## Multifactor Authentication Microsoft Authenticator App Instructions

## **Microsoft Authenticator App**



1. A screen with a QR code specific to your login ID will open. Before you proceed, make sure you have the Authenticator App downloaded on your phone.



- a. If you <u>do not</u> already have Authenticator App installed on your phone:
  - i. Go to either **Google Play** (Android) or the **App Store** (Apple) and search for "Microsoft Authenticator." Click on the app that looks like a person icon inside a padlock and download.



ii. When the app opens, you should see a screen prompting you to add an account. Click the "Add account" button.



iii. On the "Add account" screen, click "Work or school account."



iv. Three options should appear. Click "Scan QR code."

	Add work or school account
	Sign in
	Scan QR code
(i) When	vou are signed in with your personal account all

v. Scan the QR code on your screen (step "1" above). This will load the "Joint Commission AD B2C" account on your phone.



- b. If you already have the Authenticator App installed on your phone:
  - i. Open the app and use the round button in the bottom right-hand corner of your screen to **scan the QR code** on your computer screen (step "1" above).



ii. This will load the "Joint Commission AD B2C" account on your phone.





3. The next screen is for entering the code from the Authenticator App. This screen needs to be opened before you check the Authenticator App on your phone.

The Joint C	ommission	Joint Commiss Resources	ion J	loint Commissio nternational
Enter the verif	ication cod	le from your au	thenticat	or app.
Enter your	code.			
		Verify		

4. Open the Authenticator App on your phone and select the "Joint Commission AC B2C" for this user.



5. Find the "One-time password code."

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Joint Commission AD B2C POC @yahoo.com	
One-time passwords enabled You can use the one-time password codes generated by this app to verify your sign-ins	
One-time password code 018 867	

6. Enter the code on the screen and click "Verify."

The Joint Commission	Joint Commission Resources	Joint Commissio International
Enter the verification co	ode from your authe	nticator app.
018867		
	Verify	