

Setting up two-factor authentication (MFA) with Microsoft Authenticator

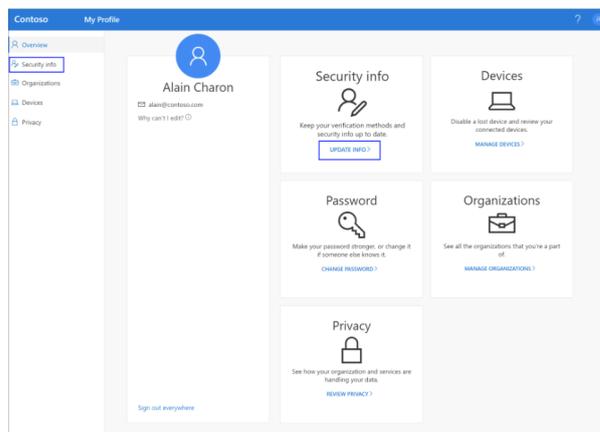
To use two-factor authentication (MFA) in North Denmark Region (RN), it is necessary to set up your mobile phone and user account with Microsoft Authenticator.

In this guide, you can see how to set up MFA on your Region Nordjylland user account. To complete the guide, you need a PC and a mobile phone.

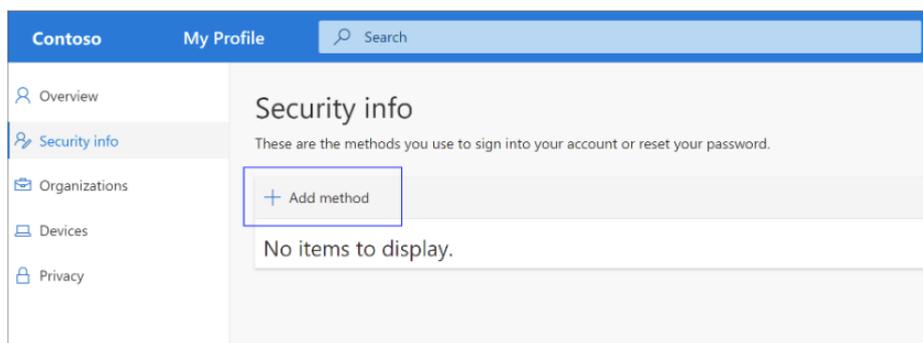
1. Log in to: <https://myaccount.microsoft.com/> with your RN email and password from a PC - you must be able to scan a QR code on the PC with your mobile phone.

NOTE: If you do not have an RN email, e.g. because you are not employed by RN, you must write ext.[username]@rn.dk in the email field (for example: ext.abcd@rn.dk).

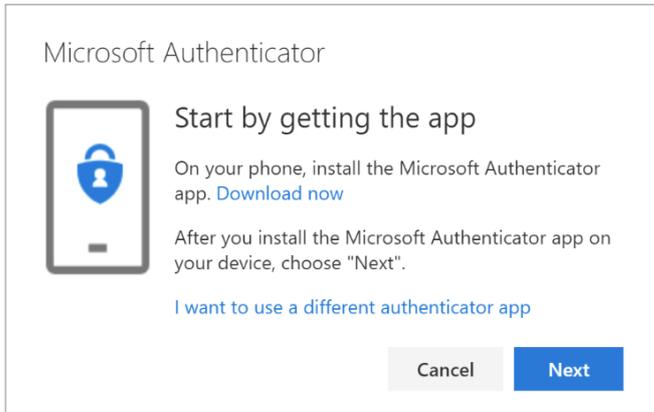
Select **Security information** from the left menu pane:



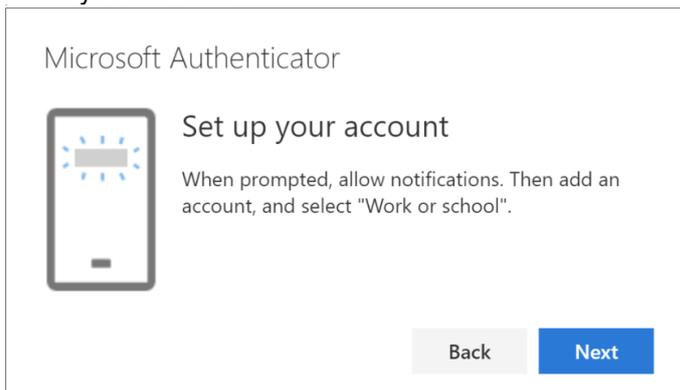
2. Click **Add method** .



3. On the *Add a method*-page, select **Authenticator app** from the list, and then select **Add**.
4. Download and install the **Microsoft Authenticator App** on your mobile phone via the phone's App store (skip this step, if the app is already installed on your phone) and press **Next** on your PC.



5. When you see this:

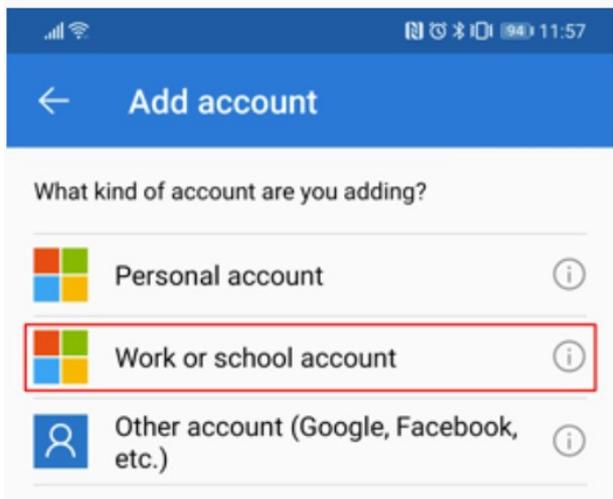


click **Next**.

6. Open the Microsoft Authenticator App on your mobile phone and add an account by clicking on +

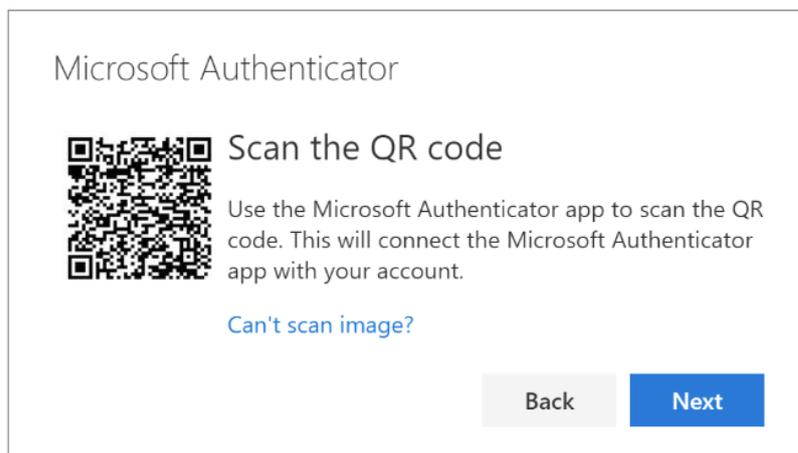


7. Select **Work or school account** from the list

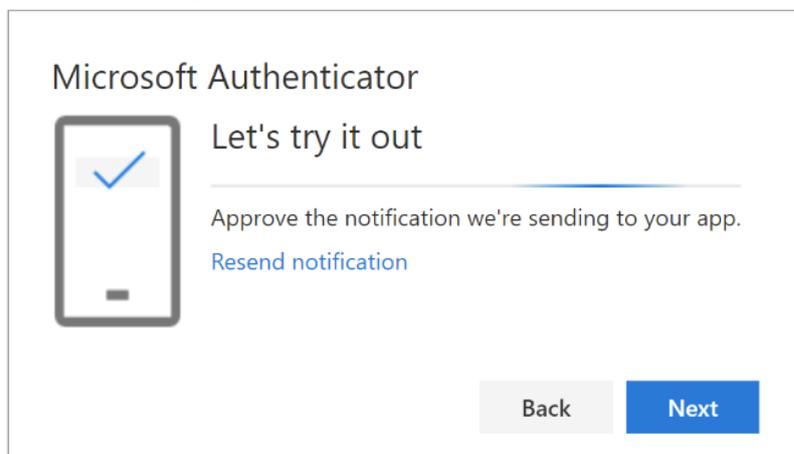


8. Select **Scan QR code**

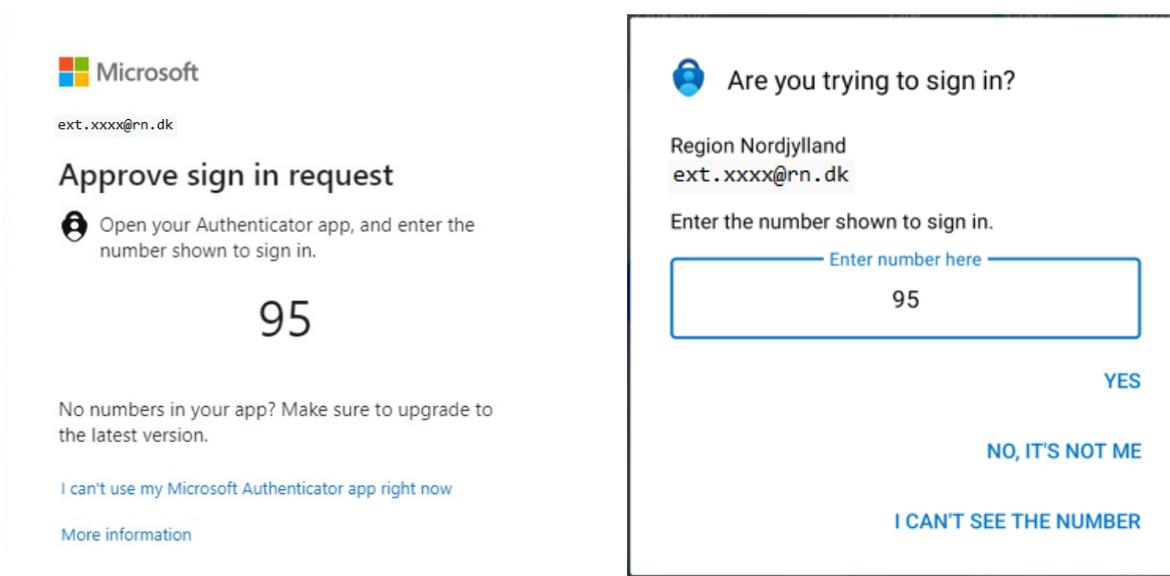
9. Select **Next** on the *Scan the QR code*-page on your PC. A notification is sent to the Microsoft Authenticator app on your mobile phone to test your account.



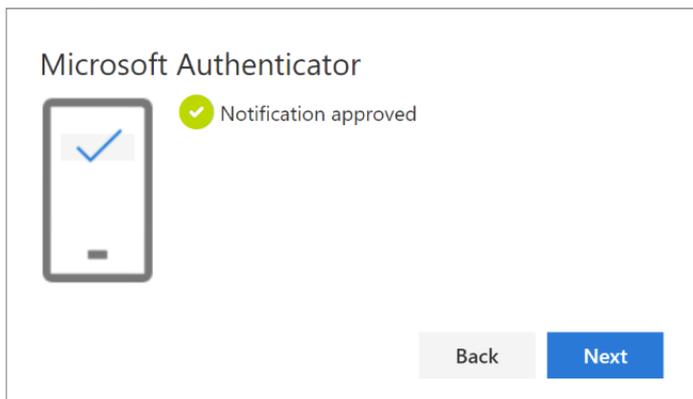
10. Enter the code, you are presented with in your **Microsoft Authenticator App**, on your **PC**.



11. and click **Yes**.



12. Finish by selecting **Next**.



13. You have now added **Microsoft Authenticator** as a logon method to your account.

Please see the guide **Login to ESA from external network** to learn how to use Microsoft Authenticator to login to ESA.