

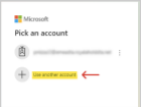
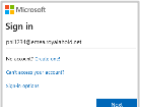


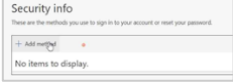
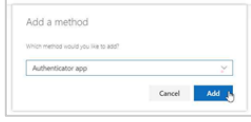
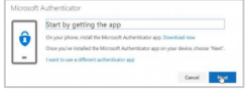
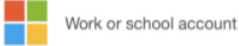

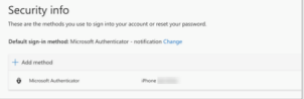


## Registration Global MFA - Quick Start

### Mobile app with push notification

To complete the steps below you will need your smartphone and a computer or laptop.

Step	Action	
1	On your smartphone, <b>download</b> the <i>Microsoft Authenticator</i> app. <b>Do not start the app yet</b> . If you have already installed this app, go to the next step.	
2	Open <b>Google Chrome</b> on your computer or laptop and go to <a href="https://aka.ms/mysecurityinfo">https://aka.ms/mysecurityinfo</a> to start your registration for Global MFA.	
3	If you don't see the " <b>Pick an account</b> " or " <b>Sign in</b> " screen below, please go directly to <b>Step 4</b> . <b>A)</b> If you see "Pick an account", click "Use another account" and go to step 3B. If you don't see this screen, go directly to step 3B. <b>B)</b> Sign in with your username followed by @... (examples are pni01234@emea.royalahold.net or userid@us.royalahold.net or 12345@delhaize.com or pcz01234@albert.cz). <b>C)</b> Log in with your username or User ID and Password and click Sign in.	 
	<b>D)</b> When asked for it, enter your One-Time Password (verification code) and click Send.	 
4	On your computer, click <b>+Add method</b> in the Microsoft "My sign-ins" screen.	
5	Select " <b>Authenticator app</b> " and click <b>Add</b> .	
6	Click <b>Next</b> on the following screen. The next page will show a QR code which you will need for step 9.	
7	Now on your smartphone, <b>open</b> the <i>Microsoft Authenticator</i> app. If you have just installed the app, click <b>Skip</b> in all the screens that appear in the app to go through to the account overview.	
8	Add an account - select top right <b>+</b> -symbol, then select <b>Work or school account</b> .	
9	Use the Microsoft Authenticator app and have the camera of your phone ready to <b>scan the QR code</b> from your computer screen and click <b>Next</b> .  <i>Note: scanning might take a couple of seconds to complete.</i>	
10	Select <b>Approve</b> in the Microsoft Authenticator app on your smartphone and click <b>Next</b> on your computer screen. To validate if your MFA registration has been successfully completed, you can see that your MFA method has been added to the Microsoft "My sign-ins" screen.	

Registration is now completed; you will receive an email when you can use your new MFA tool.  
**RECOMMENDATION:** Refer to the user manual to add a different MFA method as a backup.  
 For registration of other methods, please refer to the user manual on SharePoint