

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.

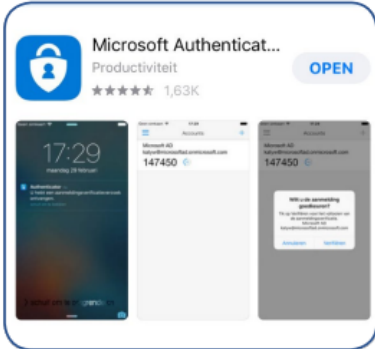
New device:

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.


Language: **en: English** Help

Multi-Factor Authentication User Log In

Version 8.1.4
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Username

Password



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 you will see a menu, choose Activate mobile app.

Choose: Generate activation code > a QR code appears

Home | Log Out Help

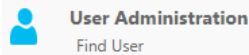

My Account: Activate Mobile App

First install the Microsoft Authenticator mobile app on your phone, then click the Generate button to receive an activation code. The activation code will be entered in the mobile app to complete the activation process on the device, then click the Complete button to finish the process. The activation code expires in 10 minutes. You may generate a new code at any time.


Activation Code

URL

[Back](#)



- User Administration
 - Find User
- My Account
 - Change Method
 - Change Language
 - Activate Mobile App



New device:

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

Computer

Click Complete Activation. The new device appears in your overview of activated devices. You can now remove the token on your old device by clicking on deactivate behind the device.

Activated Devices

Device Name	Version	Action
		Deactivate