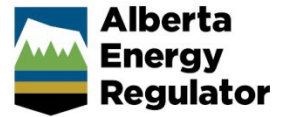


Azure Multi-factor Authentication (MFA) Microsoft Authenticator Setup Guide

Intended User: All AER Employees



Prerequisites

Your mobile device must have a device lock enabled (e.g. PIN, TouchID/Fingerprint, FaceID/Facial Recognition).

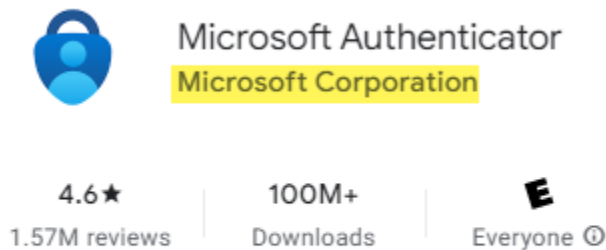
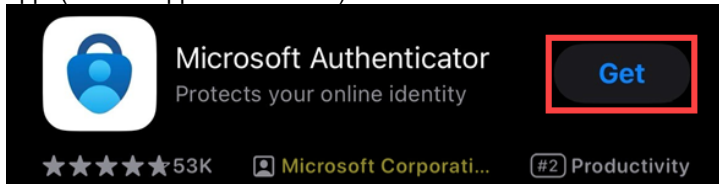
It must also be running a mobile OS version compatible with the app (iOS/iPadOS 15.0 or later, Android version 8.0 or later)

Install the Microsoft Authenticator Mobile App

1. On your mobile device, open the **Apple App Store** or **Google Play Store**

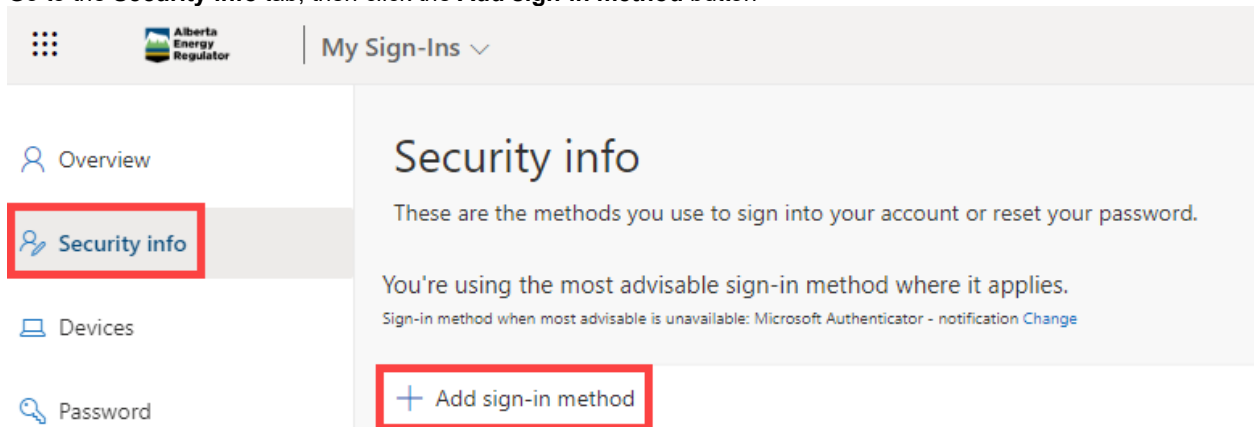


2. Search for '**Microsoft Authenticator**', ensure the app is published by '**Microsoft Corporation**', and install the app. (Correct app shown below)

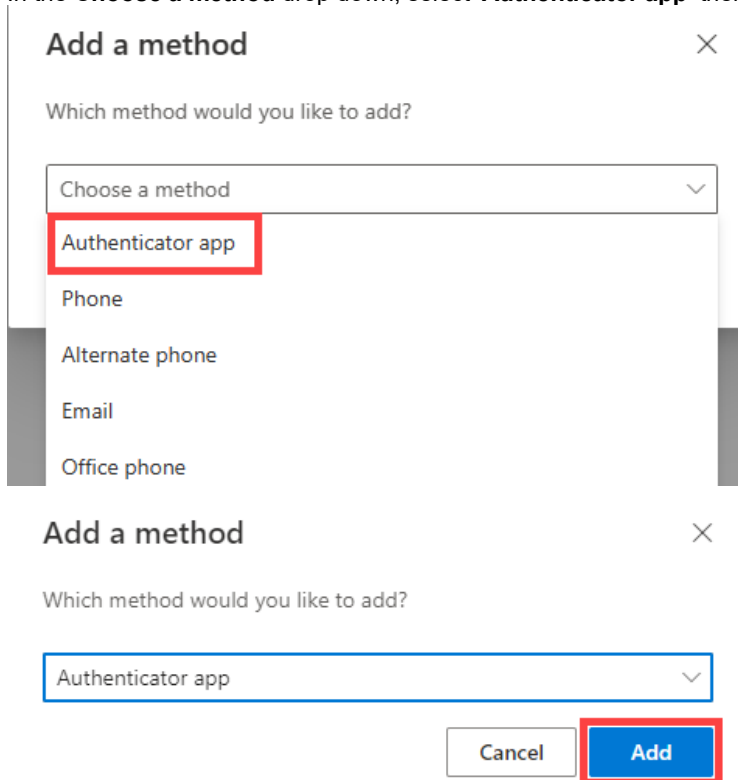


Pairing the Microsoft Authenticator app to your AER account

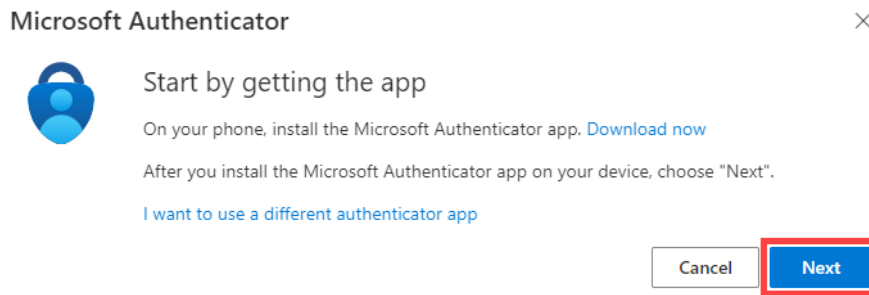
1. On your computer, navigate to: <https://aka.ms/setupsecurityinfo>
2. Log in with your AER credentials (email and password)
3. Go to the **Security info** tab, then click the **Add sign-in method** button



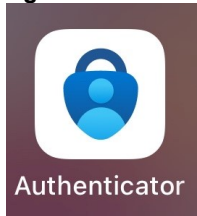
4. In the **Choose a method** drop down, select '**Authenticator app**' then click **Add**



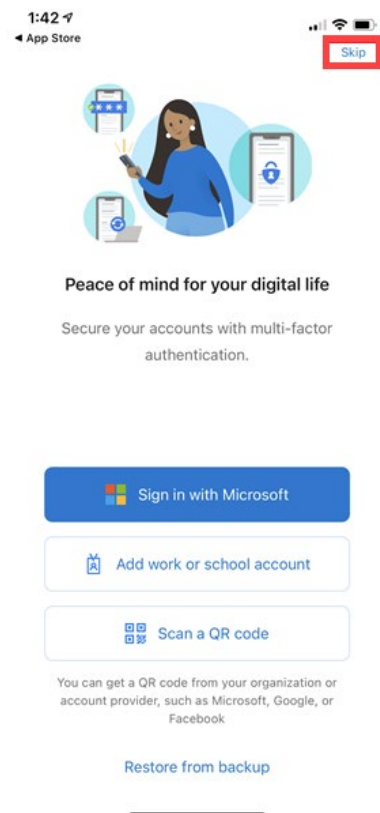
- Click **Next** on the following screen



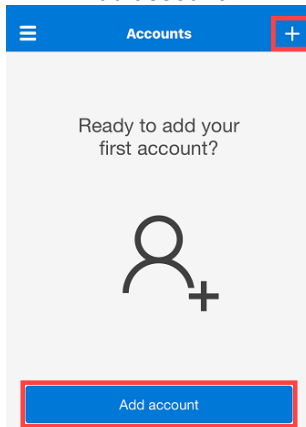
- On your mobile device, open the **Microsoft Authenticator** app that was installed earlier. **Agree** to the Privacy Statement if prompted.



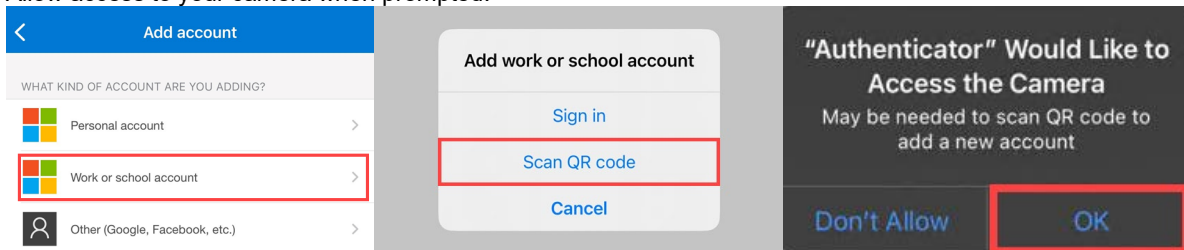
- Select the **Skip** option in the upper right corner



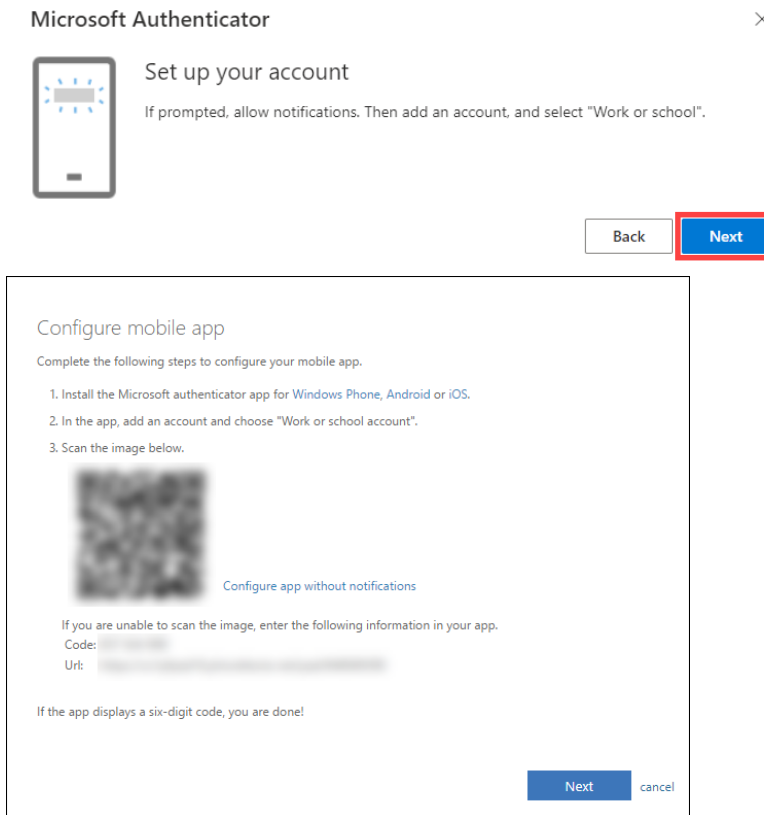
8. Select **Add account** or the '+' icon in the upper right corner



9. Choose the **Work or School account** option, then **Scan QR code**
Allow access to your camera when prompted.

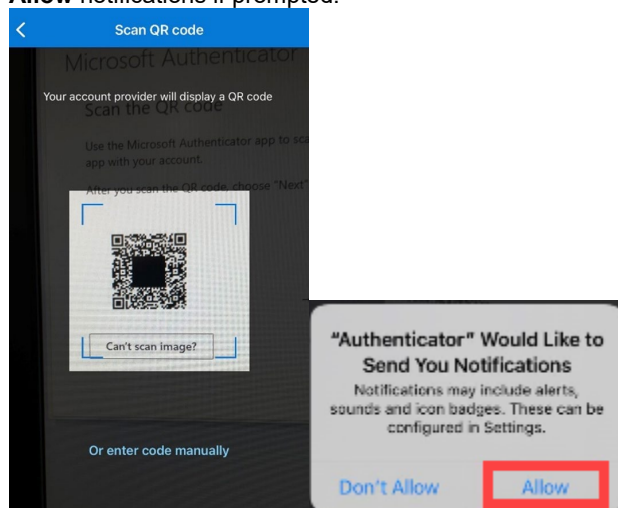


10. Back on your computer, click **Next**. A QR code will be displayed on your screen.

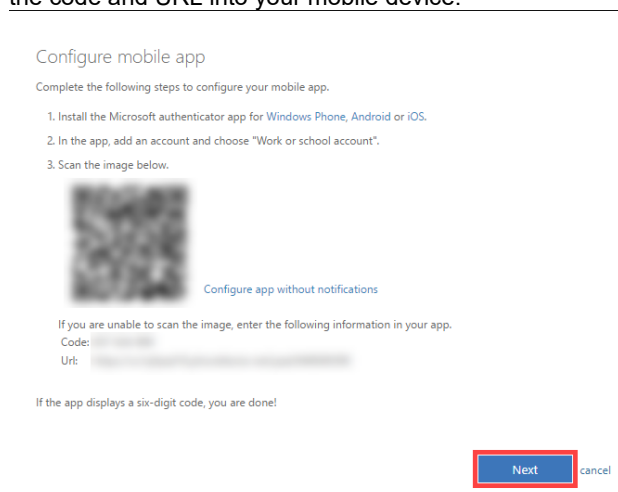


11. Scan the displayed QR code using your **Authenticator** app on your mobile device.

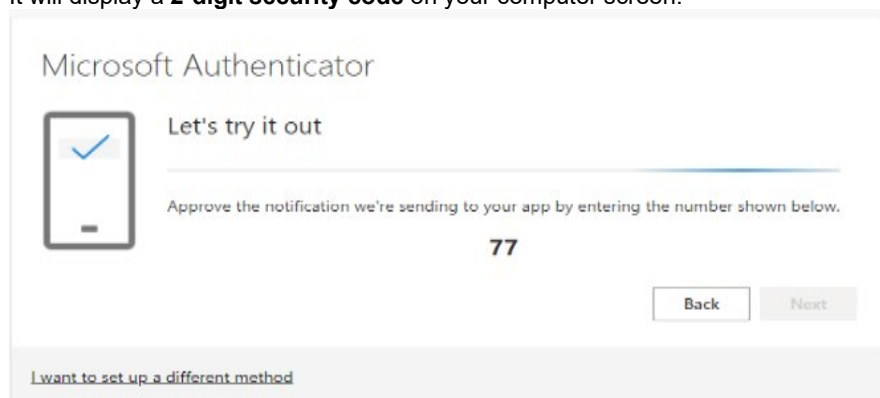
Allow notifications if prompted.



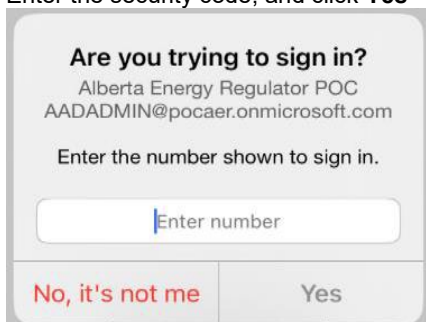
12. Back on your computer, click **Next** in the bottom right corner if successfully scanned.
If not, you can try to enter the code manually by selecting the '**Can't scan image**' option, then manually entering the code and URL into your mobile device.



13. To complete the setup, it will go through a test authentication.
It will display a **2-digit security code** on your computer screen.

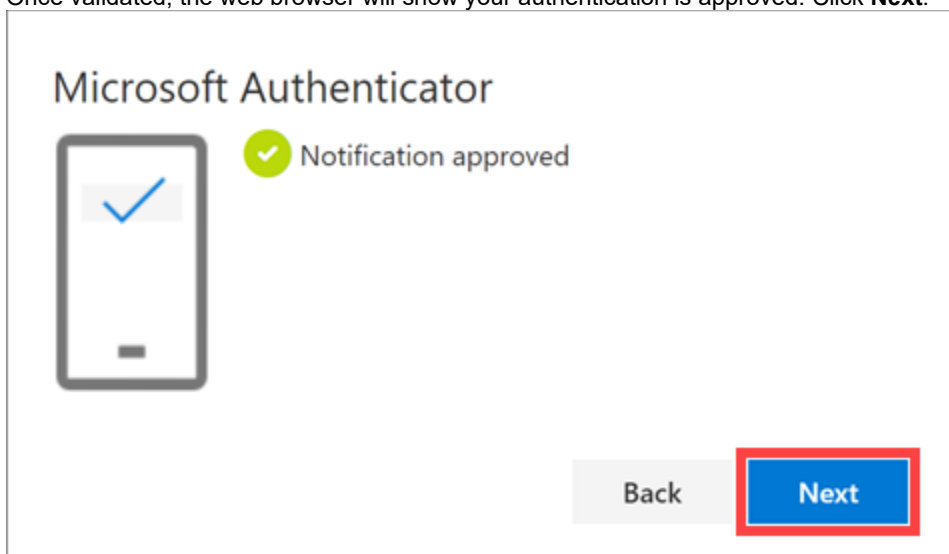


14. On your phone, it will prompt you to enter the corresponding 2-digit security code.
Enter the security code, and click **Yes**



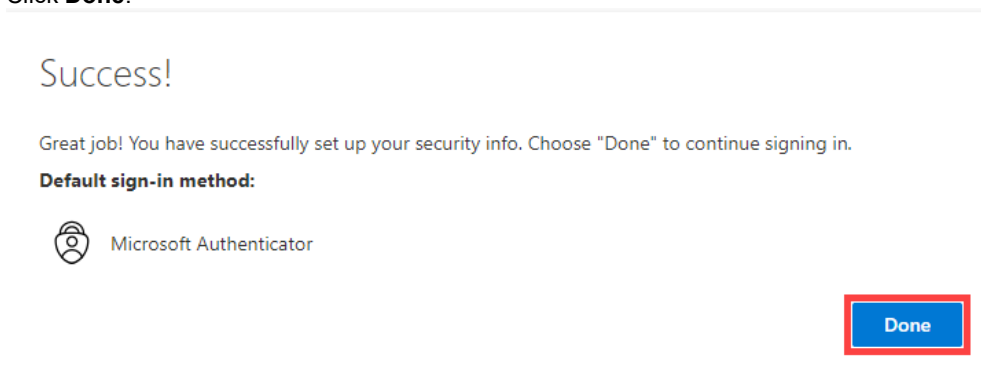
A mobile app interface for sign-in. It has a title "Are you trying to sign in?", a subtitle "Alberta Energy Regulator POC" and email "AADADMIN@pocaer.onmicrosoft.com", and a prompt "Enter the number shown to sign in." Below is a text input field with the placeholder "Enter number". At the bottom are two buttons: "No, it's not me" in red and "Yes" in grey.

15. Once validated, the web browser will show your authentication is approved. Click **Next**.



A Microsoft Authenticator web interface. It shows the title "Microsoft Authenticator", a green checkmark icon, and the text "Notification approved". On the left is a graphic of a smartphone with a checkmark on its screen. At the bottom right are two buttons: "Back" in grey and "Next" in blue with a red border.

16. Click **Done**.



A success screen with the heading "Success!". Below it is a message: "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." Under the heading "Default sign-in method:" is a list item with a key icon and the text "Microsoft Authenticator". At the bottom right is a blue button with the text "Done" and a red border.