# 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

Overview	Security info	4.00 - 50 - 50	Add a method	
Security info	These are the methods you use to sign into your account or reset your passwor	Add a method		
Trganizations + Add method				
Devices	No items to dis Add a method	which method would you like to add?		
Privacy	Which method would you like to add?	Phone	×	
	Authenticator app			
	Authenticator app		Cancel 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

You can prove who you are by a texting a code to your phone.	inswering a call on your phone or	Phone
What phone number would you	like to use?	
United States (+1)	• 2679337707	We just sent a 6 digit code to +1 2679337707. Enter the code below
~		216119
Text me a code		
<ul> <li>Text me a code</li> <li>Call me</li> </ul>		Resend code

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

## Change default method

Which method would you like to use to sign in?



Phone - text +91 9551480272

#### 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.

Set up passwordless sign in for your personal Microsoft account Sign in with the same account you use to sign into Outlook, Office, etc.	Protect all your online accounts, like GitHub, LinkedIn, Dropbox, and more	Here for work? Your IT Administrator will provide a OR code for you to scan.
Add personal account	Add non-Microsoft account	Add work account
Skip	Skip	Skip

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 <a href="https://mysignins.microsoft.com/security-info">https://mysignins.microsoft.com/security-info</a> info. Select Security Info on the left side blade or on the Security info tile.

Security info			
These are the methods you use to sign into you	ir account or reset your password.		
Default sign-in method: Phone - text +1	Change		
+ Add method			
& Phone	+1	Change	Delete .
K Microsoft Authenticator			Delete
Authenticator app			Delete
Authenticator app			Delete

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, <u>do not remove</u>. The mobile number method will act as a backup, if you are unable to access or use the Authenticator app for some reason

My Sign Ins	
R Overview	Security info
Security into	These are the methods you use to sign into your account or reset your password.
Organizations	+ Add method
Devices	No itame to diralay
Privacy	No items to display.
	Add a method
	Which method would you like to add?
	Admenication app
	Cancel Add

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** 

Microsoft	t Authenticator	Microsoft /	Authenticator
	Start by getting the app	_	Set up your account
l â l	On your phone, install the Microsoft Authenticator app. Download now	2	If prompted, allow notifications. Then add an account, and select "Work or school".
•	After you install the Microsoft Authenticator app on your device, choose "Next".		
<u> </u>	I want to use a different authenticator app		
	Cancel	Next	Back 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

Microsoft Authenticator	
Scan the QR code	Microsoft Authenticator
Use the Microsoft Authenticator app to scan the QR code. This will connect the N app with your account.	ssoft Authenticator Scan the QR code
After you scan the QR code, choose "Next".	Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.
	After you scan the QR code, choose "Next".
Can't scan image?	
	k Next Can't scan image? Back

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.

=	Accounts	÷	Microsoft Authenticator	
Ä	IQVIA xi336825@quintilestest.com 302 816 ④	~	Notification approved	
	Approve sign-in? IDVIA xi336825@quintilestest.com Deny Approve	)	Back	Next

Important Notice -

If you see the Approve Sign-in dialog message pop up on your mobile device and <u>you were not</u> <u>the initiator of the MFA challenge</u> 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