

Setting up MFA on a new device

Download and install the Microsoft Authenticator App from the app store on your mobile device



Microsoft Authenticator
Microsoft Corporation

★★★★★



Access <http://office.shepherd.org> from a desktop or laptop computer and enter the email address



Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next



Sign in

scooter.grosse@shepherd.org

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next

The next window will require the network password associated with the account provided



Sign in with your organizational account

scooter.grosse@shepherd.org

Password

Sign in

Azure Multi-Factor Authentication

A screen asking for more information to be provided will appear (choose Next)

Shepherd Center

scooter.grosse@shepherd.org

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

If you have any issues signing in, please contact the IS Service Desk at ISServiceDesk@Shepherd.org or 404-603-4357.

Choose the method you prefer in the additional security verification window:

1. Mobile App – receive notifications will push an approval confirmation to your device on access attempts
2. Mobile App = use verification code will require you to enter a code provided by the Authenticator App

Shepherd Center

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?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#) Please configure the mobile app.

[Next](#)

Select Setup and a screen with a QR code will be displayed

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

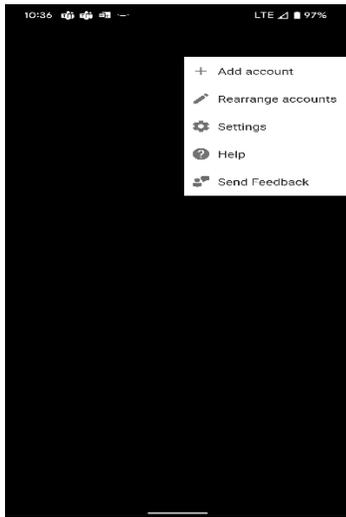


If you are unable to scan the image, enter the following information in your app.
Code: 000 654 938
Url: <https://mobileappcommunicator.auth.microsoft.com/activate/088026237/EUS>

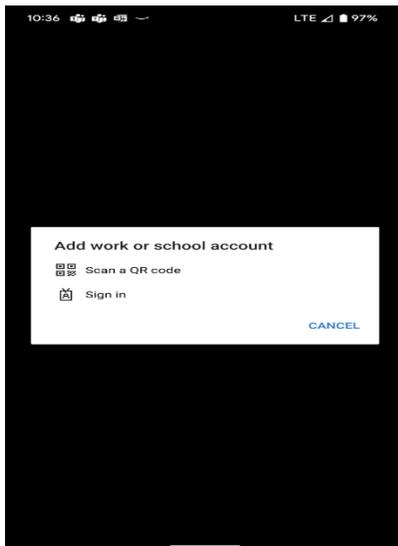
If the app displays a six-digit code, choose "Next".

[Next](#) [cancel](#)

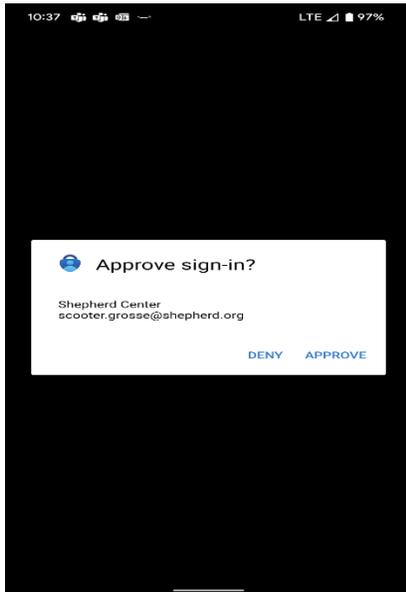
In the authenticator app on your mobile device choose “Add Account”



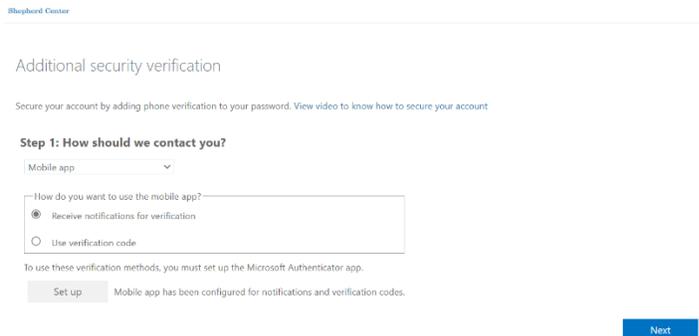
Then choose “Scan a QR Code”



Depending on the option chose for notification you will receive a push notification or you will be required to enter a code.



On the desktop or laptop, choose Next in the displayed window



Then choose Done

