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## UAB Medicine Multi-Factor Enrollment Guide

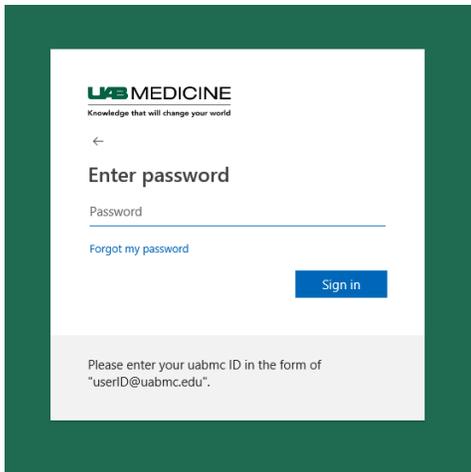
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1. When on-site browse to <https://myprofile.microsoft.com>.
2. A “Sign in” page will appear. Type in your @uabmc.edu email address and click next.



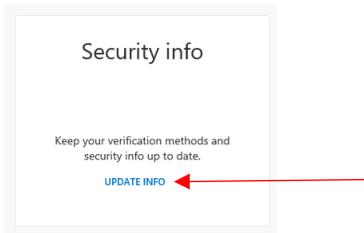
The screenshot shows the UAB Medicine sign-in page. At the top left is the UAB MEDICINE logo with the tagline "Knowledge that will change your world". Below the logo is the heading "Sign in". A text input field contains the email address "someone@uabmc.edu". Below the input field are two links: "Can't access your account?" and "Sign-in options". A blue "Next" button is positioned to the right of the input field. At the bottom of the page, a grey box contains the instruction: "Please enter your uabmc ID in the form of 'userID@uabmc.edu'."

3. Enter your password and click “Sign in”.



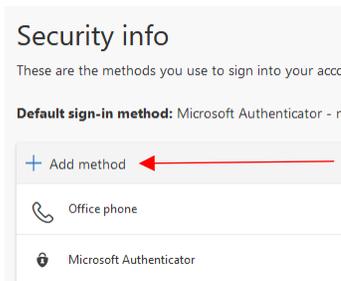
The screenshot shows the UAB Medicine "Enter password" page. At the top left is the UAB MEDICINE logo with the tagline "Knowledge that will change your world". Below the logo is a back arrow icon and the heading "Enter password". A text input field is labeled "Password". Below the input field is a link: "Forgot my password?". A blue "Sign in" button is positioned to the right of the input field. At the bottom of the page, a grey box contains the instruction: "Please enter your uabmc ID in the form of 'userID@uabmc.edu'."

4. Once authenticated, click “UPDATE INFO” located in the security tile.



5. If pre-enrollment has not occurred, you will be walked through steps to enroll for MFA.

Otherwise, click the “Add method” button



6. You will be given options to either use the **Authentication App** on a smartphone or a **Phone** number to receive SMS texts for codes.
7. Follow the on-screen guide to configure your options.