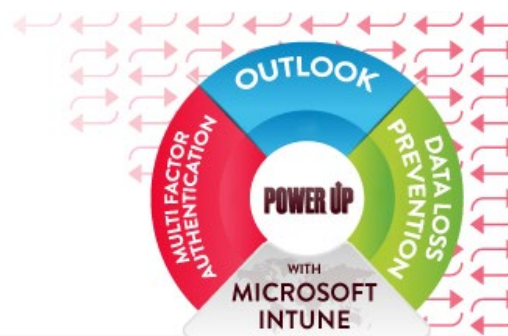




POWER UP YOUR PRIVACY & SECURITY



WITH MULTI FACTOR AUTHENTICATION



Revised 6/24/2020

MULTI-FACTOR AUTHENTICATION (MFA) ENROLLMENT

There are multiple options for Multi-Factor Authentication. However, it is highly recommended to use the **Microsoft Authenticator App** option **AND** the **Phone Call** option.

The steps illustrated below are for configuring the Microsoft Authenticator App followed by setting up the Phone Call option.

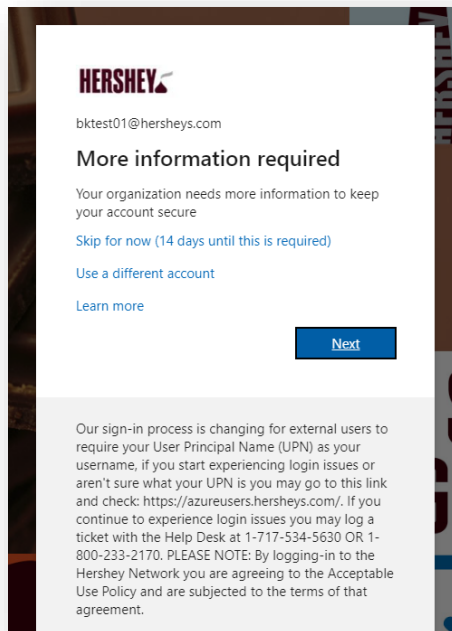


Be sure to have both a laptop/pc and a mobile device available since both will be used for enrollment. Each step will have an icon showing it is to be completed on a Laptop/PC  or a Mobile Device .

Please also have all Passwords (Hershey account, Apple ID, Google Play Sign-in) ready in case they are needed.

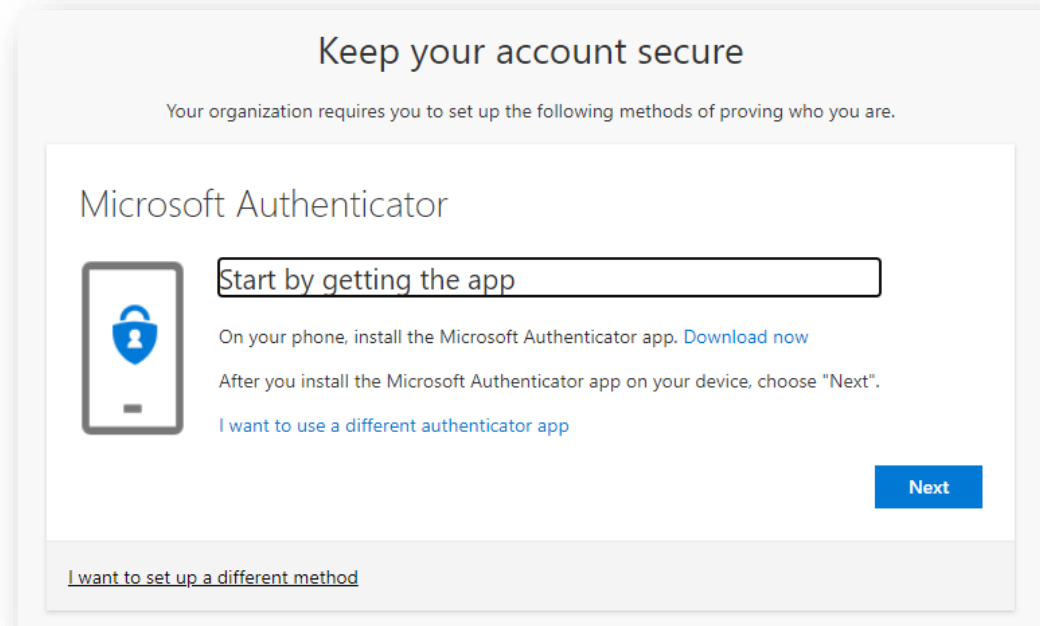
Step 1

Navigate to <https://aka.ms/mfasetup> on your **Laptop or PC.**



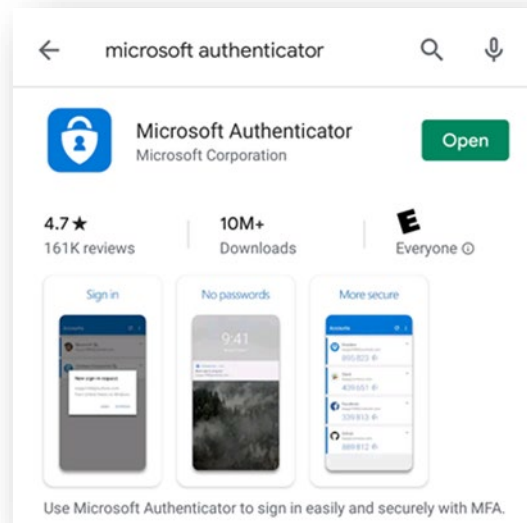
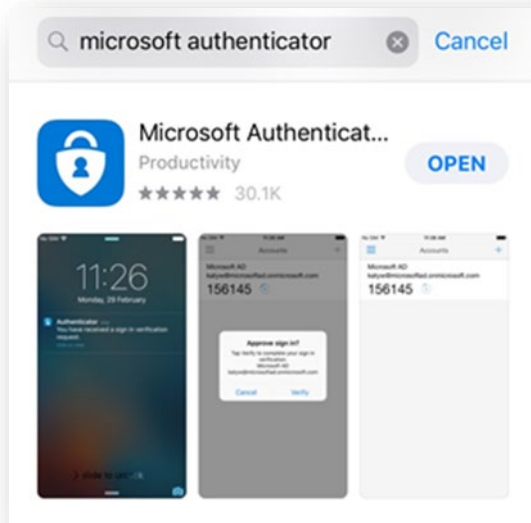
Step 2

You will be instructed to download the Microsoft Authenticator App on your mobile device. You can leave this page as is for now; you will come back shortly. **Continue** to the next step.



📱 Step 3

On your **Mobile Device**, download the Microsoft Authenticator app from the **iOS App Store/Android Google Play Store** (*Personal side, not Work side on Android*).



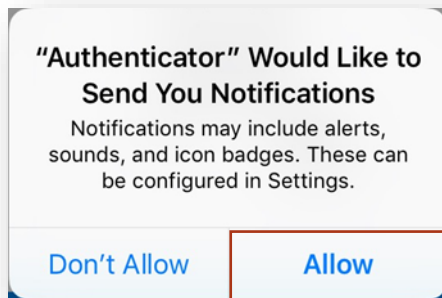
📱 Step 4

On your mobile device, if not already open, open the **Microsoft Authenticator App**.



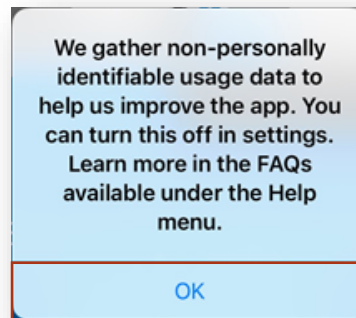
📱 Step 5

If prompted for notifications, tap **"Allow"**.



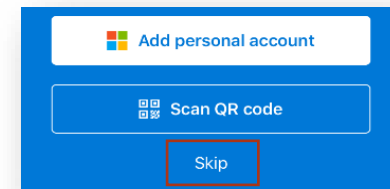
📱 Step 6

If prompted for usage data, tap **"OK"**.

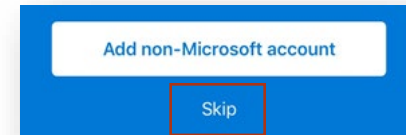


📱 Step 7

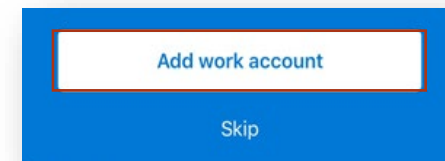
Tap **"Skip"** on adding a personal account.



Tap **"Skip"** on adding a non-Microsoft account.

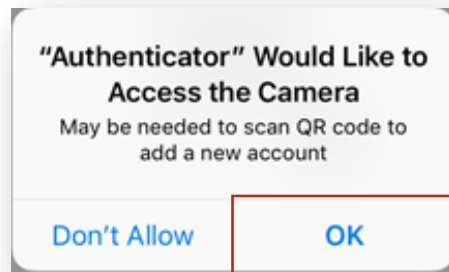


Tap **"Add work account"**.



Step 8

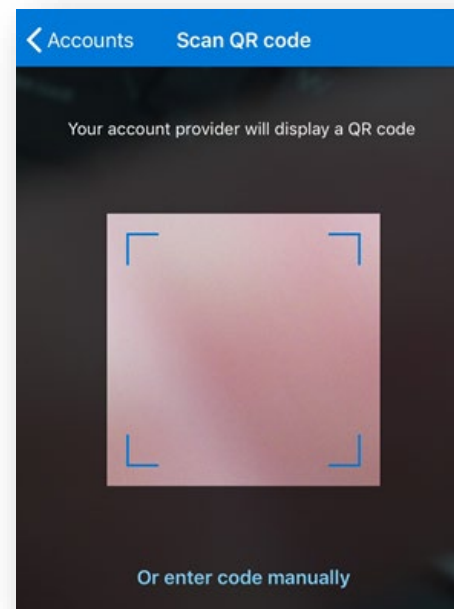
Tap **OK**.



Step 9

Your mobile device will display a QR scanner, you will use this to scan a QR code on the web browser in a few steps, keep this screen open on your mobile device.

Continue to the next step.




Step 10

Go back to the web page on your **Laptop/PC** and click "**Next**".

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



On your phone, install the Microsoft Authenticator app. [Download now](#)
After you install the Microsoft Authenticator app on your device, choose "Next".
[I want to use a different authenticator app](#)

[I want to set up a different method](#)


Step 11

Click "**Next**".

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



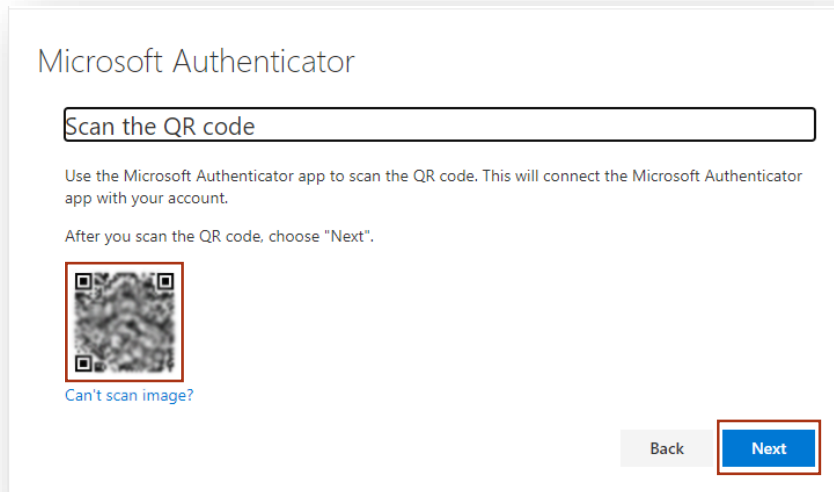
If prompted, allow notifications. Then add an account, and select "Work or school".

[I want to set up a different method](#)

+ Step 12

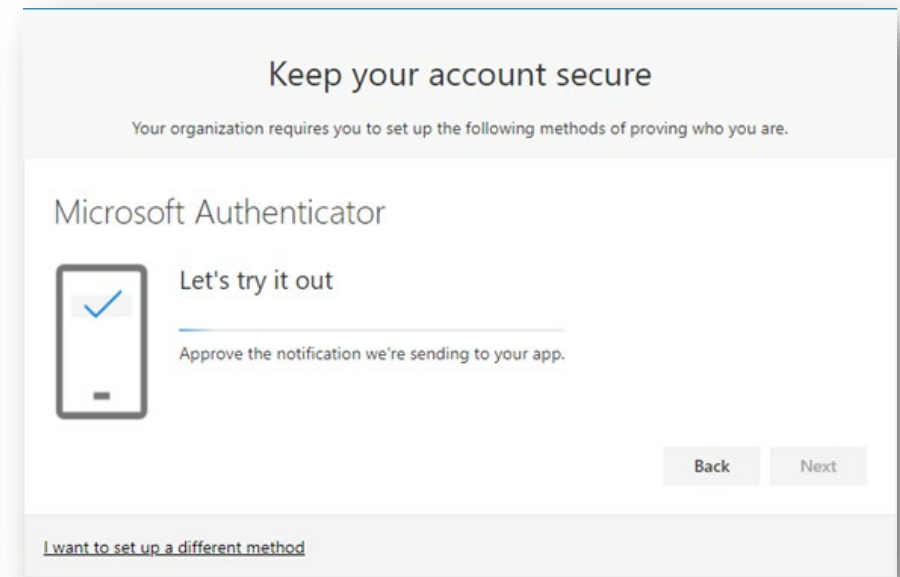
On your **Laptop/PC** you will see a screen with a QR code (example below).

Use your phone to scan the QR code on your screen (not the one pictured below). Click "**Next**" after scanning the code.



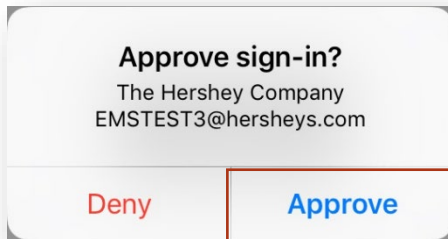
Step 13

Microsoft will send a test notification to your Microsoft Authenticator.



Step 14

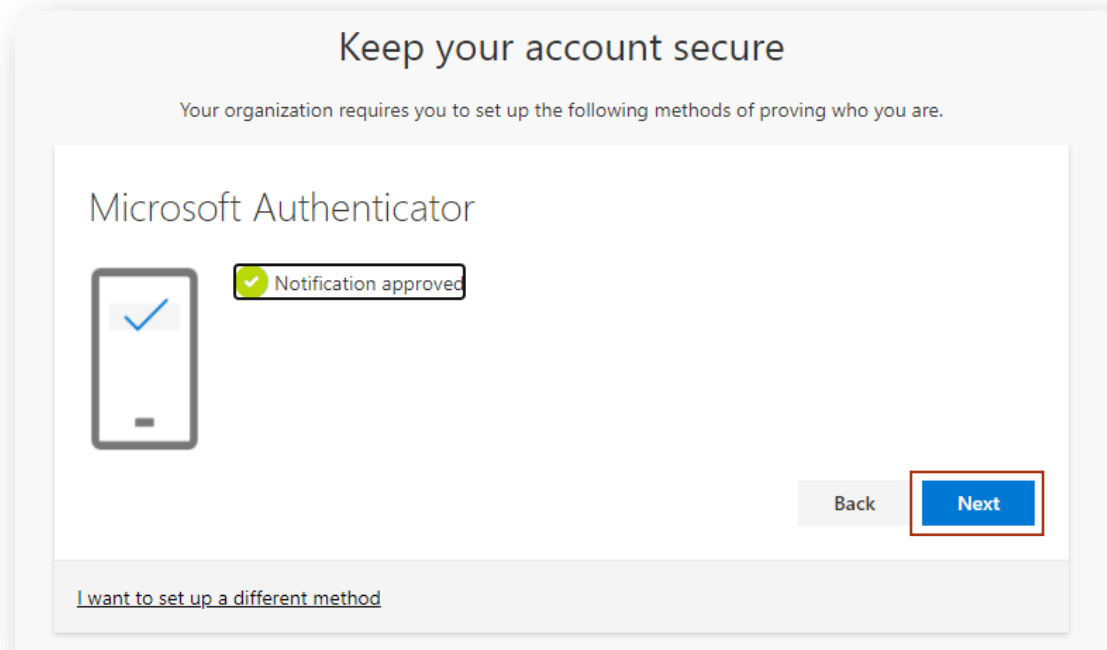
On your **Mobile Device**, tap "**Approve**", this syncs the account with the Microsoft Authenticator.



After approving the request, you will be shown your Authenticator's main screen.

Step 15

Go back to the web page on your **Laptop/PC** and you should see that the notification was approved. You can click "**Next**".



Step 16

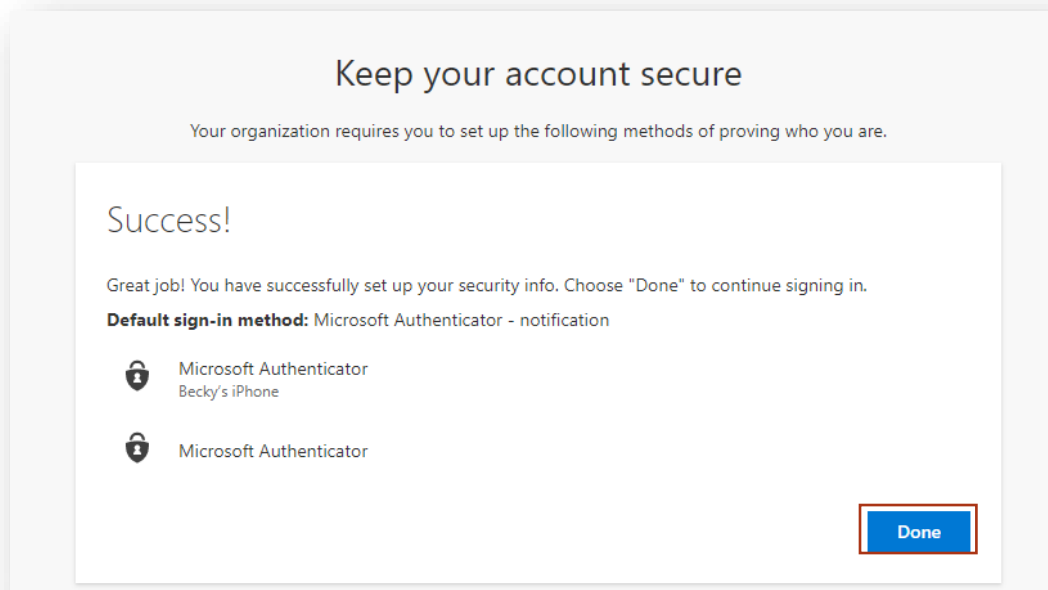
Congratulations! Your Microsoft Authenticator app is now configured.

However, we will need to add one additional method to secure your account.

On your **Laptop/PC** you will be taken back to the “Keep your account secure” page.

You will now need to setup a Phone as a Secondary method for Multi-Factor Authentication. You should see the screen below on your PC.

Click **“Done”**.



Step 17

You will now be at the Security info page. Click **"Add Method"**

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

+ Add method

Microsoft Authenticator

Step 18

A box will open to select a method. Select **"Phone"** and click **"Add"**.

Add a method

Which method would you like to add?

Phone

Cancel

Add

Step 17

Enter the phone number you would like to register and select either **"Text me a code"** - or - **"Call me"**.

Click **"Next"**.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code
 Call me

Message and data rates may apply.

Step 18

You will receive a phone call or a text message on the phone number you entered.

Answer the automated call so you can be prompted for a response using your device's keypad.

- or -

Enter the text code on your **Laptop/PC**.

Select **"Next"**.

Phone

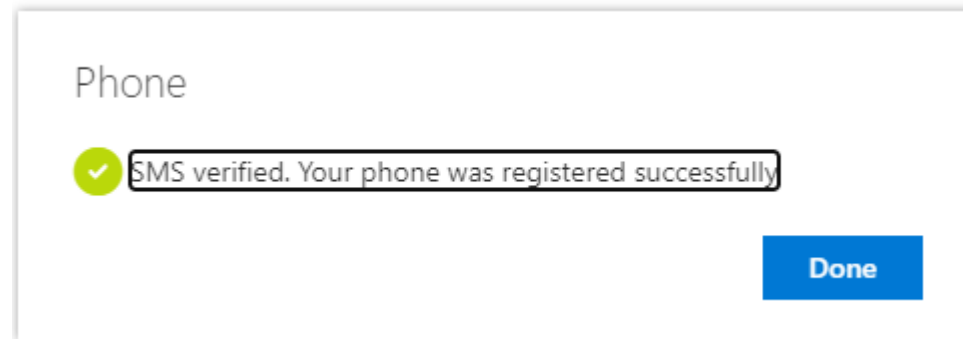
We just sent a 6 digit code to +1 [redacted]. Enter the code below.

[Resend code](#)

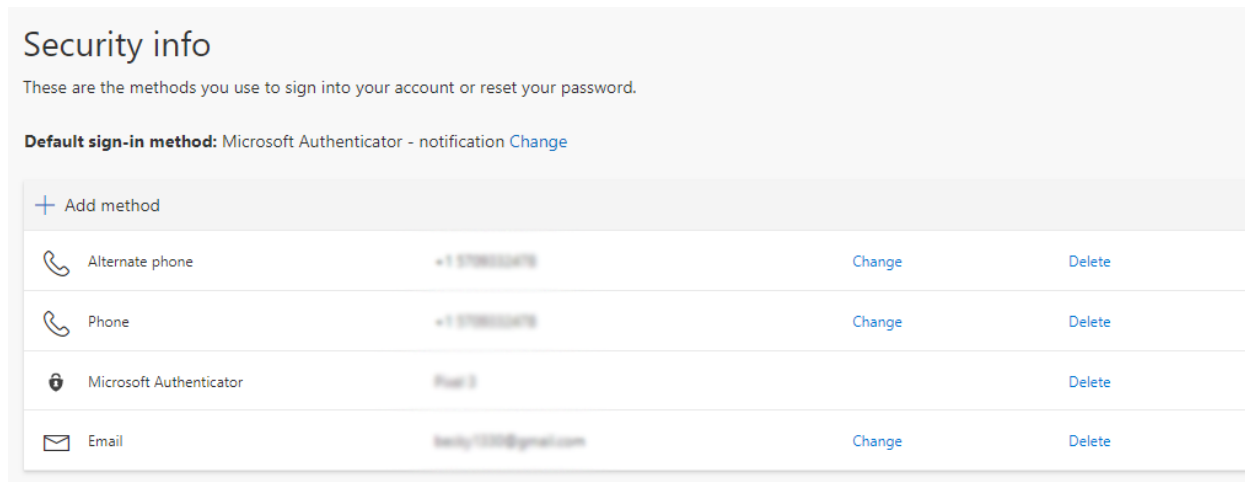
Step 21

You will now see a success page showing your phone was registered successfully.

Tap **Done** to continue.



You will be taken back to the main Security Info screen. You should now see both methods, Authenticator and Phone, added to your list.



Your account now has Multi-Factor Authentication and is more secure!



When signing into Microsoft services with your Hershey account you may be prompted for authentication so be ready to use your Microsoft Authenticator to approve the login request.

For security reasons, only approve requests that you initiated!

If you ever need to change your authentication methods – [Click Here](#) for the Instructions.

Please share your feedback on the Intune/MFA process with us via a brief [Microsoft Forms survey](#).