



## MFA Registration Instructions: Text/SMS verification

## Note: If you have already registered for MFA for use with Pulse VPN, no further action is needed.

To start the MFA registration process, navigate to <u>https://aka.ms/mfasetup</u>. After signing in with your username and password, you will be prompted for more information. Click next.

| Microsoft  |                  |
|--|------------------|
| More information re                                      | quired           |
| Your organization needs more info<br>your account secure | ormation to keep |
| Use a different account                                  |                  |
| Learn more   |                  |
|  | <u>Next</u>      |

Choose "Authentication phone," enter the country code and your mobile phone number. Then, click "Send me a code by text message."

**NOTE:** City issued phones that do not have text messaging enabled will not be able to use this feature. Please use either an authenticator application (i.e. Microsoft Authenticator) or select "**call me**" for an audio delivery verification.

| Additional security          | verification   |
|------------------------------|--|
| Secure your account by addin | phone verification to your password. View video to know how to secure your account |
| Step 1: How should           | ve contact you?  |
| ✓ Authentication phone       |  |
| Office phone                 | ✓ INSE-SUBSE   |
| Mobile app                   |  |
| Method                       |  |
| Send me a code by t          | xt message   |
| O Call me                    |  |
|                              |  |
|                              | Ne   |
| Your phone numbers will or   | whe used for account security. Standard telephone and SMS charges will apply       |
| I TOULDHOLE HUILDELS WILLOF  | y be used for account security. Standard telephone and 545 thatges will apply.     |





| 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 ###.####.####         Verification successful!                | Done |
| ©2022 Microsoft Legal   Privacy  |      |

You will receive a verification code via text messaging (SMS) on your phone or smart device that has SMS text messaging available.

|                                       | iPh                    | one | e Android |      |                       |                              |                     |                 |      |
|---------------------------------------|------------------------|-----|-----------|------|-----------------------|------------------------------|---------------------|-----------------|------|
| 9:48                                  |                        |     |           | 9:58 | <b>0</b> M            |                              | 0 \$ 4) %.          | el 95% <b>e</b> |      |
| <84                                   | 9                      |     |           | <    | 69525                 |                              |                     | . 0             | ÷    |
| Te                                    | 895-25 ><br>xt Message |     |           |      | Add to co             | ntacts                       | Block               | number          |      |
| Yest                                  | erday 6:11 PM          |     |           |      |                       | Wednesday,                   | March 2, 2022       |                 |      |
| Microsoft authentica                  | ation.                 |     |           | 8    | Use verif<br>Microsof | ication code<br>t authentica | 482395 for<br>tion. | 9.5             | 3 AM |
|                                       |                        |     |           |      |                       |                              |                     |                 |      |
| <ul> <li>Text M</li> <li>A</li> </ul> | lessage                |     |           | E.   | <b>13</b> +           |                              |                     | 8               | փի   |
|                                       | (B) ABA                |     |           |      | 111                   | (                            | С                   | <               |      |





Please enter the verification code and click "Verify". This code is time sensitive and will expire within 5 minutes.

| 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  |        |        |
|  | Cancel | Verify |
|  |        |        |

You have successfully completed the registration process.