

Register or Update Security Info

Overview

The Security Info page in Microsoft 365 (M365) allows you to configure authentication methods that are required to perform Self-Service Password Reset (SSPR) or to satisfy Multi-Factor Authentication (MFA) requests when accessing resources remotely.

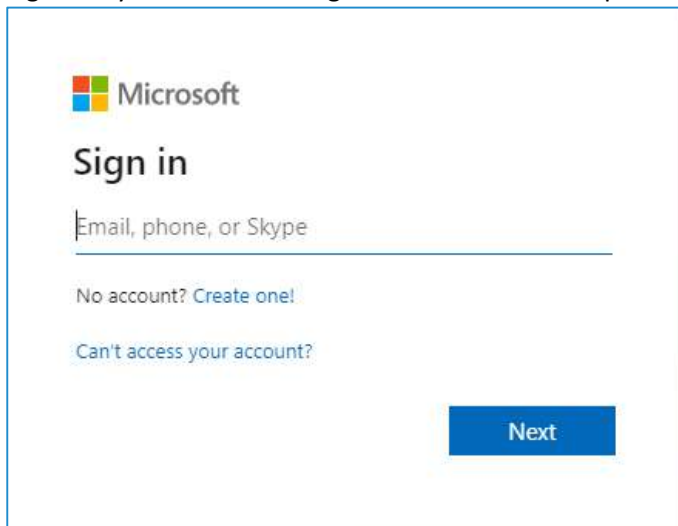
Examples of resources requiring MFA when accessed remotely include: RML Pulse (Intranet), Outlook (E-Mail), SharePoint, Teams, and other M365 services; Meditech Expanse (EMR); and RML Remote Application Server.

Register Security Info

Before you can use Self-Service Password Reset (SSPR) or Multi-Factor Authentication (MFA), you must register for it. You can do this by going to <https://www.rmlspecialtyhospital.org/employees/> and selecting the **“Register or update Security Info”** link.

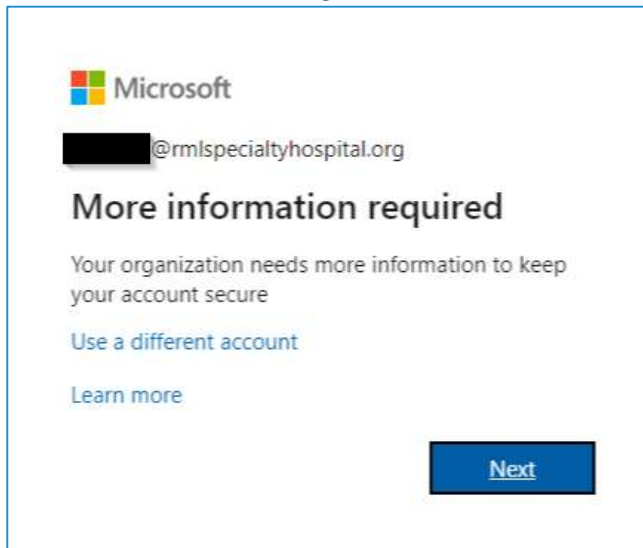
If you try to access Microsoft 365 applications or services prior to registration, you may be asked to register before you can continue. This is the same registration as the procedure below.

1. Open <https://www.rmlspecialtyhospital.org/employees/> in a web browser.
2. Click on “Register or update Security Info”.
3. Sign into your account using the “username@rmlspecialtyhospital.org” format.



The image shows a screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the page is a blue button labeled "Next".

4. Click "Next" to start the registration

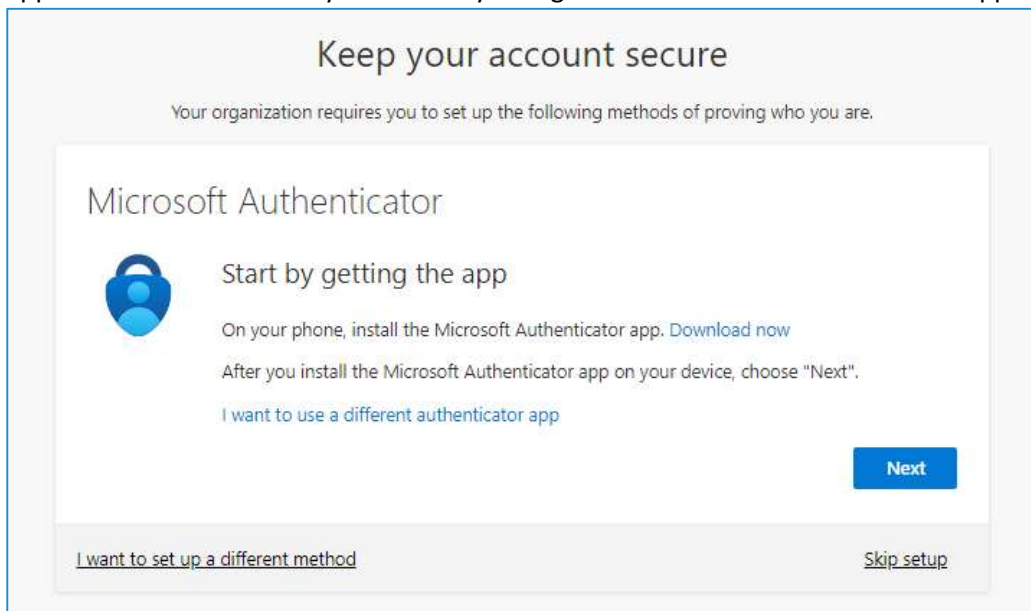


5. You have several verification options to select from. The preferred method, using the Microsoft Authenticator app, is selected by default.
 - **Microsoft Authenticator (Push notifications or one time code):** An application that you install on your personal mobile device. Available for Android or Apple iOS devices.
 - **Phone (call or text):** A personal phone number other than your office phone.
 - **Other Authenticator (one time code only):** Another third-party authenticator app, such as Google Authenticator, that you install on your personal mobile device.

Microsoft Authenticator

Note: Push notifications can only be enabled if you register for another verification method first.

1. Click on "Download now" for instructions on how to download and use the Microsoft Authenticator app. Click on "Next" when you are ready to register the Microsoft Authenticator app.



Get the app on your phone

Scan the QR code with your Android or IOS mobile device.



- 2.
3. Follow the instructions to set up a new account in the Microsoft Authenticator app and click "next."

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Set up your account

In your app, add an account and select "Other".

Back

Next

[I want to set up a different method](#)

[Skip setup](#)

4. Follow the instructions to scan the QR code and click “next”

Keep your account secure


Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



[Can't scan image?](#)

[Back](#) [Next](#)


[I want to set up a different method](#) [Skip setup](#)

5. Enter the verification code from the Microsoft Authenticator app.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Enter code

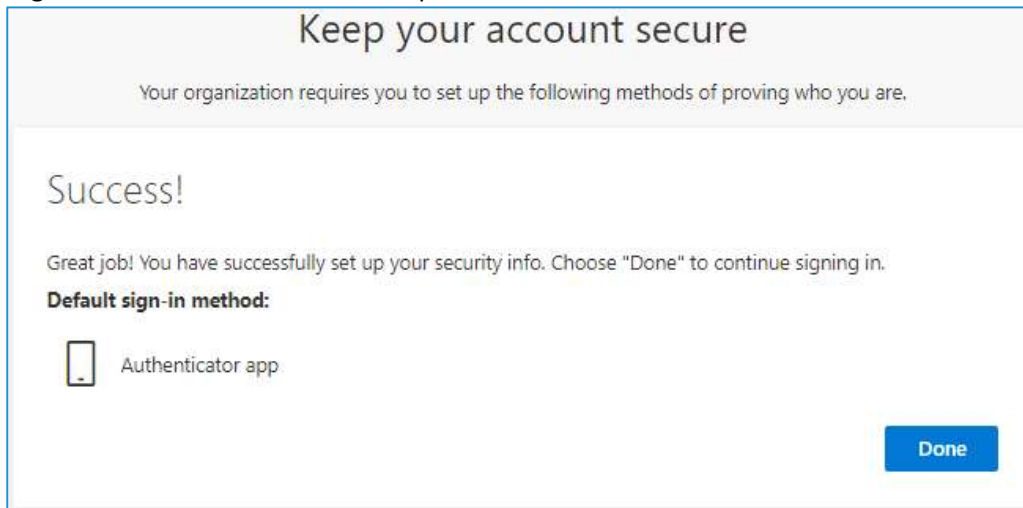
Enter the 6-digit code shown in the Microsoft Authenticator app.

Enter code

[Back](#) [Next](#)

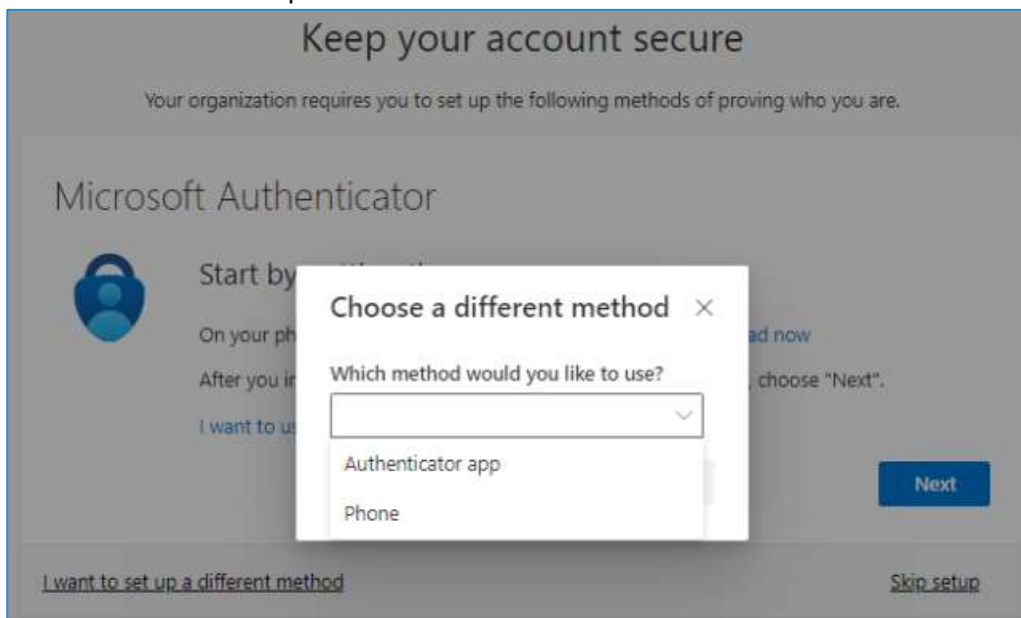
[I want to set up a different method](#) [Skip setup](#)

6. You should receive the following indicating that your verification method has been successfully registered. Click on "Done" to complete.



Mobile Phone

1. Click on "I want to set up a different method" and select "Phone."



2. Enter your personal mobile phone number.

The screenshot shows a web page titled "Keep your account secure". Under the heading "Phone", it says "You can prove who you are by answering a call on your phone or receiving a code on your phone." Below this is the question "What phone number would you like to use?". There is a dropdown menu set to "United States (+1)" and a text input field labeled "Enter phone number". Two radio buttons are present: "Receive a code" (which is selected) and "Call me". A note states: "Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement." At the bottom right is a "Next" button. At the bottom left is a link: "I want to set up a different method". At the bottom right is a "Skip setup" link.

3. Enter the code that was sent to your phone.

The screenshot shows a web page titled "Keep your account secure". It says "Your organization requires you to set up the following methods of proving who you are." Under the heading "Phone", it says "We just sent a 6 digit code to +1 [redacted] Enter the code below." Below this is a text input field labeled "Enter code" and a link "Resend code". At the bottom right are "Back" and "Next" buttons. At the bottom left is a link: "I want to set up a different method". At the bottom right is a "Skip setup" link.

4. If you entered the correct code, you would see the following. Click "next" and then "done" on the following screen to complete.

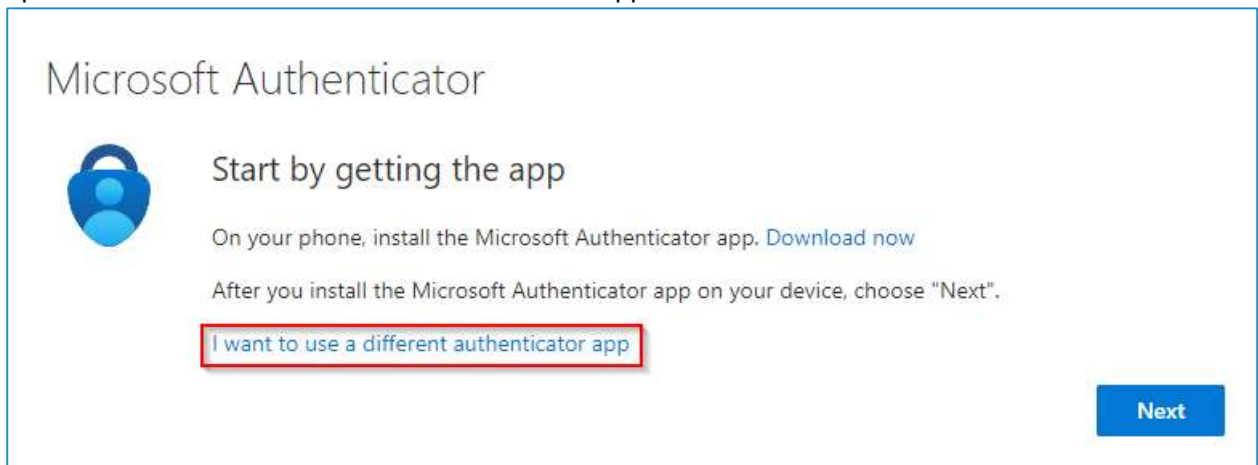
The screenshot shows a web page titled "Keep your account secure". Under the heading "Phone", there is a green checkmark icon and the text "Verification complete. Your phone has been registered." At the bottom right is a blue "Next" button. At the bottom right is a "Skip setup" link.



5.

Other Authenticator

1. You can also use a different Authenticator app such as Google Authenticator. Click on "I want to set up a different method" and select "Authenticator app".



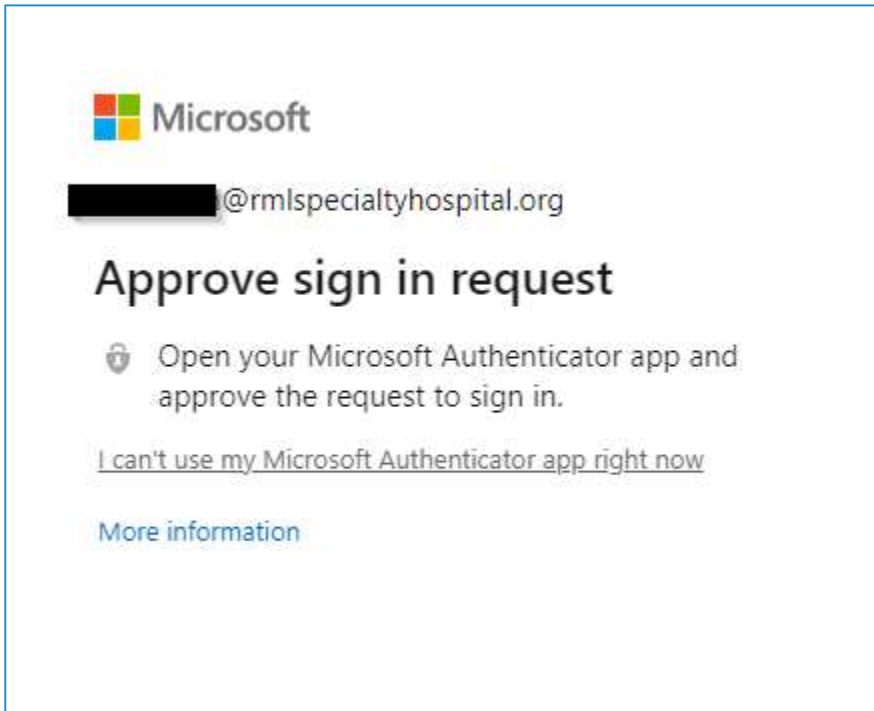
2. Follow the same procedure as for the Microsoft Authenticator app above, except using the other Authenticator app.

Update Your Security Settings

You can use the Security Info page to review your current registration or to add, change, or delete any sign-in methods.

1. Open <https://www.rmlspecialtyhospital.org/employees/> in a web browser.
2. Click on "Register or update Security Info".

3. You will be asked to approve your sign-in request according to the verification methods you previously set up.



4. You can select "Add method" to add additional sign-in methods. You can select "Change" to update a phone method. You can select "Delete" to remove a method. NOTE: There is no way to change the Authenticator method. You will have to delete it and add another.

