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# Enrolling for MFA for Staff

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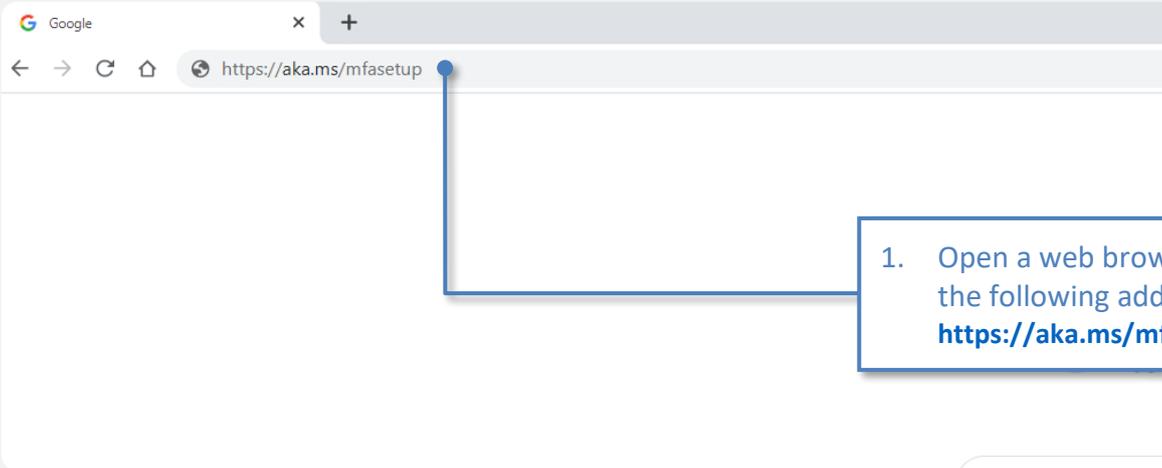
User Guide



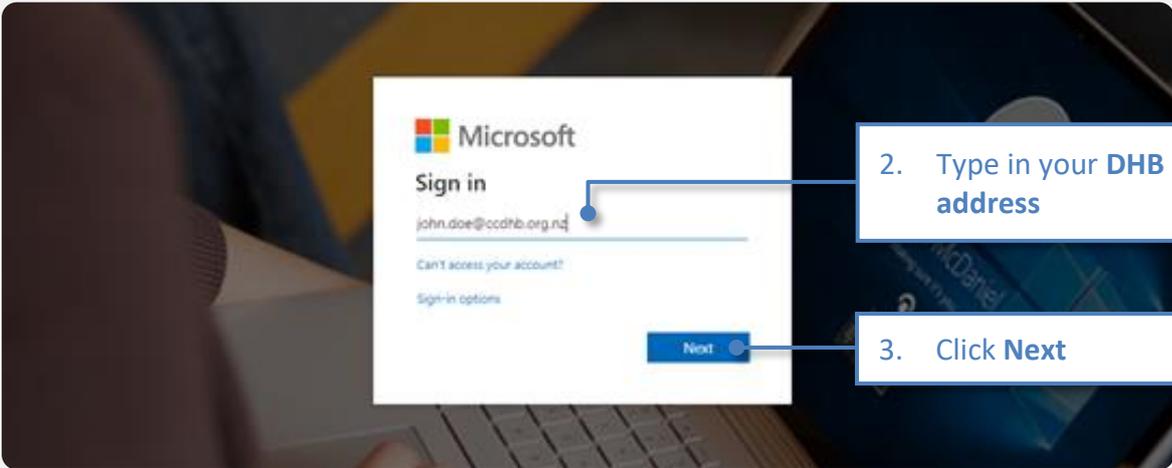


Please choose one of the first four options as your verification method.

If choosing a phone call or text message enter your preferred telephone number selecting your country location first.

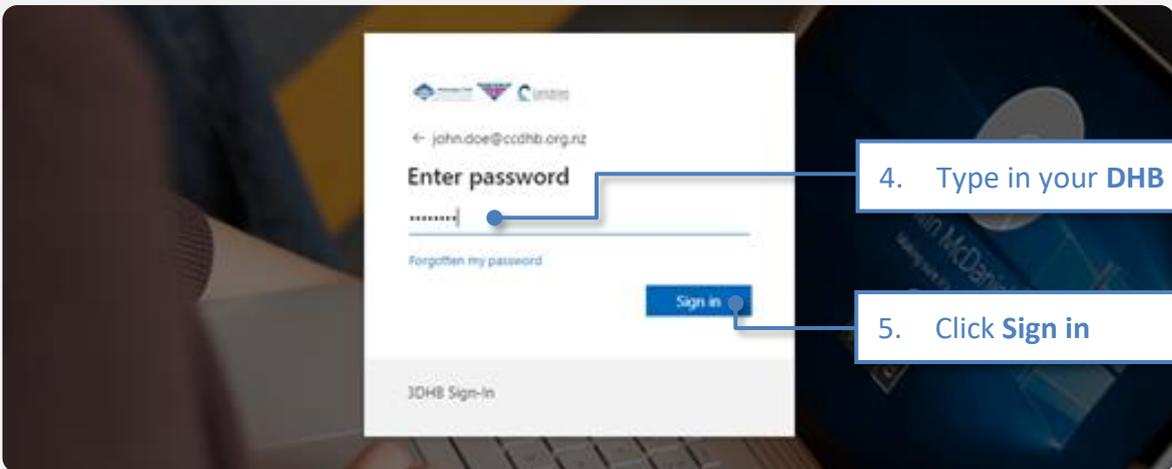


1. Open a web browser and go to the following address:  
**https://aka.ms/mfasetup**



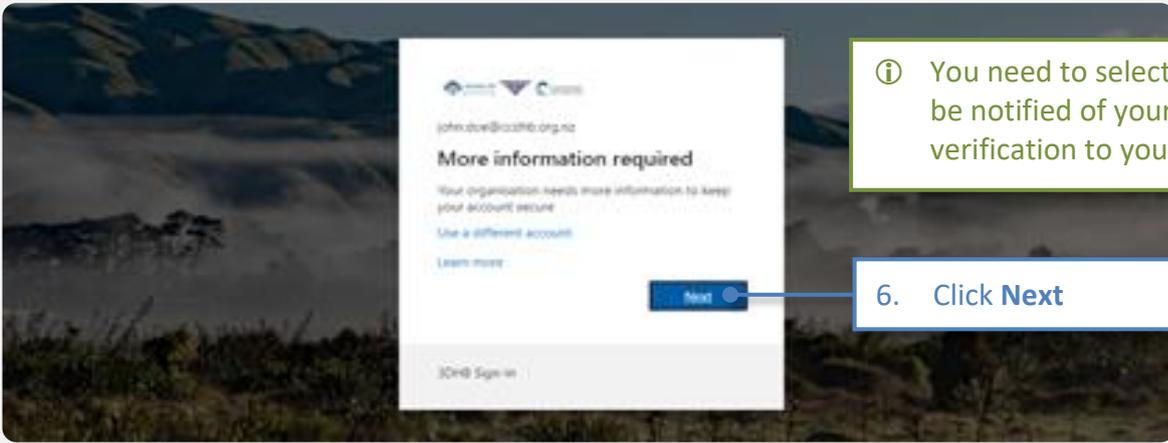
2. Type in your **DHB email address**

3. Click **Next**



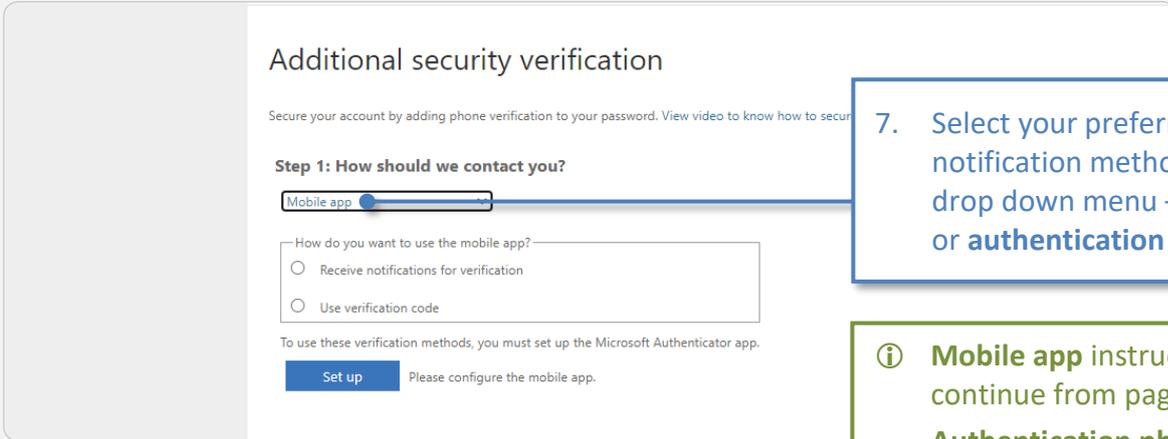
4. Type in your **DHB password**

5. Click **Sign in**



**i** You need to select a method to be notified of your secure verification to your password.

**6. Click Next**



**7. Select your preferred notification method from the drop down menu – mobile app or authentication phone**

**i** **Mobile app** instructions continue from page 4.  
**Authentication phone** instructions continue from page 6.

### 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.

1. Select Receive notifications for verifications

2. Click Set up

### 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: 674 345 638

3. You will be presented with a QR code on your PC

4. Launch the authenticator app on your mobile device and scan the QR code

5. The authenticator app will display a six digit code

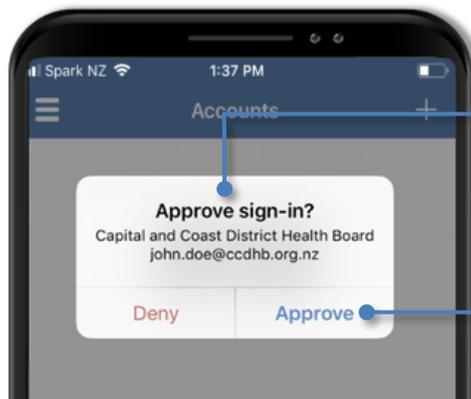
### Additional security verification

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#### Step 2: Let's make sure that we can reach you on your Mobile App device

Please respond to the notification on your device.

6. Click Next



7. A notification will appear on your mobile device

8. Tap Approve

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 3: In case you lose access to the mobile app

New Zealand (+64)

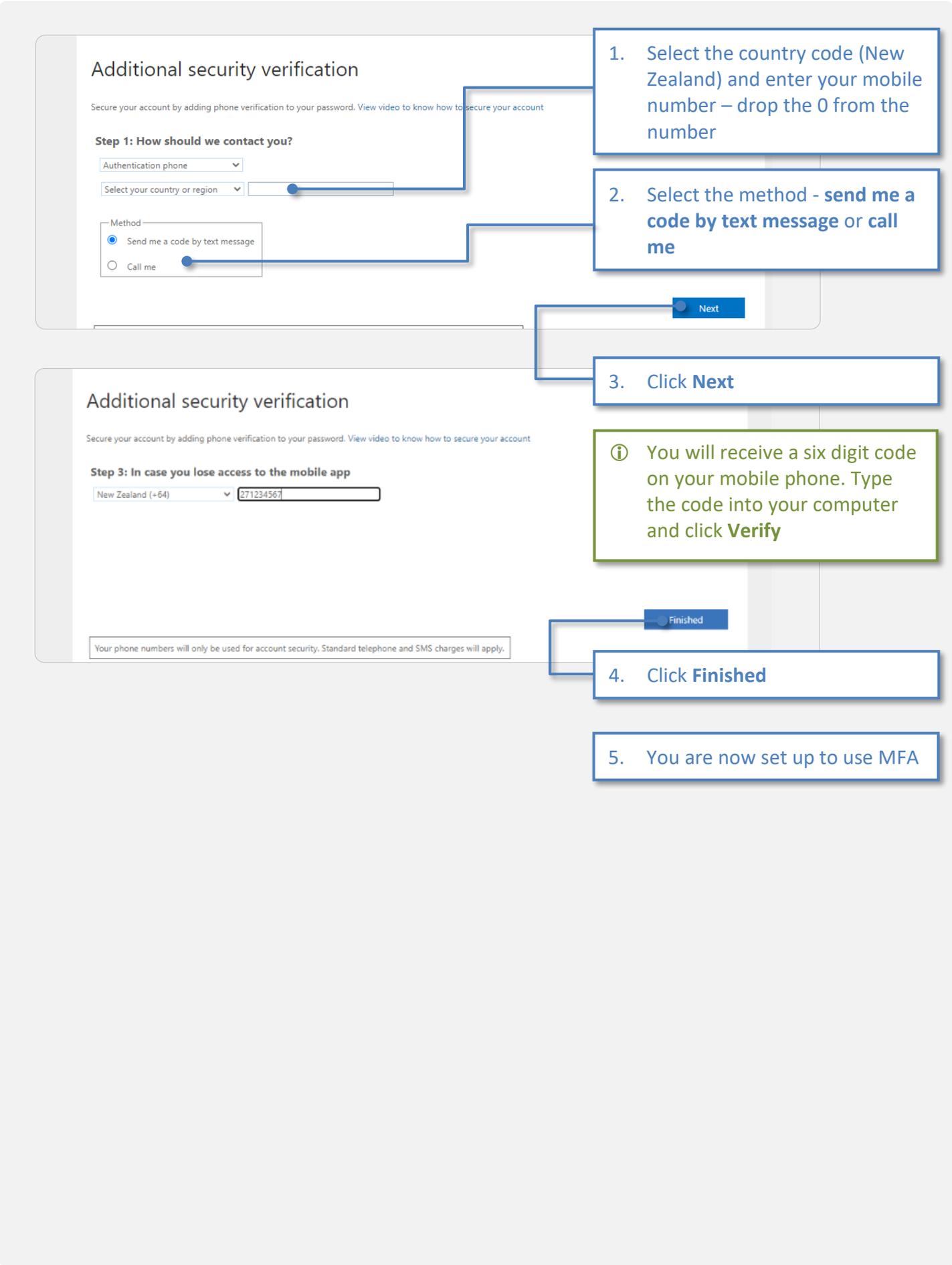
9. Enter your mobile phone number – drop the 0 from the number

10. Click **Finished**

Finished

11. You are now set up to use MFA

# Authentication Phone



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# Version History

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<b>Version</b>	<b>Date</b>	<b>Notes</b>
1.0	25/06/20	Document Creation
1.1	24/03/21	Amendment