

Microsoft Azure AD Authentication Overview

<https://www.microsoft.com/vidoplayer/embed/RE4KVJA>

Setup Microsoft Authenticator App for MFA - Students and Instructors

SPECIAL NOTE: The screens you will see during installation/enrollment will vary based on the mobile phone you are using (i.e. iPhone, Android). ****If you do not have two monitors set up to view both the authenticator app and the instructions at the same time, print out the instructions so you can refer to them easily during the set up.**

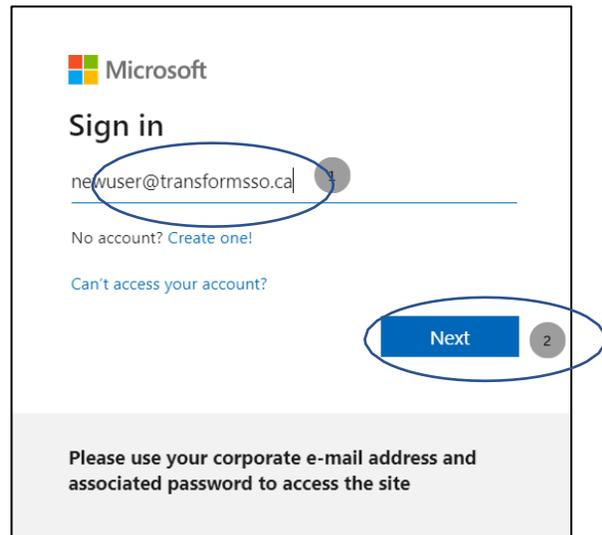
1. Open up Microsoft Edge and go to <https://aka.ms/mysecurityinfo>.

2. If prompted to enter an email address, students and instructors should use the format userID@esclhin.on.ca for your email address.
e.g. stsbaker@esclhin.on.ca

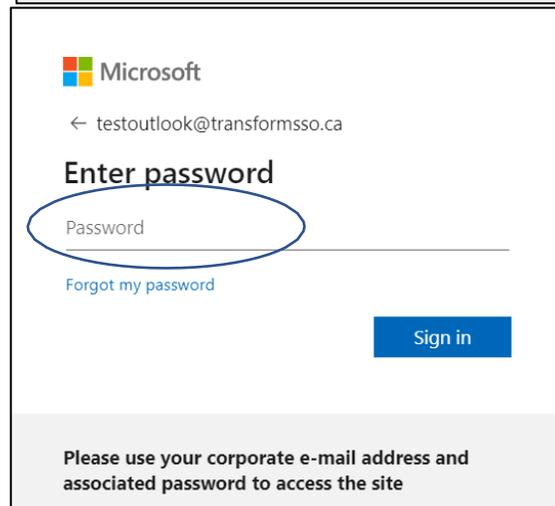
NOTE: The userID is the same one you used to logon to your Learning Journey account. Do not enter your school email address.
Then click **Next**

3. If prompted, enter your password and then click **Sign in**

NOTE: If this is your first time signing in, enter the default Citrix password that was provided to you by the hospital. If you have not received a password, please contact your hospital placement contact for your temporary password. This is not the same password as the default password provided for your Learning Journey account.



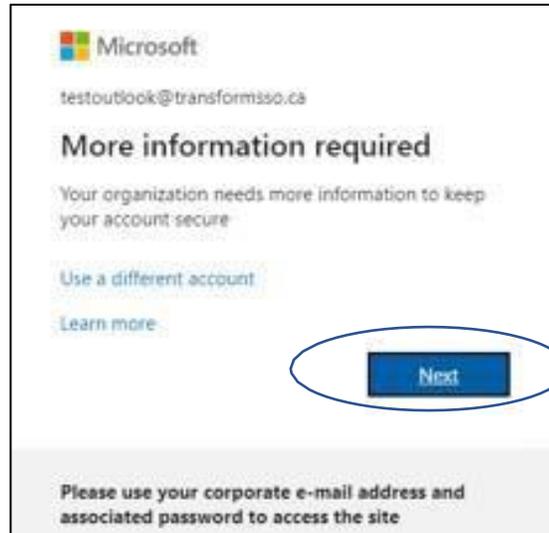
The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "newuser@transformsso.ca", which is circled in blue. Below the input field are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is located at the bottom right of the sign-in section, also circled in blue. At the bottom of the page, there is a grey footer with the text: "Please use your corporate e-mail address and associated password to access the site".



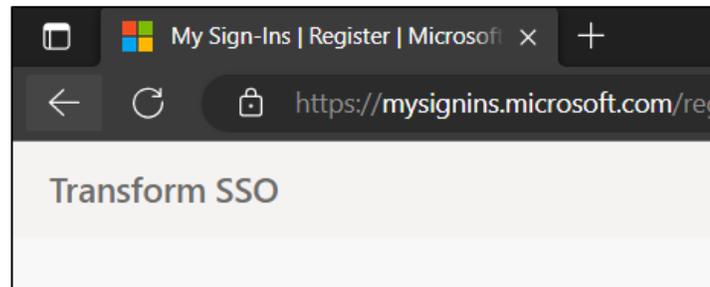
The screenshot shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed. A text input field contains the word "Password", which is circled in blue. Above the input field is a back arrow and the email address "testoutlook@transformsso.ca". Below the input field is a link: "Forgot my password". A blue "Sign in" button is located at the bottom right of the page. At the bottom of the page, there is a grey footer with the text: "Please use your corporate e-mail address and associated password to access the site".

Multifactor Authentication and Self-service Password Reset

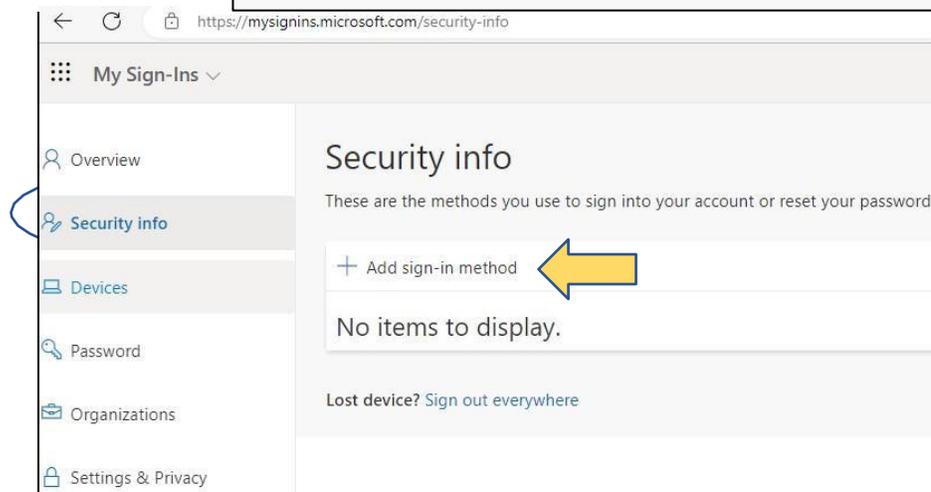
4. You **may** receive this message prompting you to set up MFA. Click **Next** to proceed.



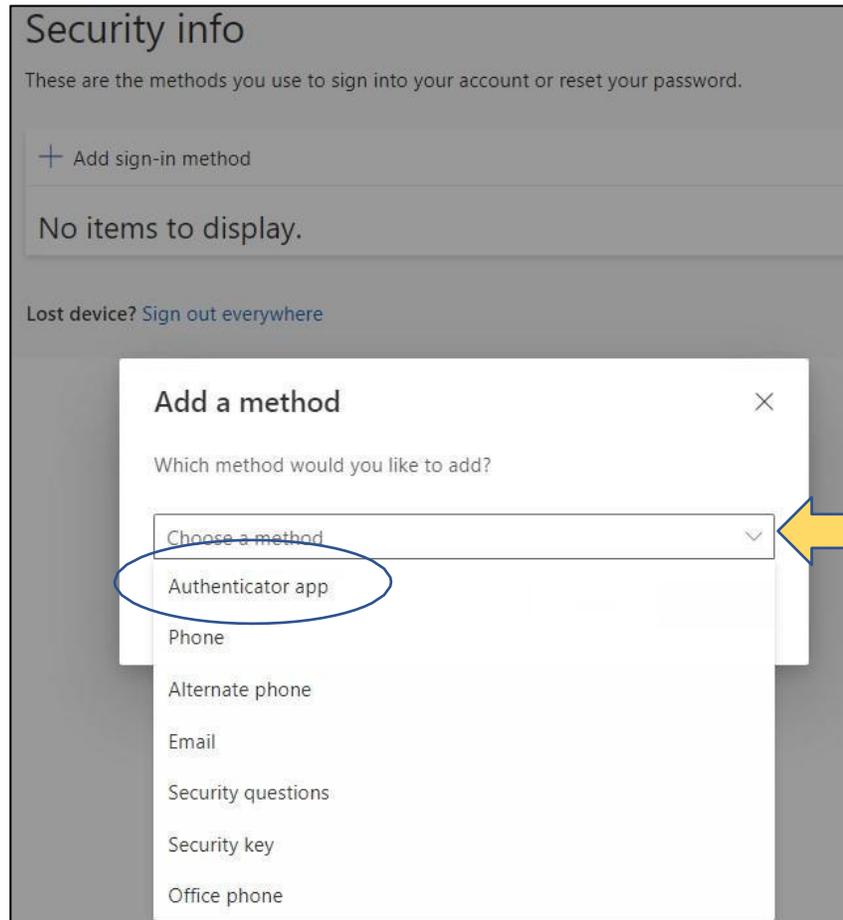
5. You will automatically be redirected to **My Sign-Ins** Page



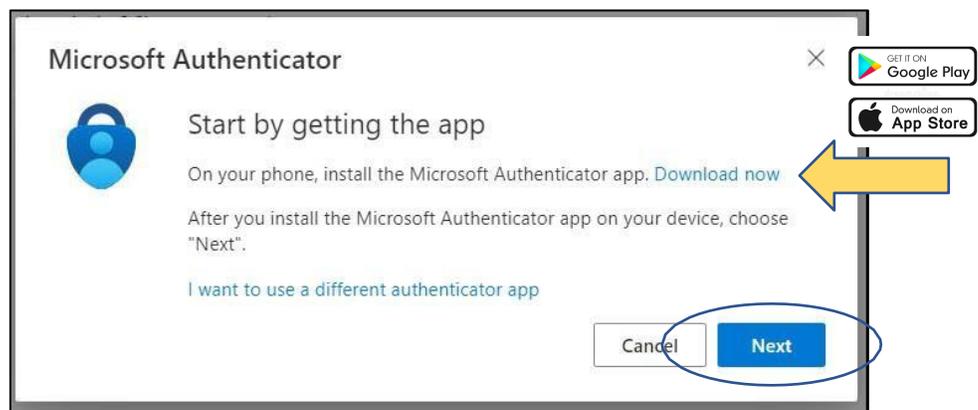
6. Click **+ Add sign-in method** from the **Security Info** tab. **Note:** If you do not see a sidebar with Security info tab, you may need to maximize the window.



7. Select **Authenticator app** from the drop-down box then click **Add**



8. **On your Mobile Device**, install the Microsoft Authenticator app by searching “Microsoft Authenticator” in the App Store or Google Play Store, or click **Download Now** to install the app on your phone – scan QR code.

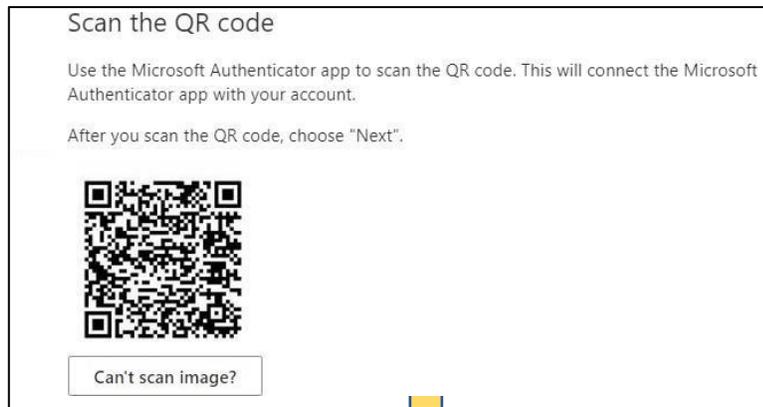
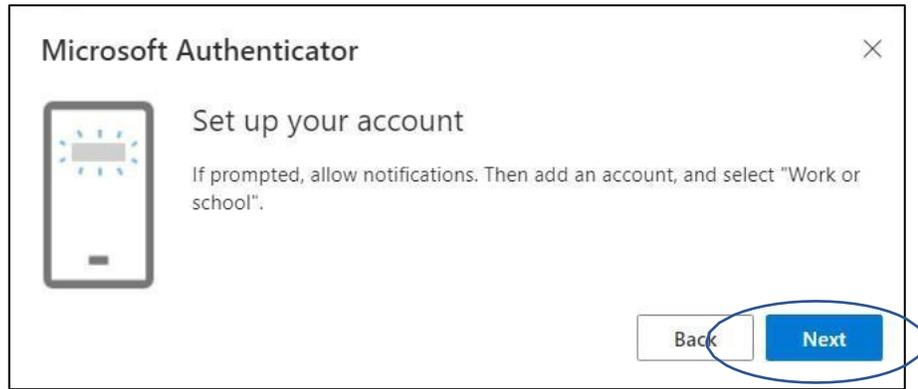


Note: The first time you set up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app

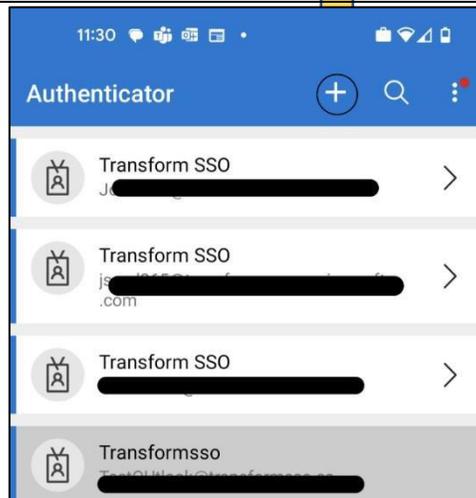
Multifactor Authentication and Self-service Password Reset

9. Once installed on your mobile device, click **Next** to take pictures and record video (Android). **You must select Allow** so the authenticator app can access your camera to take a picture of the QR code in the next step.

10. Click **Next** to reveal your QR code. See below for QR code example.



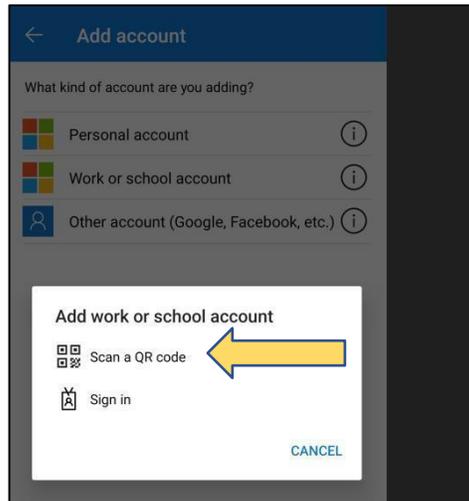
11. **On your Mobile Device**, launch the Authenticator App on your phone, and then tap the **plus sign “+”**



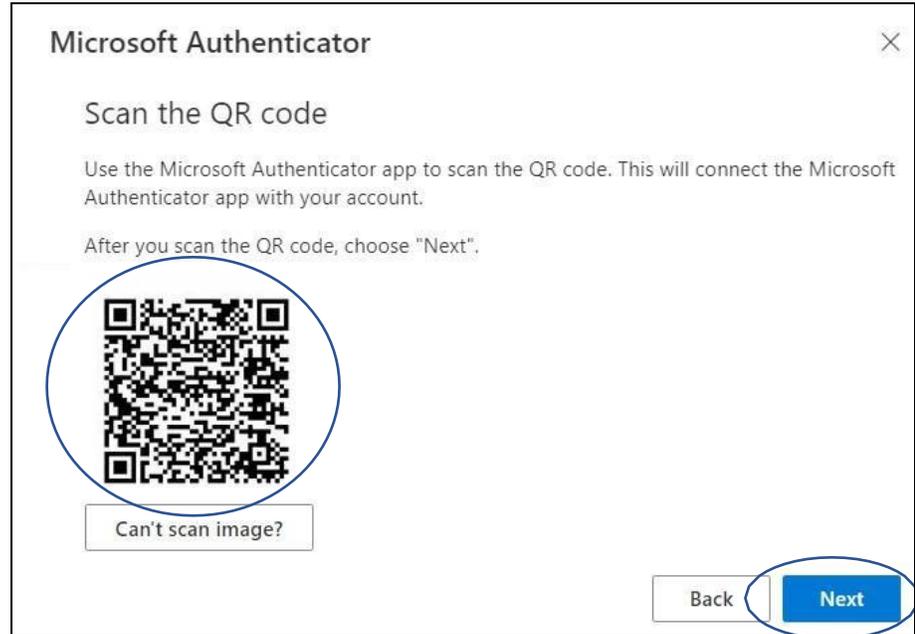
12. On your Mobile Device Tap **Work or school Account**.



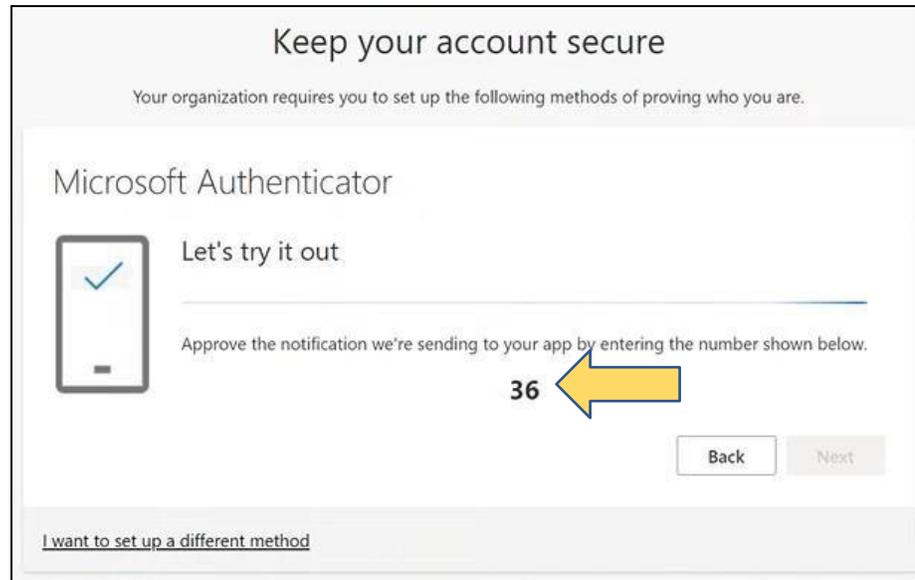
13. On your mobile device, Tap **Scan a QR code**. Using your camera hold the phone over the QR code that is displayed on your computer.



14. On your mobile device, scan the QR code shown on the computer screen. Your phone may ask permission to send notifications and access your camera. You **must allow access** to scan the code. Then click **Next**.

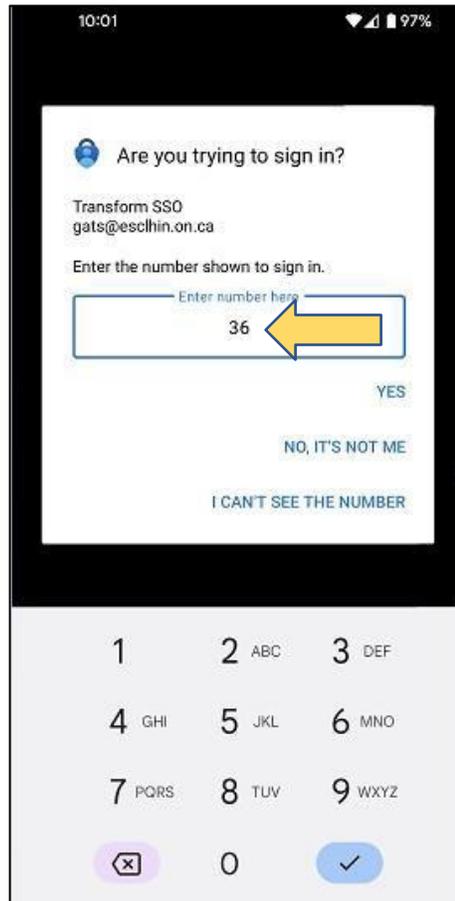


15. Approve the notification on your mobile device by entering the number shown on the computer screen.

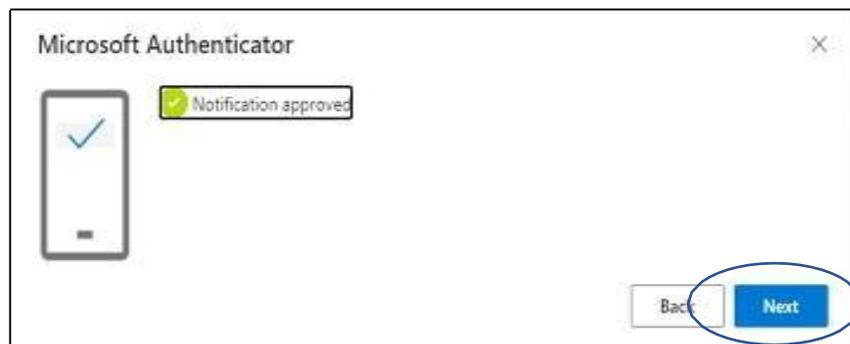


Multifactor Authentication and Self-service Password Reset

16. On your mobile device, enter the number shown on the computer screen. Then click **YES**.
17. You may be prompted to unlock your phone. Please do so.

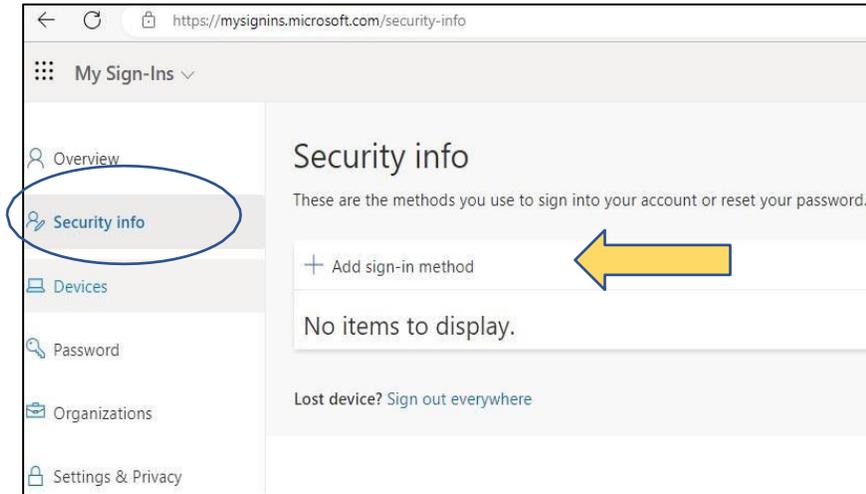


18. Click **Next** on your computer after the Authenticator app has shown that Notification is approved.

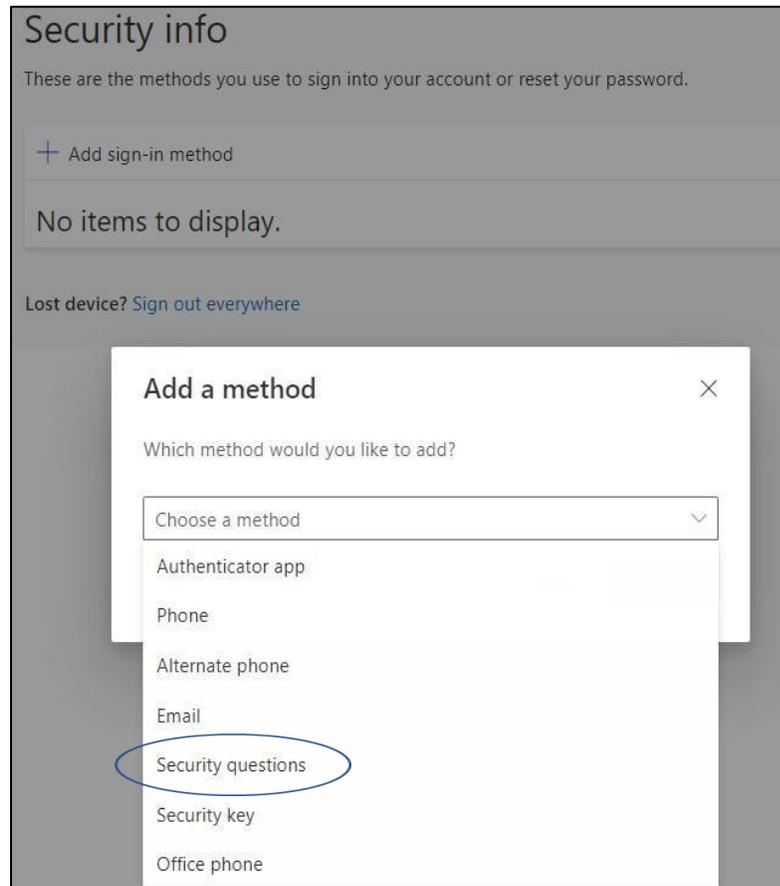


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19. Go back to My Sign-Ins and Click **+ Add sign-in method** from the **Security Info** tab.



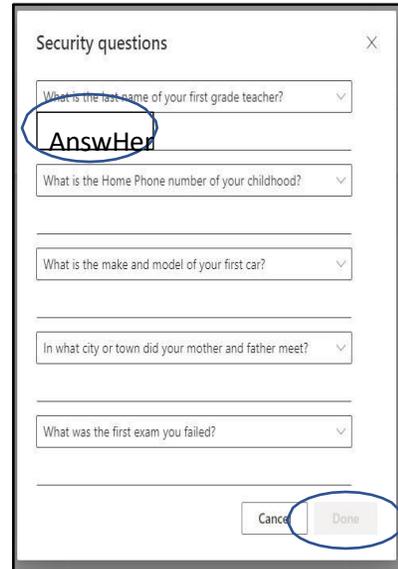
20. Select **Security Questions** from the drop-down box then click **Add**.



Multifactor Authentication and Self-service Password Reset

21. Answer **6** of the security questions and then click **Done**. You are now ready for Self-Service Password Reset (SSPR).

Example questions :



The screenshot shows a dialog box titled "Security questions" with a close button (X) in the top right corner. It contains five dropdown menus with the following questions: "What is the last name of your first grade teacher?", "What is the Home Phone number of your childhood?", "What is the make and model of your first car?", "In what city or town did your mother and father meet?", and "What was the first exam you failed?". Below the questions are two buttons: "Cancel" and "Done". The word "Answer" is written in the first input field, and both "Answer" and "Done" are circled in blue.