

Registration

Multi-Factor Authentication

To secure and protect sensitive data, Multi-Factor Authentication (MFA) will be required when Texas Health employees access the “Active Users” link on MyTHR.org anytime you are away from a Texas Health Resources location or worksite. To complete MFA registration, you need:

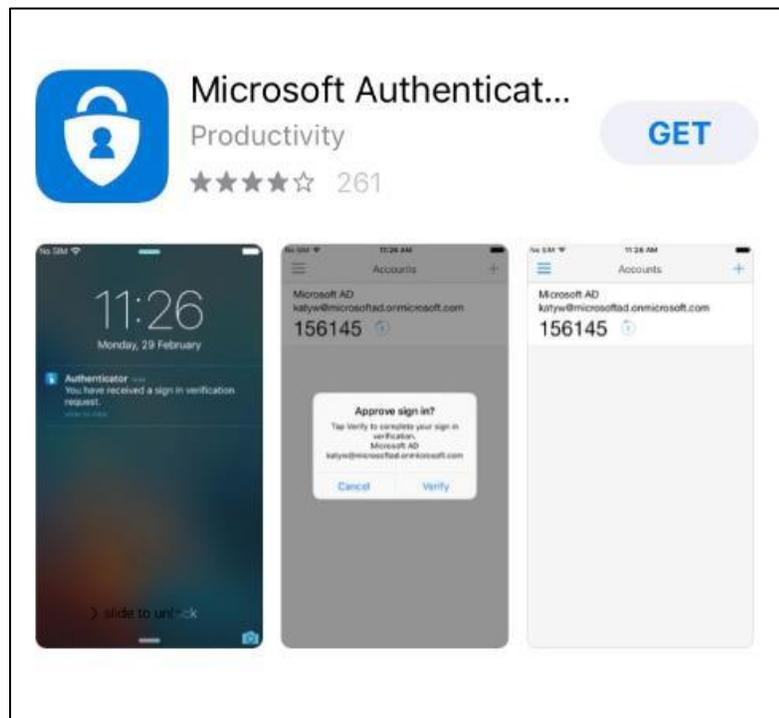
- Texas Health Email Address (example: someone@texashealth.org)
- Texas Health Network Password
- Access to a computer and connected to a THR network (*i.e., you are logged in to a Texas Health computer and you are on-site at a THR facility*)
- Your personal Mobile Device
- App Store username and password *i.e., Apple or Google*

IMPORTANT: Contact the Service Desk at 682-236-4357 if either of the following is true:

- If you are not connected directly to the THR network with a THR provided device
- You are attempting to complete the MFA registration process remotely from any device

Steps to Register

- 1) Go to the App Store on your mobile device and download the free App called **Microsoft Authenticator**



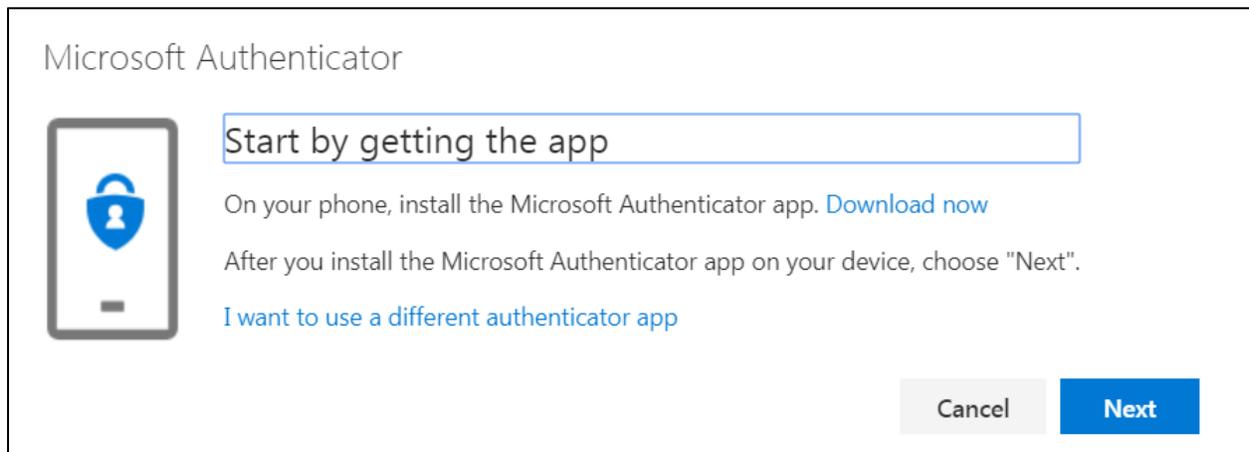
- 2) While the App is installing, on your computer go to <https://aka.ms/mfasetup>.
- 3) Click on the “**Security Info**” menu option



- 4) Click the plus sign to add methods of providing you with a code. Make sure at least one method is selected as your default method:
 - a. It is recommended to use your Cell Phone number so a text can be sent with the authentication code
 - b. Follow the instructions on setting up a secondary method via email or texting
- 5) Next, add the **Authenticator App** as a sign-in method
NOTE: app must be finished downloading before you begin this step:
 - a. Click on the “**Add Method**” button

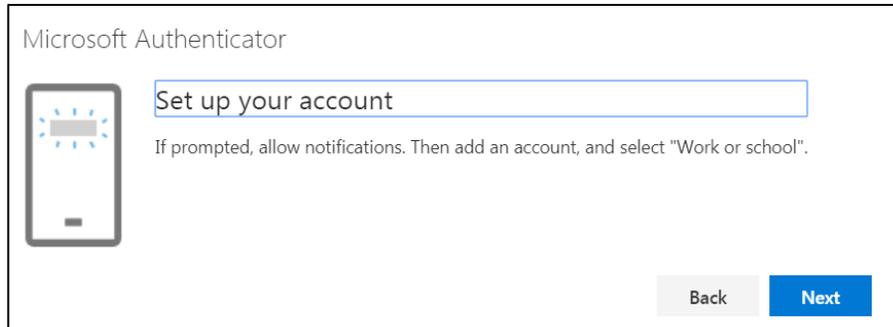


- b. Select “**Authenticator App**” in the drop-down box and then click on **Add**.
 - c. Click on **Next**.

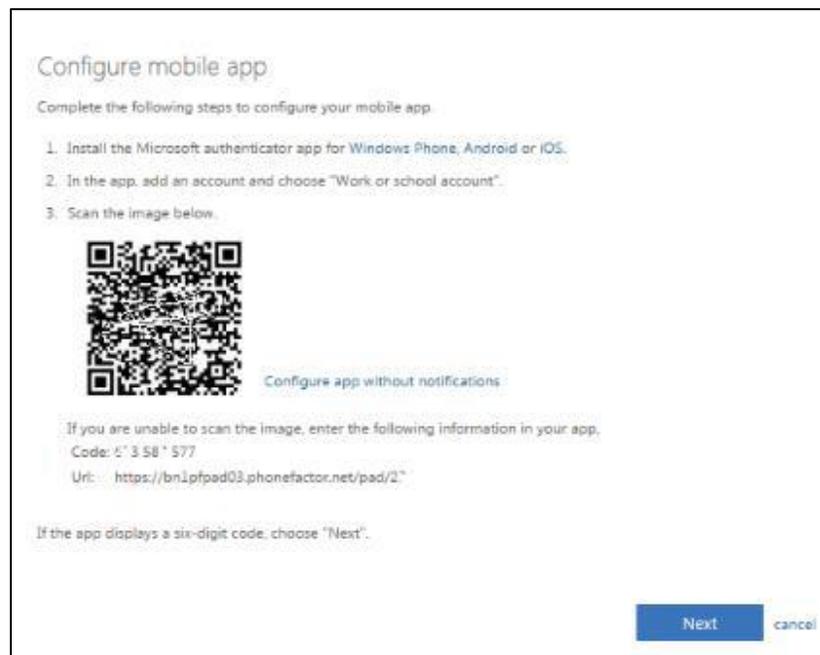


- 6) Open the Authenticator app on your mobile device.
- 7) Click on “**Add Account**” and then select “**Work or School Account**”

- 8) On your computer, click “**NEXT**”



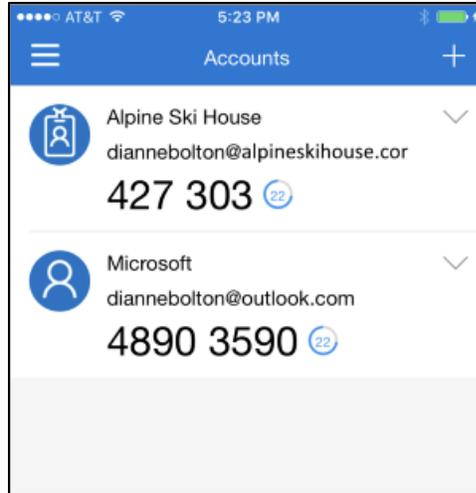
9) A scannable image and code/URL will display on your screen



10) Use the camera on your mobile device to scan the QR code, and then select “Next” to close the QR code screen

- a. If you cannot scan the QR code on your mobile device, click on “Can’t scan image” and enter the Code and URL shown on your computer in the app

11) When the app shows your account name with a six-digit code underneath it, you've successfully completed the process.



Now, when you go to login to a Texas Health specific app or sign in via remote access and are prompted for a security code, you should open the authenticator app on your mobile device. The 6-digit code displayed on your mobile device will be the security code you enter (or click on the "Allow" push notification which will appear on your mobile device).

- 12) You can now go back to the security screen on your computer and change the default method of verification:
- Click on **"Change"** next to your default sign in method
 - From the drop-down list, select **Microsoft Authenticator**
 - Click on "Confirm"

Change default method

Which method would you like to use to sign in?

Microsoft Authenticator - notification

Back Confirm