



# Office of Clinical Education

**Topic:** Multi-Factor Authentication for users of OCE’s website & database

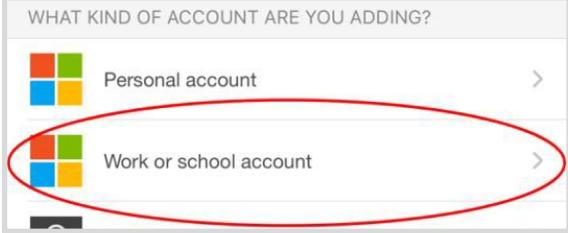
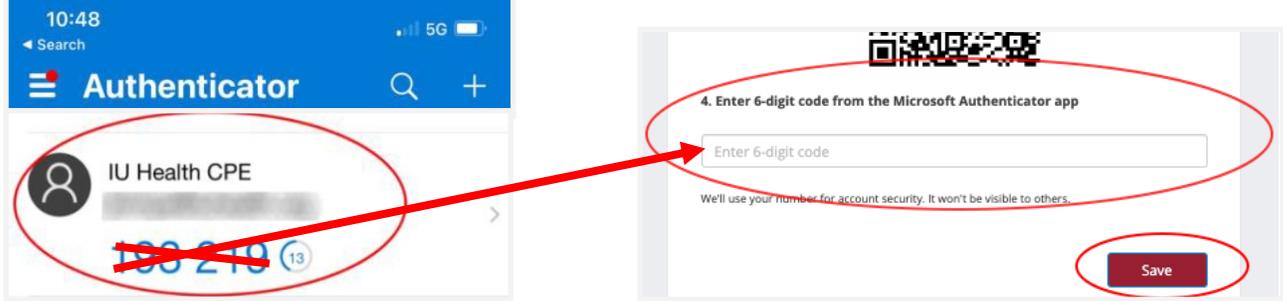
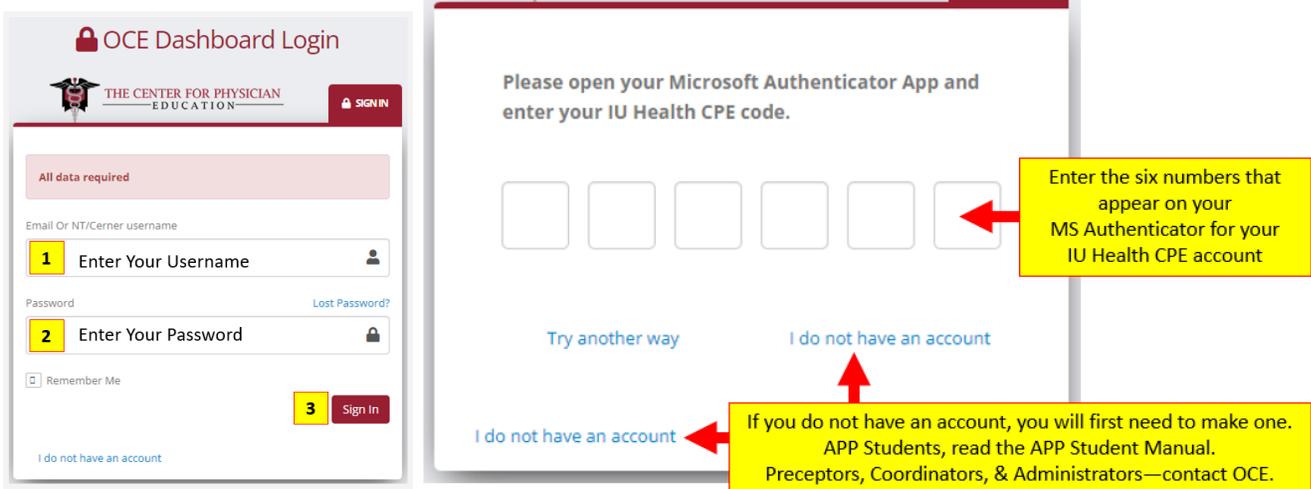
Effective Date: 08.18.2023

**Audience:** OCE Preceptors, Administrators, Coordinators, Students

Contact: OCE@iuhealth.org

**Overview:** This document provides instructions for enrolling in multi-factor authentication (MFA) through Microsoft Authenticator. This enrollment will provide increased security when accessing OCE’s website/applications which is part of The Center for Physician Education website.

## OCE Multi-Factor Authentication

| Step | Action   |
|------|--|
| 1    | <p>Preceptors, Administrators, Coordinators and Students with existing OCE accounts will use the MFA process. Providers who are new to OCE and have not yet been given OCE preceptor designation, contact <a href="mailto:OCE@iuhealth.org">OCE@iuhealth.org</a>.</p> <p>After signing in you will be prompted to the enrollment page.<br/>You will need to install the Microsoft Authenticator app through the App Store depending on your device</p>  |
| 2    | <p>Once you have downloaded the app, click the + sign at the top right corner</p>   |
| 3    | <p>Select “Work or school account” . Then, using your phone’s camera, scan the QR code that is displayed.</p>    |
| 4    | <p>After scanning the QR code, MS Authenticator should add “IU Health CPE” to the list on your phone. Enter the 6-digit code that appears, then click “Save”.</p>    |
| 5    | <p>From this point on, the MS Authenticator app will be required for users accessing OCE’s database and website.</p>   |