

Register on MS Authenticator

Introduction

Process details on how to register an account on MS Authenticator. MS Authenticator is a multifactor authentication app.

NOTE:

- If you are getting a new device, REGISTER THE NEW DEVICE FIRST and proceed below to step 2. Remove the old device after.
- If you have lost your device or accidentally deleted the MS Authenticator App, [contact the SD](#) for re-enrollment. After you are set to re-enroll by SD, proceed to Step 2.

Details

1. Install **Microsoft Authenticator** on your **Mobile phone** via the Google PlayStore (Android) or AppStore (iPhone). Select **allow notifications**.



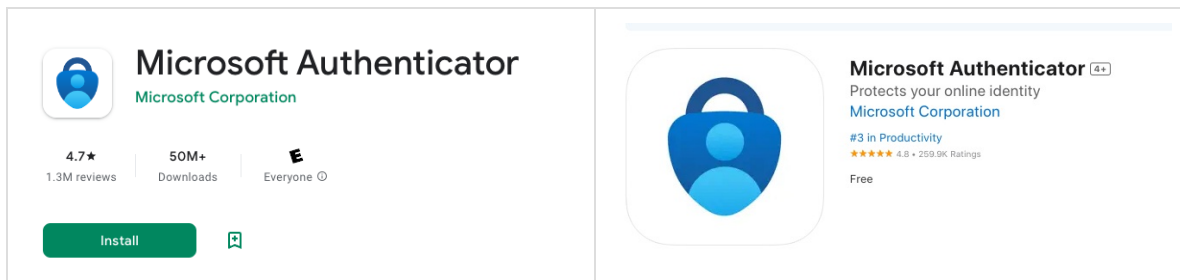
[Google Play](#)

Get the app

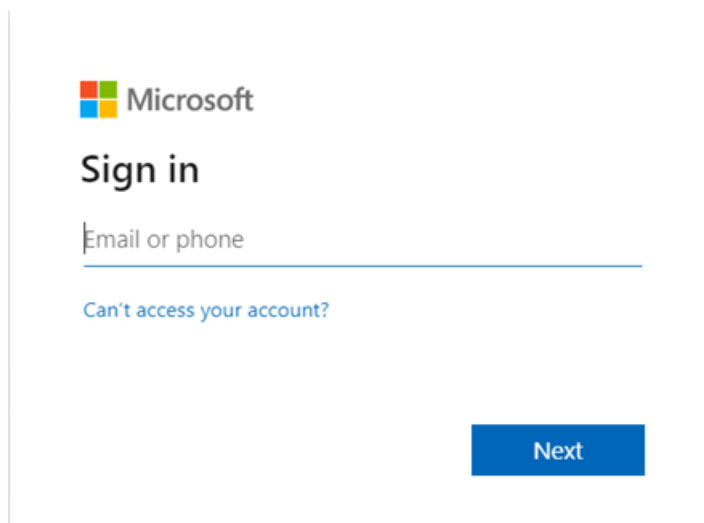


[App Store](#)

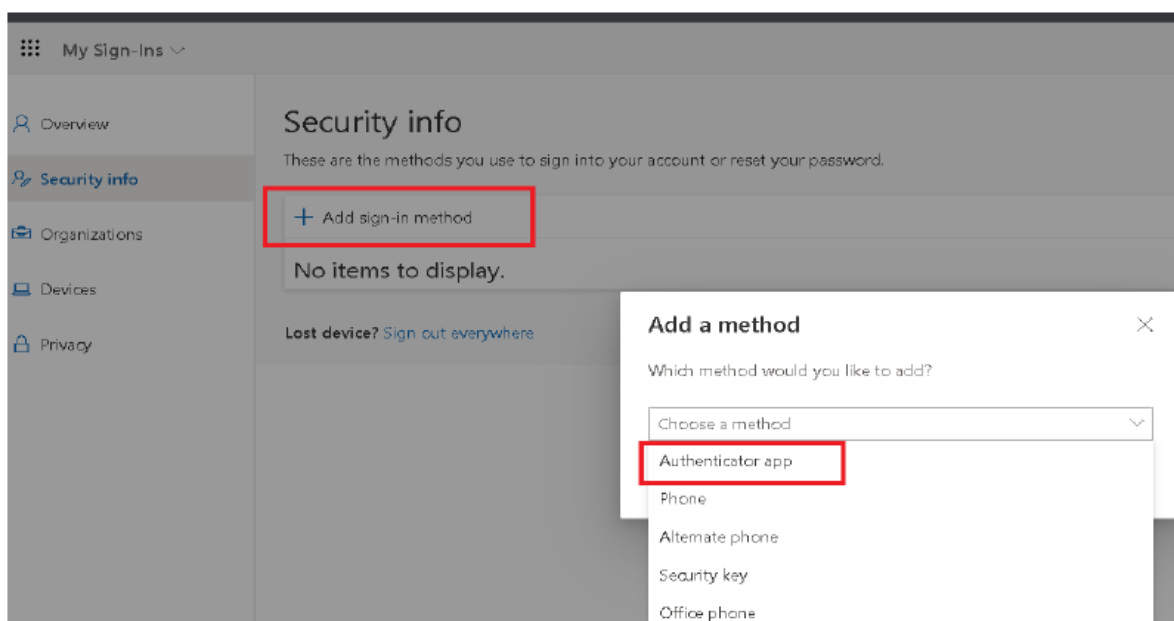
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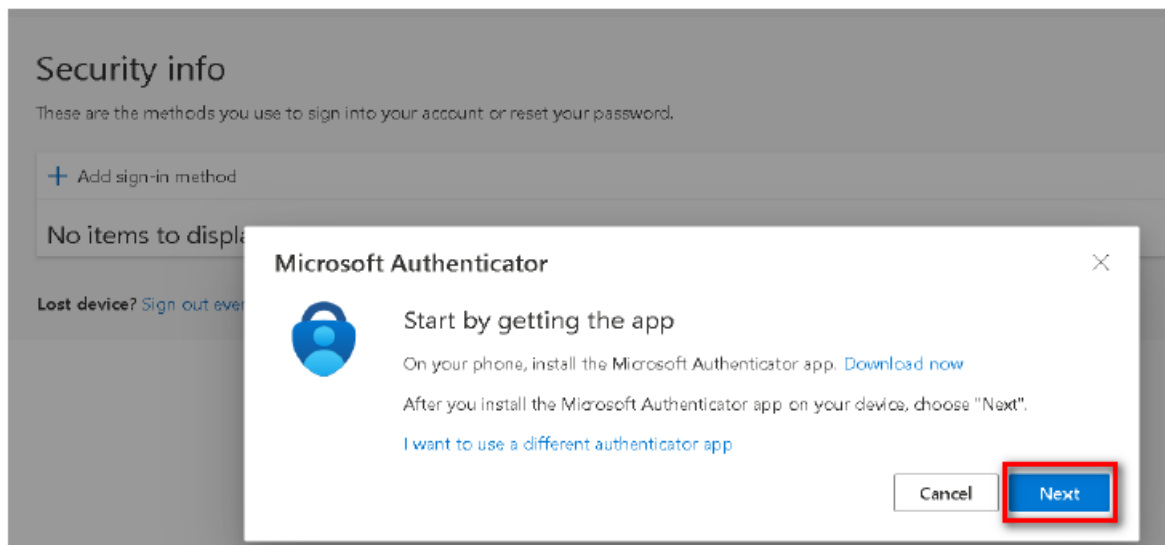
2. Go to <https://go.qualfon.com/mfa> on your **Computer's web browser** (Google Chrome, Edge, Firefox Mozilla).
3. You'll be prompted to enter your **Qualfon email address** on the **Microsoft login** screen. Click on **Next**.



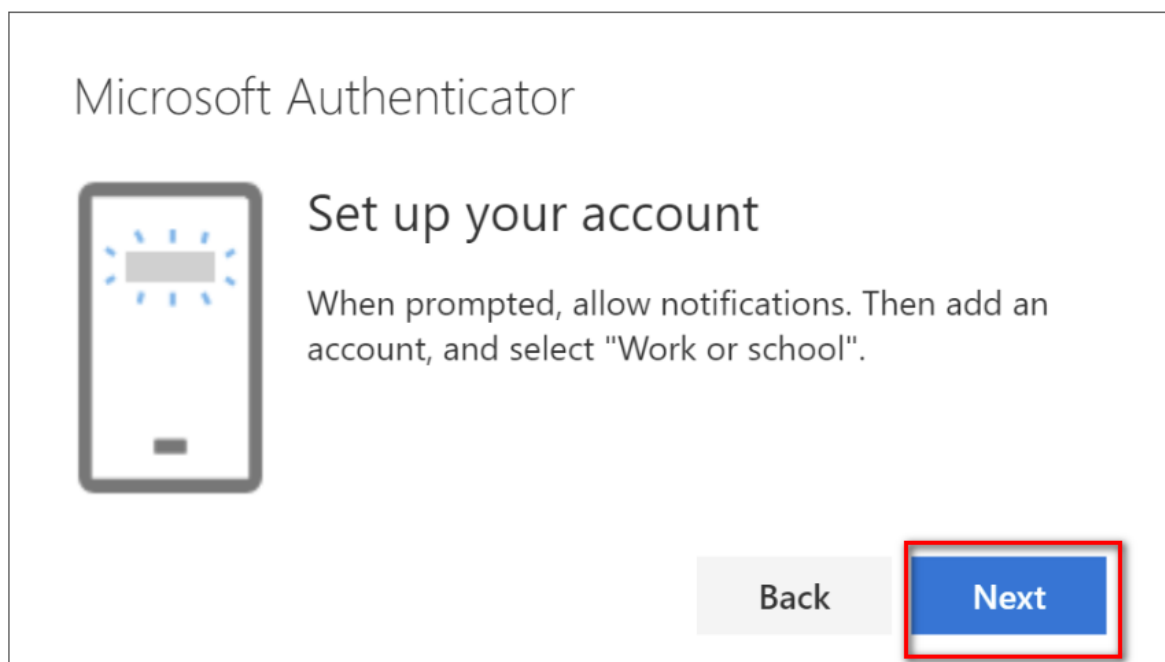
4. On the **Security Info** screen, click on **+ Add sign-in method** and select **Authenticator App**.



5. On the **Start by getting the app** page, just click on **Next**.



6. On the **Set up your account** screen, click on **Next**.



7. The **Scan the QR Code** screen will appear on your **computer**. Scan the QR Code using the **MS Authenticator app** that you installed on your **mobile phone** from **step 1**. **Don't scan the QR code in the screenshot of this process, it won't work.**

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?

Scan the QR Code from the MS Authenticator app on your computer.

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8. To scan the QR Code in the MS Authenticator Mobile app, click on **Verified IDs** in the **lower right-hand corner**. Then tap the **Scan a QR code** button.

- A. If the QR code reader can't read the code, click on the **Can't scan image?** button and follow the [Manually Add an Account to MS Authenticator](#) process.



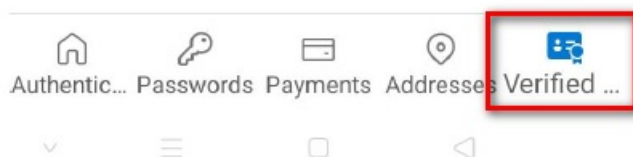
Let's add your first Verified ID!

When you add a Verified ID, they'll
appear on this screen.



Scan a QR code

[Learn about Verified IDs](#)



9. Once you are done scanning the QR code, on your computer's browser click on **Next**. It will ask you to test things out and enter the number on the screen into the app on your mobile phone.

Microsoft Authenticator



Let's try it out

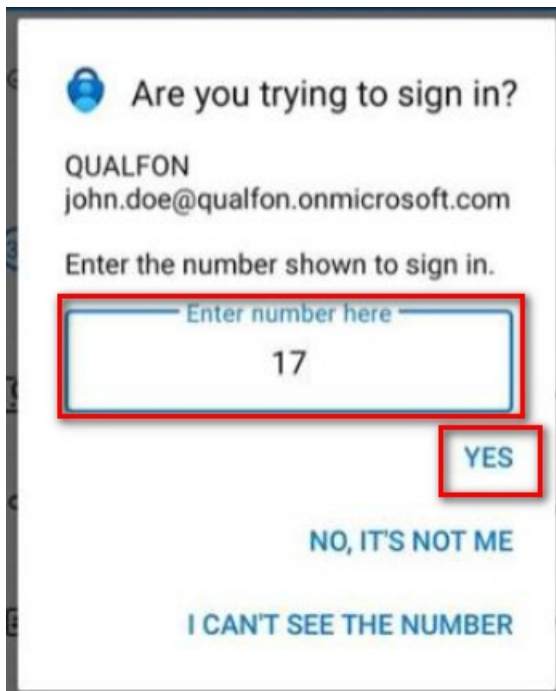
Approve the notification we're sending to your app by entering the number shown below.

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10. Enter the provided **digits** into the **MS Authenticator app** on your **mobile device** and then tap on **YES**. If the Authenticator app is locked, click on **Unlock** and then enter whatever item to unlock your screen lock (i.e. PIN #, face ID, pattern, fingerprint, etc.) to finish that sign-in.



11. Congratulations you've successfully installed and set up MS Authenticator. On the **Notification Approved** screen, click on **Next**.

Microsoft Authenticator



Notification approved

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Revision History

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