

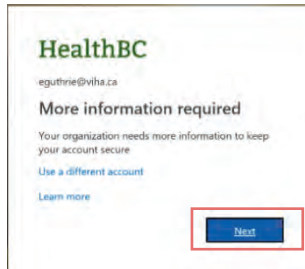
Authentication Instructions for New Users

1 Use Chrome as your default browser

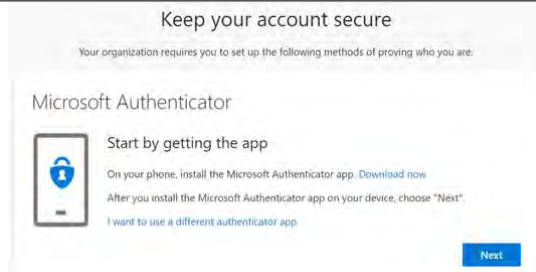
2 Navigate to <http://mfasetup.viha.ca>

3 Log on

4 Screen 1: More information required. Select "Next".



5 Screen 3: MicroSoft Authenticator. Leave this on your screen AND go to your device.



8 After installing the app on the device, click "Next" in screen 3.

9 Return to your device and follow the instructions.

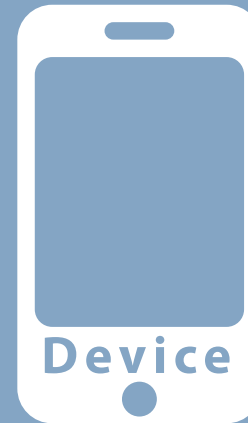
6

Download and install the MS Authenticator app



Return to your computer.

7

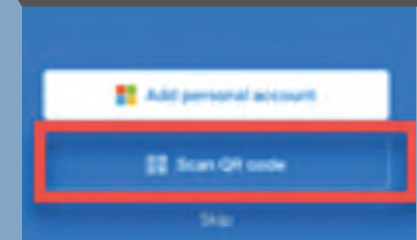


Open the app.

10

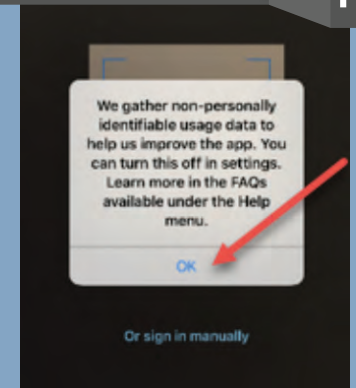
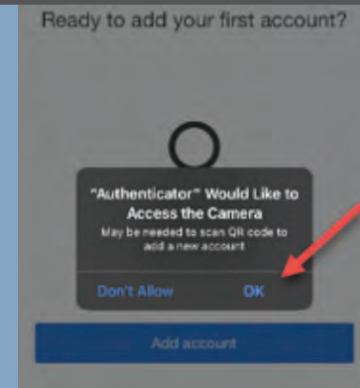
Click "Scan QR code".

11

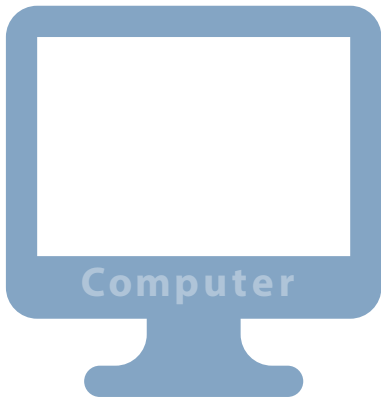
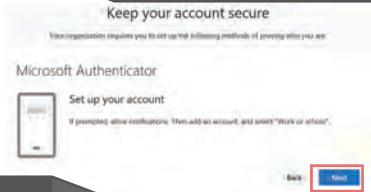


Please select "Ok" on the next screens.

12



15 Select "Next."



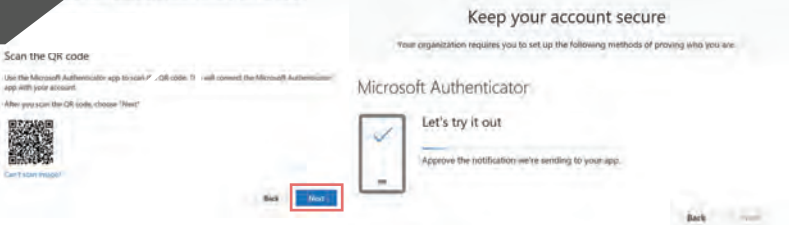
16 The QR scan code will display on computer.



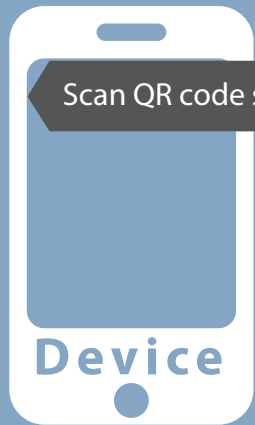
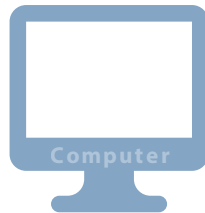
17 Hold mobile device up to screen and take a photo of the code.



20 Click next. A notification will be sent to your device.



22 Success. Select "Done." A security info page will appear.

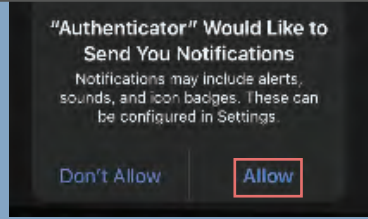


13 Scan QR code screen will display, scan the code.



14 Return to your computer.

18 The Authenticator screen will prompt you. Select "Allow."



19 You have set up your profile.



21 Approve the sign-in request.



23 Open the menu and sign out.

