

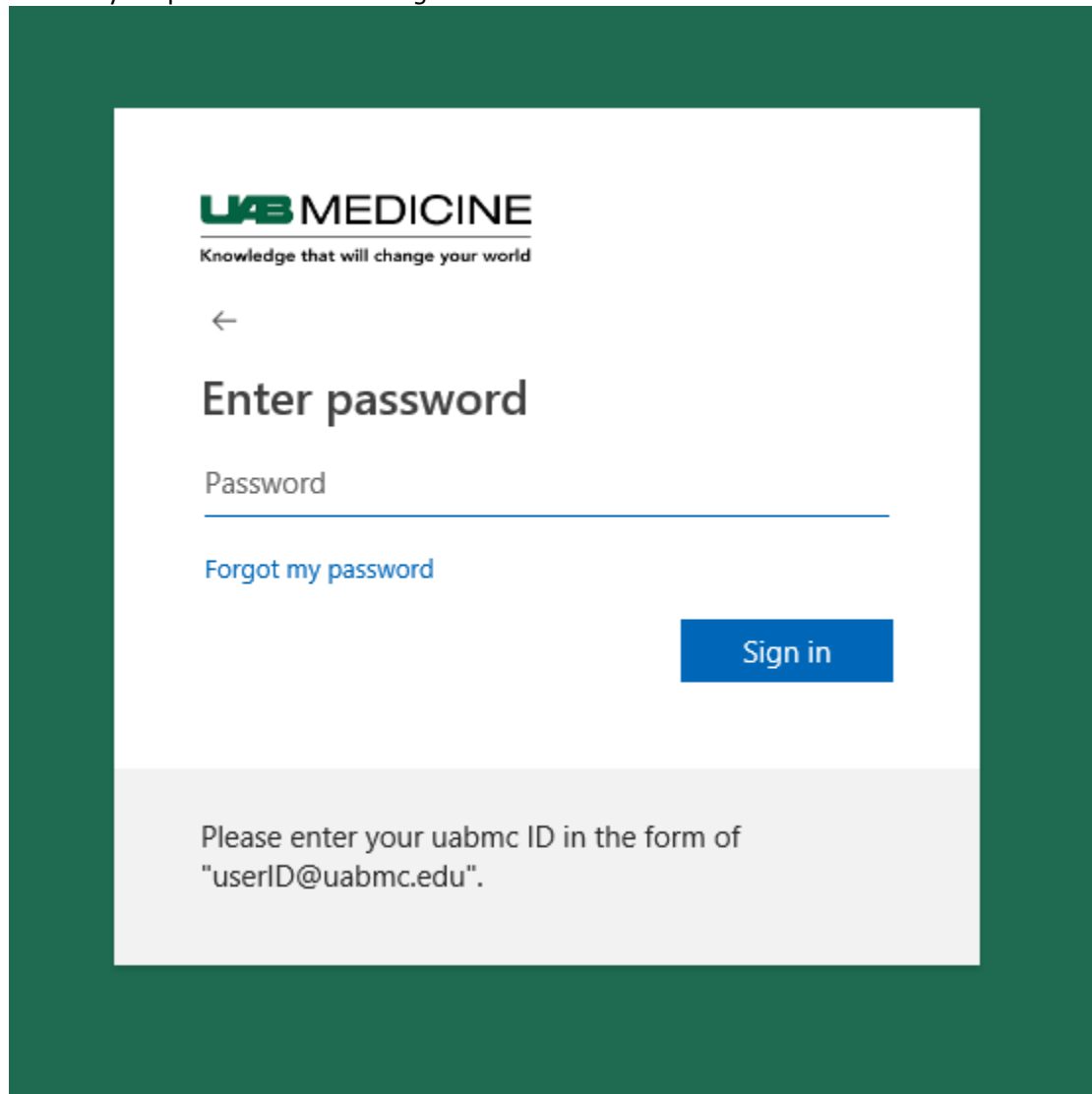
MFA Enrollment Guide

UAB Medicine Multi-Factor Authentication: Enrollment Guide

1. When on-site browse to <https://myprofile.microsoft.com> **ON AN HSIS MANGED PC or THIN CLIENT. DO NOT DO THIS ON YOUR iPhone, iPad or FROM A PC THAT IS NOT IN THE HOSPITAL.**
2. The *Sign in* page will appear. Enter your full @uabmc.edu email address and click next.

A screenshot of the UAB Medicine sign-in page. The page has a dark green header and footer. The main content area is white. At the top, the UAB MEDICINE logo is displayed with the tagline "Knowledge that will change your world". Below the logo, the text "Sign in" is prominently displayed. Underneath, there is a text input field containing the email address "someone@uabmc.edu". To the left of the input field, there are two links: "Can't access your account?" and "Sign-in options". To the right of the input field, there is a blue button labeled "Next". At the bottom of the page, there is a light gray box containing the instruction: "Please enter your uabmc ID in the form of 'userID@uabmc.edu'."

3. Enter your password and click *Sign in*.

The image shows a login page for UAB Medicine. It features a dark green header bar. Below the header, the UAB MEDICINE logo is displayed in green, with the tagline "Knowledge that will change your world" underneath. A back arrow icon is positioned to the left of the main heading "Enter password". Below the heading is a password input field with the placeholder text "Password". A blue link "Forgot my password" is located below the input field. A blue "Sign in" button is positioned to the right of the input field. At the bottom of the page, a light gray box contains the instruction: "Please enter your uabmc ID in the form of 'userID@uabmc.edu'".

UAB MEDICINE
Knowledge that will change your world

←

Enter password

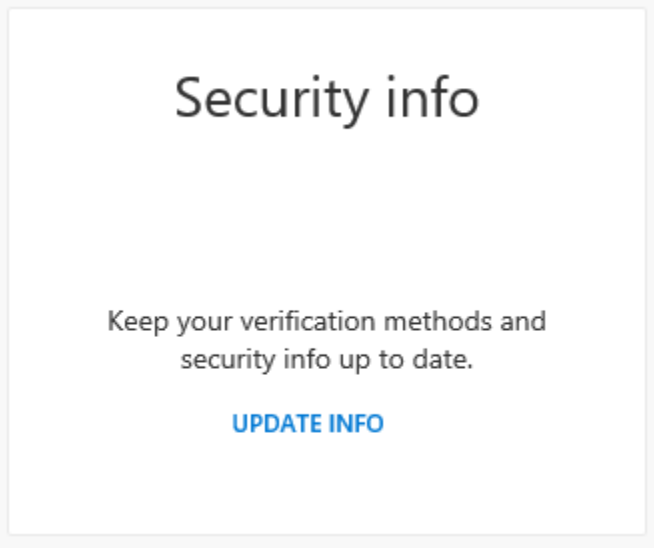
Password

[Forgot my password](#)

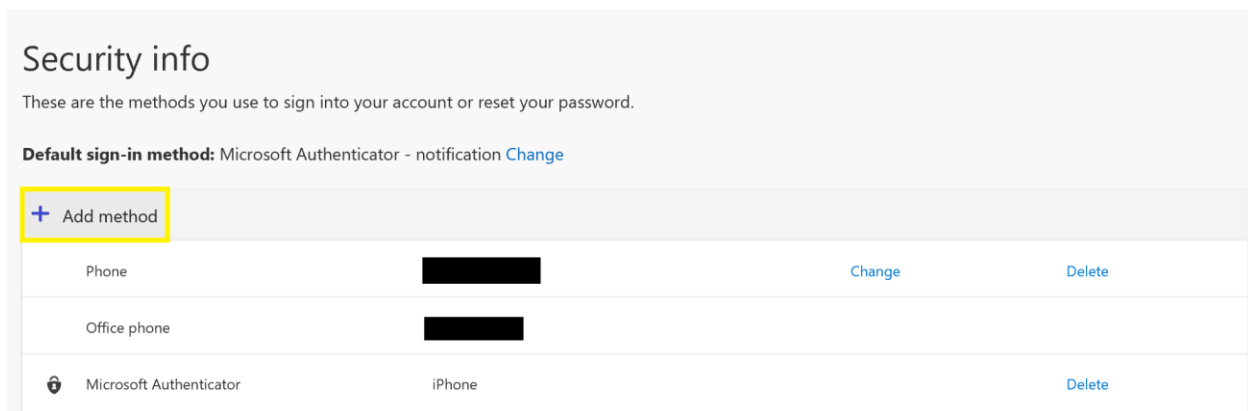
Sign in

Please enter your uabmc ID in the form of "userID@uabmc.edu".

4. Once authenticated, click *UPDATE INFO* located in the *Security info* tile.



5. If pre-enrollment has not already been done for you, you will be walked through the steps to enroll for MFA. Otherwise, click the *Add method* button

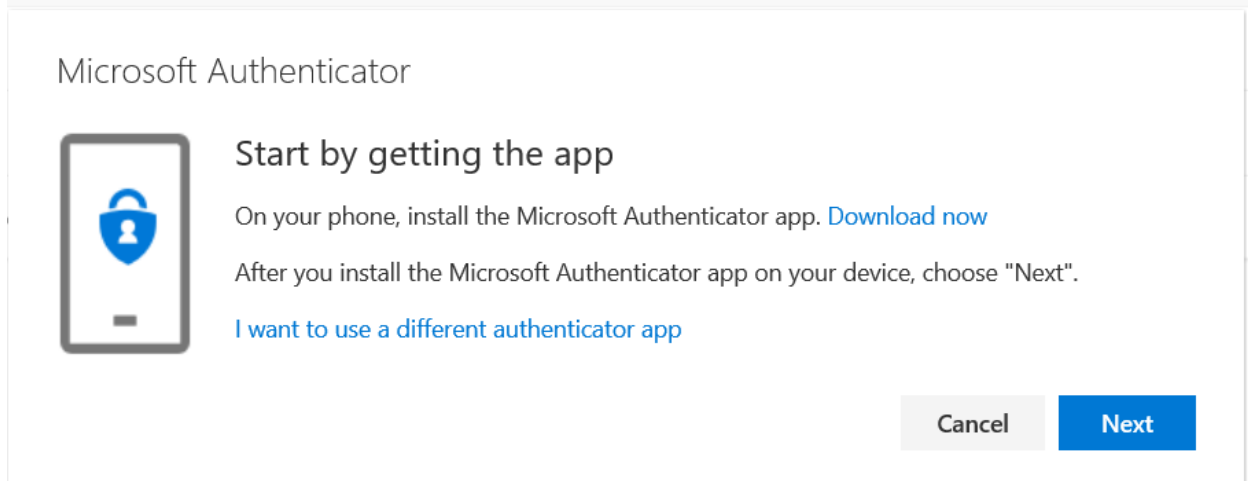


6. You will be given options to either use

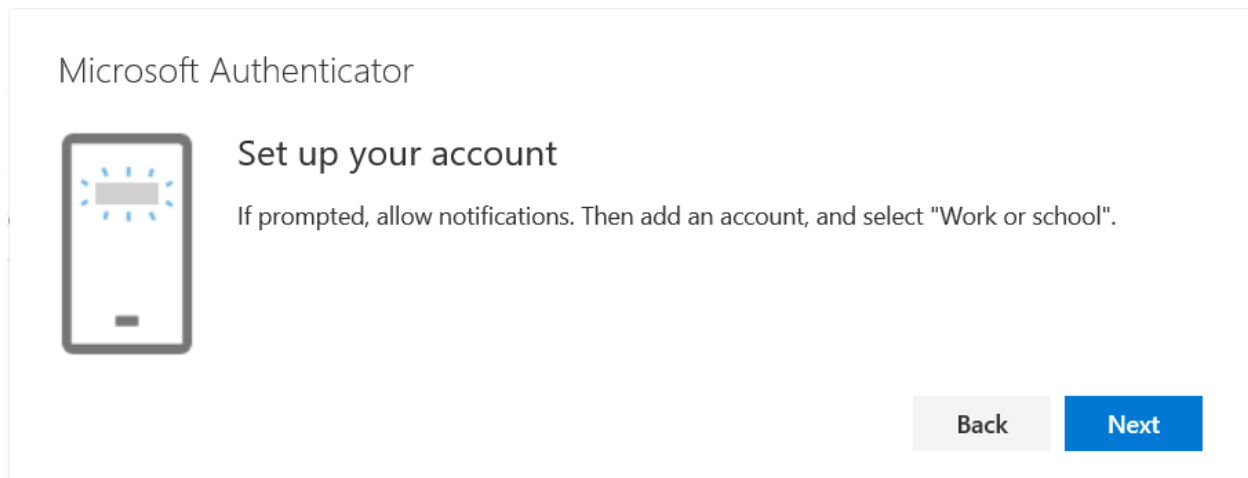
- MS Authentication App on a smartphone,
- mobile phone to receive texts
- or office phone to receive a call that will read out a voice code.

7. Follow the on-screen guide to configure your options.

8. If you select Microsoft Authenticator, See below



Open Authenticator app and click on the “+” sign at the top right. Proceed with the below instructions:



On your phone, go into Scan QR code mode. Move your phone toward your screen to capture the code. This will complete the setup of Authenticator on your phone.

Microsoft Authenticator



Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

[Can't scan image?](#)

Back

Next

The screen below will appear if you click on “Can’t scan image”. On your phone, click on (Or enter code manually**) to display the code, and enter it on the phone. This will complete the setup process on your phone.

Microsoft Authenticator



Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

[Can't scan image?](#)

Enter the following into your app:

Code: 211063915 

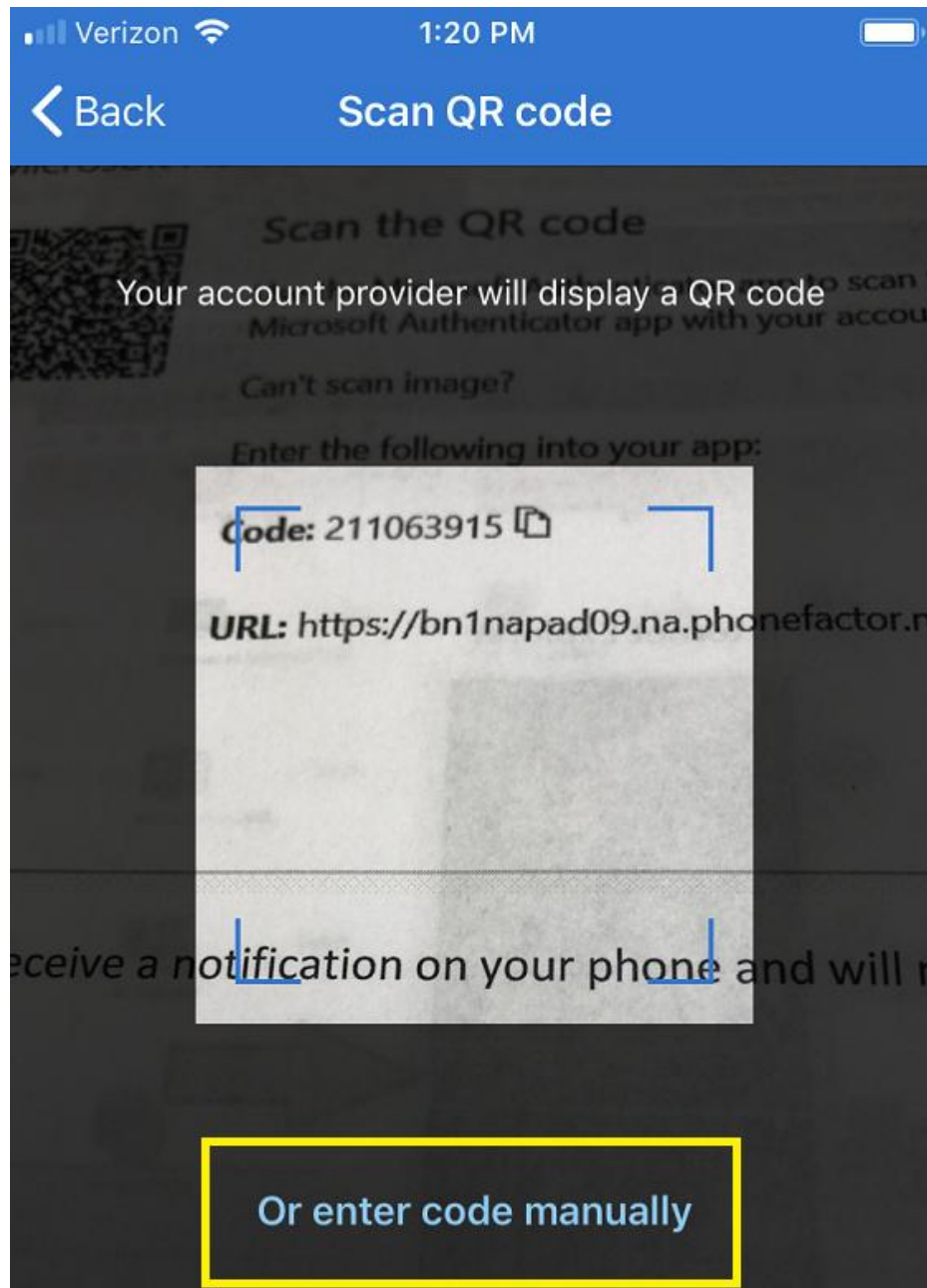
URL: <https://bn1napad09.na.phonefactor.net/pad/789373971> 

Back



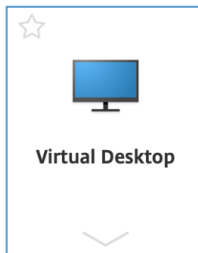
You will then receive a notification on your phone and will need to choose “allow.”

**Example of what the user will see when scanning the QR Code. Note also the “Or enter code manually.”

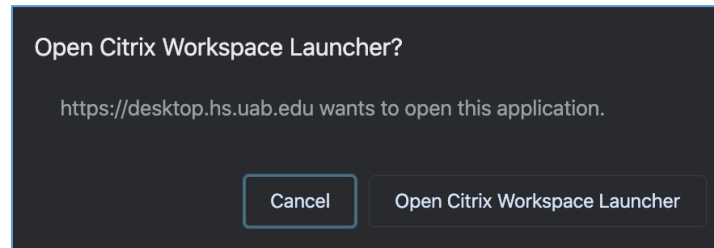


Using the Virtual Desktop from Offsite

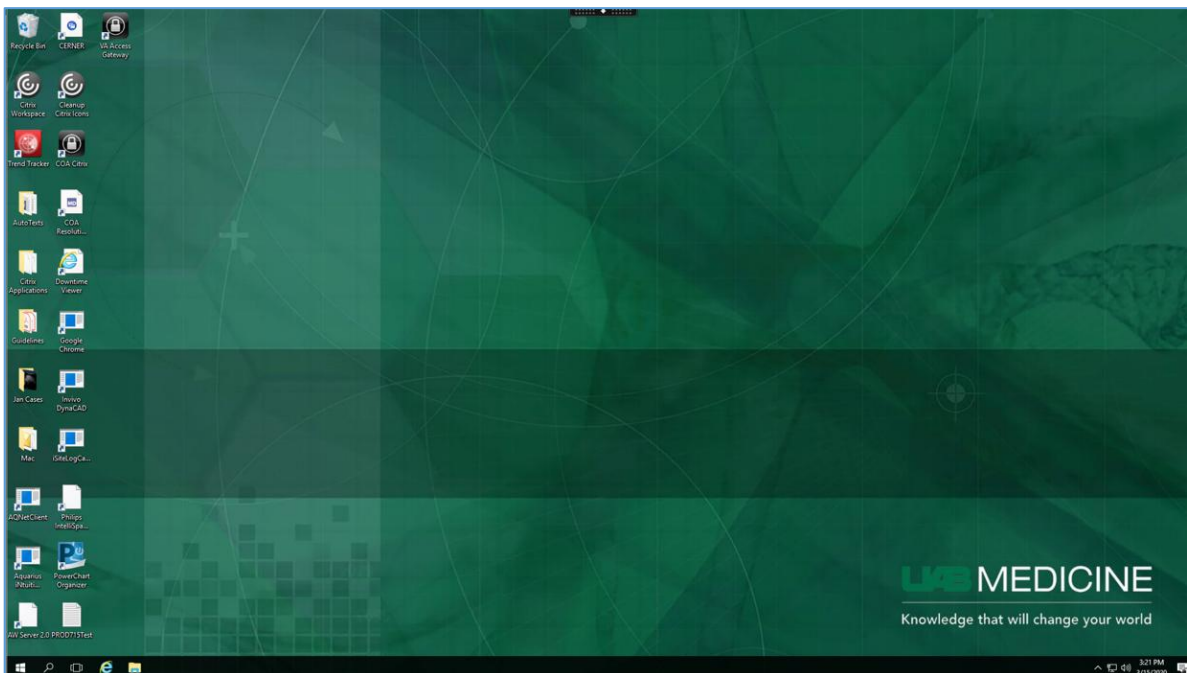
1. On a desktop or laptop computer, open a web browser and go to <https://desktop.hs.uab.edu>. You will be asked to authenticate using MFA as you do for offsite access to email using *Outlook Web Access*.
2. Next, you'll see a window with the *Virtual Desktop* icon at the top left. (If you indicated that you needed to run other applications when you requested access in the HSIS Portal, you'll see the *Remote PC* icon instead. This will let you use your computer as if it were physically present.)



- Click the icon to launch your *Virtual Desktop*. Click *Open Citrix Workspace Launcher* if asked:

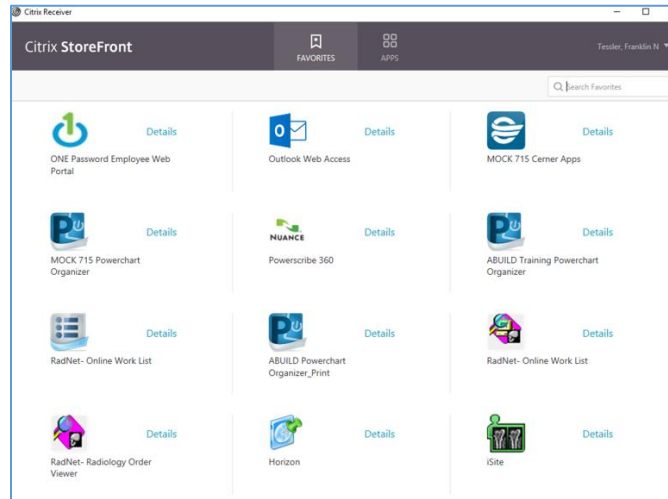


- Your virtual Windows desktop will open showing your apps, folders, and documents:



- Use applications and access documents as you would on your PC at work. You won't be able to download files to your local computer's hard drive or attached storage, but you can transfer files to the virtual computer from the one you're using. As well, for now, you won't be able to schedule Skype meetings in *Outlook*, although you can use the *Skype for Business* app to join scheduled meetings or engage in text chats with other users.

6. To see all the Citrix apps that are available to you, double-click the *Citrix Workspace* icon on the desktop to display the *Citrix StoreFront* showing you all the apps you can use:



7. When you're finished, click the arrow at the top of the screen and click *Disconnect*:

