

How to Setup Two-Factor Authentication Device

To Setup the Authenticator App on your Mobile Phone

1. Install the *Microsoft Authenticator* application from your mobile phone's app store. The app is free to use.



2. Go to the My Health 360 login screen and enter your user ID and password.

Log in to My Health 360	Please enter your Login ID and Password
Access to this site is limited to authorized staff of Area Agency On Aging Region 1-B users and authorized providers.	Login ID: Password: Login
	I forgot my password

3. After entering your password, if you are logging into the system for the first time, you will receive the following screen:



4. Open the Microsoft Authenticator app on your mobile phone and click "Add account" or the plus "+" sign..

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5. If prompted to select account type, select "Work or school account" and then "Scan QR Code".

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<	Add accour	ıt
WHAT	KIND OF ACCOUNT ARE YOU /	ADDING?
	Personal account	>
	Work or school account	>
R	Other (Google, Fadebook, etc	r.) >
	Add work or school	eccount
	Sign in Sca	n QR code

- 6. If prompted to allow access to the camera, click "OK".
- 7. Hold the app up to the QR code that appears on the My Health 360 screen.
- 8. After scanning the QR code, click "Next" within My Health 360.



9. Enter the 6-digit code that appears on the app into the "Code" field in PCE and click "Authenticate".



10. You will receive the following confirmation screen. Click "Continue".

Authentication Success		
You have successfully completed the two-factor authentication setup. The next time you log in, you will be prompted to enter the code provided on the app.		
Click the below button to continue to the application		
Continue		

- 11. You will now be logged into the system.
- 12. When you login to the system in the future, you'll be asked to enter the 6-digit code from the Authenticator app after you enter your system password. Type the code when prompted to complete your login.