



## Introduction

As of January 1, 2023, use of Microsoft Multi-Factor Authentication (MFA) is required of all Marshfield Clinic Health System employees when connecting to offsite wireless networks.

## What is MFA?


MFA is an added layer of security designed to verify a person's identity using a verification method, such as an app on your smartphone or phone call, in addition to a username and password.

## What does this mean for you and orientation?

If you want to use your device offsite, you will be enrolling in Microsoft MFA at some point during your orientation.

## What can you to get ready?

There are a couple things you can do to get yourself ready for MFA enrollment.

1. If you have a smartphone, download the **Microsoft Authenticator** app.  
**Do not pick any app from the App Store without first validating that the title reads "Microsoft Authenticator" and uses this icon:**  

  - a. There are multiple "look-alike" apps on the App Stores. Any other app is incorrect. If the app asks for payment of any kind, it is not the correct app. If the icon does not match, or the title is not "Microsoft Authenticator", it is not the correct app.
  - b. Download the app ONLY. Setup will be completed at orientation.
2. If you have a cellphone (smartphone or non-smartphone), bring it to your orientation.
3. If you have a smartphone, once you arrive at your orientation location connect your smartphone to the public wireless network, "**MC-Guest-WLAN**" or "**Future of Med**".

## Is it required that you use a personal cellphone for MFA?

MFA is a requirement for offsite computer use, however users are not required to use their personal cellphone for MFA. Users that opt to not use their personal cellphones for MFA will be given the alternative option to use a landline phone to complete their MFA requirement.

However, using the Microsoft Authenticator app on your personal cellphone will provide the easiest, most efficient MFA option.

- Microsoft Authenticator application is only used for verification of your identity.
- Microsoft Authenticator doesn't manage any aspect of a device it is installed on.
- Microsoft Authenticator doesn't track working hours and doesn't capture any personal information from the device.

### **What if you have questions about MFA?**

Questions about MFA will be able to be addressed at your orientation during Getting Started training. If you have additional questions after orientation they can be addressed by your department manager.