# How to register into MFA using Mobile number or MS Authenticator

- **Note: You cannot create your MFA profile outside of the IQVIA network. Your desktop/Laptop needs to be connected to a trusted IQVIA Network such an IQVIA office network or secure VPN connection.**
- **Users already on IQVIA network can use the given steps below to register in MFA**
- **Users not on the IQVIA network can use xDesk or Published browser to login through PinSafe into the IQVIA network and get registered in MFA using the below steps**

Steps for configuring the Phone Method as a primary.

1. On your PC connected to an IQVIA network, open https://myprofile.microsoft.com
2. Select Security Info on the left side blade or on the Security info tile.
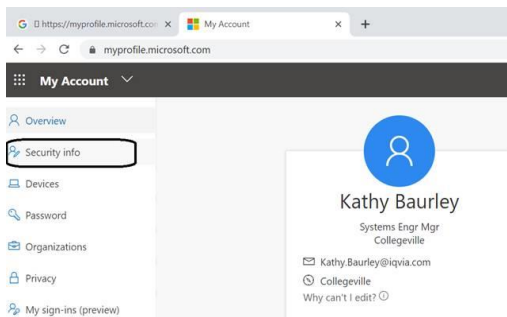
3. Tap on the + **Add method**. Select **Phone** and tap on **Add**
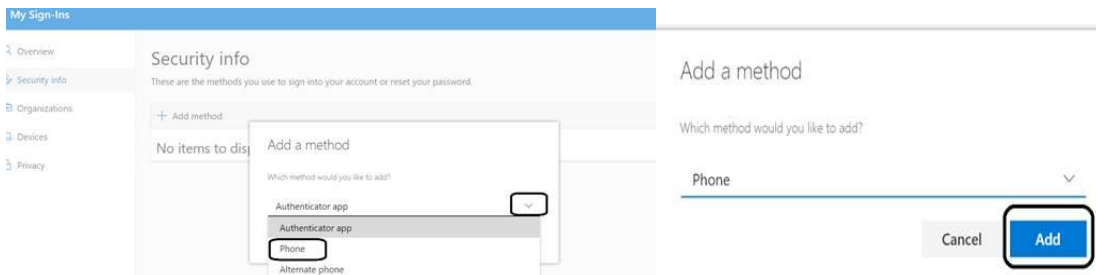
4. Select your **method** of authentication **text or phone call**. I picked text. Type in your mobile number and select next and it will send you an MFA code for verification. Type in code and select next. And you are done. You will see a confirmation screen

5. Confirm that the default method for MFA is set to **Phone- text or call**.
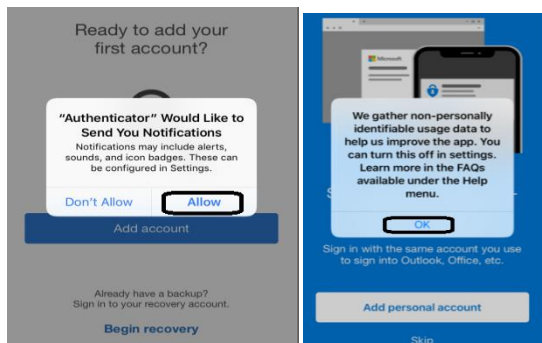

Steps for configuring the MS Authenticator Method

    A. **Installing and configuring the Microsoft Authenticator App on mobile device**
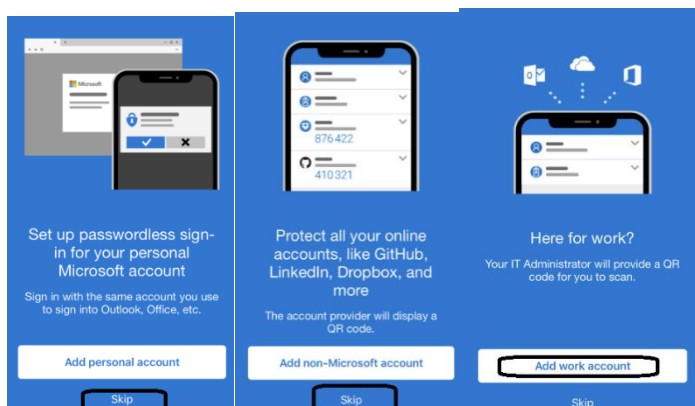1. Go to the App store (iOS) or Google Play store (Android) and install the **Microsoft Authenticator App** on your Mobile device.
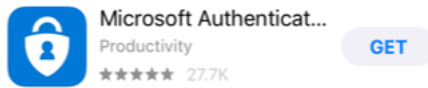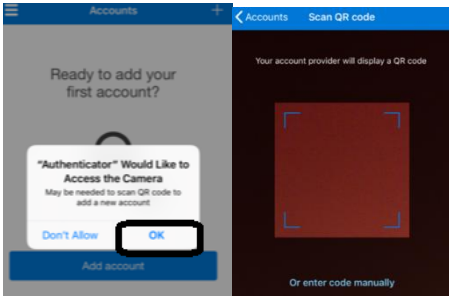

2. Open **Microsoft Authenticator** App and select **Allow** for the Authenticator notification. And tap on **OK** for the data usage message

3. Tap on **Skip** for both "**add personal account**" and "**add non-Microsoft account**" options. Tap on "**Add work account**" option.
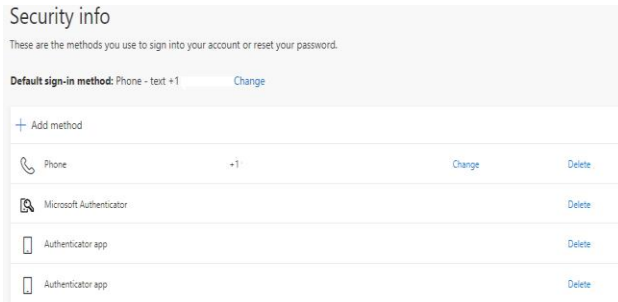
Select OK to allow Authenticator to **access to the camera**

B. **Steps for configuring the Microsoft Authenticator App as your MFA Method**.

1. On your PC connected to an IQVIA network, open https://mysignins.microsoft.com/security-info. Select **Security Info** on the left side blade or on the Security info tile.


2. Tap on the + **Add method**. Select **Authenticator app** and tap on **Add . Note**- If you have an MFA profile set up previously with phone method, do **not** remove. The mobile number method will act as a backup, if you are unable to access or use the Authenticator app for some reason
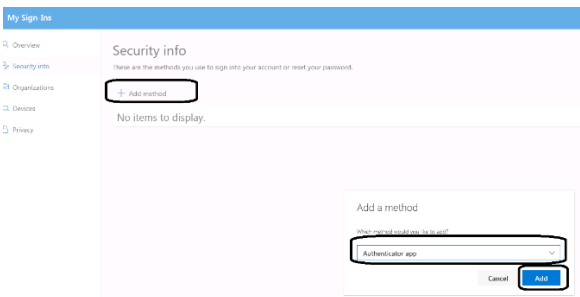

3. If you have not installed Microsoft Authenticator App on your mobile device, you need to install it to complete the setup. Go back and complete the steps in section A. Once installed, select **Next** and **Next**
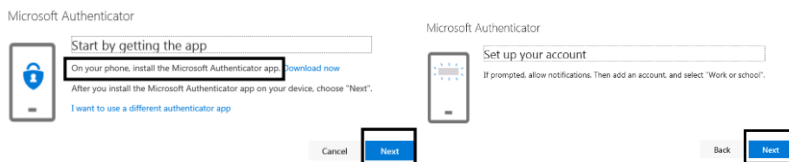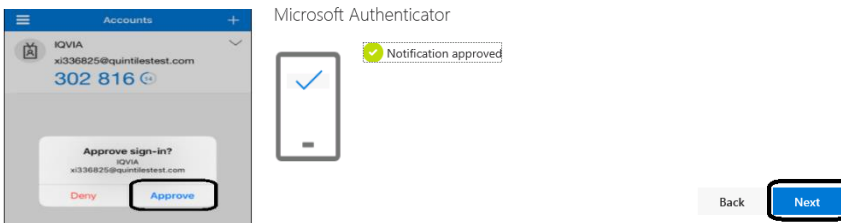
4. Use your mobile device camera to scan the OCR code. With successful scan, the Microsoft Authenticator App will show a code
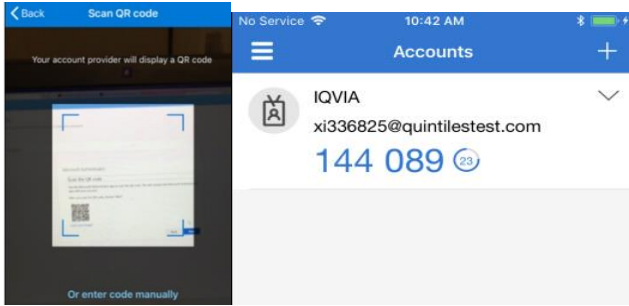
5. After a successful scan, choose **Next** in your browser on your PC
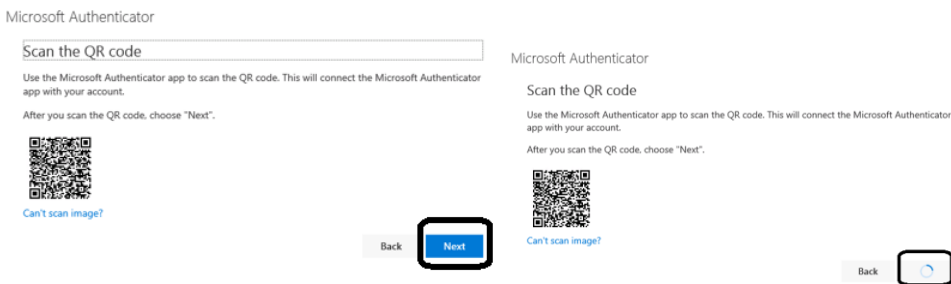
6. On your mobile device, select **approve** to approve the Sign-in. And you will receive confirmation on your PC browser that **Notification approved**. Select **Next** to complete setup.

Important Notice –

If you see the Approve Sign-in dialog message pop up on your mobile device and **you were not the initiator of the MFA challenge** with Intune enrollment or SSPR, **Select Deny** for protection of your account.

7. Confirm that the default method for MFA is set to **Phone- text or call** and keep MS Authentication as backup