

Setting Up Microsoft Authenticator	
Last Updated: 5/22/2026	Department: IT

Objective:

This document explains how to set up your phone to use multifactor authentication (MFA), a pre-requisite for using Microsoft 365 and UltiPro on non-Augusta Health devices.

Process/Steps:

- I. Begin Authenticator Registration
 1. Download the Microsoft Authenticator app from the Apple App store on iOS or the Google Play store on Android on your phone. See below for examples, but ensure the developer is the Microsoft Corporation.



Figure 1 - The iOS App Store listing for Authenticator

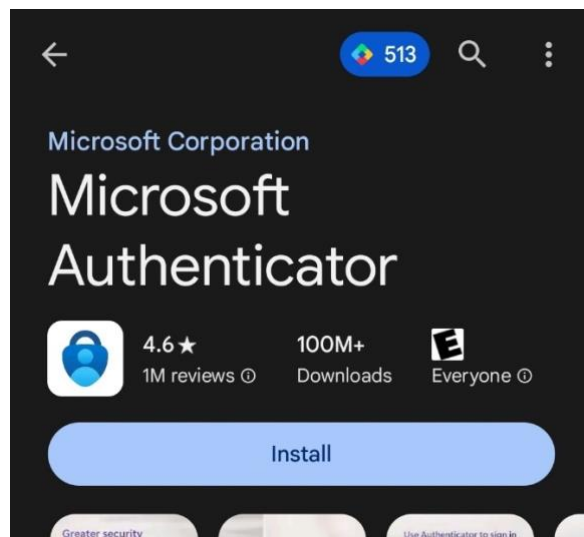


Figure 2 - The Google Play listing for Authenticator

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2. On your PC, navigate to <https://aka.ms/mfasetup> in a web browser.
- II. Sign in using the Augusta Health email address that was assigned to you and your chosen password.
1. Select "Next" on the screen that states more information is required.
 2. Follow the prompts until the site generates a QR code. Leave this page up and return to your phone
 3. On the authenticator app, select the scan QR code in the bottom right corner

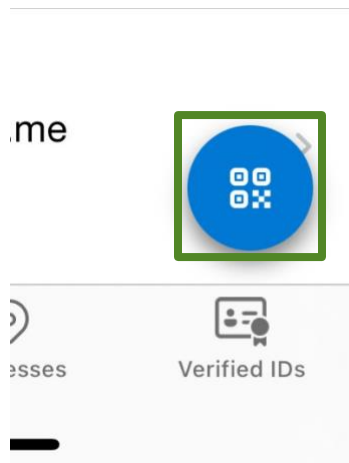


Figure 3 - The scan QR code button highlighted in green

4. Scan the QR code generated by step B above
 5. The authenticator app will return you to the main screen. The process was successful if you see an entry labeled "Augusta Health Care, Inc." followed by your assigned Augusta Health Email account
- III. For questions or assistance call the IT Help Desk 540-332-5555