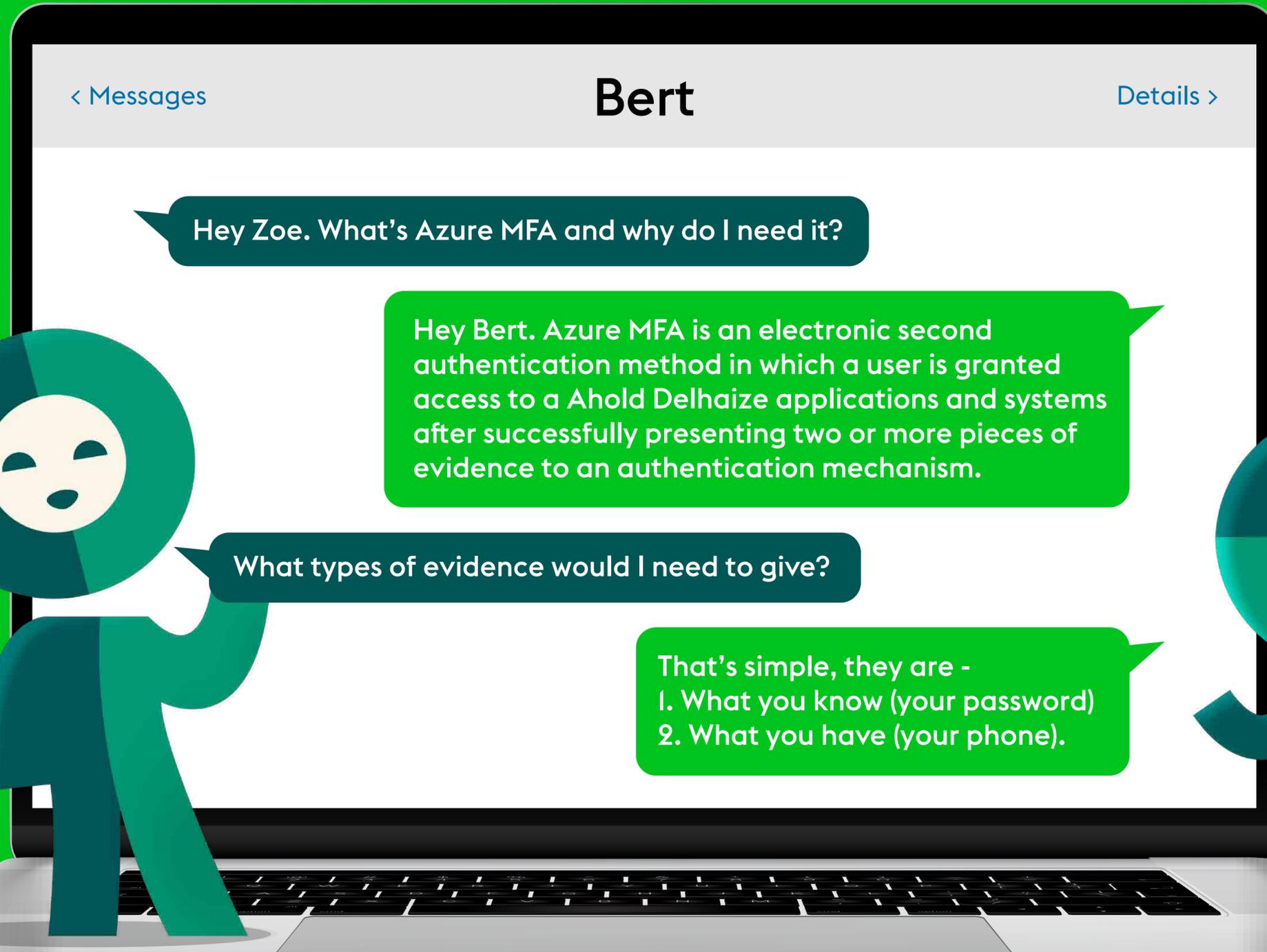
Azure Multi-Factor Authentication User Guide

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



Follow the steps below to register for Azure MFA

STEP 1



STEP 2

Thanks Zoe, but how do I use Azure MFA?

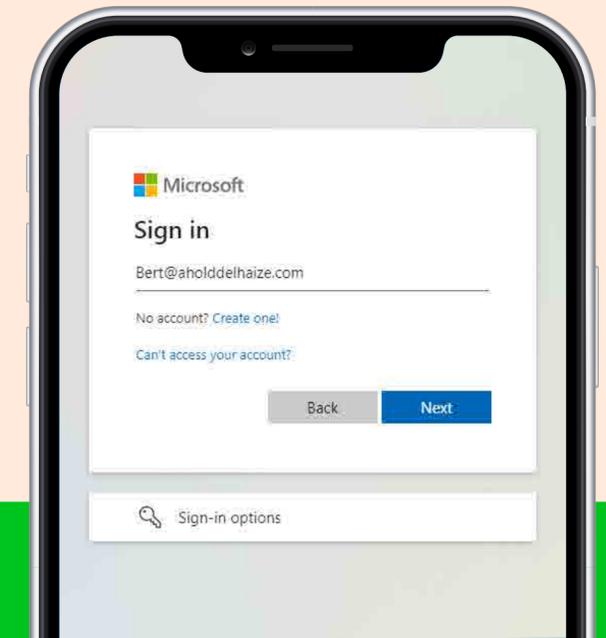
If your association with Ahold Delhaize is less than 14 days you can register yourself from <https://aka.ms/mysecurityinfo>. If more than 14 days, you would need to contact the helpdesk.

Yes, it's been less than 14 days



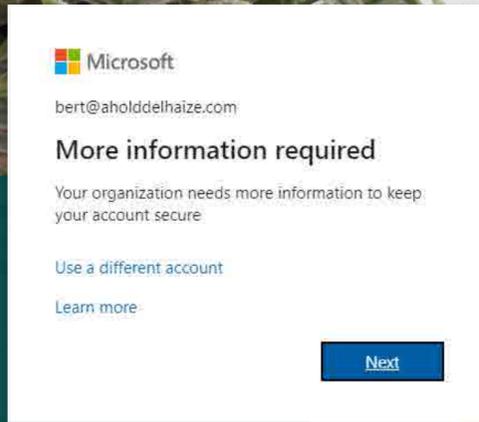
That's great! On your smartphone, download the Microsoft Authenticator app from App Store or Google Play.

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

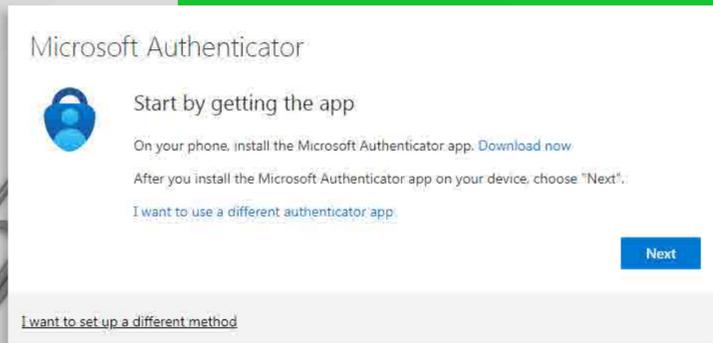


STEP 3

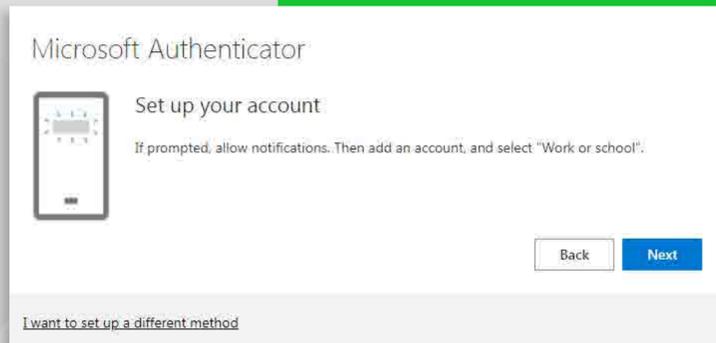
Ok. I can login, and it says, 'More information required'. What shall I do Zoe?



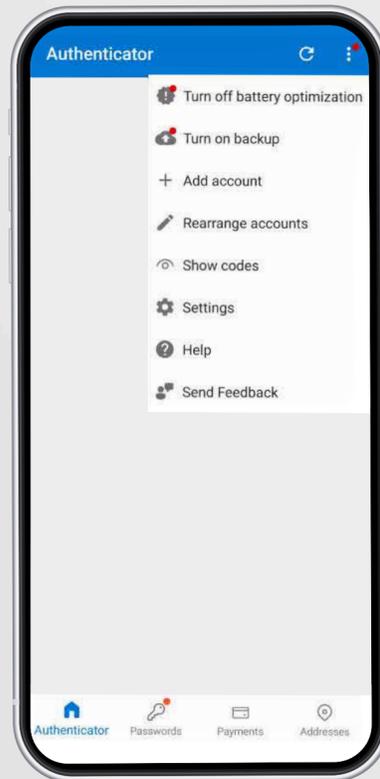
You can click on Next and start setting up your Microsoft Authenticator App



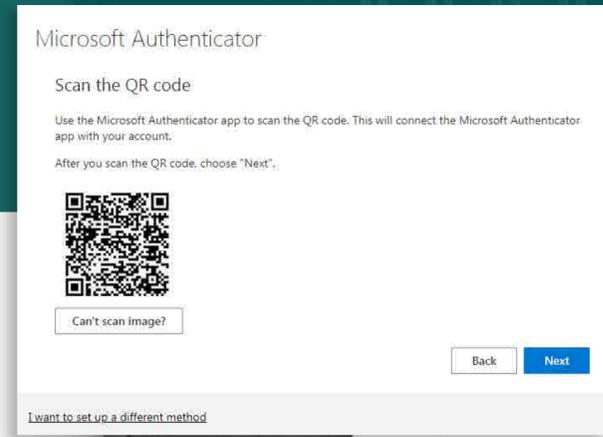
Continue to click Next until you see a QR code



STEP 4

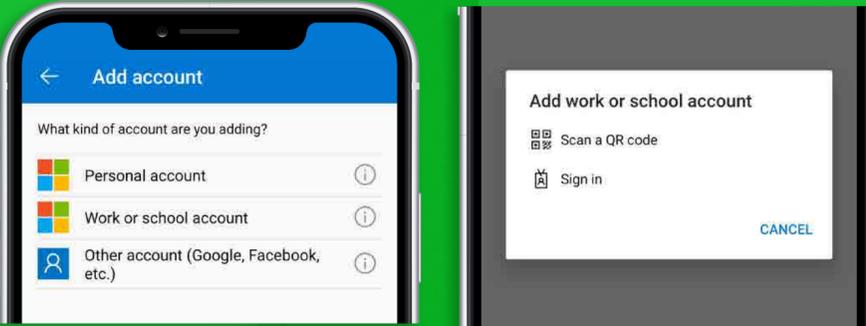


I see the QR code on my laptop. What do I do next?



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

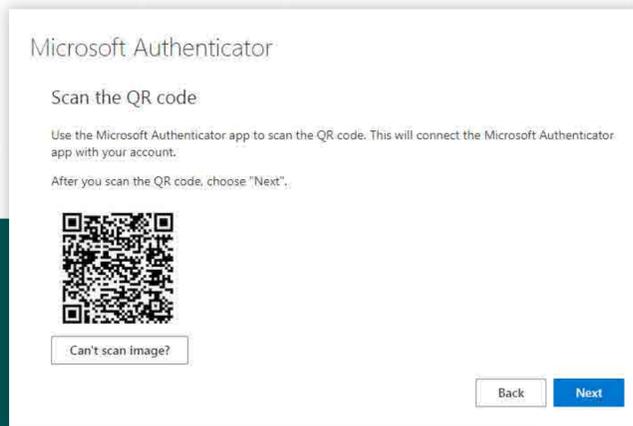
Choose 'Work or school account' and then click on 'Scan a QR code'. You can then scan the QR code on your laptop/desktop browser.



Great, I've done that Zoe 👍

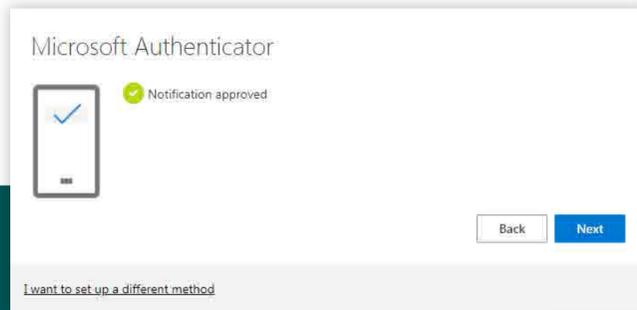
STEP 5

Thanks Zoe! I have scanned the QR code and added my account.

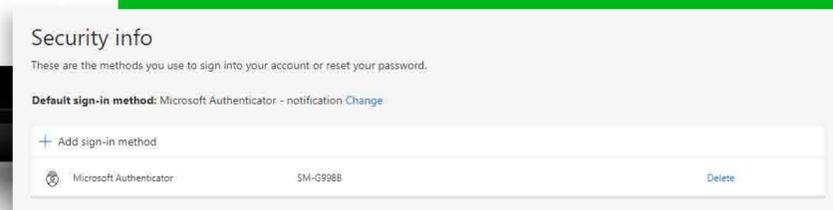
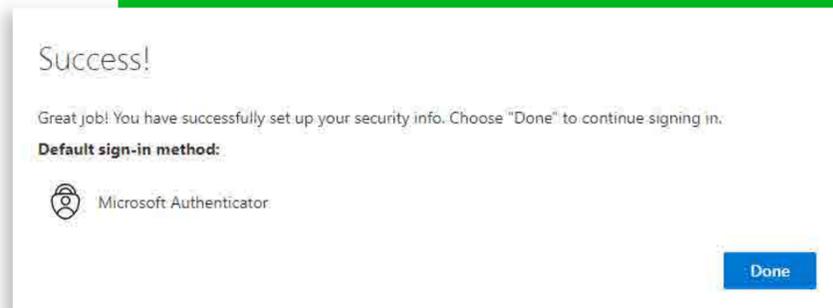


Yes Bert. Click 'Next' and you'll receive a notification on your mobile to approve the sign in.

Great. I have approved the notification.



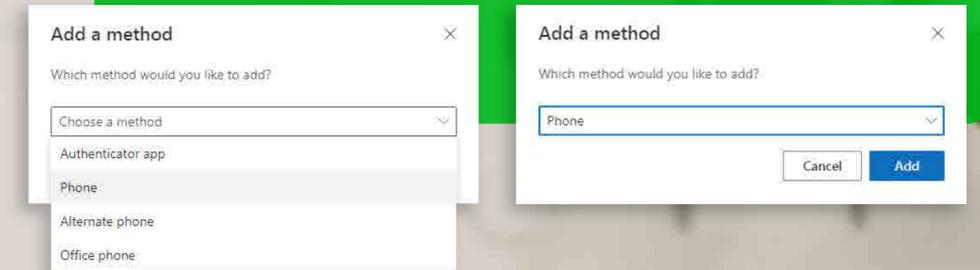
You should now see confirmation that the Microsoft Authenticator app has been successfully registered. Click on 'Done' and you will see it under the 'Security Info' tab.



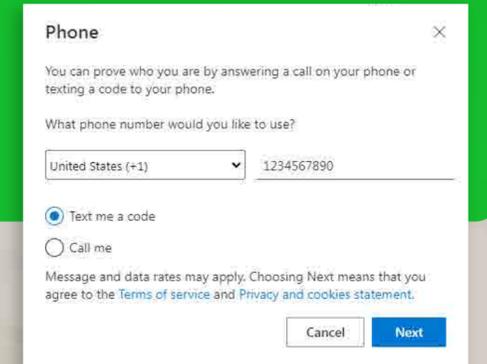
STEP 6

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'

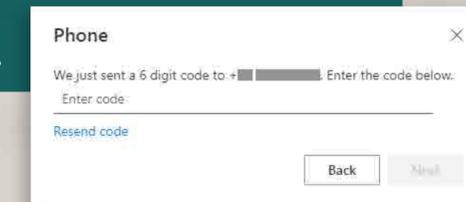
It's now asks for my Phone number Zoe



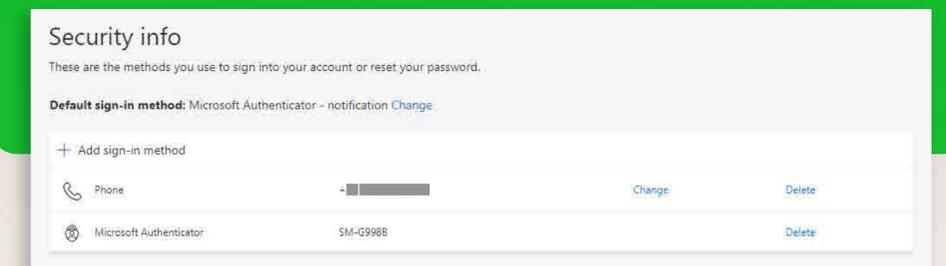
Select your country or region from the drop-down menu and enter your mobile phone number. Then select 'Text me a code' or 'Call me' and click Next to verify your Mobile Phone Number.



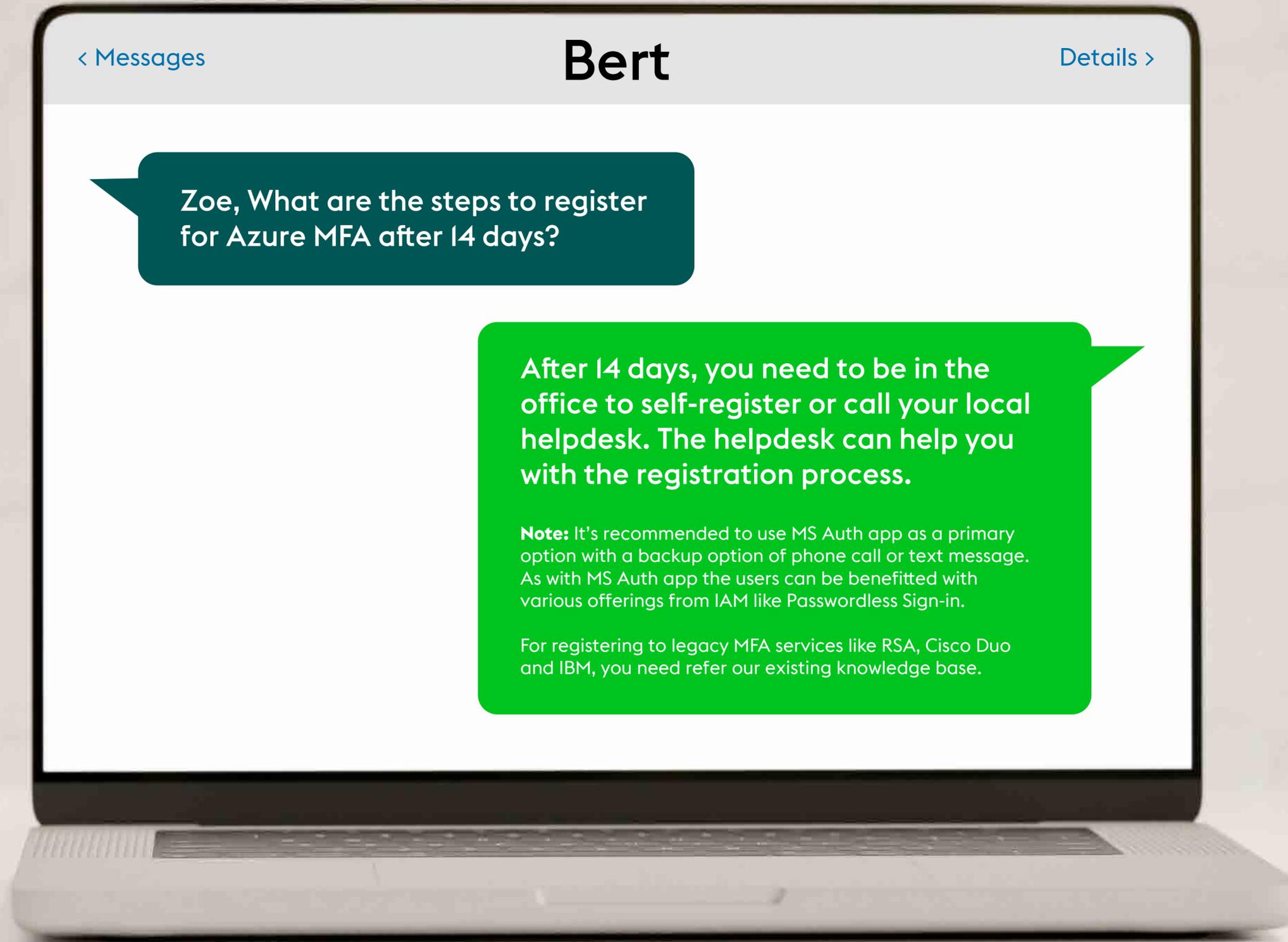
Great, I've entered the code I received.



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



STEP 7



< Messages

Bert

Details >

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.

