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

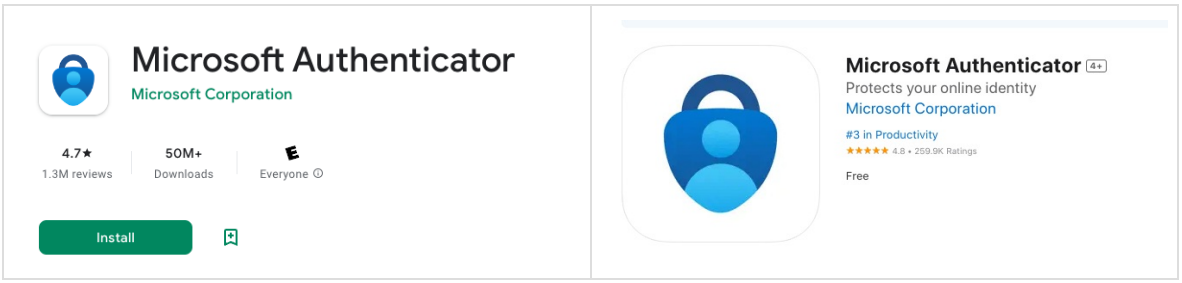
1. Install **Microsoft Authenticator** on your **Mobile phone** via the Google PlayStore (Android) or AppStore (iPhone). Select **allow notifications**.

Google Play

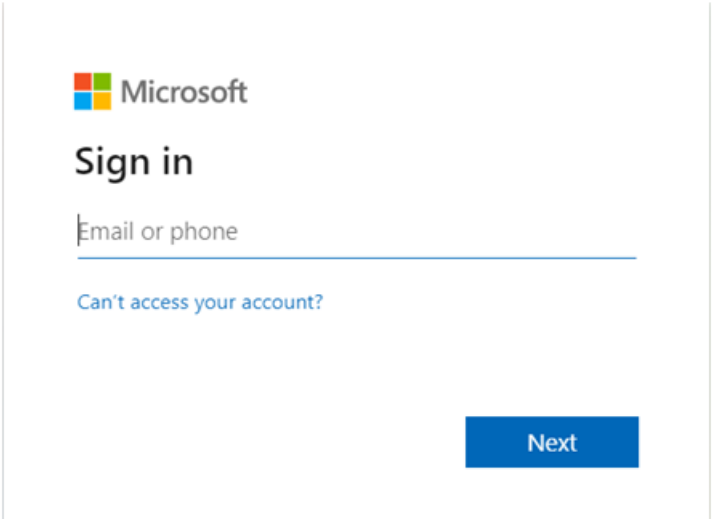
Get the app

App Store

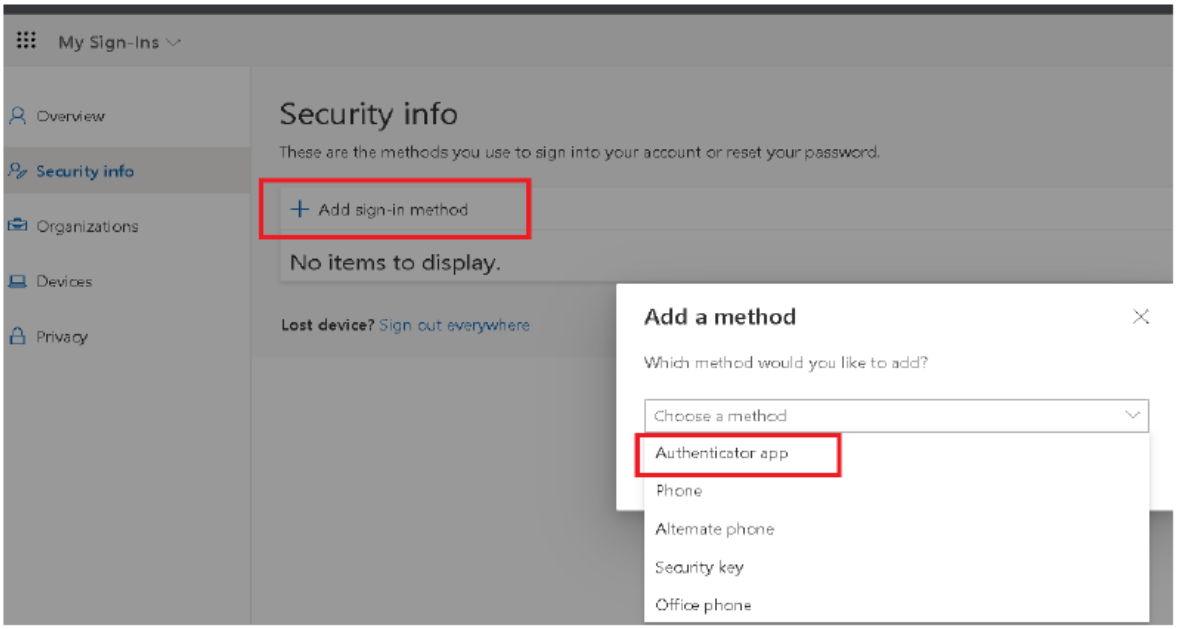
Get the app



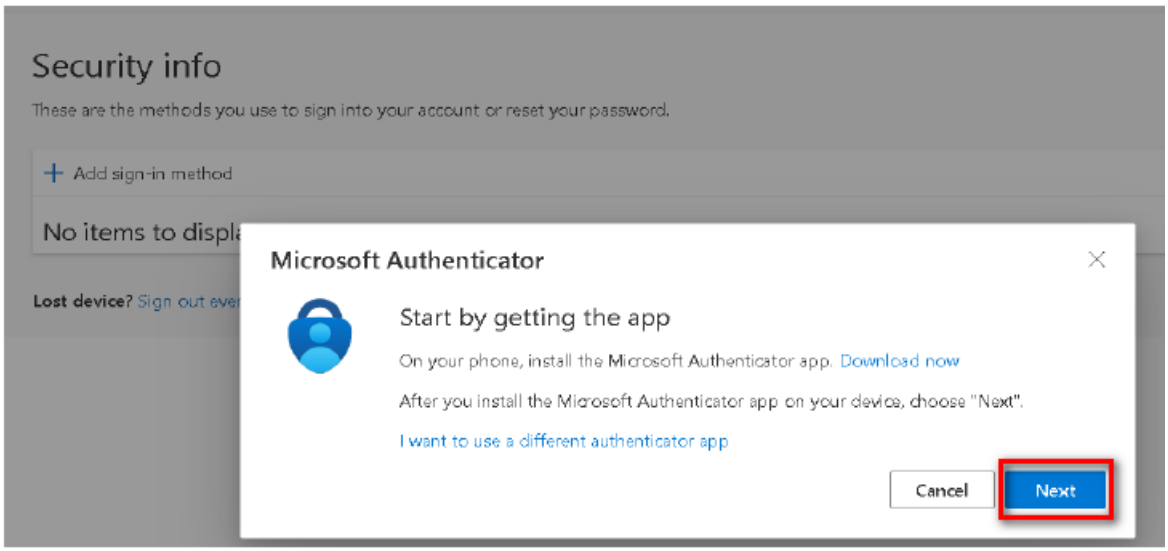
2. Go to https://go.qualfon.com/mfa on your **Computer's web browser** (Google Chrome, Edge, Firefox Mozilla).
3. You'll be prompted to enter your **Qualfon email address** on the **Microsoft login** screen. Click on **Next**.



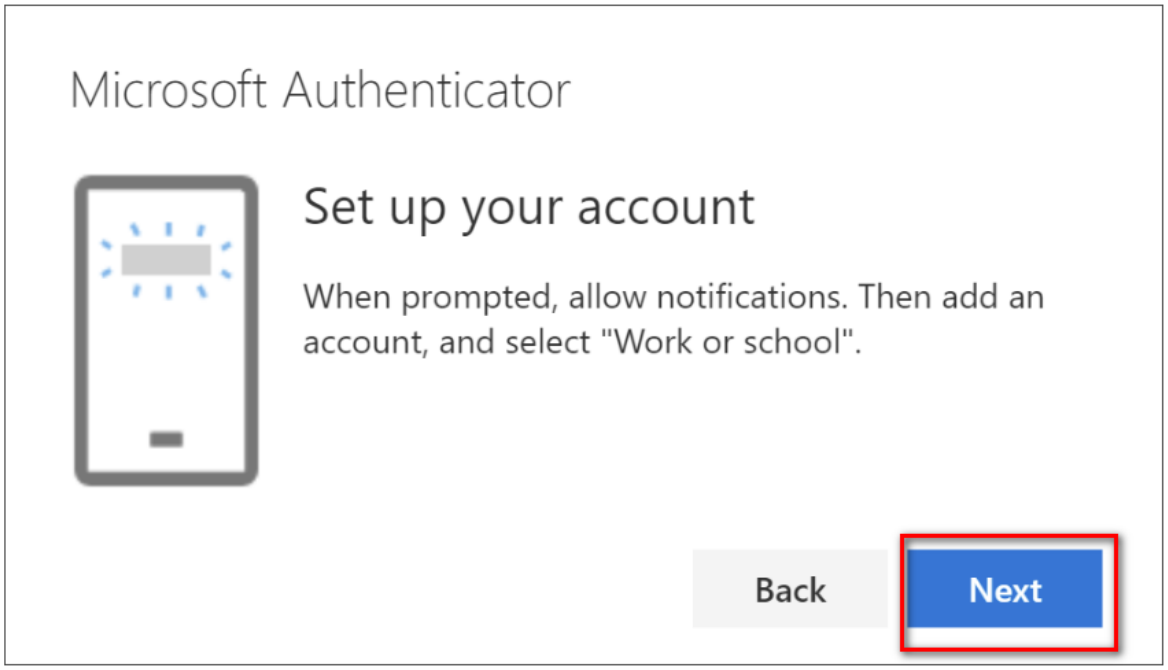
4. On the **Security Info** screen, click on **+ Add sign-in method** and select **Authenticator App**.



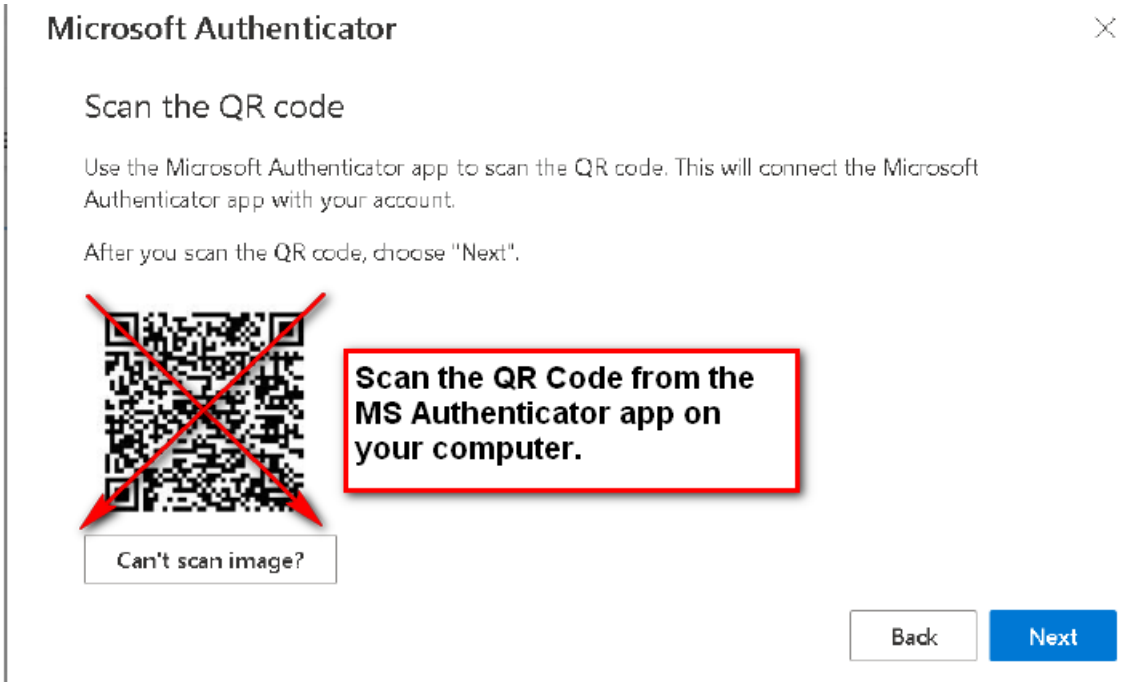
5. On the **Start by getting the app** page, just click on **Next**.



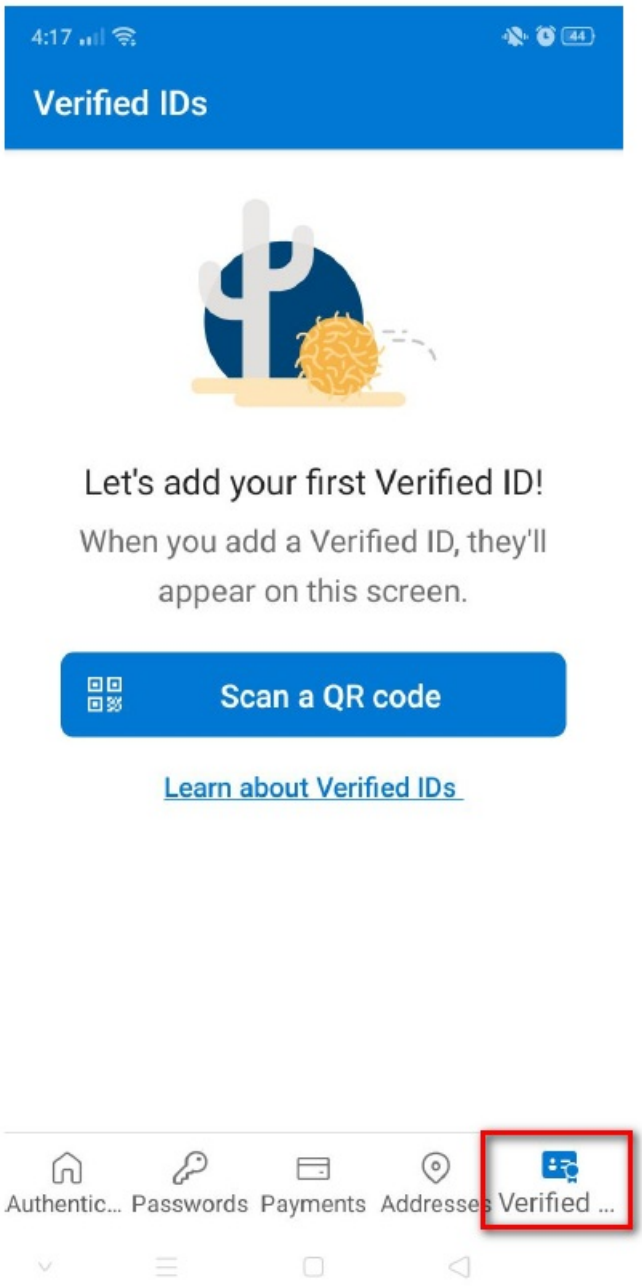
6. On the **Set up your account** screen, click on **Next**.



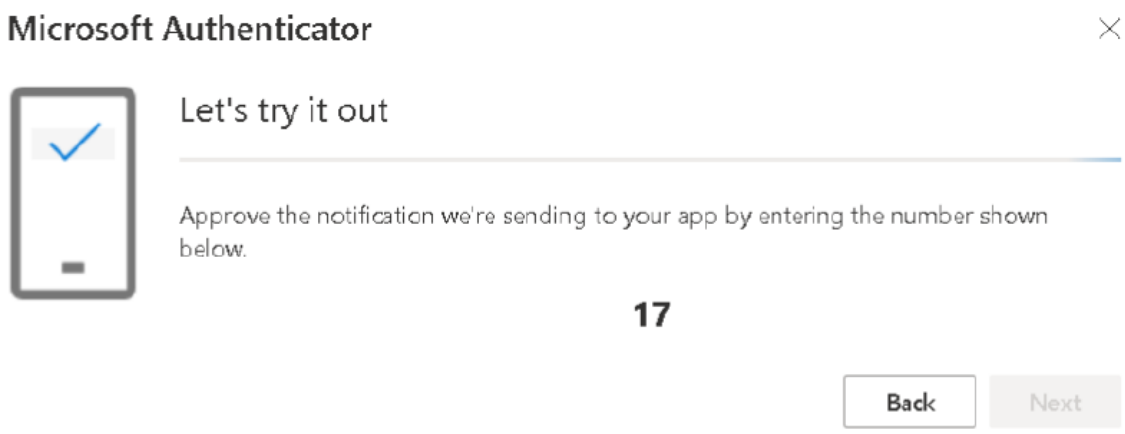
7. The **Scan the QR Code** screen will appear on your **computer**. Scan the QR Code using the **MS Authenticator app** that you installed on your **mobile phone** from **step 1**. Don't scan the QR code in the screenshot of this process, it won't work.



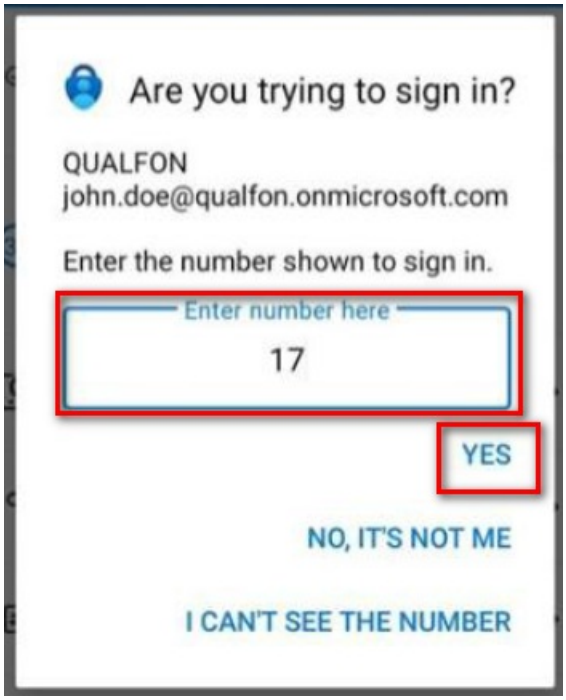
8. To scan the QR Code in the MS Authenticator Mobile app, click on **Verified IDs** in the **lower right-hand corner**. Then tap the **Scan a QR code** button.
    A. If the QR code reader can't read the code, click on the **Can't scan image?** button and follow the Manually Add an Account to MS Authenticator process.



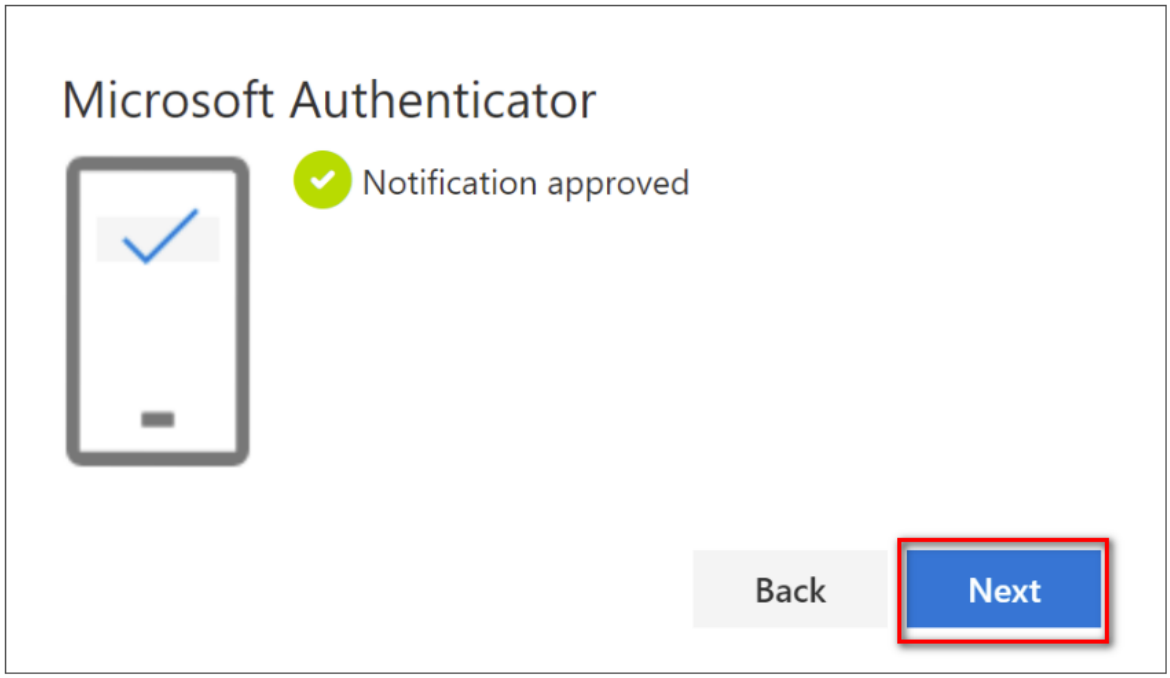
9. Once you are done scanning the QR code, on your computer's browser click on**Next**. It will ask you to test things out and enter the number on the screen into the app on your mobile phone.



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**.



Related Articles

Revision History

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