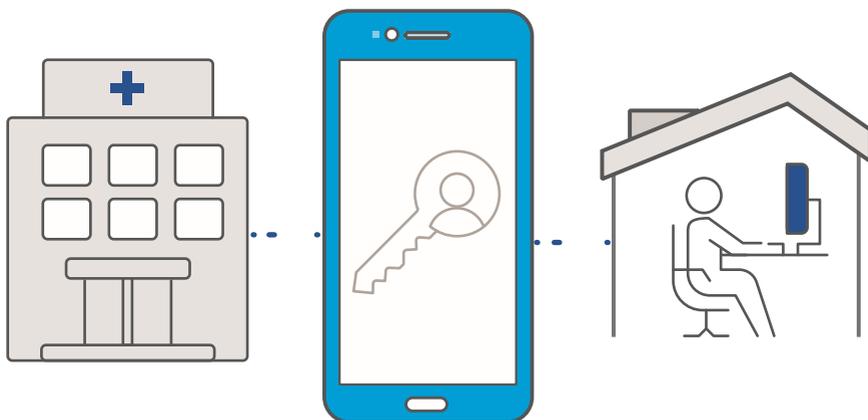


Installation manual token

Installation manual

Microsoft token (MFA)



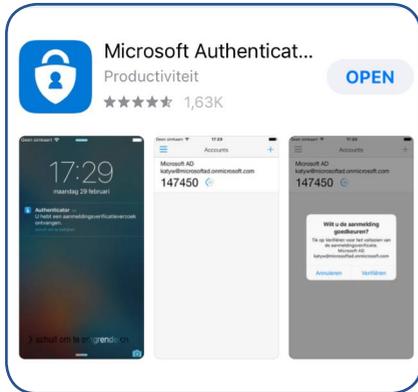
UMC Utrecht

First download the Microsoft Authenticator app following the instructions below:

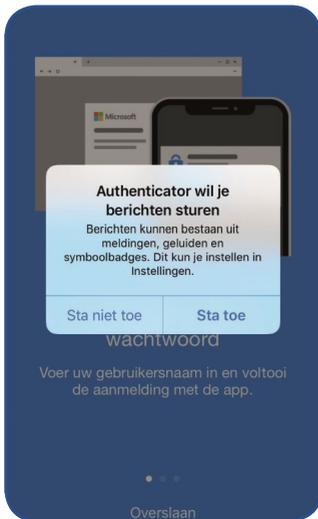


Apple iPhone

On your iPhone, go to the App store and search for **Microsoft Authenticator**



Download the **Microsoft Authenticator** app. Open the app.



Select **Allow**

Android

On your Android device, go to the Play Store and search for **Microsoft Authenticator**



Download the **Microsoft Authenticator** app. Open the app.



Select **OK**

Give Authenticator permission to use the camera



Go to thuiswerken.umcutrecht.nl on your computer.
Log in with your UMC Utrecht login details.



Multi-Factor Authentication User Log In



Username
 Username required

Password

Log In

Select the method **Mobile app** > **Generate activation code**



User Setup



To enable Multi-Factor Authentication for your account using the mobile app, you'll first need to install the Microsoft Authenticator app on your phone and then click the Generate button below to receive an activation code. The activation code will be entered in the mobile app to complete the activation process. The activation code expires in 10 minutes.

Method
Mobile App

After installing the Microsoft Authenticator app on your phone, click the button to generate an activation code.

Generate Activation Code **Cancel**

> now you see a QR code



User Setup



Follow the instructions below to activate the Microsoft Authenticator app on your phone and test an authentication using the mobile app.

Enter the following activation code and URL when prompted by the mobile app. The activation code expires in 10 minutes. You may generate a new code at any time.

Activation Code
001 507 135

URL
https://eus2pfpadz105.phonfactor.net/pad/651165327



Generate New Activation Code

After activation is complete, click the following button to test authentication and continue the setup process.

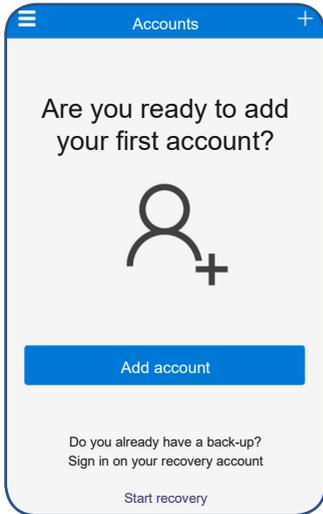
Authenticate Me Now **Cancel**

This QR code is an example!

You need to scan the QR code with the Microsoft Authenticator app following the steps below.

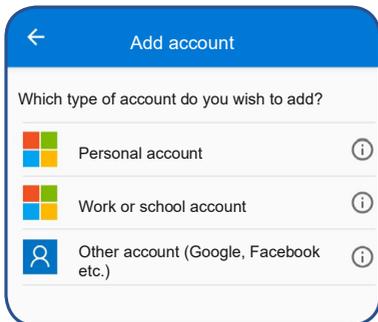
Apple iPhone

Open the app and the following screen appears:



select **add account**
Do you already have an account?
Then click: iPhone: + sign at top right.

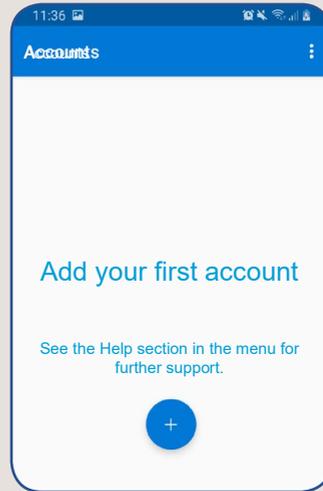
Select: **Work or school account**



A pop-up appears on your telephone
> click **Accept**.

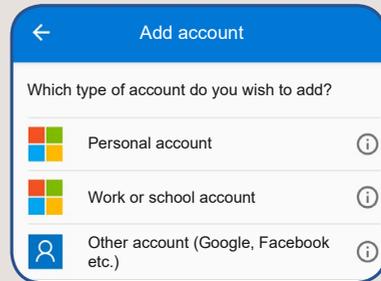
Android

Open the app and the following screen appears:



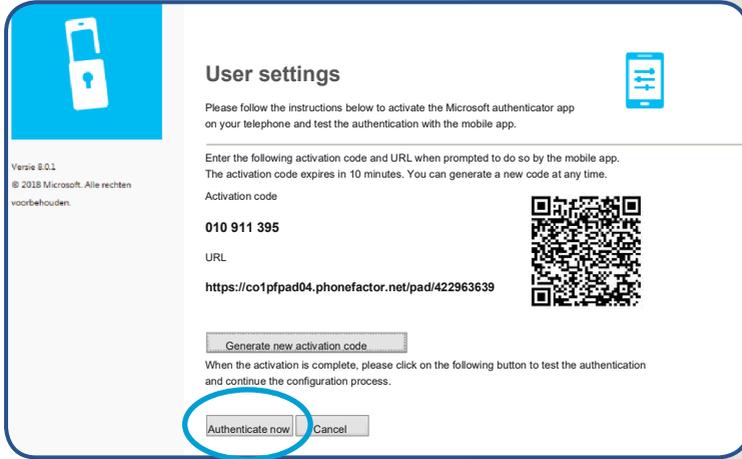
Click on the + sign.
Do you already have an account?
Then click: Android: three dots at the top right.

Select: **Work or school account**



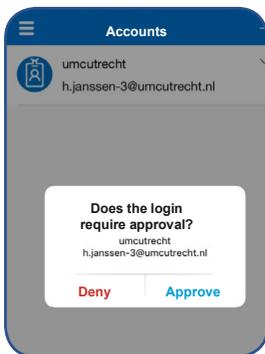
Leave push messages on, otherwise you will not receive a pop-up message prompting you to accept the connection.

Do not forget the step below!



Scan the QR code on your computer screen with your telephone.
Then click on **Authenticate now**

Unable to scan the QR code?
Please refer to the last page of the manual.

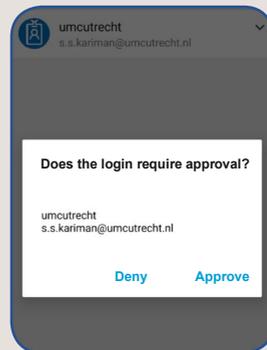


Select Approve.

Please note! You have a limited number of seconds to click "Approve."

Scan the QR code on your computer screen with your telephone.
Then click on **Authenticate now**

Unable to scan the QR code? Please refer to the last page of the manual.



Select Approve.

Please note! You have a limited number of seconds to click "Approve."

Your token has been installed!

You can now use your token to view the webmail via pim365.umcutrecht.nl.

If you also want to use the token to work from home via mijnwerkplek.umcutrecht.nl, follow the rest of the manual.

Working from home

If you are going to work from a location other than the UMC Utrecht, go to: mijnwerkplek.umcutrecht.nl

Log in with your UMC account login details.

In the Microsoft Authenticator app, [click Accept](#).



The image shows a login form for UMC Utrecht. At the top left is the UMC Utrecht logo, which consists of a blue stylized 'U' inside a sunburst-like shape. To the right of the logo is the text 'UMC Utrecht' in a bold, blue, sans-serif font. Below the logo and text is the instruction 'Log in met uw gebruikersnaam en wachtwoord'. There are two input fields: the first is labeled 'Gebruikersnaam' and the second is labeled 'Wachtwoord'. At the bottom left of the form is a blue button with the white text 'Aanmelden'.

Do you still have a hard token?

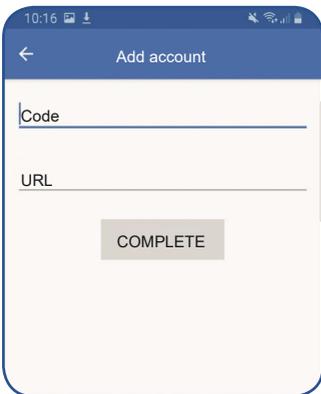
Then hand this in to your IT coordinator.

Questions? Call the ICT Helpdesk T. 088 75 589 90

QR code scanning fails?



Select **Or enter the code manually**



At **Code** you enter the **Activation code**, from the self-service portal (see also the image on page 9).

At **URL** you fill in the **URL** that you will find to the left of the QR.



User settings

Please follow the instructions below to activate the Microsoft authenticator app on your telephone and test the authentication with the mobile app.

Enter the following activation code and URL when prompted to do so by the mobile app. The activation code expires in 10 minutes. You can generate a new code at any time.

Activation code
240 592 747

URL
https://bn1pfpad06.phonefactor.net/pad/744503877

When the activation is complete, please click on the following button to test the authentication and continue the configuration process.

Now click on **Verify Now**



User settings

Please follow the instructions below to activate the Microsoft authenticator app on your telephone and test the authentication with the mobile app.

Enter the following activation code and URL when prompted to do so by the mobile app. The activation code expires in 10 minutes. You can generate a new code at any time.

Activation code
010 911 395

URL
https://co1pfpad04.phonefactor.net/pad/422963639

When the activation is complete, please click on the following button to test the authentication and continue the configuration process.





Required program for working from home via mijnwerkplek.umcutrecht.nl: **VMware Horizon Client**

Note: if you only want to view the webmail via pim365.umcutrecht.nl this program is not necessary!

You must have the VMware Horizon Client installed on your **private laptop or computer**, otherwise you will still not be able to work from home **after installing your MFA token**.

You can find the program here:

[https://customerconnect.vmware.com/en/downloads/info/slug/desktop_end_user_computing/vmware horizon clients/horizon 8](https://customerconnect.vmware.com/en/downloads/info/slug/desktop_end_user_computing/vmware_horizon_clients/horizon_8)

Download the latest version of VMware horizon client, install it and restart your computer. This program comes on UMC Utrecht laptops as standard.