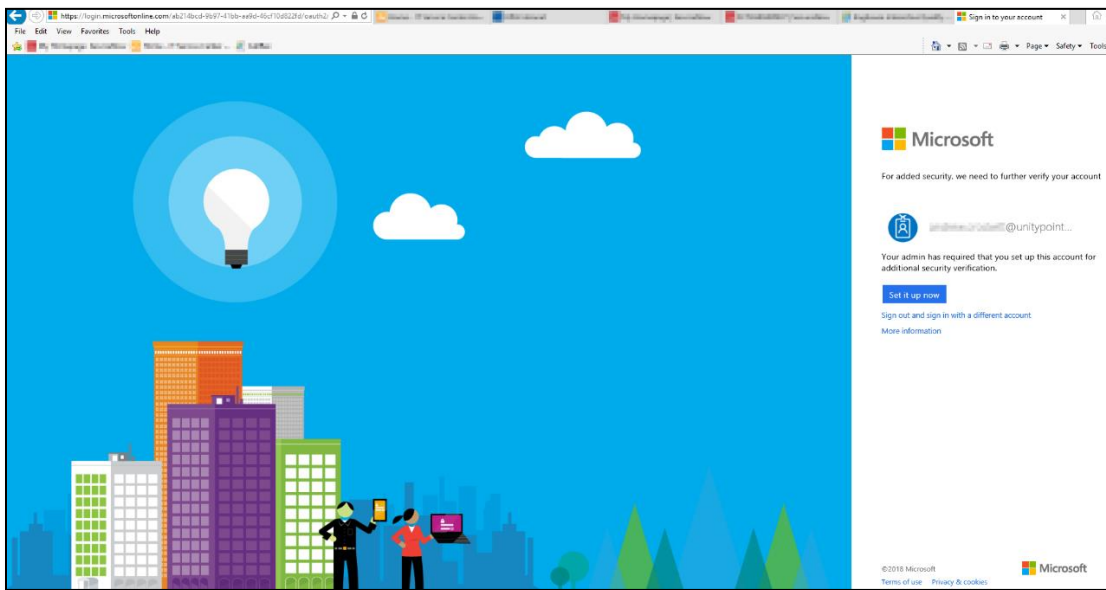


# Multi Factor Authentication (MFA) Sign-up Tip Sheet

1. Click on the following link to start the enrollment process  
<https://account.activedirectory.windowsazure.com/Proofup.aspx>
2. If not already populated, enter your UnityPoint.org email address then click Click **Set Up Now**.



3. Select how you would like to be contacted to start the enrollment process, we strongly recommend using your smartphone for this process. Then click **NEXT**.

Microsoft

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Authentication phone

Select your country or region

Method

Send me a code by text message

Call me


Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

4. Microsoft will send a text or call your phone with a verification code  
Enter code into text box and click verify...click **Verify**.

Microsoft

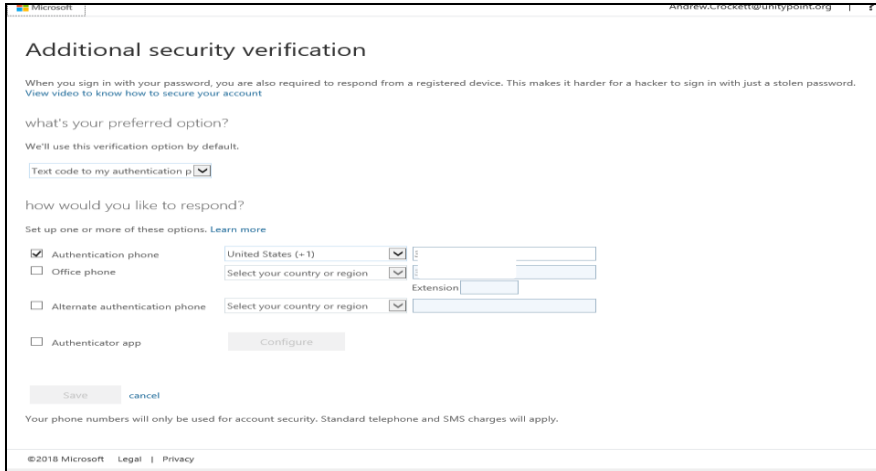
## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone at +1** 

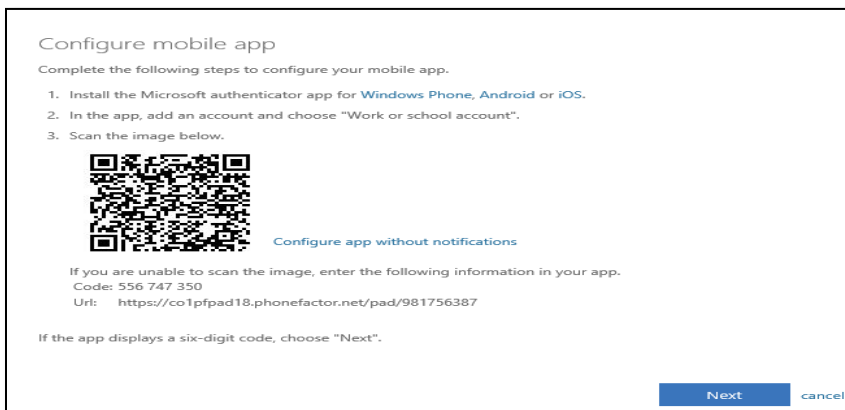
When you receive the verification code, enter it here

5. Select the Check BOX for additional security verification you prefer to use for your Multi-Factor Authentication then click **Save** (You must select at least two checked. We recommend the Cell Phone and Microsoft Authenticator App). **DO NOT SELECT OFFICE PHONE.**



## 6. Configuring the Authenticator App

Download the Microsoft Authenticator App from the App Store or Launch the Mobile App from the Mobile Company Portal and follow the step by step directions and Click **Next**.



You should get the following message **Updates Successful**.

