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

| Security info | | 8.17 37 37 | |
|---|--|---|---|
| These are the methods you use to sign into your account or reset your password. | | Add a method | |
| ganizations + Add method | | White and a star star star | |
| No items to dis Add a method | | which method would you like to add? | |
| Which method would you like | e to add? | Phone | × |
| Authenticator app | <u>~</u> | | |
| Authenticator app | | | Cancel Add |
| | + Add method No items to dis Add a method Which mend would you in Authenticator app Authenticator app | These are the methods you use to sign into your account or reset your password. Add method No items to dis Add a method Which method would you like to add? Authenticator app | These are the methods you use to sign into your account or reset your password. AGO & METHOO AGO & METHOO Which method would you like to add? Phone Authenticator app Authenticator app |

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. | nswering 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 | | |
| Text me a code Call me | | 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 signin for your personal Microsoft account | 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 https://mysignins.microsoft.com/security-info info. Select Security Info on the left side blade or on the Security info tile.

| Sec | urity info | | | |
|---------|--|-----------------------------------|--------|--------|
| These a | ire the methods you use to sign into you | r account or reset your password. | | |
| Default | t sign-in method: Phone - text +1 | Change | | |
| + Ac | dd method | | | |
| C | Phone | +1 | Change | Delete |
| [9. | 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 into R Organizations R Devices | Security info There are the section into use to sign one your account or read your password. |
| D Privacy | Add a method "the method is to at" Authorization go Cannot Automatication |

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**

| Microsof | t Authenticator | Microsoft / | Authenticator |
|----------|--|-------------|---|
| | Start by getting the app | _ | Set up your account |
| Ô | 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". | | |
| L- | 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 app with your account. | crosoft 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? | |
| | ack Next Can't scan image? |

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