

How to set up Two-Factor Authentication for your Kingston Account

There are two ways to set up your authentication.

- 1. Microsoft Authentication App
- 2. Phone Number

Instructions on how to complete either option are below.

Microsoft Authentication App

[*How to set up the Microsoft Authenticator App while on a computer.....pages 1-4*](#)

[*How to set up the Microsoft Authenticator app while using a phone.....pages 5-6*](#)

Phone Number

[*How to set up a phone number for Authentication.....pages 7-8*](#)

How to set up the Microsoft Authenticator App while on a computer



Sign Into Your Kingston Email:

- Visit <https://outlook.office365.com/> and sign in with your Kingston Email and Password.

The screenshot shows a sign-in page for 'INFORMATION TECHNOLOGY'. At the top left is a crest logo. Below it is a back arrow and a blurred email address. The main heading is 'Enter password'. There is a password input field with the placeholder text 'Password'. Below the field are two links: 'Forgot my password' and 'Use your face, fingerprint, PIN, or security key instead'. At the bottom right is a blue 'Sign in' button.

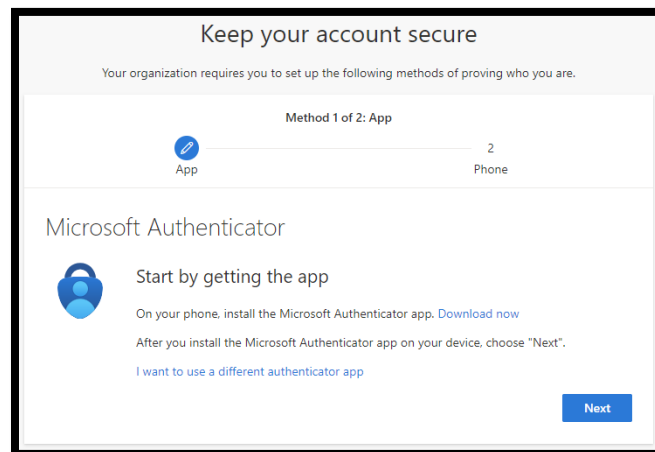
Begin Authenticator App Setup:

- After signing in, you'll be prompted to start the Microsoft Authenticator app setup.
- Click "Next" to proceed.

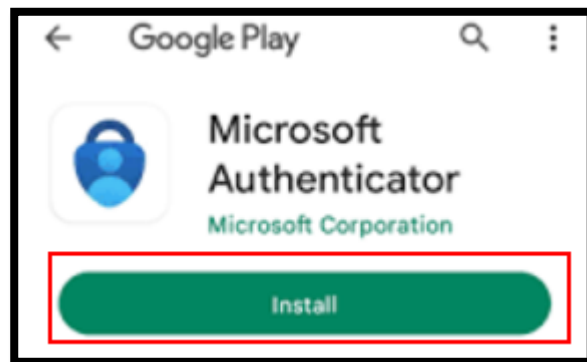
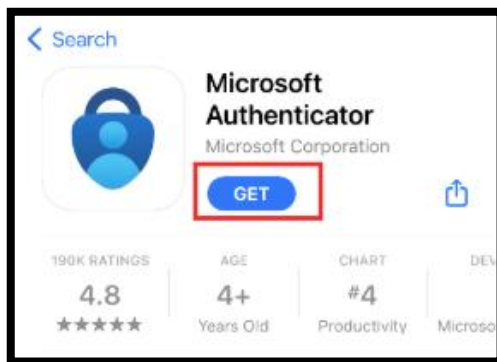
The screenshot shows a 'Microsoft' logo at the top left. Below it is a blurred email address. The heading is 'Action Required'. The text says: 'Your organization requires additional security information. Follow the prompts to download and set up the Microsoft Authenticator app.' There are two links: 'Use a different account' and 'Learn more about the Microsoft Authenticator app'. A grey box contains the text: 'You have 14 days until this is required.' At the bottom are two buttons: 'Ask later' and 'Next'. A red arrow points to the 'Next' button, which is highlighted with a red border.

Download the app:

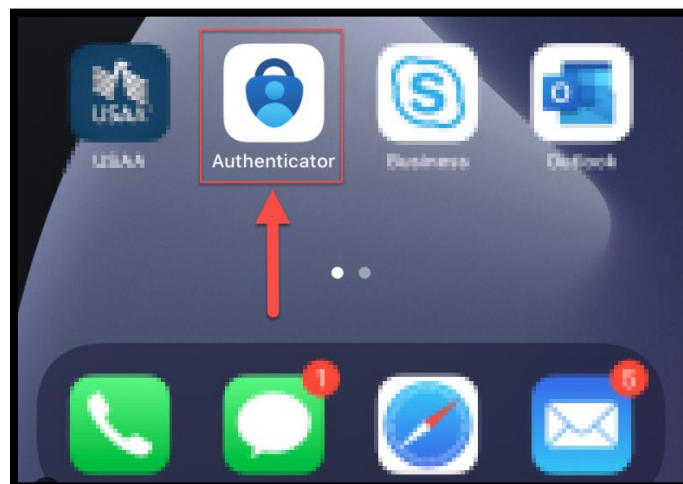
- You will now be prompted to download the Microsoft Authenticator app on your phone.



- Install the Microsoft Authenticator app from the App Store on your Phone.

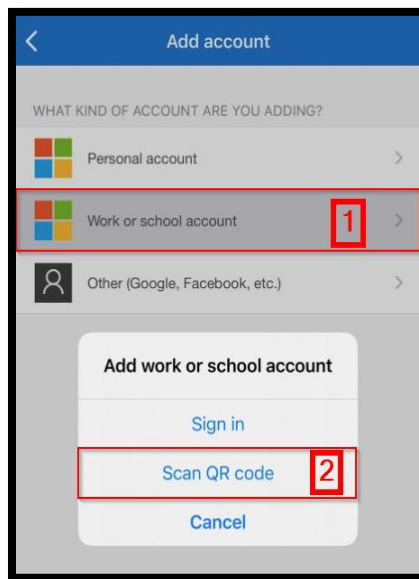
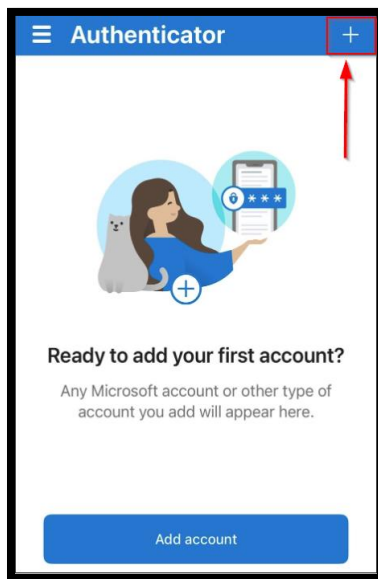


- Now Open the Microsoft Authenticator app.



Add account:

- Tap the "+" button to add a new account

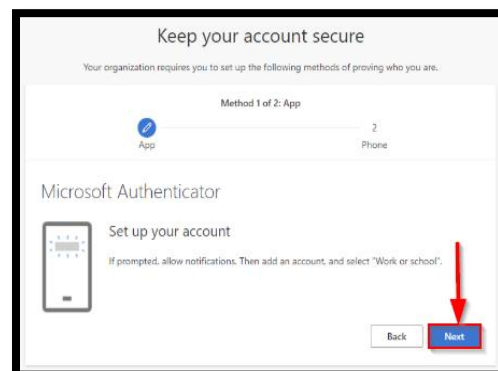
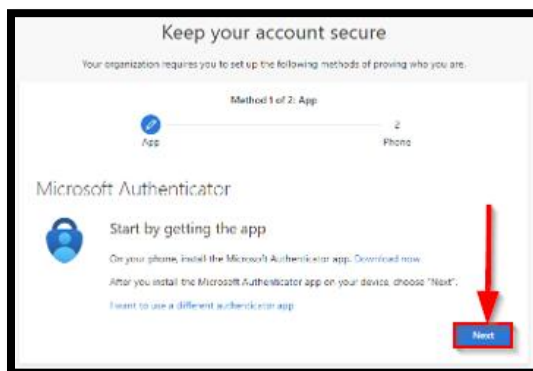


1. Choose "Work or school account"

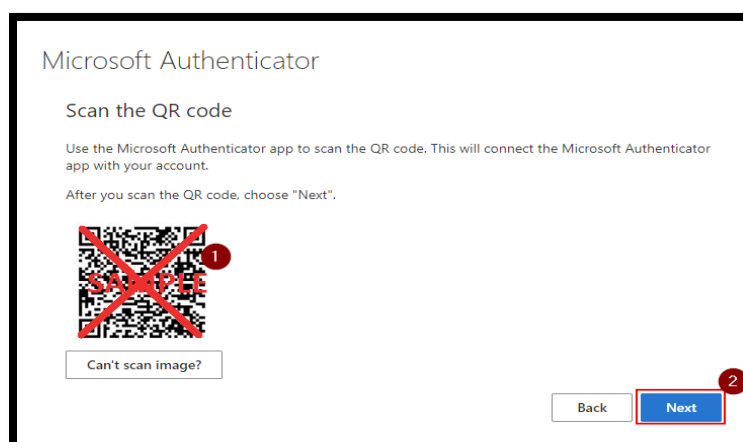
2. Select "Scan QR code"

Scan QR code:

- Back on the "Keep your account secure" page, click "Next" to display the QR code

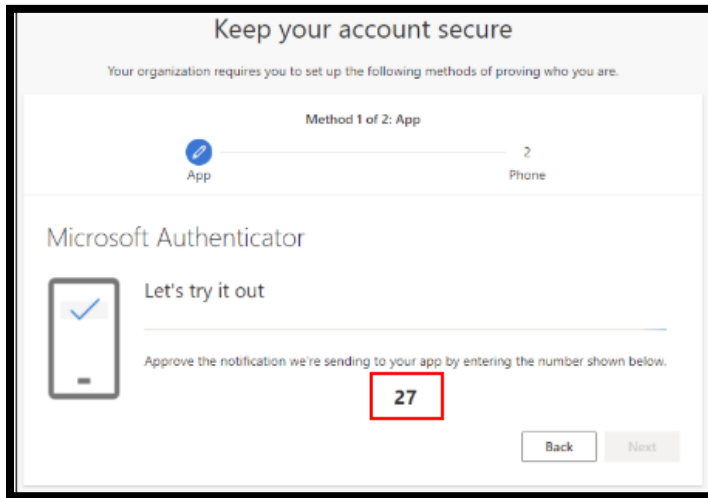


1. Scan the QR code on your screen using the Microsoft Authenticator App
2. Click Next



Confirm the Setup:

- Confirm the number displayed on the “Keep your account secure” screen by entering it into your phone and selecting “Yes”.



If you have any additional questions or concerns, please contact us at the Helpdesk.

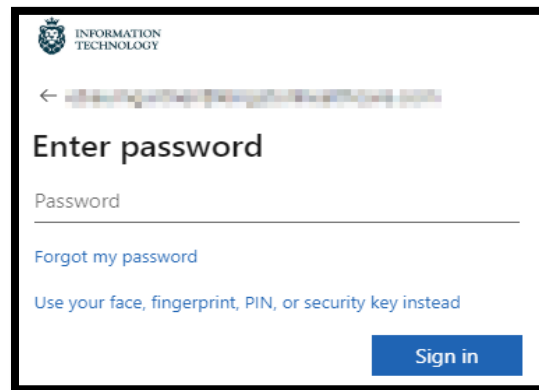
Phone Call - 419-247-2557 [Kingston Help Desk Ticket Submission](#)

How to set up the Microsoft Authenticator app while using a phone

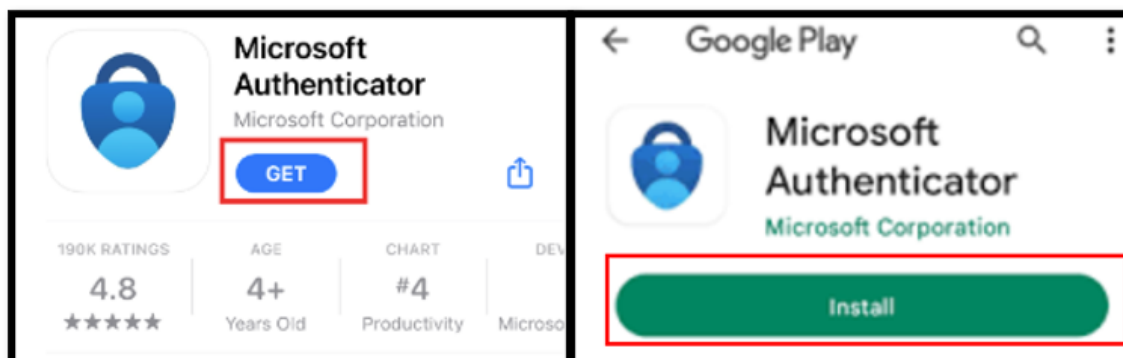
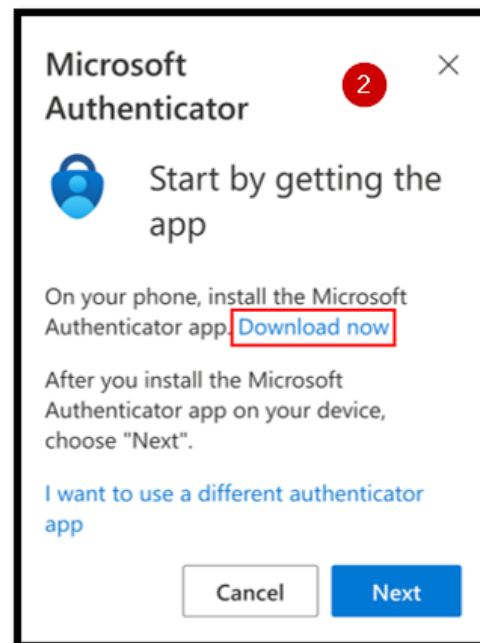
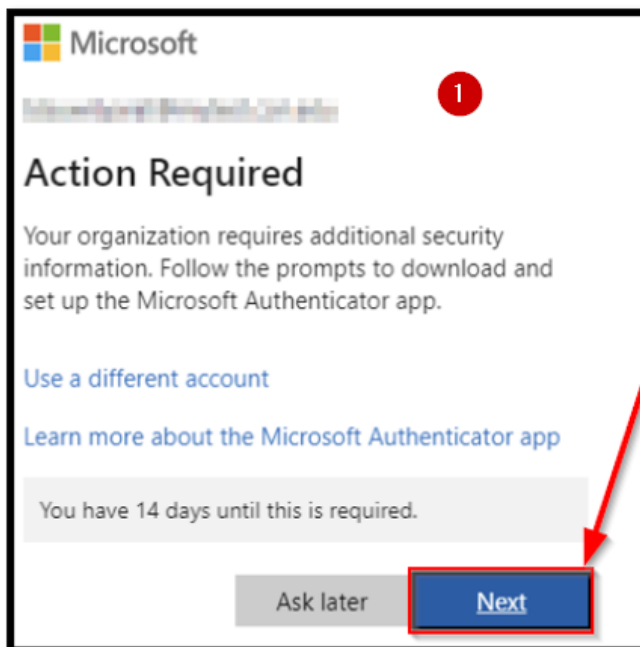


Sign Into your Kingston Email account:

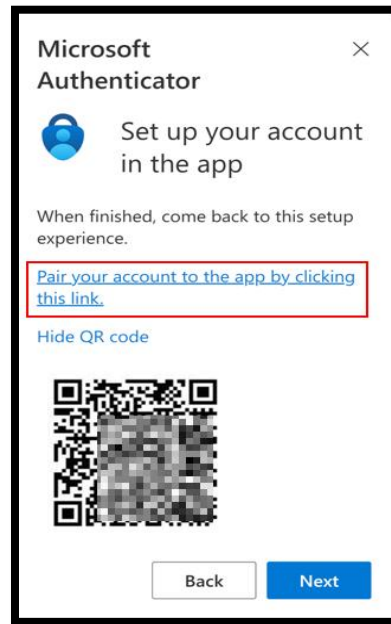
- You can sign into your Kingston Email account by using Outlook.com or the Infor GO application.



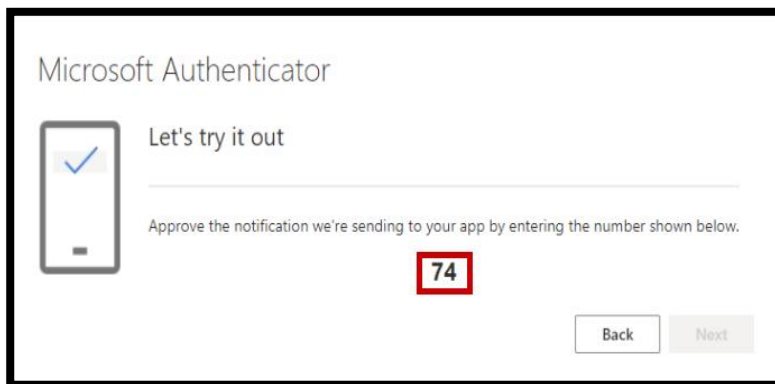
- After signing in, you'll be prompted to start the Microsoft Authenticator app setup.
- Tap "Next"
- Select "Download Now" to Download the Microsoft Authenticator app.



- With the Microsoft Authenticator app installed
- Tap “Pair your account to the app by clicking this link.”



- Once Paired tap “Next”
- It will now prompt for approval in the Microsoft Authenticator App
- Enter the number on your screen into the Microsoft Authenticator App
- Tap “Yes”



- Once Approved tap next.

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How to set up a phone number for Authentication



Sign Into your Kingston Email account:

- You can sign into your Kingston Email account by using Outlook.com or the Infor GO application.

Microsoft
Sign in
bwayne@kingstonhealthcare.com
[Can't access your account?](#)
Next

INFORMATION TECHNOLOGY
← [blurred text]
Enter password
.....
[Forgot my password](#)
Use your face, fingerprint, PIN, or security key instead
Sign in

Enrolling your Phone Number for authentication:

- You will now be on the “More information required” screen.
- Select “Next” to continue
- Select “I want to set up a different method”

INFORMATION TECHNOLOGY
[blurred]@kingstonhealthcare.com
More information required
Your organization needs more information to keep your account secure
[Use a different account](#)
[Learn more](#)
Next

Microsoft Authenticator
Start by getting the app
On your phone, install the Microsoft Authenticator app. [Download now](#)
After you install the Microsoft Authenticator app on your device, choose "Next".
[I want to use a different authenticator app](#)
[I want to set up a different method](#)
Next

- Select the method of "Phone"

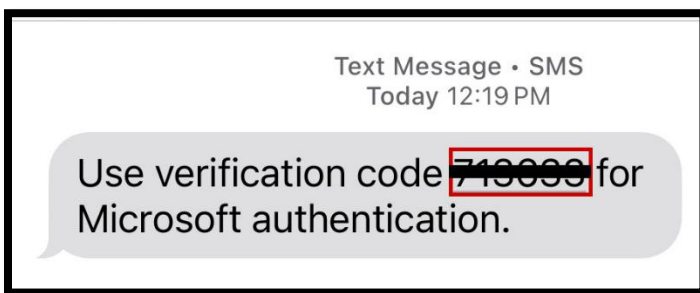
Choose a different method X

- Microsoft Authenticator
Approve sign-in requests or use one-time codes
- Hardware token
Sign in with a code from a hardware token
- Phone**
Get a call or text to sign in with a code

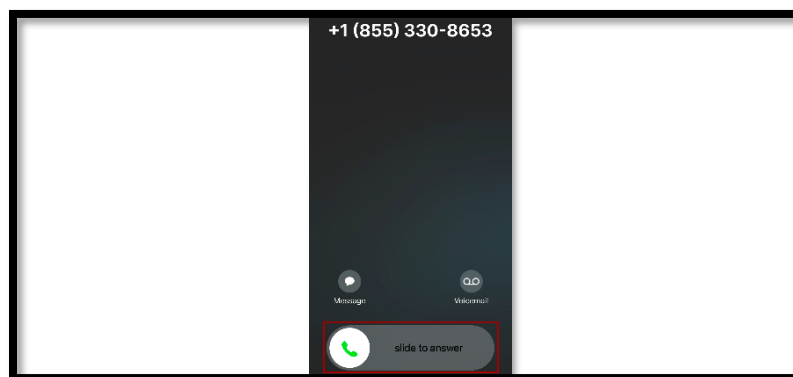
- Enter your phone number
 1. Select “Receive a code” to be sent a text message for Authentication
 2. Select “Call me” to receive a phone call for Authentication
- Select “Next” to continue

Verify your phone number:

- You will now (1.) Receive a code or (2.) Receive a call
 1. Enter the 6-digit code that has been sent to your phone
 - a. Once entered select “Next”



2. Answer the phone call
 - a. Follow the spoken instructions on the call to verify your phone number



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