## Welcome to

## Multi-Factor Authentication (MFA)

**Note**: Please complete <u>all steps</u> of this process, or your progress will not be saved, and you will have to restart from the beginning.

Use the device that you want to add as **your 2**<sup>nd</sup> **Factor device**.

### Step 1: Install Microsoft Authenticator

- 1. Open the App Store/Play Store
- 2. Search for and tap on Microsoft Authenticator
  - microsoft authenticator
    Microsoft Authenticator
    microsoft authenticator app
    microsoft authenticator app for android
- 3. Tap Get or Install



4. Once the app is installed it can be opened from the icon on the home screen



Now you can continue to add your MFA device.

## Step 2: Add Your MFA Device

 On the device you want to add, navigate to http://mfasetup.viha.ca

> **Note:** The http<u>s</u> version of this page does not work, and will return an **http 1.1** error. If this occurs, ensure you are using **http**, not https.

- Log in with your Island Health username and password
- 3. You will see a screen saying *More information* required. Tap **Next**

HealthBC

4.

# jdaigle@viha.ca More information required Your organization needs more information to keep your account secure Use a different account Learn more Next Tap on Next



5. Tap Pair your account to the app by clicking this link



*If you are in an incognito window you will be prompted to stay or leave. Tap Leave* 

6. The account will be automatically added, and Authenticator will open



# Step 3: Save Your Setup: Approve first Notification!



In the Authenticator App you may be asked to enable **App Lock**, which will require your passcode, fingerprint, or facial recognition every time you receive an approval request. *This is not necessary, so we suggest tapping No*. This can be changed later in the Settings.

You may also be asked to enable notifications, if so click **Allow** 

- 1. Switch back to your web browser, and click Next
- You will receive a notification asking you to approve the login, tap Approve Approve sign-in? JDaigle@VIHA.CA
  - DENY APPROVE
- 3. Tap Next then Done

## **Optional: Adding Additional Devices**

*Note:* You may add a maximum of five devices

You can add more than once device to your MFA profile. When you receive an MFA prompt, all of your devices will receive it.

This can be very useful if your primary device is unavailable for any reason.

1. On the device you want to add, navigate to http://mfasetup.viha.ca

**Note:** The https version of this page does not work, and will return an **http 1.1** error. If this occurs, ensure you are using http, not https.

2. Log in with your **Island Health** username and password

### 3. Click Add method

Sec	urity info		
Tiese.	are the methods you use to sign in	to your account or reset your password.	
Defeu	<b>it sign-in method:</b> Microsoft Auth	micator - notification Change	
++	dd method		
ō	Microsoft Authoritizator	nutr pffi	Dates
	the same of the same same	Vitual Viscone	Delete

## 4. Click Authenticator App and click Add

Add a method		
Which method would you like to add?		
Authenticator app		~
	Cancel	Add

5. Skip to step 4 under the **Adding Your MFA Device** section on page 1

Please refer to the FAQs for other options to login <u>https://intranet.islandhealth.ca/departments/i</u> <u>mit/servicedesk/online\_help/access/Pages/acc\_mfa.aspx#your\_fags</u>