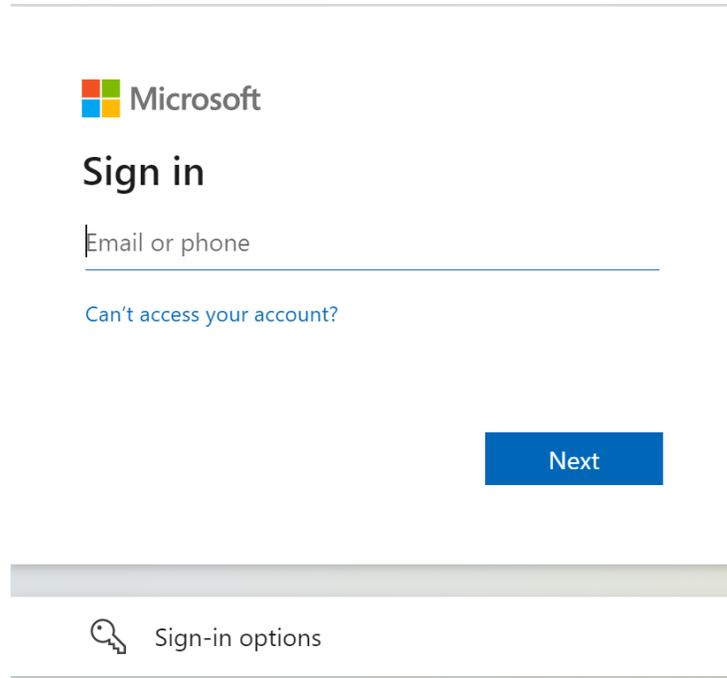


Adding the Microsoft Authenticator application to your account as another method of verifying your ID when using Paradigm on-line resources.

First you must login to the App store on your iPhone or the Google Play store using your Android phone. Follow the methods to install the app in the usually way as installing other applications.

Once the application is installed on your phone, we can begin by logging into the website <https://myaccount.paradigmconsulting.com>.

1. Login to <https://myaccount.paradigmconsulting.com>. (You will be automatically redirected to <https://myaccount.microsoft.com>).



Microsoft

Sign in

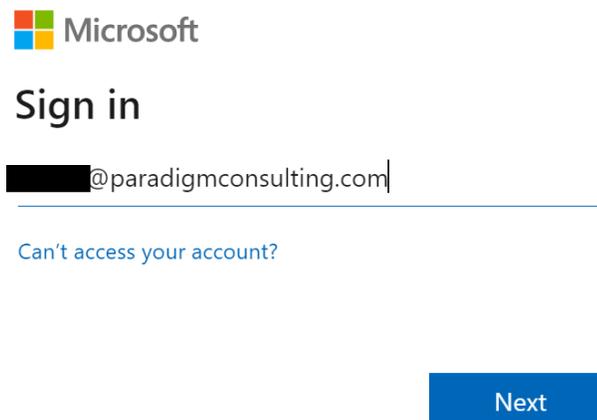
Email or phone

[Can't access your account?](#)

Next

 Sign-in options

2. When there, you will be asked to sign in.



Microsoft

Sign in

██████████@paradigmconsulting.com

[Can't access your account?](#)

Next

3. Use your full Paradigm ID and press Next.



← [redacted]@paradigmconsulting.com

Enter password

.....

[Forgot my password](#)

Sign in

Welcome to Paradigm's Azure System.

4. Enter your password and select Sign in.



[redacted]@paradigmconsulting.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

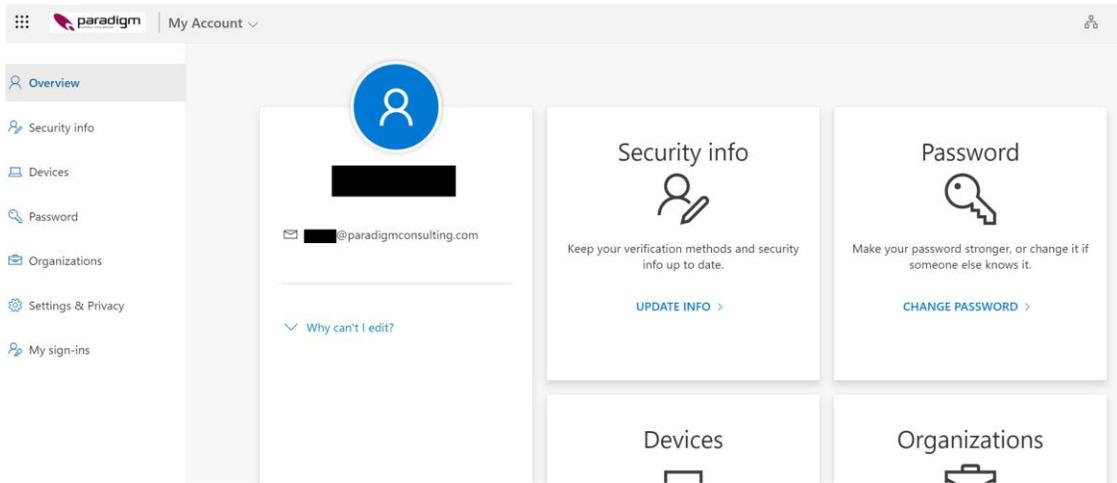
Don't show this again

No

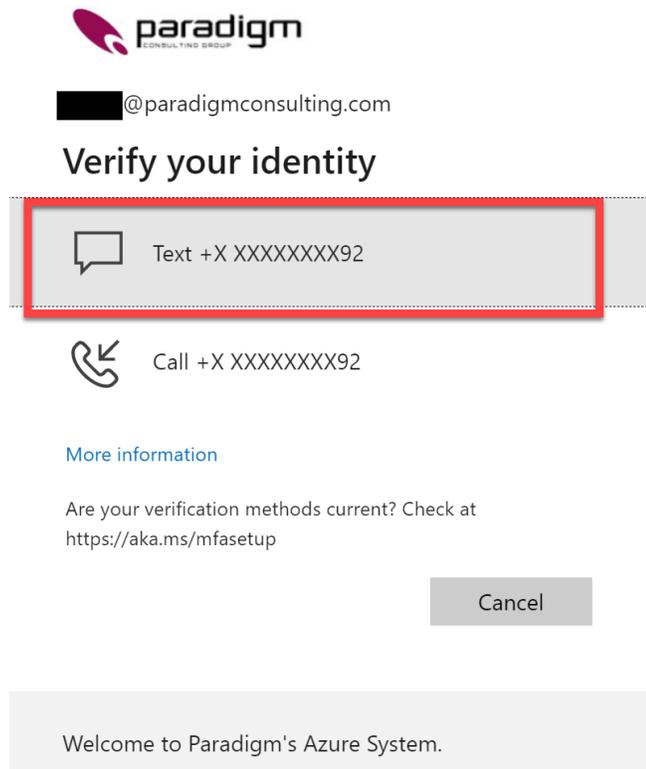
Yes

Welcome to Paradigm's Azure System.

5. You can select Yes to stay signed in or No to have to login next time you enter this site.



- Once logged in, you will see the screen displaying your account options. (Remember, if you want to change your password, just click on the "CHANGE PASSWORD" inside the "Password" tile). To continue with this exercise, we are going to select "UPDATE INFO" within the "Security info" tile.



- The system is now going to prompt you to verify your identity using the pre-existing method (texting to your phone). Select the Text... section.



██████████@paradigmconsulting.com

Enter code

📄 We texted your phone +X XXXXXXXX92. Please enter the code to sign in.

Code

Having trouble? [Sign in another way](#)

[More information](#)

Verify

Welcome to Paradigm's Azure System.

- The system will send your phone a code and ask you to enter it.



██████████@paradigmconsulting.com

Enter code

📄 We texted your phone +X XXXXXXXX92. Please enter the code to sign in.

690565

Having trouble? [Sign in another way](#)

[More information](#)

Verify

Welcome to Paradigm's Azure System.

- Enter the code and click Verify.

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - text +1 2049 ██████████ [Change](#)

[+ Add sign-in method](#)

📞 Phone	+1 2049 ██████████	Change	Delete
---------	--------------------	------------------------	------------------------

Lost device? [Sign out everywhere](#)

- You will now land on your Security Info page. Click the plus (+) key to add the authenticator app as a verification option.

Add a method



Which method would you like to add?

Authenticator app

Cancel

Add

11. Select the Authenticator app from the pull-down menu and click Add.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Cancel

Next

12. You should already have the Authenticator app running on your, if not start it and select Next.

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

13. At the notice screen, select Next to continue.

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".

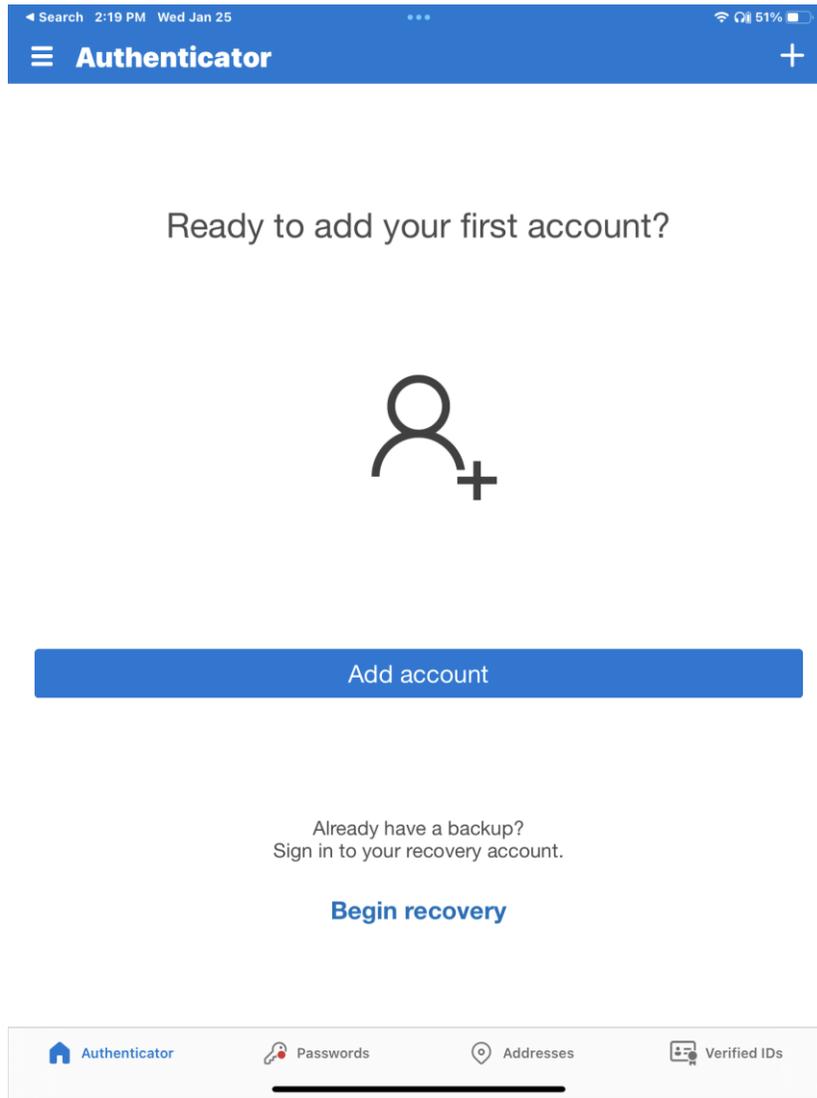


Can't scan image?

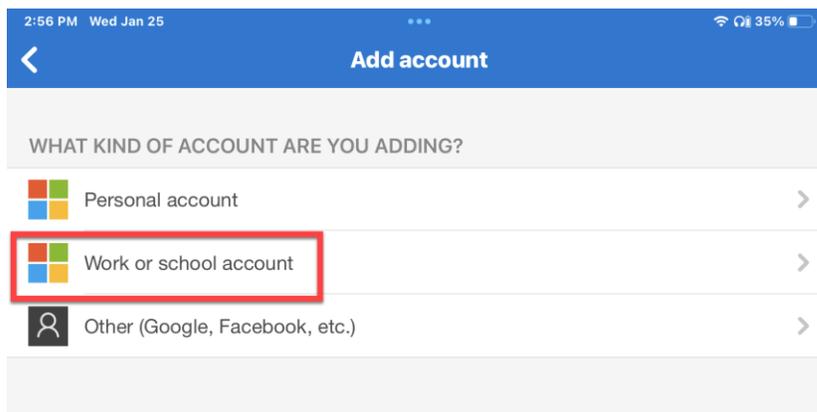
Back

Next

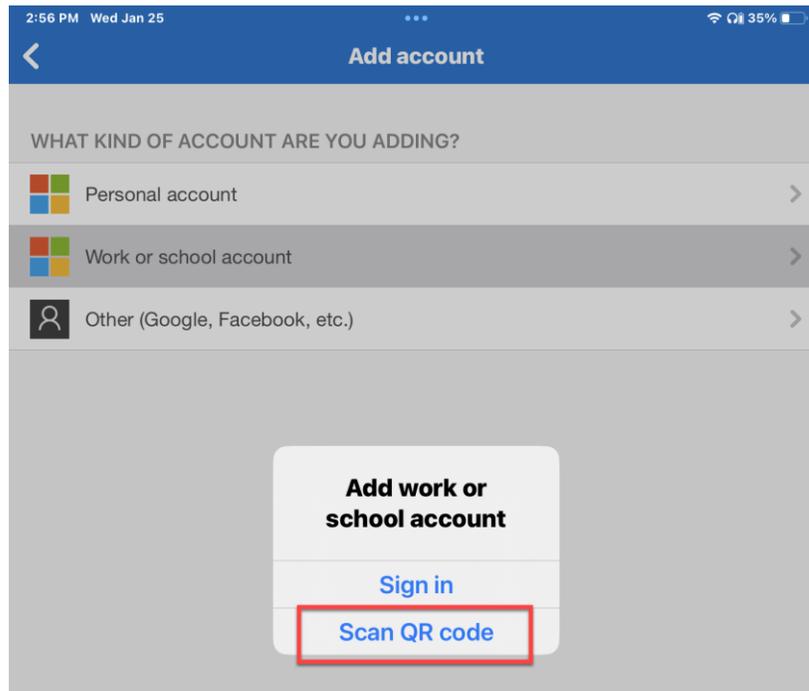
14. The QR code will be displayed on your computer screen.



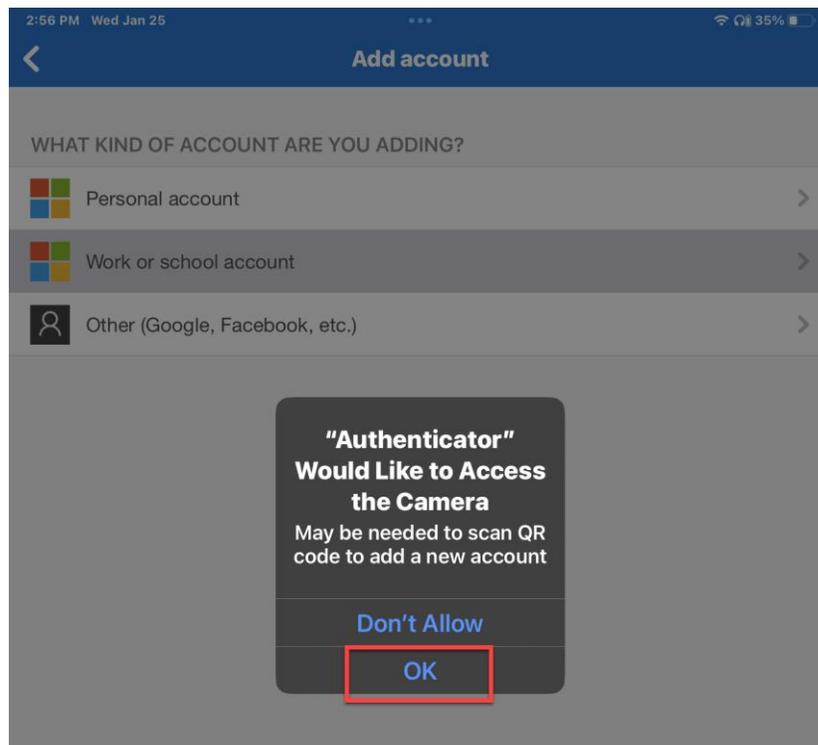
15. On your phone, select "Add account".



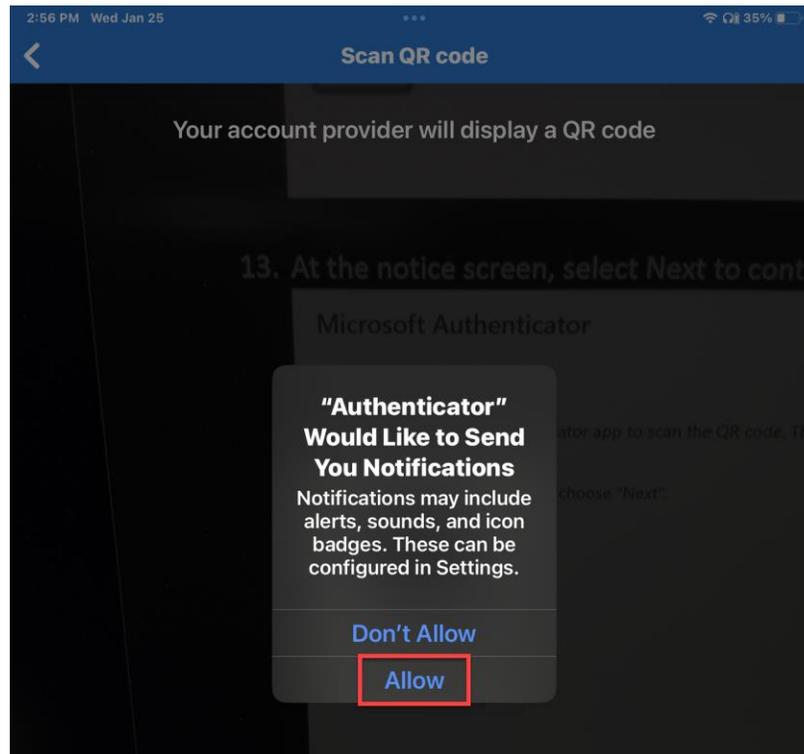
16. Select Work or school account.



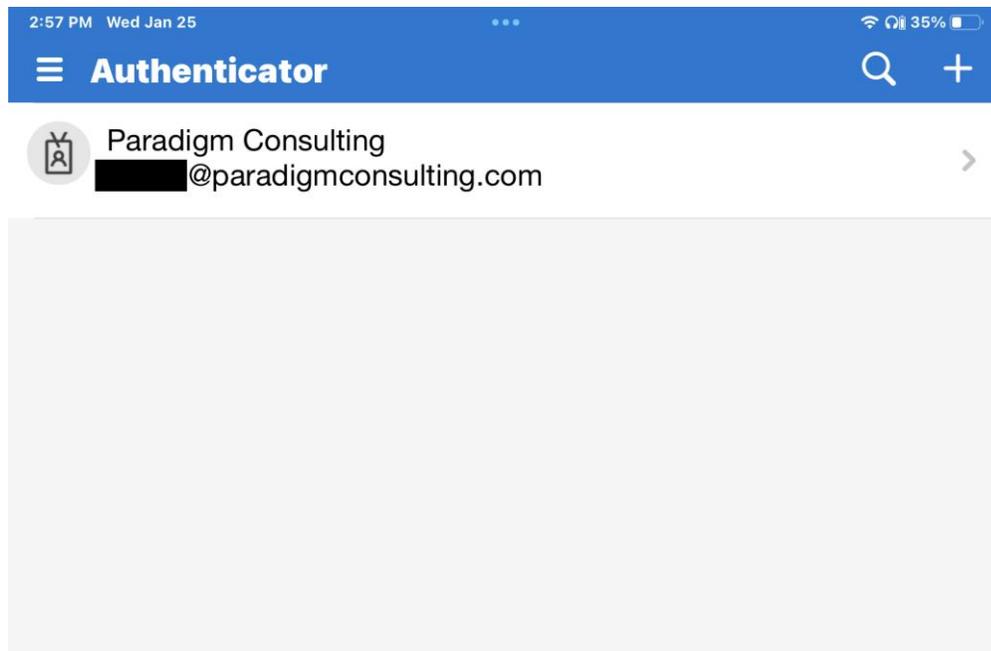
17. Select the option to Scan QR code, this will enable the camera on your phone.



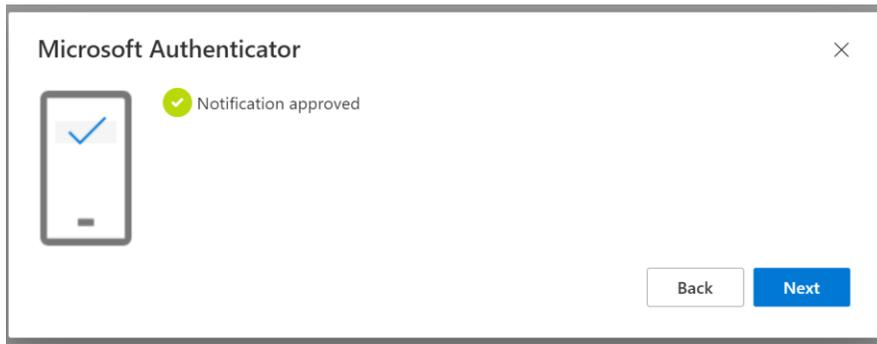
18. Depending on your device, you may be prompted to allow the Authenticator access to the phone's camera. Select OK if prompted to continue.



19. You must allow the authenticator app to send you notifications, so you are aware there is a request being sent. Select Allow to continue.



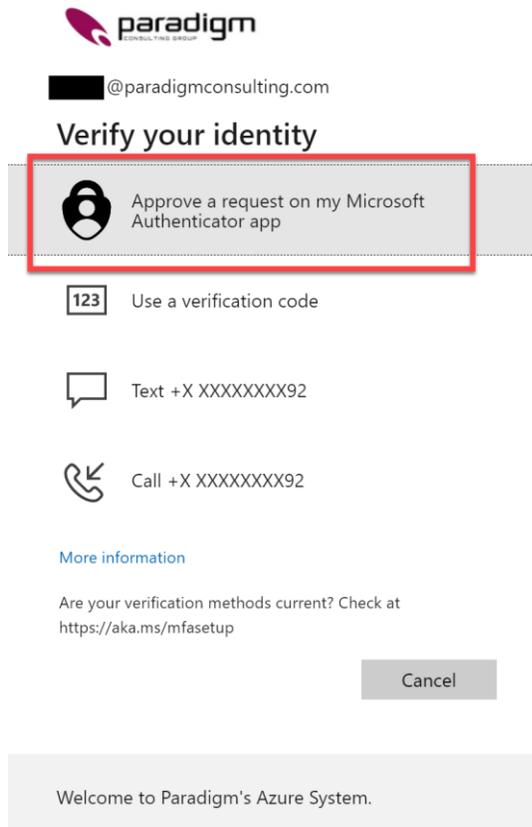
20. You will now see that your account is setup in the phone app.



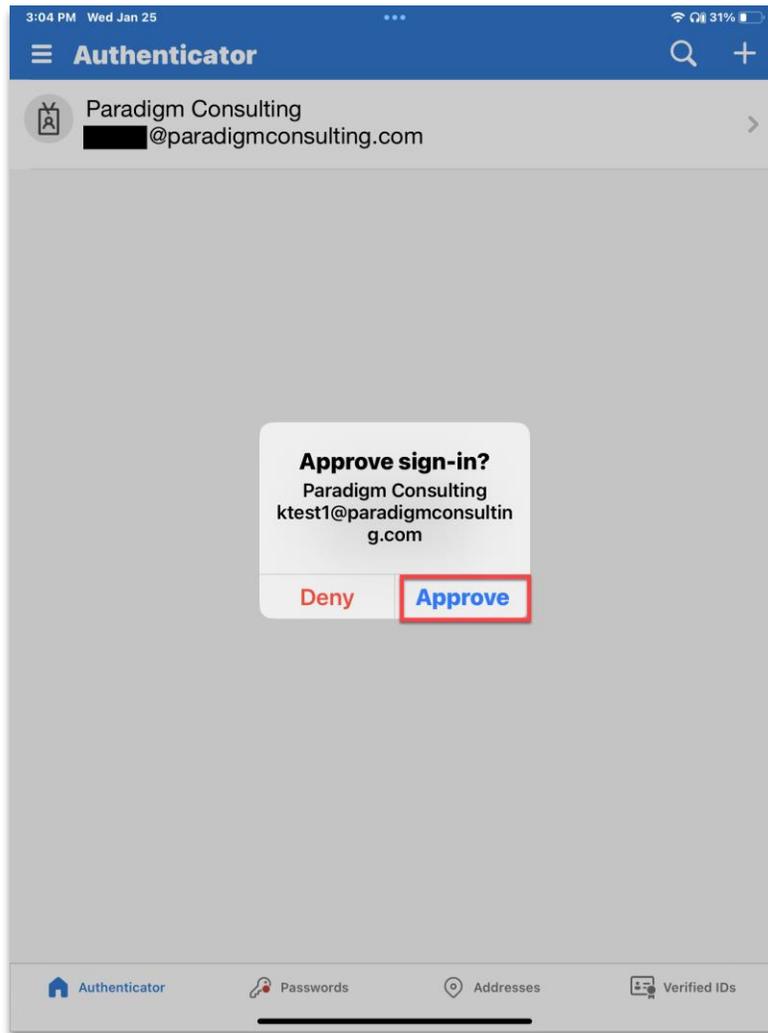
21. The on-line system will now display verification that the app is setup and linked to your Paradigm account. Click next to continue.



22. Back at your Security info page, the Authenticator app will now be displayed as one of the options.



23. From this point on, when you need to verify your account ID, you can select the authenticator app from the choices that are linked to your account.



24. When you select Authenticator app while verifying your identity, your phone will get a notice and all you must do is select Approve to continue.