

Register with the Microsoft Authenticator App

After the initial authentication process, the log-in process will not differ from the current process, except that SMS and Voice authentication are no longer available to verify your identity.



THIS IS A MULTIPLE-STEP PROCESS USING **BOTH** THE WORKSTATION LOGGED INTO [OFFICE.COM](http://office.com) AND THE MOBILE DEVICE.

BEGIN THIS PROCESS ON THE WORKSTATION



For best results:

- Access your account on the desktop to start the process via office.com
- Make sure the App installed on your mobile device is the **Microsoft Authenticator app (blue lock with person figure inside)**
- Make sure your mobile device and app are set to **"Allow Push Notifications"**

If Previously Using ONLY SMS or Voice



If you already have Authenticator installed, continue to the [If Authenticator is Already Installed](#) section.

From the Workstation

1. Log into <http://office.com> on the PC as usual.
2. From the prompt to set up the Authenticator app, tap **Next** and complete the steps.
 - Only users who have allowed the Authenticator app push notifications and don't have it currently set up will see the prompt.
 - A QR code will generate to scan with the **Mobile Device**.

From the Mobile Device

1. Download the [Authenticator App](#) from the web or QR code below onto **the mobile device**. **These are only QR codes to download the app to the mobile device.**



Google Play

[Get the app](#)



App Store

[Get the app](#)

2. With the **mobile device**, scan the QR code generated in the Desktop Authenticator MFA setup window with the mobile Microsoft Authenticator app.
3. Approve the test notification on the **mobile device** and see confirmation of the approval.
4. The Authenticator app is now successfully set up as the default sign-in method.

If Authenticator is Already Installed

You may have previously installed Microsoft Authenticator for use with Workday or some other application.

To activate the authenticator for your Microsoft accounts:

From the Workstation

1. Navigate to office.com using the desktop and open your profile in the upper right-hand corner. Select **View account**.
2. Select **UPDATE INFO** from the security settings. You will be asked to confirm your sign-on.
3. Select **+ Add sign-in method**.

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

+ Add sign-in method			
 Phone	██████████	Change	Delete
 Password	Last updated: 25 days ago	Change	
 Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone 14 Pro		Delete
 Microsoft Authenticator Push multi-factor authentication (MFA)	██████████		Delete

4. Select the *Authenticator app* from the **Add a method** drop-down.

From the Mobile Device

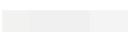
Use your mobile device to set up your work or school account.

1. Click the  in the upper right corner to add an account.
2. Select **Work or school account** and follow the instructions on the screen to set up your Thrive account.
3. Scan the QR code generated in the **Desktop Authenticator MFA setup window** with the mobile device.
4. A number will appear on the **mobile device**. Enter the number code from the mobile device into the **desktop** and see that the mobile device is now listed as a security device.

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

+ Add sign-in method				
	Phone	+1		Change
	Password	Last updated: 25 days ago		Change
	Microsoft Authenticator Push multi-factor authentication (MFA)			Delete
	Microsoft Authenticator Push multi-factor authentication (MFA)		iPhone	Delete



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