UAB Medicine Multi-Factor Authentication: Enrollment Guide

1. When on-site browse to https://myprofile.microsoft.com.

2. The *Sign in* page will appear. Enter your full @uabmc.edu email address and click next.

3. Enter your password and click *Sign in*.
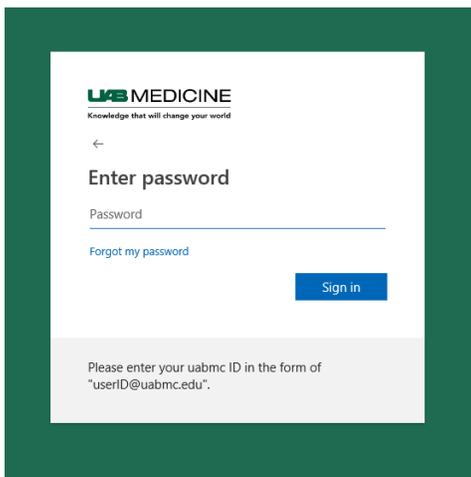
4. Once authenticated, click *UPDATE INFO* located in the *Security info* tile.
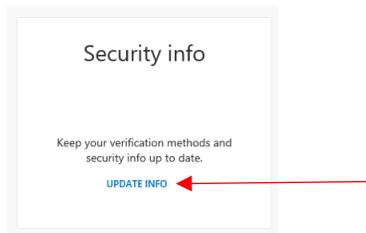
5. If pre-enrollment has not already been done for you, you will be walked through the steps to

    enroll for MFA. Otherwise, click the *Add method* button
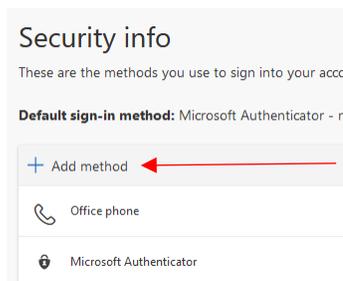
6. You will be given options to either use the **Authenticator App** on a smartphone or a **Phone** to receive SMS texts for codes.

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