

Setting up Multi-Factor Authentication and Registering Your Mobile Device



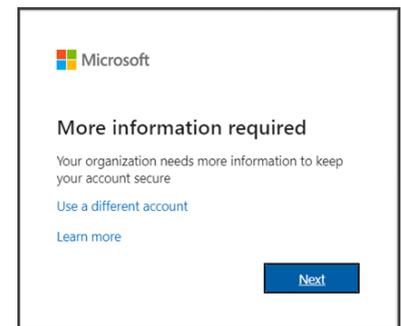
Audience: Everyone

Houston Methodist requires multi-factor authentication (MFA) – an extra security layer requiring additional identity verification – for access to system networks and applications to keep HM data safe. Part of this process includes registering a work or personal mobile device to receive an MFA text message or download the **Microsoft Authenticator app**.

Note: New employees must register for Microsoft MFA within the first 14 days of employment or they won't be able to log on to the HM network.

Setting up Microsoft MFA

1. Go to office.com and log in using your HM email and password.
 - a. For new employees, if this is your first time logging in, use your temporary password and follow the on-screen instructions to set a new password.
2. If MFA has not been set-up, a **More information required** pop-up window will open. Click **Next**.
3. The default Microsoft MFA option is to use the free **Microsoft Authenticator app**.
 - a. If you have it downloaded on your mobile device, select **Next** and follow the prompts to add your HM account.
 - b. If you don't have the app downloaded, you can click the on-screen link to download it.
 - c. If you prefer to receive an MFA text message on your phone, select **I want to set up a different method**. Microsoft will ask for your mobile number, then send you a verification text message with a six-digit code.



Additional Phone Registration

To validate your mobile device with the IT Service Desk, ensure access to additional HM applications and receive emergency system messages, device registration is required in two additional places.

SecureAuth Registration

1. Visit enroll.houstonmethodist.org/SecureAuth3/ and log in with your HM username and password.
2. Follow the prompts and complete all fields.

MARS Phone Registration

1. Go to the [MARS portal](#) and log in with your HM username and password.
2. Open the **Personal Details** tile then click **Contact Details**.
3. Under **Phone** click the **+** icon to add a phone number.
 - a. You can also click on an existing phone number to change or delete it.
 - b. Your mobile phone number must be labeled as **Mobile** to receive emergency texts.
 - o Listing a mobile number as your **home** phone number will prevent you from receiving important emergency text messages.