

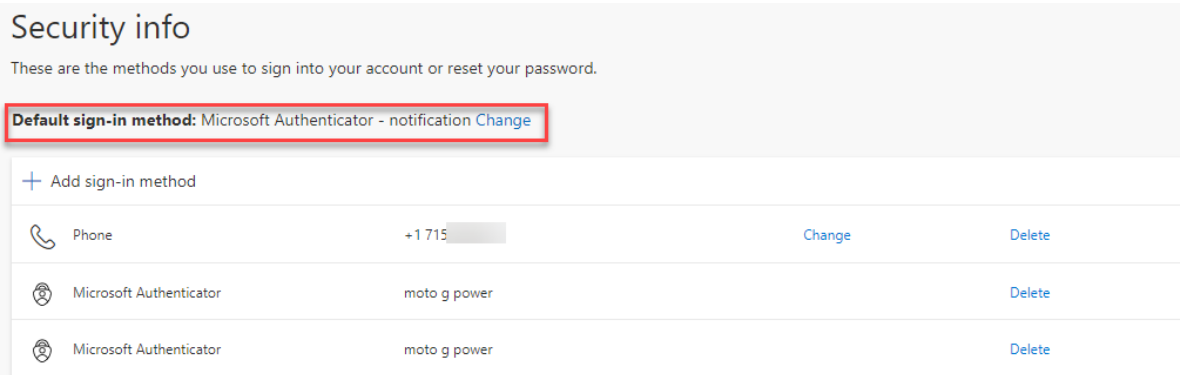
Microsoft MFA Default Sign-in User Guide

Introduction

This guide walks users how to check and set a default sign-in method in Microsoft multifactor authentication (MFA). Failure to follow this guide step by step will result in incorrect set up and the inability to login to your Marshfield Clinic Health System device.

Check default sign-in method

1. On your MCHS computer, navigate to: <https://mysignins.microsoft.com/security-info>.
2. If prompted, enter your email address. Click **Next**.
3. If prompted, approve your sign in request.
4. Your default sign-in method displays at the top of the page. Ensure the default is set to an acceptable sign-in method. Acceptable sign in methods are:
 - a. **Microsoft Authenticator – notification**
 - - The Microsoft Authenticator app is the preferred option.
 - Notification option only. Authenticator app or hardware token - code is not an acceptable method.
 - b. **Phone - call**
 - - Phone must be a cellular telephone or landline that is accessible at each log in. Soft phones (Jabber, IP Communicator) are not acceptable.
 - This has to be **phone call** option only. A text is not an acceptable method.



Change default sign-in method

1. Next to your current default sign-in method, click **Change**.

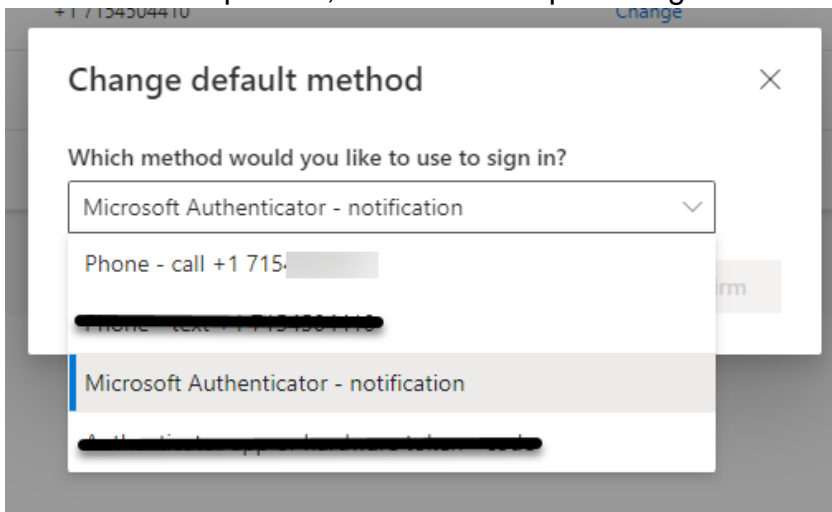
Security info

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 7154504410	Change	Delete
Microsoft Authenticator	moto g power		Delete
Microsoft Authenticator	moto g power		Delete

2. From the drop down, select an acceptable sign in method.



3. Click **Confirm**.

4. Verify the default sign-in method is set to an acceptable method.

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Self-Service HelpDesk

Help is available through My Solution Center, available from the intranet.

HelpLine Staff

Help is available through HelpLine, 715-389-3456 or extension 9-3456.