

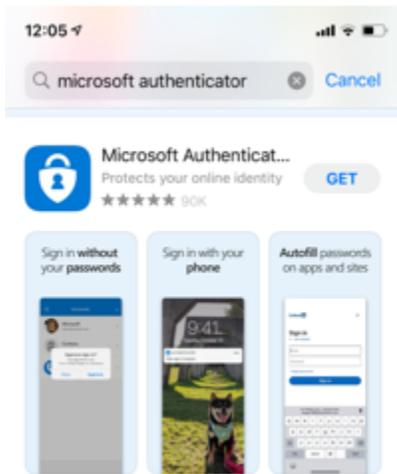
Microsoft Authenticator Setup

Instructions on how to enroll in Microsoft Authenticator App

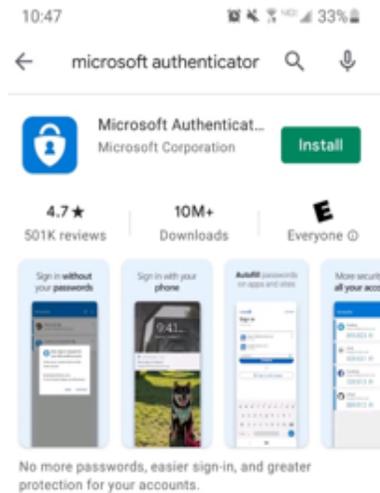
Step 1:

Download the Microsoft Authenticator application from either the Apple App Store or Google Play Store.

App Store



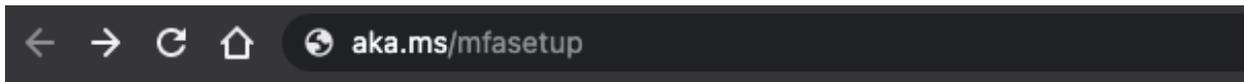
Play Store



Step 2:

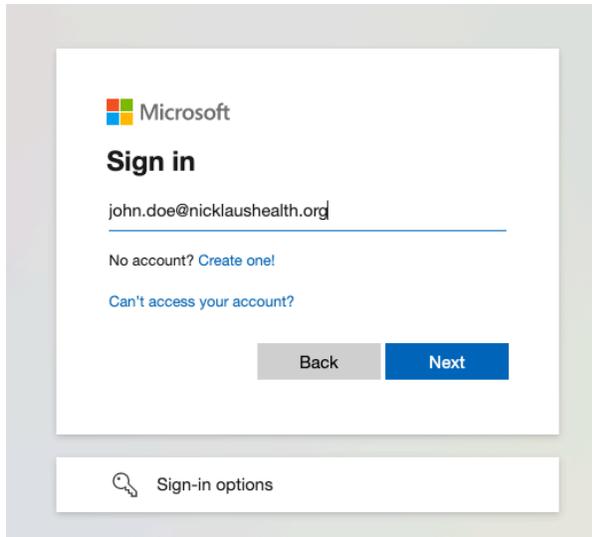
Open a web browser on your computer and go to the following website:

<https://aka.ms/mfasetup>



Step 3:

Log in using your NCHS email address and password



Step 4:

After logging in the following screen will appear. Click "Next".

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

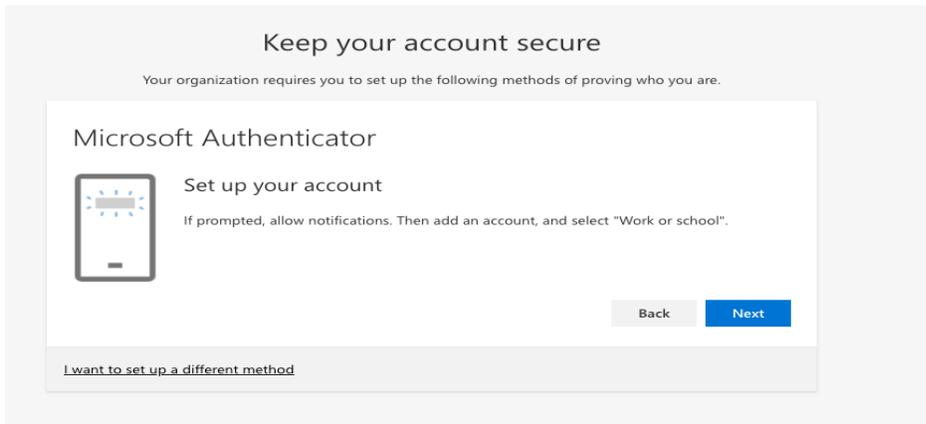
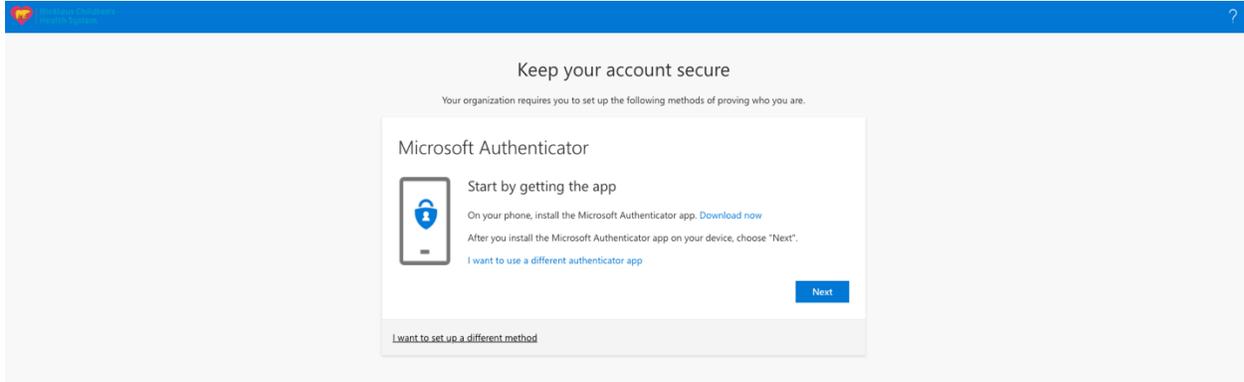
[Learn more](#)



Step 5:

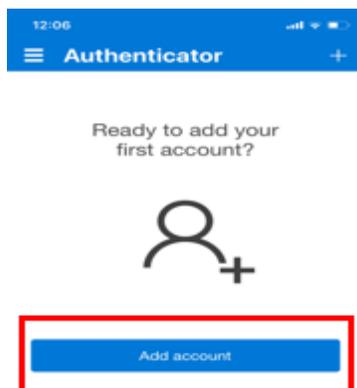
You will be taken to the below screen to begin setup of the authenticator app. You will be instructed to download the Microsoft Authenticator app (which you've already done). Click "Next" again.

Computer:



Open the app on your mobile phone and select "Add account". (If you already have the application you will need to press the + on the top right)

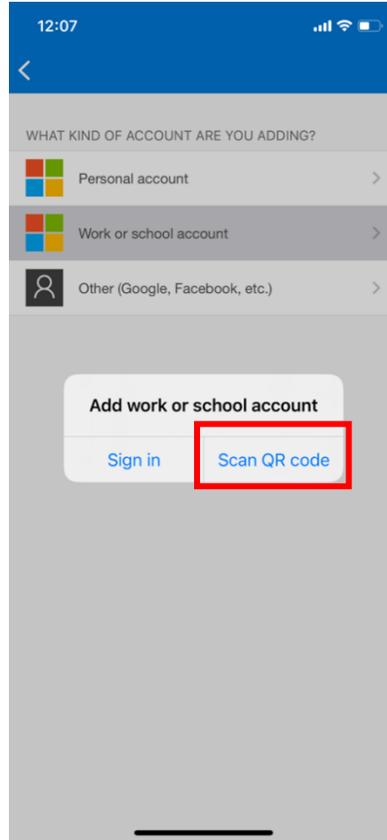
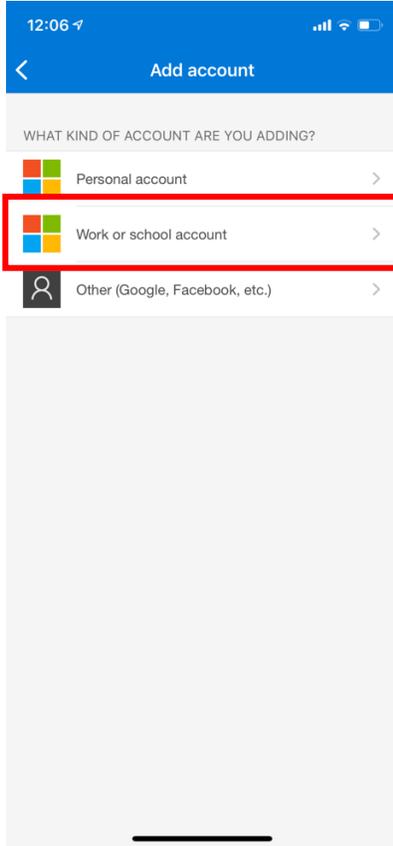
Phone:



Step 6:

Follow the instructions in your browser. It will instruct you on the actions to take on your phone. Select "Work or school account" on your phone. After that choose "Scan QR Code".

Phone:



Step 7:

Use the Microsoft Authenticator app on your phone to scan the QR code shown on the computer screen. When account is added to the app, click "Next".

Computer:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

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?](#)

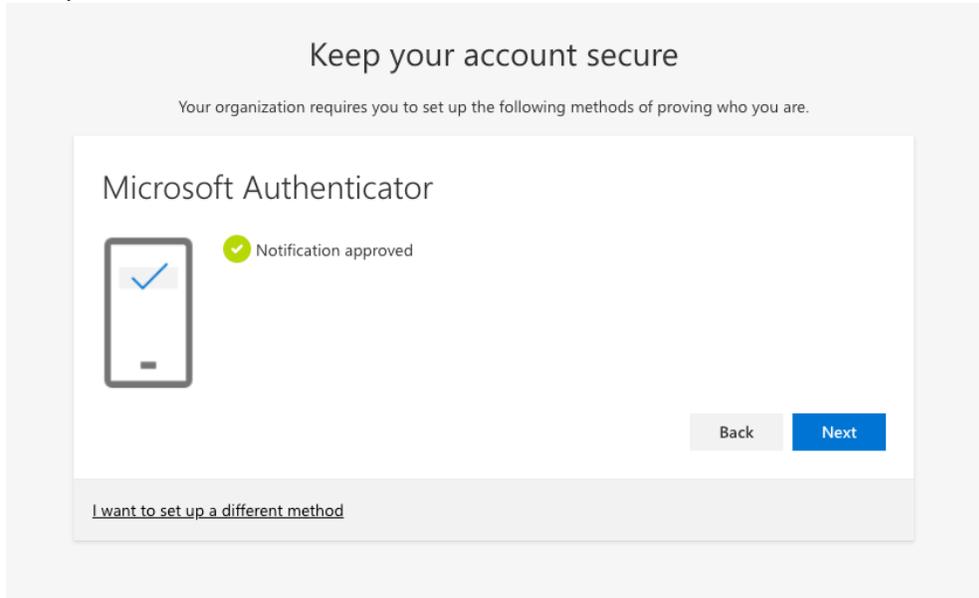
Back Next

[I want to set up a different method](#)

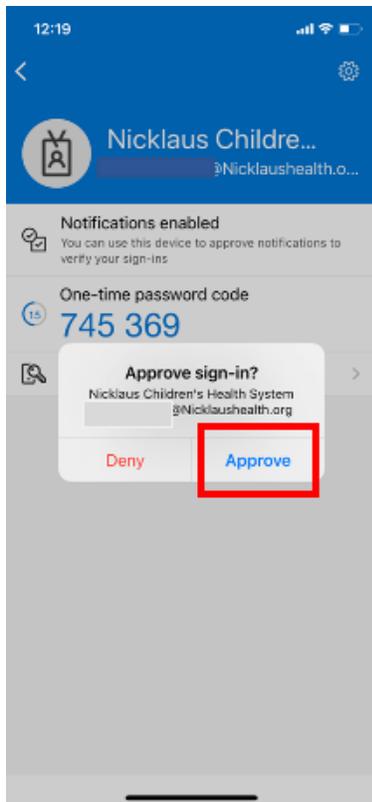
Step 8:

Next you will receive a notification on your phone to approve sign-in. Select "Approve". Click "Next" on the computer when you see the below message.

Computer:



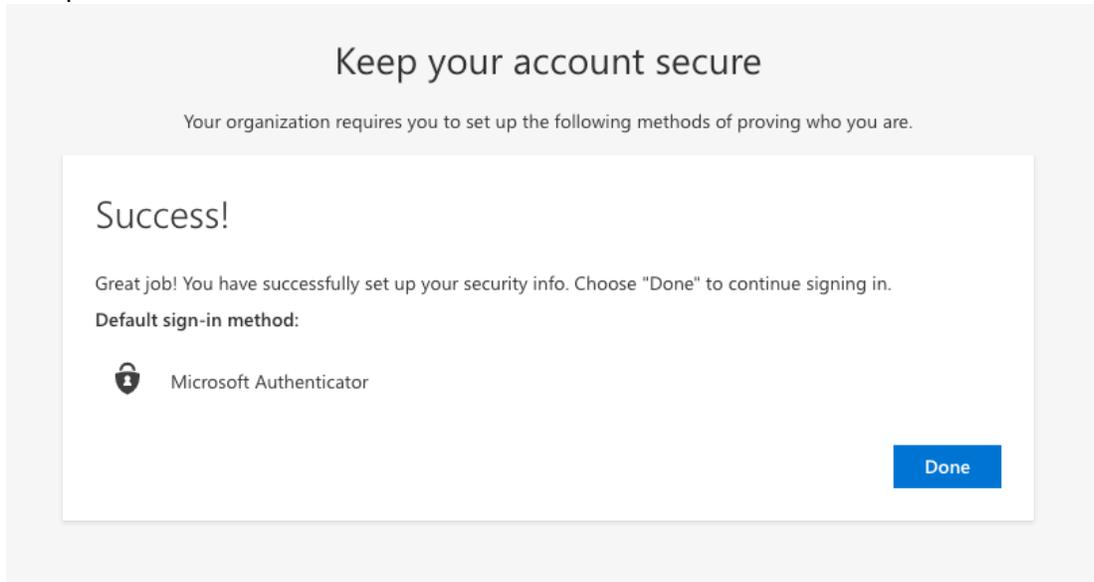
Phone:



Step 9:

You will then receive a message stating your account has been added successfully.

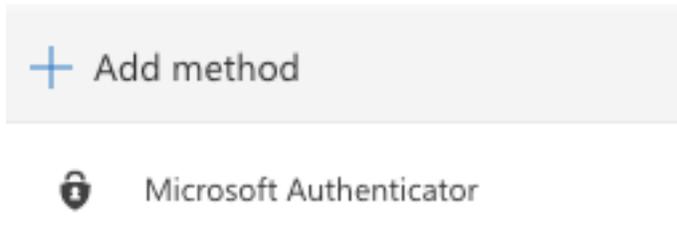
Computer:



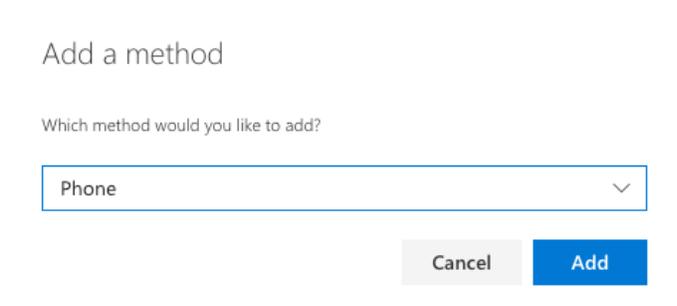
Additionally, you can add a phone number as a backup method of authentication. The code will be sent to your phone via text message.

Computer:

Click "Add method":

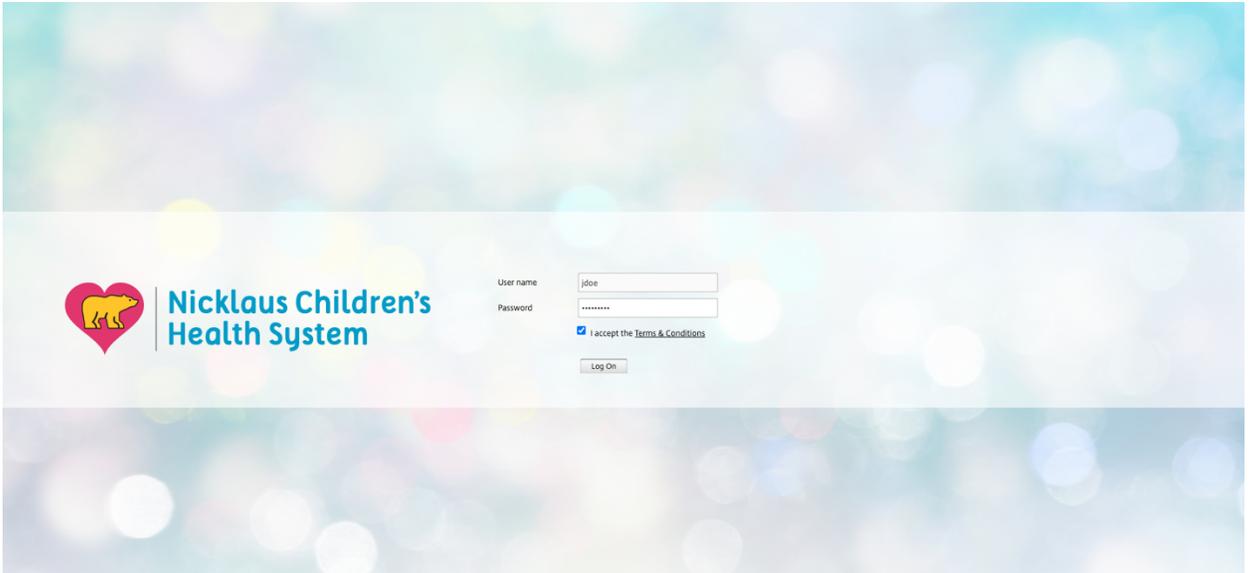


Select "Phone".



How to log into Mycloud using Microsoft Authenticator on 07/26/2021

1. Log into the portal via mycloud.nicklaushealth.org



2. You will receive a notification on your phone. Open Microsoft Authenticator and click "Approve" then you will be logged into the portal.

