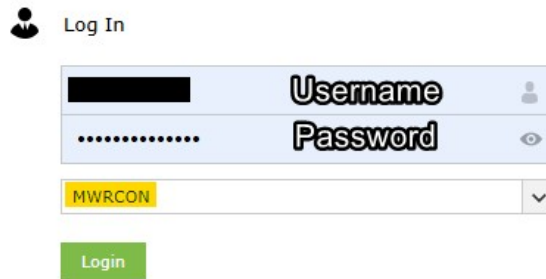


Add a Multi-Factor Authentication Method

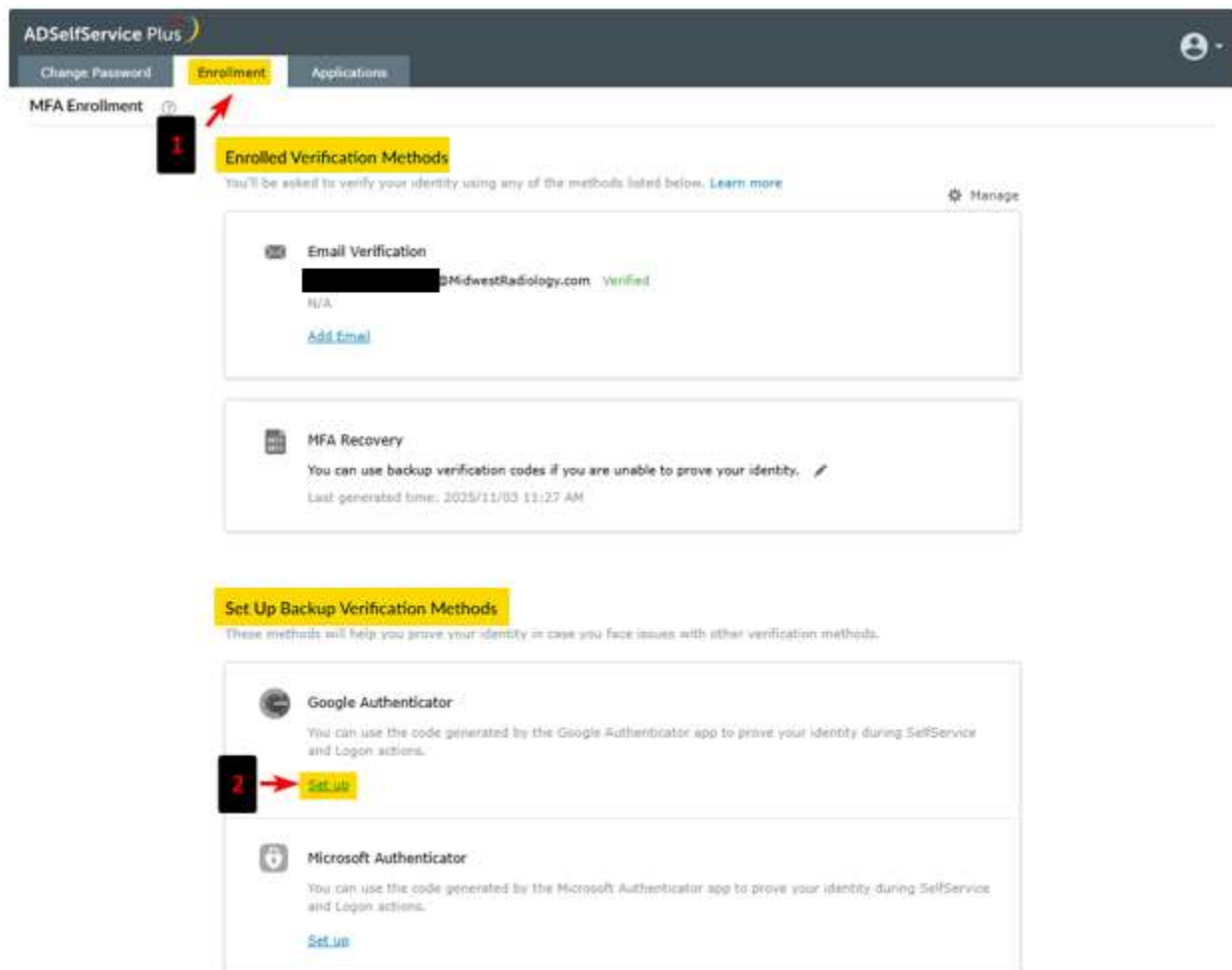
1. Open a browser and go to <https://auth.midwestradiology.com>.
2. Enter your username and password. Make sure that the drop down is set to MWRCON. Click “Login”.



The screenshot shows a login interface. At the top left is a user icon and the text "Log In". Below this are two input fields: "Username" with a user icon and "Password" with an eye icon. A dropdown menu below the password field is set to "MWRCON". A green "Login" button is positioned below the dropdown.

3. Step 1: Click the “Enrollment” tab. You’ll see the following two categories:
 - a. “**Enrolled Verification Methods**”: Shows authentication methods that you’re currently enrolled in.
 - b. “**Set Up Backup Verification Methods**”: Contains enrollment options not yet set up by you.

Step 2: In the “**Set Up Backup Verification Methods**” section, click “Set Up” under one of the options. (We’ll use Google Authenticator for this example):



The screenshot displays the "ADSelfService Plus" interface. The top navigation bar includes "Change Password", "Enrollment" (highlighted in yellow), and "Applications". Below the navigation, the "MFA Enrollment" section is visible, with a red arrow pointing to the "Enrollment" tab. The main content area is divided into two sections: "Enrolled Verification Methods" and "Set Up Backup Verification Methods".

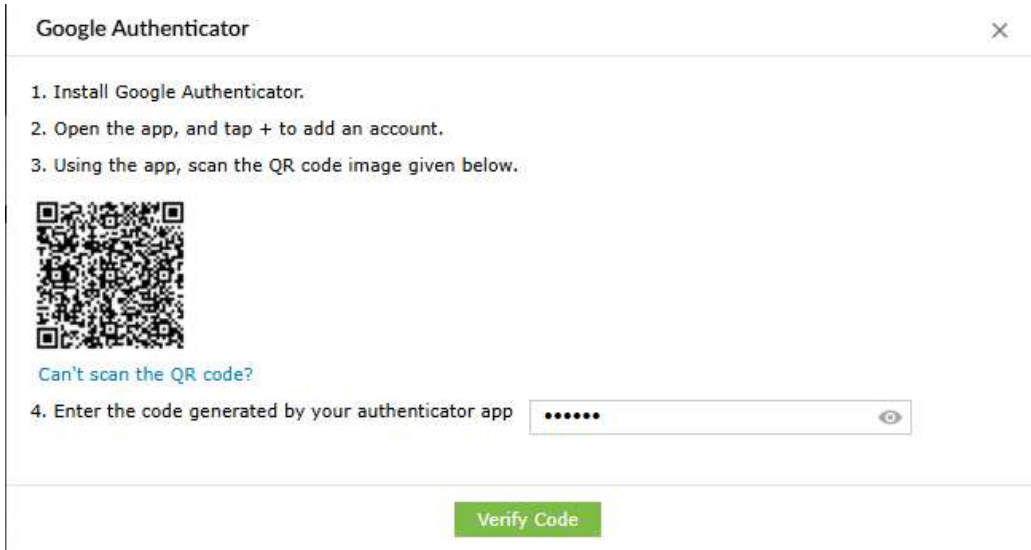
The "Enrolled Verification Methods" section shows two methods:

- Email Verification**: A card showing "Email Verification" with a user icon, a masked email address, and "MidwestRadiology.com Verified". It includes an "Add Email" link.
- MFA Recovery**: A card stating "You can use backup verification codes if you are unable to prove your identity." with a pencil icon and "Last generated time: 2025/11/03 11:27 AM".

The "Set Up Backup Verification Methods" section is highlighted in yellow and includes the following:

- Google Authenticator**: A card with a red arrow pointing to a yellow "Set up" button. The text reads: "You can use the code generated by the Google Authenticator app to prove your identity during SelfService and Login actions."
- Microsoft Authenticator**: A card with a "Set up" link. The text reads: "You can use the code generated by the Microsoft Authenticator app to prove your identity during SelfService and Login actions."

4. Follow the instructions to set up the authenticator:





(with Microsoft Authenticator, go straight to the QR code)

5. After you've scanned the QR code, an entry will appear for ADSelfService Plus with a verification code:



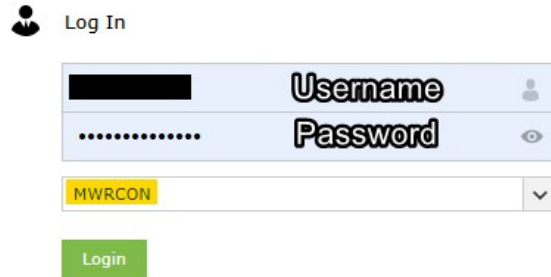
Note: You have 30 seconds to enter this code. The red arrow points to a timer that starts as a full circle. In this example, the half circle represents 15 seconds left before the code expires and a new one is auto-generated.

After this has been successfully added, the authentication method will show up in the “Enrolled Verification Methods” section. When done, log out by clicking the person icon in the top right and then choose sign out:

- a. 
- b. 

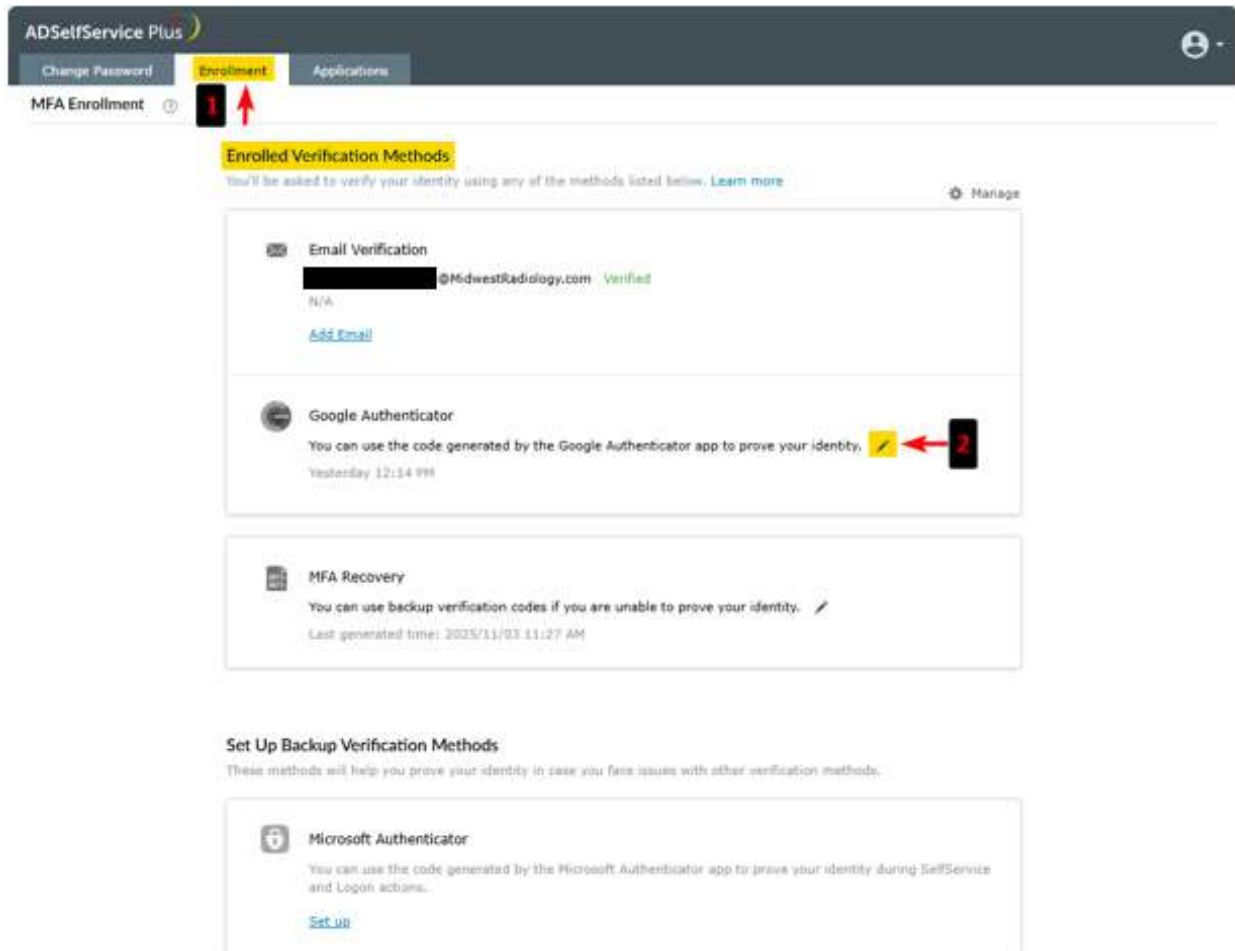
Remove a Multi-Factor Authentication Method

1. Open a browser and go to <https://auth.midwestradiology.com>.
2. Enter your username and password. Make sure that the drop down is set to MWRCON. Click “Login”.

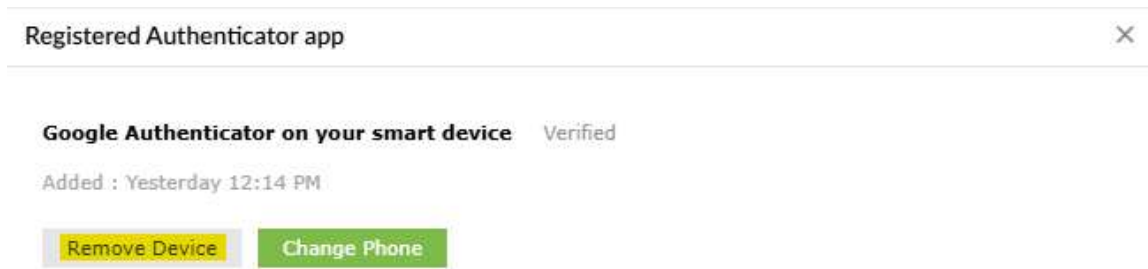


3. Step 1: Click the “Enrollment” tab. “Enrolled Verification Methods” displays current enrollments.

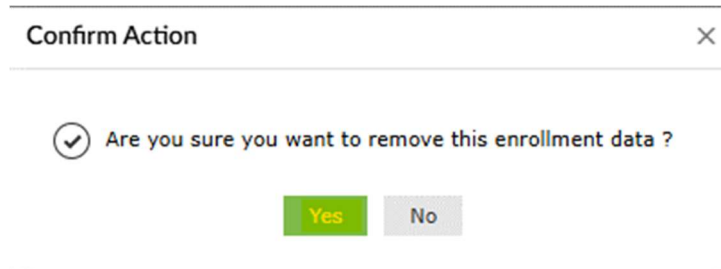
4. Step 2: Click the pencil icon next to the authentication method that you wish to remove:



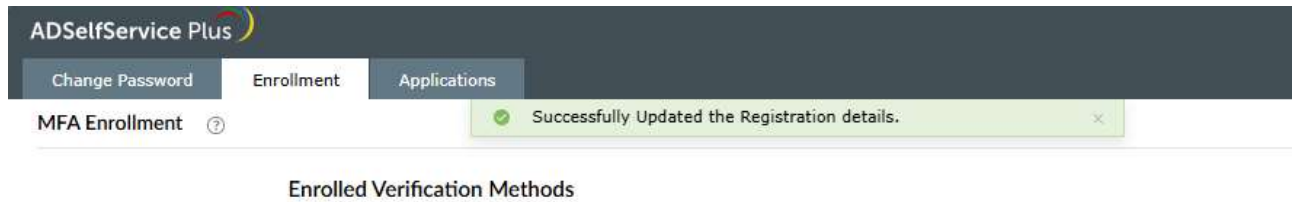
5. Click "Remove Device":



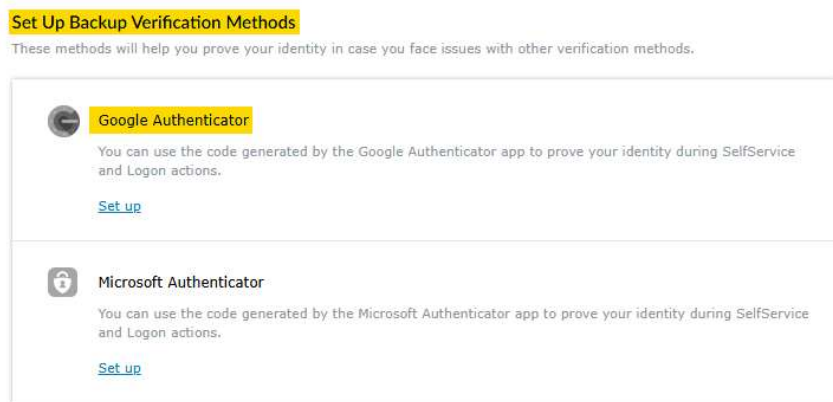
6. Click "Yes" to confirm:




7. After a couple seconds, you'll receive confirmation that the update was successful:



The removed authentication method now shows back up in the "Set Up Backup Verification Methods" section:



On your phone, open the authenticator app you just removed. Swipe left on the ADSelfService Plus entry and hit the trash can icon. On the website, log out when done by clicking the person icon in the top right and then choose sign out:

- a. 
- b. 