

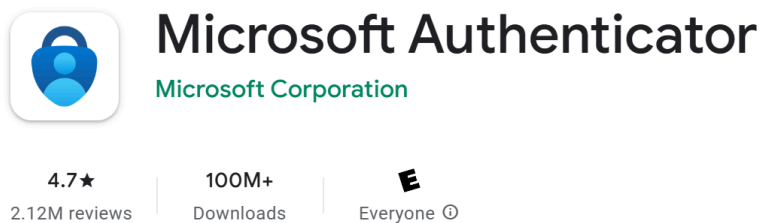
Microsoft Authenticator Setup (MFA)

1. On your mobile device, open the Apple App Store or Google Play Store and search for the Microsoft Authenticator App.

1. Apple App Store



2. Google Play Store



2. Install **Microsoft Authenticator** if it is not already installed.
3. On your computer, go to <https://aka.ms/mfasetup>
4. Enter you **HSC email address** and click **Next**.

A screenshot of the Microsoft Sign in screen. At the top is the Microsoft logo. Below it is the text "Sign in". Underneath is a text input field containing the email address "lobolouie@salud.unm.edu". Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button with the text "Next".

1.

5. Enter your **HSC NetID password** and click **Sign In**.
6. Click on **Next** to provide more information.

lobolouie@salud.unm.edu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

1.

7. If you have not installed the **Microsoft Authenticator App**, do so now. Click **Next** once completed.

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](#)

1.

8. Open the Microsoft Authenticator App on your device.
9. Tap Accept when prompted with the Privacy Policy.



Microsoft respects your privacy

We collect required diagnostic data to keep the app secure and updated. This does not include any personal data.

[Accept](#)

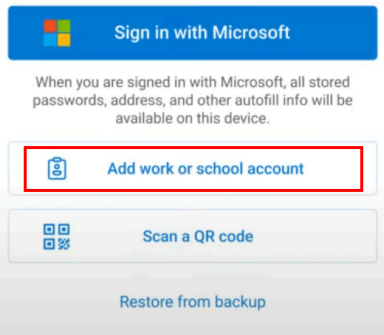
[Privacy statement](#)

1.

10. Select **Add work or school account**.

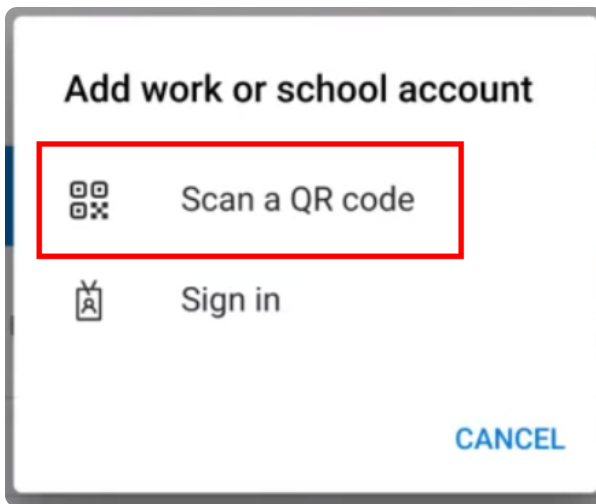


Secure Your Digital Life



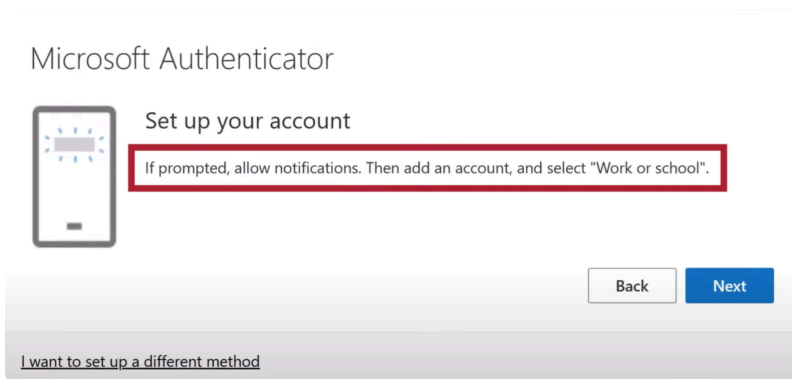
1.

11. Tap **Scan a QR code**.



1.

12. On your computer, click **Next** on the screen below:



1.

13. A **QR code** will be displayed on your device. Scan the **QR code** with your phone, then click **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".



Can't scan image?

Back

Next

1.

14. A **Multi-factor Authentication notification** will be sent to your phone. Open the notification, and you will be prompted to enter a code. Enter the number displayed on your computer onto your phone.

Microsoft Authenticator



Let's try it out

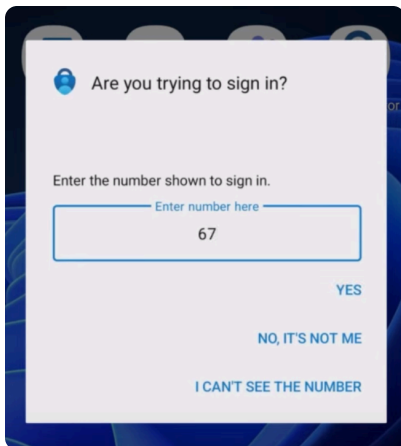
Approve the notification we're sending to your app by entering the number shown below.

67

Back

Next

1.



2.

15. Your computer will confirm that the notification was approved. Once completed, click **Done**.

Congratulations! Your account is now ready for MFA. Please note that it can take several hours before you are prompted to MFA for the first time.

Last update: 6/13/2025 CAS