Register on MS Authenticator

Introduction

Use this guide to register your account with Microsoft Authenticator, the app used for multi-factor authentication (MFA).

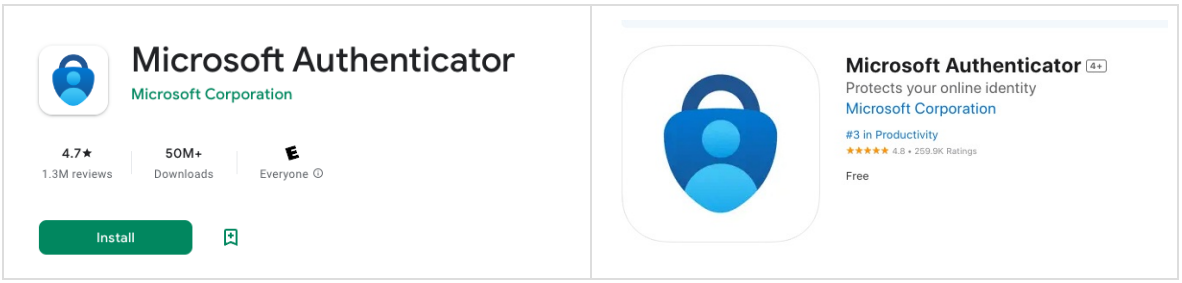
Before you begin

- **Getting a new device?** Register the new device first and complete the steps through Step 2. Then remove the old device.
- **Lost your device or deleted the Authenticator app?** Contact the Service Desk to re-enroll. Once they confirm you're ready, continue to Step 2.

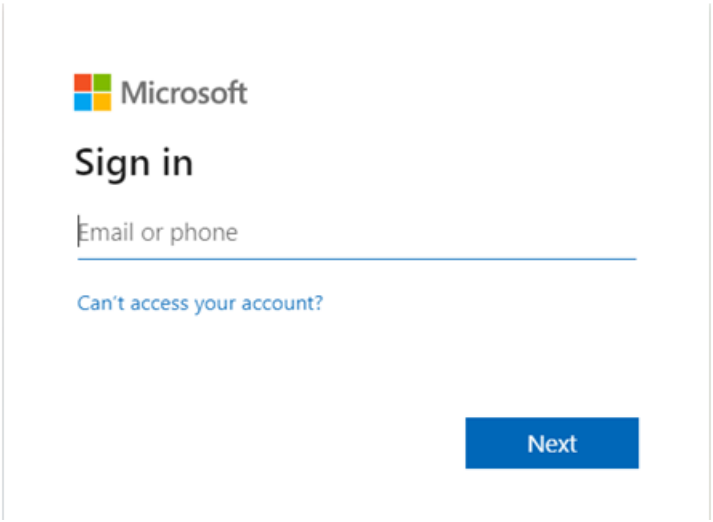
Details

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

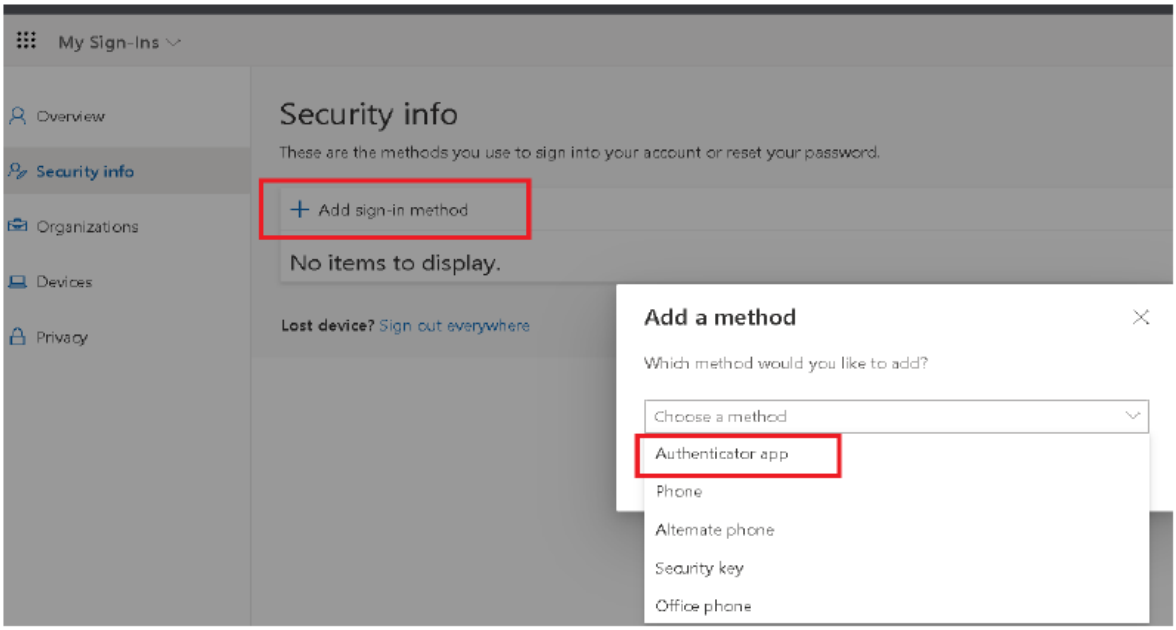
  Google Play Get the app	  App Store Get the app



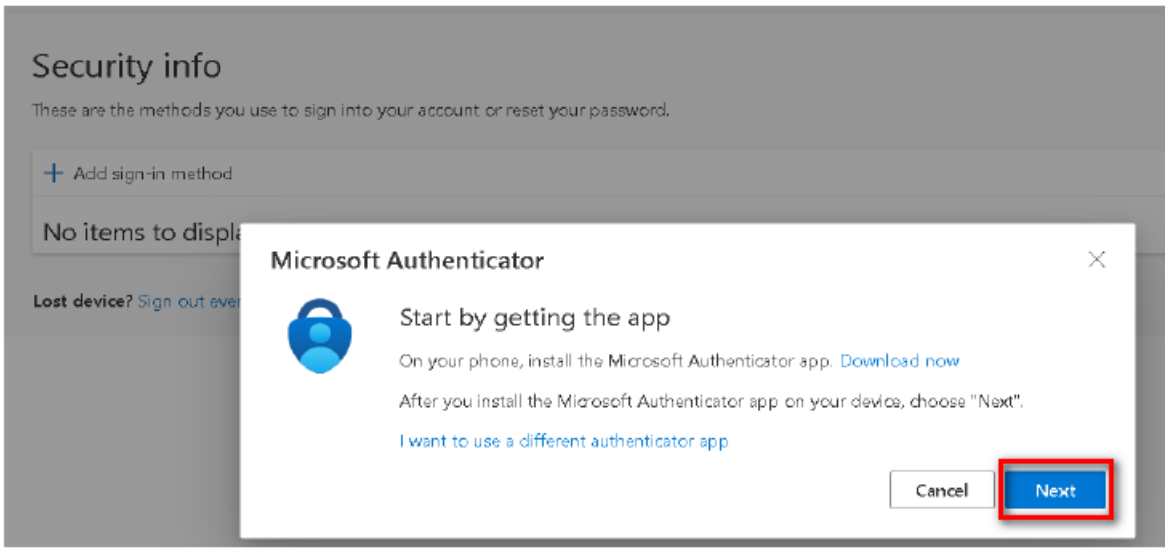
2. Go to https://go.qualfon.com/mfa on your **computer's web browser** (Google Chrome, MS Edge, Firefox, etc.)
    a. You may need to use a personal device for this step.
3. You'll be prompted to enter your **Qualfon email address** on the **Microsoft login** screen. Click on **Next**.



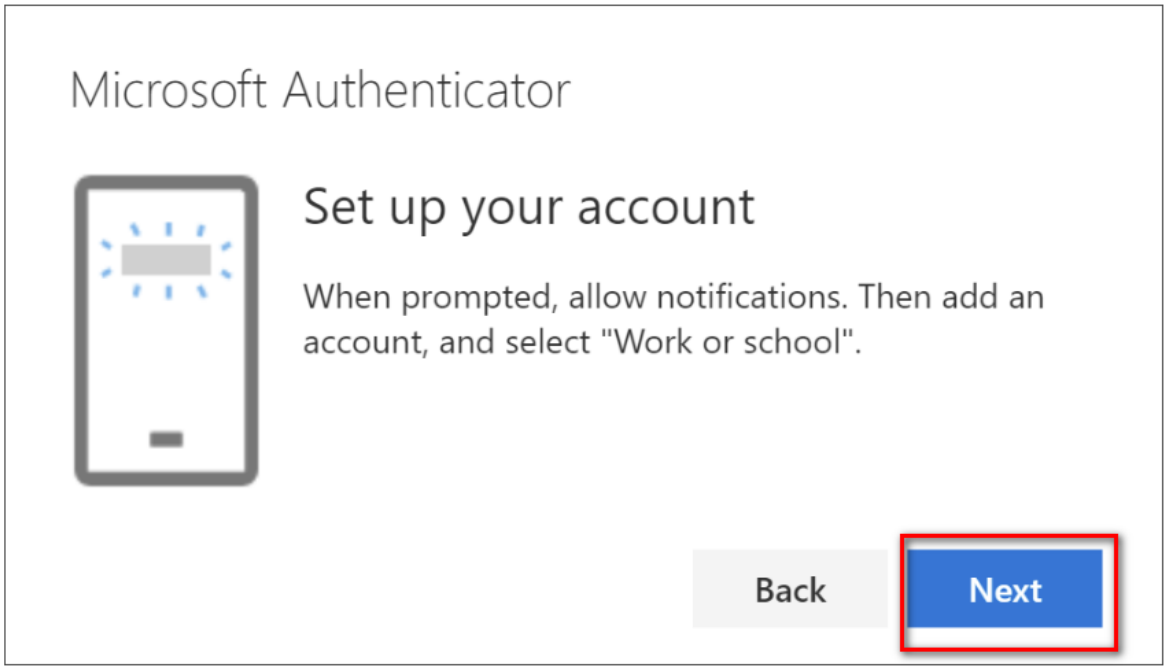
4. On the **Security Info** screen, click on **+ Add sign-in method** and select **Authenticator App**.



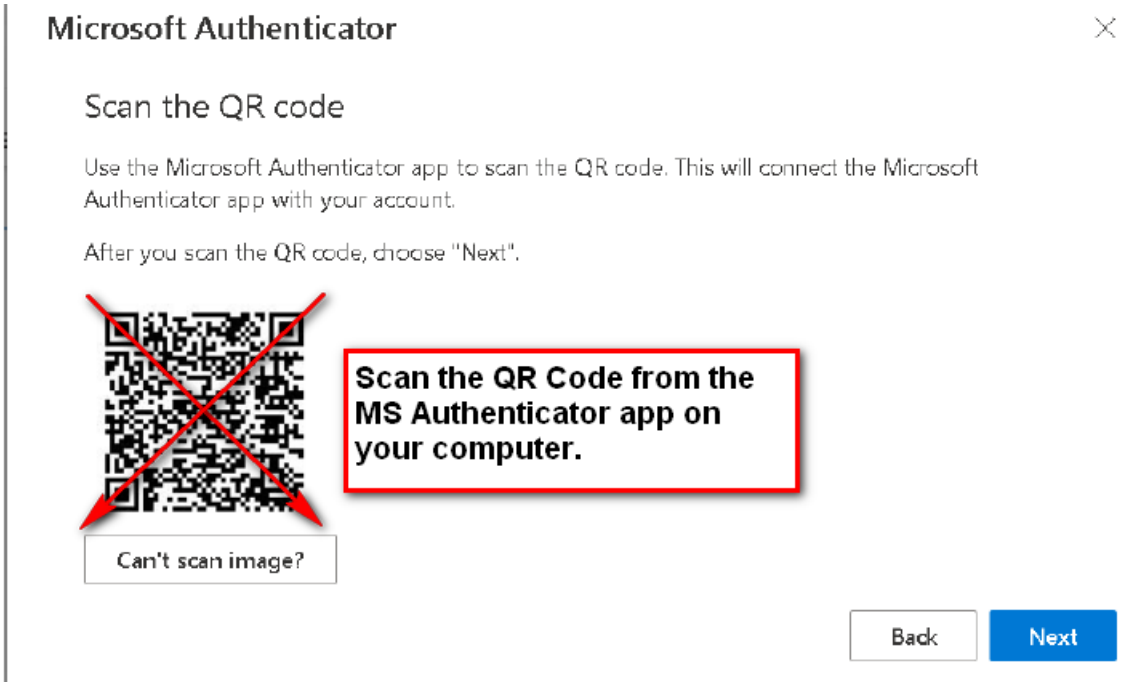
5. On the **Start by getting the app** page, click **Next**.



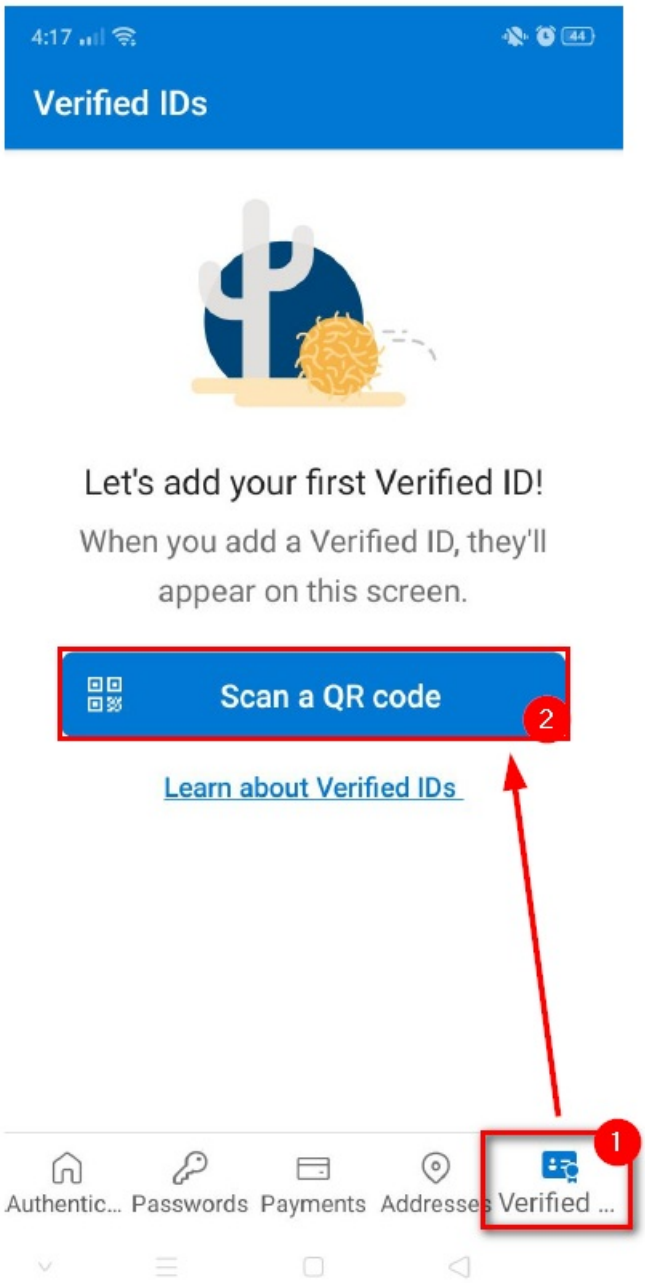
6. On the **Set up your account** screen, click **Next**.



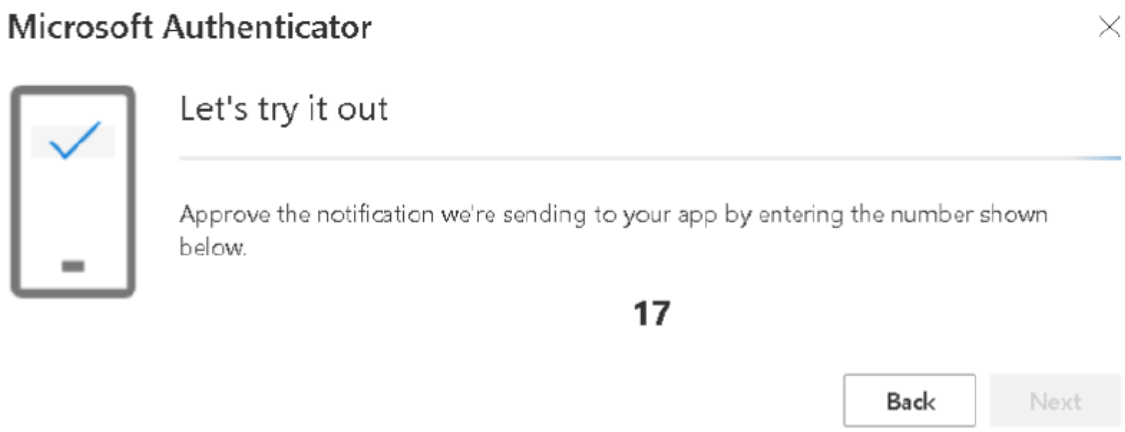
7. The **Scan the QR Code** screen will appear on your **computer**. Scan the QR Code using the **MS Authenticator app** that you installed on your **mobile phone** from **step 1**. Don't scan the QR code in the screenshot of this process, it won't work.



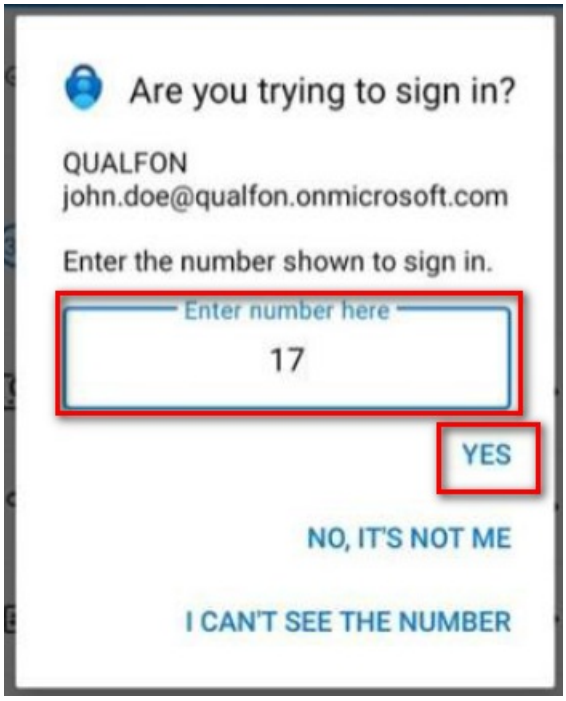
8. To scan the QR Code in the MS Authenticator Mobile app, click on **Verified IDs** in the **lower right-hand corner**. Then tap the **Scan a QR code** button.
    A. If the QR code reader can't read the code, click on the **Can't scan image?** button and follow the Manually Add an Account to MS Authenticator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



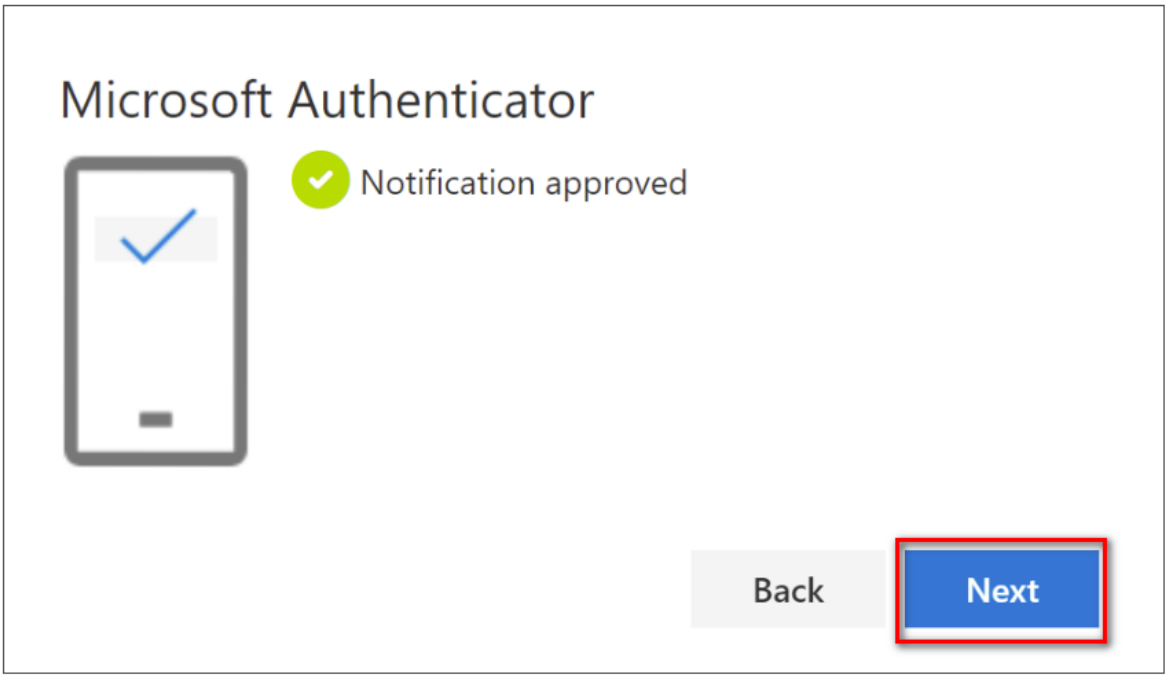
9. Once you are done scanning the QR code, on your computer's browser click on**Next**. It will ask you to test things out and enter the number on the screen into the app on your mobile phone.



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

Date Created: 06/27/2023 7:13 pm EDT
Last Modified: 10/02/2023 3:08 pm EDT