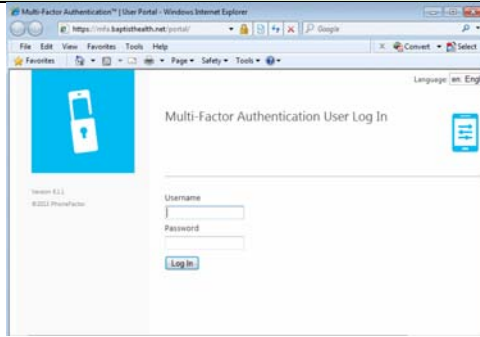


Guide for Setting Up Your Multi-Factor Authentication Account and Using Multi-Factor Authentication

On Your Computer

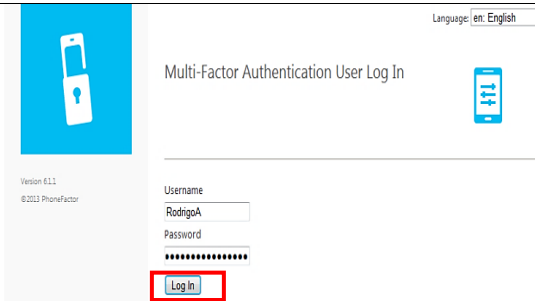


Open your browser and navigate to:

<https://mfa.baptisthealth.net/portal>.

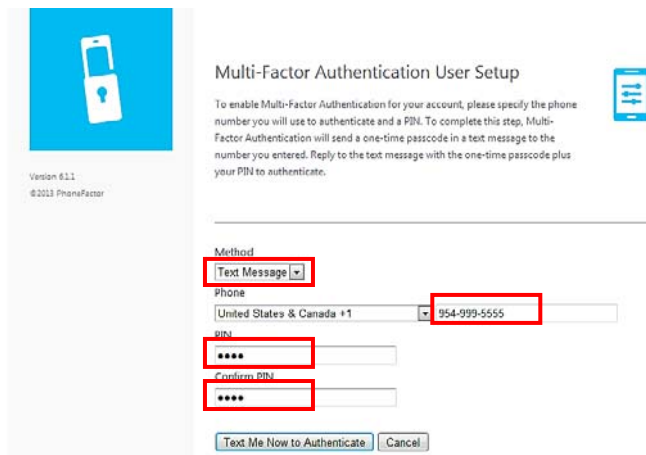
Note: A great reference tool is:

<https://baptisthealth.net/en/ps/pages/mfa.aspx>



1. Enter your Active Directory Username and Password. (also referred to as your AD credentials)
2. Click the **Log In** button.

If you are a new user and have not changed your default password, or if your password is expired, you may be prompted to change your password.

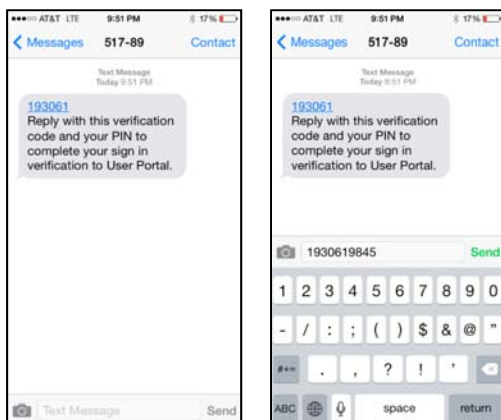


3. Click the dropdown arrow under **Method**.

1. Select **Text Message**
2. Enter a 4-digit **PIN**.
3. Confirm your PIN by entering it again.
4. Click the **Authenticate Me Now** button.

Note: your PIN must meet the following criteria:

- Must be numeric.
- Cannot contain 3 sequential digits. (i.e.: 12384)
- Cannot contain 3 repeating digits. (i.e.: 33384)
Cannot contain any 4 digit subset from your phone number
(i.e.: If phone number is 305-372-6658, PIN cannot contain 3053, 5372 or 6658 or any other 4 digit subset of the number)



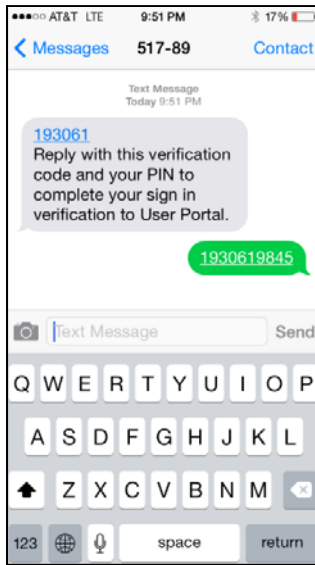
You will receive a text message on your phone asking you to reply.

1. Enter the verification code provided in the text message and your **PIN**.

In this example, the verification code is 193061 and the PIN is 9845.

Enter 1930619845.

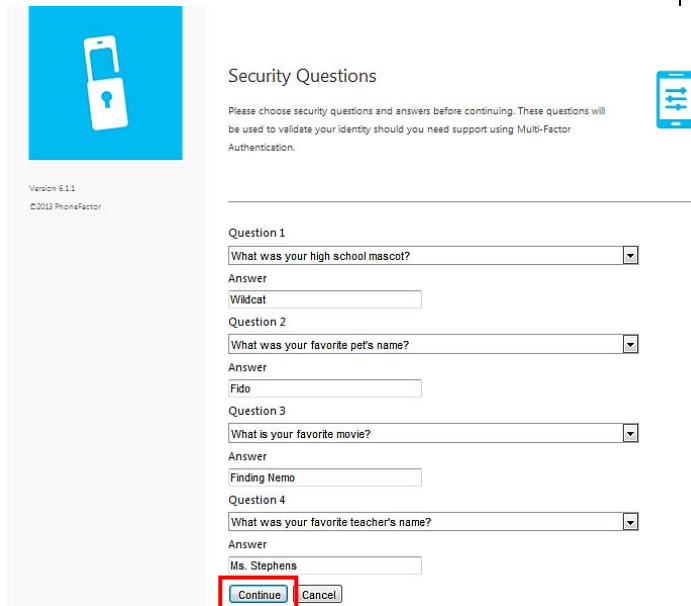
2. Tap the **Send** button.



Once the message is delivered the authentication process is completed.

Return to your computer to set up your security questions.

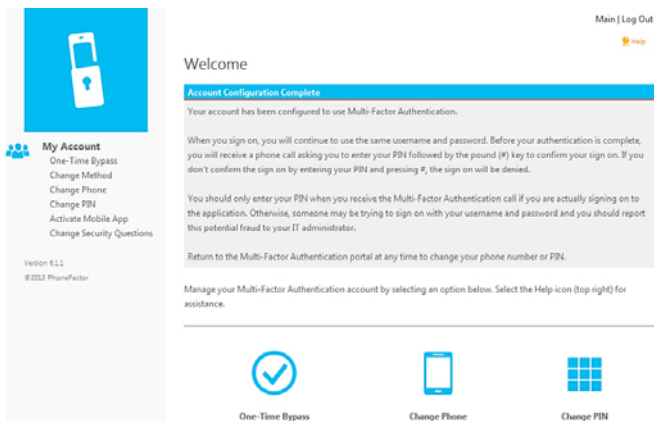
3: Setting Security Questions



After completing the verification step for your selected authentication method, you are prompted to setup your security questions.

1. Select four questions and enter the appropriate responses.
2. Click the **Continue** button.

Note: Each question must be unique and contain 4 or more characters.



The enrollment process is now complete.

You can now access any MFA-based resource, use the user portal to enable a one-time bypass for MFA authentication, change the notification method, update the contact number, change your PIN, activate the mobile app (one of the methods), or change your security questions.

Final Step: Log in to the Portal



Language: en: English

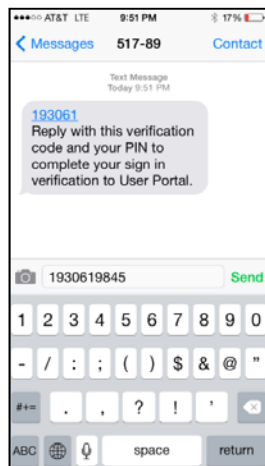
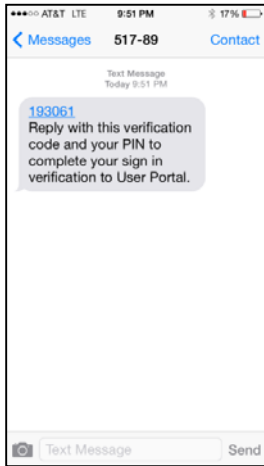
Multi-Factor Authentication User Log In

Version 6.1.1
©2013 PhoneFactor

Username
RodrigoA

Password
●●●●●●●●

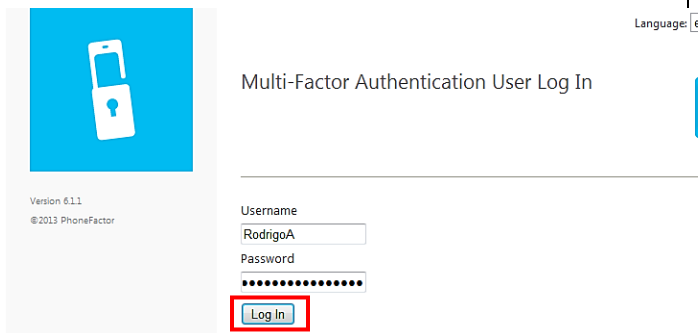
Log In



Once your MFA access has been set up you can now log into the portal to access your applications

1. Go to the website: (make it a Favorite)
Portal.baptisthealth.net
2. Enter your AD Credentials
Username –
Password –
3. On your Smartphone you will receive a TEXT MESSAGE
 - Enter verification code followed by your PIN.
 - In this example, the verification code is 193061 and the PIN is 9845.
 - Tap the **Send** button.
4. The screen on your computer should automatically change and you can now view your applications on the left side of the screen.

Login In with Security Questions/One-Time Bypass



Language: en

Multi-Factor Authentication User Log In

Version 6.1.1
©2013 PhoneFactor

Username
RodrigoA

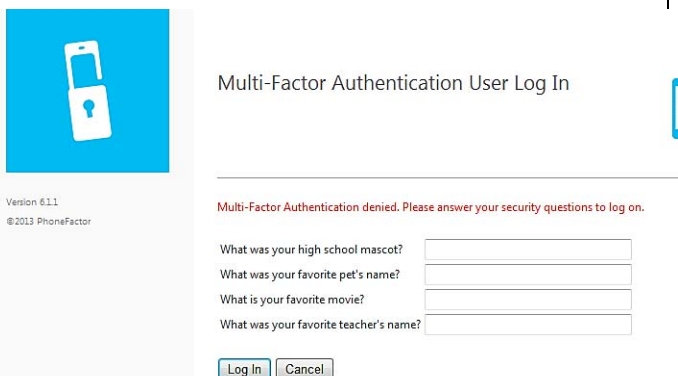
Password
●●●●●●●●

Log In

If your device is unavailable, you may initiate a one-time bypass to access MFA-enabled resources. To do this, use your security questions as your second level verification.

1. Enter your AD Username.
2. Enter your password.
3. Click the **Log In** button.

Since your device is unavailable, wait 60 seconds to be prompted for with your security questions.



Multi-Factor Authentication denied. Please answer your security questions to log on.

What was your high school mascot?

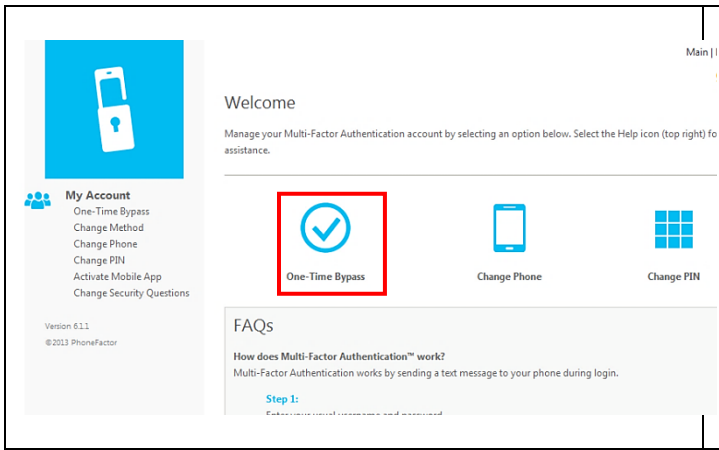
What was your favorite pet's name?

What is your favorite movie?

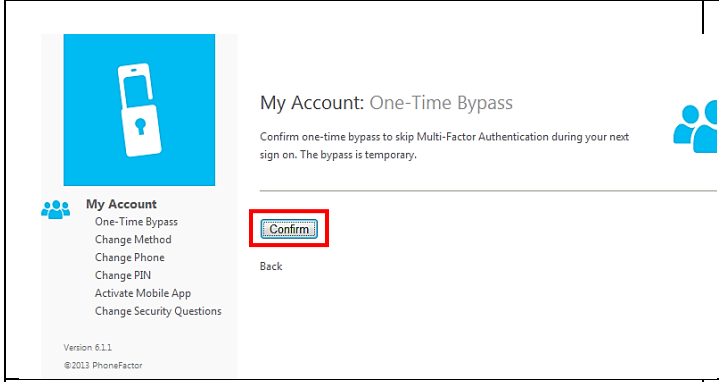
What was your favorite teacher's name?

Log In Cancel

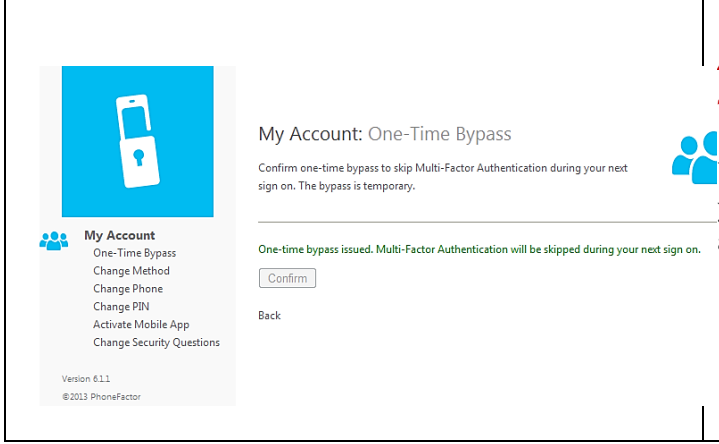
4. Answer the security questions.
5. Click the **Log In** button.




6. Click the **One-Time Bypass** icon.



7. Verify you want to continue by clicking the **Confirm** button.



A one-time bypass is issued and multi-factor authentication is be skipped during your next sign on.

 You will be able to access a MFA-enabled resource using only your AD credentials for either 5 minutes or one successful authentication, whichever occurs first.