

Convert MFA token to another device

If you want to convert the MFA token to a new or different device, follow the steps below. In this manual you regularly have to switch between the new device, the current device and the computer. Above the text it is indicated where you have to perform the action.

New device:

Install the app on the new device by following the steps below:

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

Computer:

Go to [Thuiswerken.umcutrecht.nl](https://thuiswerken.umcutrecht.nl) on your computer and log in with your UMC Utrecht username and password.



Log in met uw gebruikersnaam en wachtwoord

Aanmelden

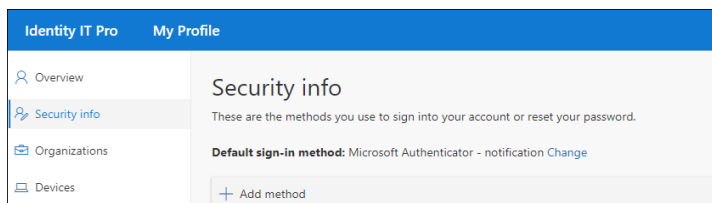
Aanmelden is alleen toegestaan voor medewerkers en studenten van het UMC Utrecht.
Voor wachtwoord reset [klik](#)
Voor meer [informatie over MFA](#).

Current device

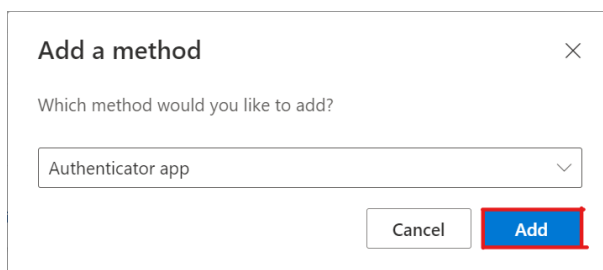
You will receive a notification on your current device (which already has your MFA token). This is the same as when you log in to the workstation or to pim.umcutrecht.nl, approve this.

Computer

After logging in to [Thuiswerken.umcutrecht.nl](https://thuiswerken.umcutrecht.nl) you will see a menu, choose [security info](#) and Click [Add method](#)



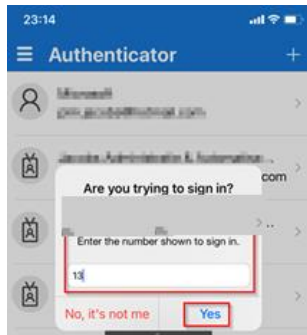
Choose the [Authenticator app](#) and click [add](#)



Grab your new device, open the Authenticator app and scan the QR code.

New Device

Scan the QR code on your computer screen with your new phone.



Enter the number on the screen and click yes.

Please note! You have a limited number of seconds to click the 'Yes' button.

Computer

The new device will appear in your overview of activated devices.

You can now delete the token on your old device by clicking delete behind the device.

