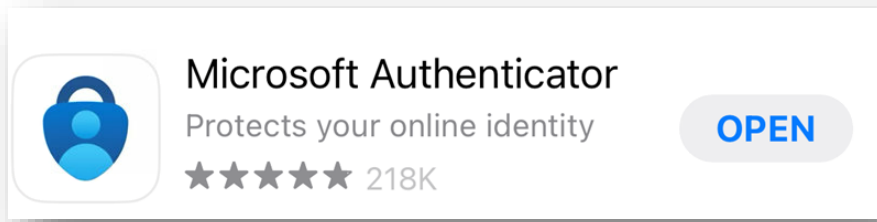


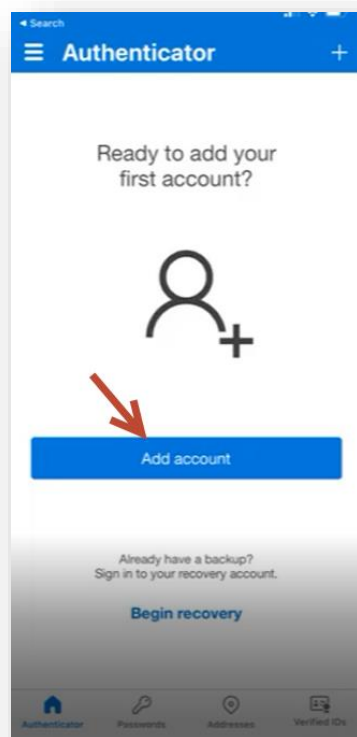
Continuing to improve security within GVI we will be rolling out Multifactor Authentication. This is similar to the Defender FOB you may have previously used in that it will add one additional step to the Citrix sign in process. Please review the steps below.

### Microsoft Authenticator Smartphone App Install

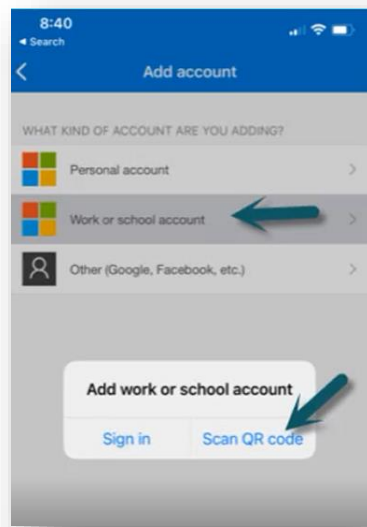
1. On your mobile phone, access the store (Google Store or Apple Store) and download Microsoft Authenticator.



2. Open the app and click 'Add account'.

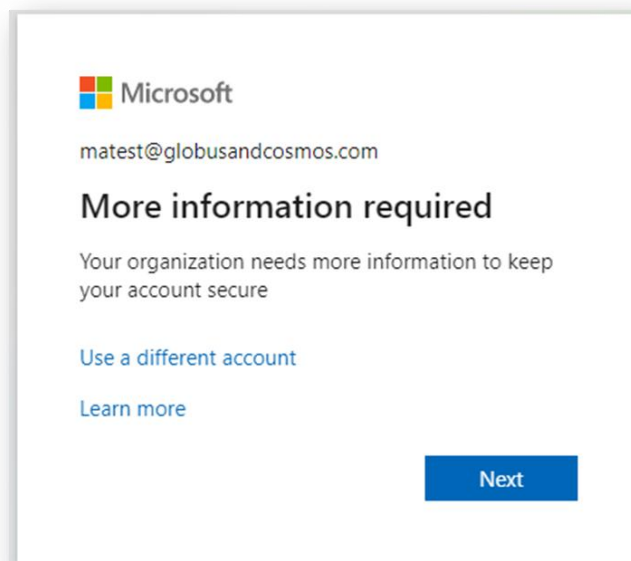


3. You'll see a 'Scan QR code' option. Don't tap this yet. We'll do this a few steps later.

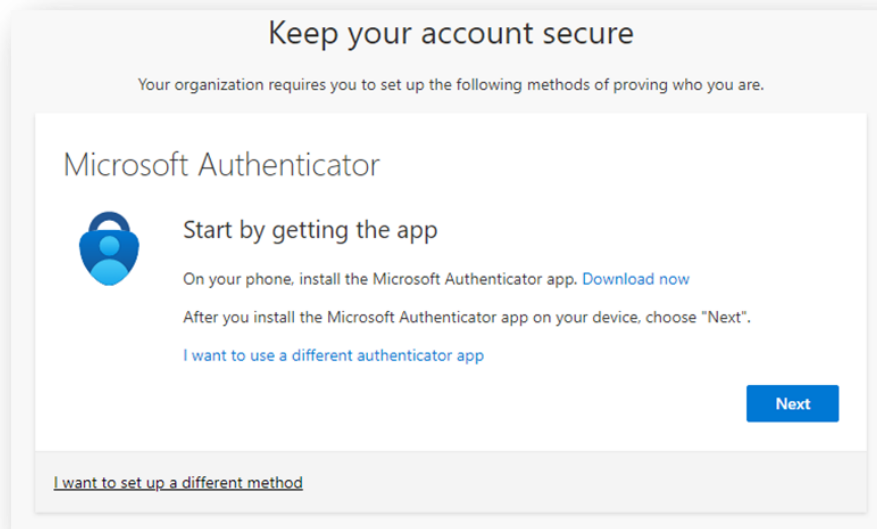


4. On a computer other than your cell phone access <https://aka.ms/mfasetup>  
Sign in with your email using the @globusandcosmos.com address.

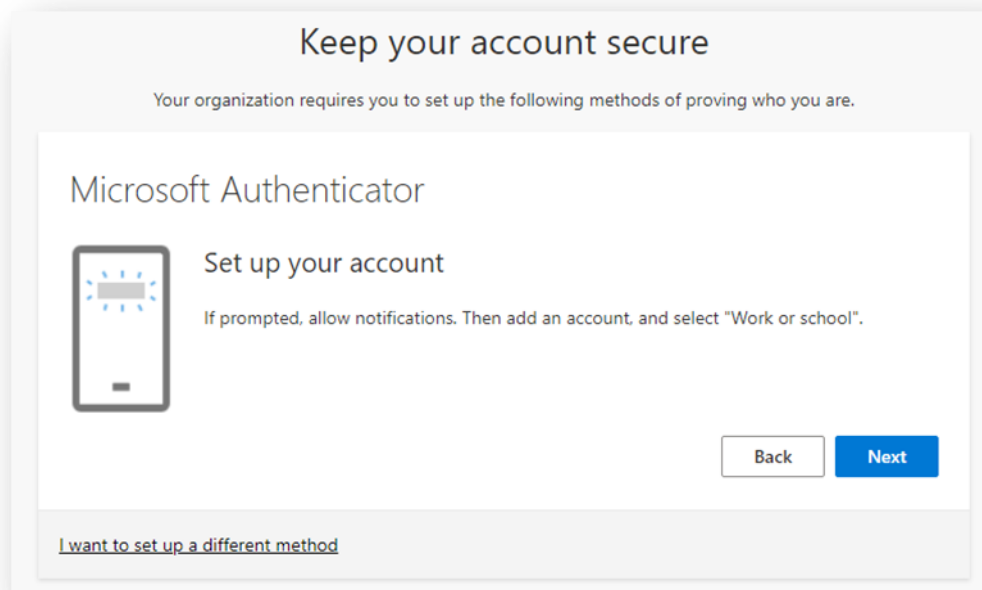
5. You'll get a pop-up with 'More information required'. Click 'Next'.



6. You'll get a prompt with a 'Start by getting the app' message. Click 'Next'.



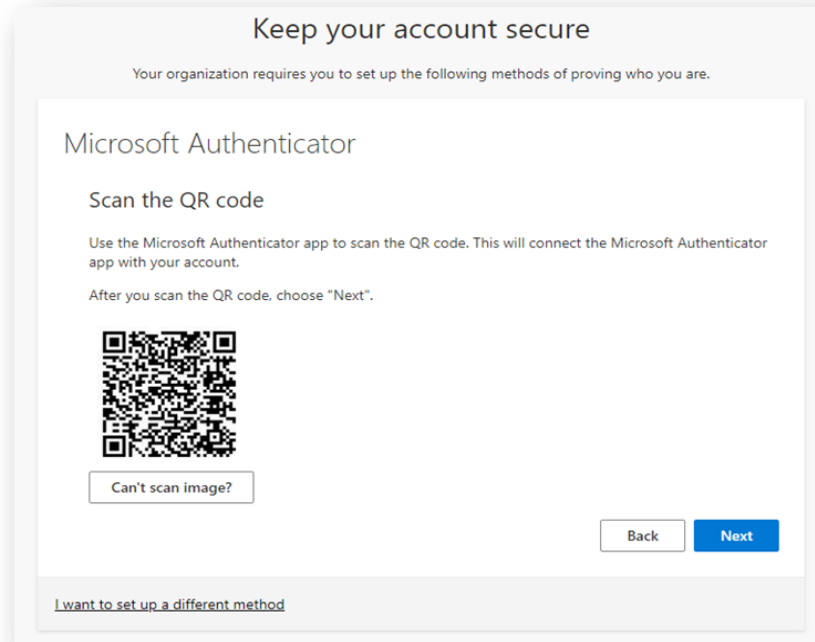
7. Click 'Next' at the 'Set up your account' prompt.



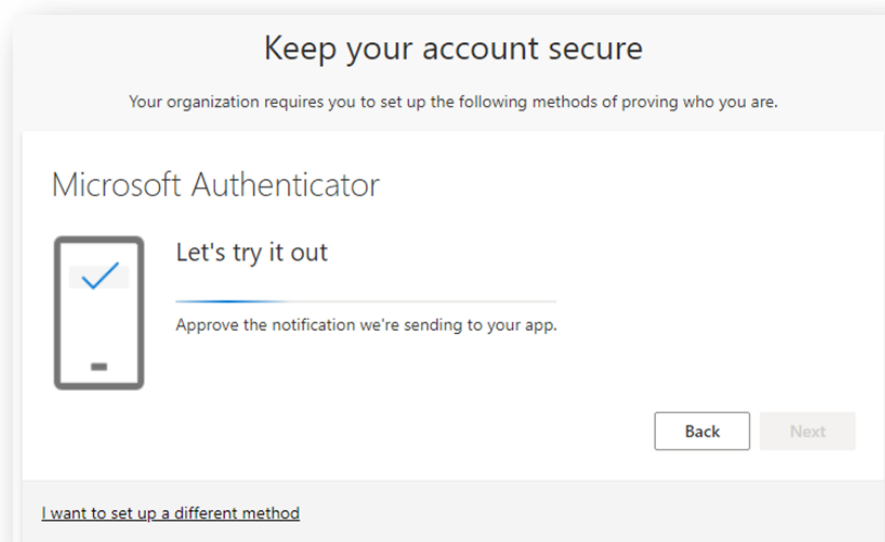
8. You should see a Microsoft Authenticator 'Scan the QR code' prompt.

Going back to the MS Authenticator app on the phone, tap on 'Scan the QR code' and point the phone at the QR code on the computer screen. That will get the phone app configured for use with Multi-factor authentication.

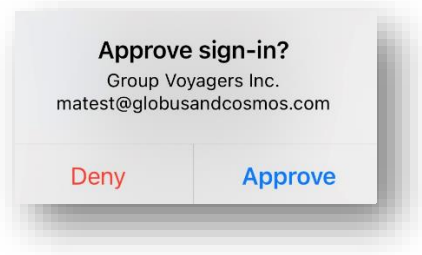
Click 'Next'.



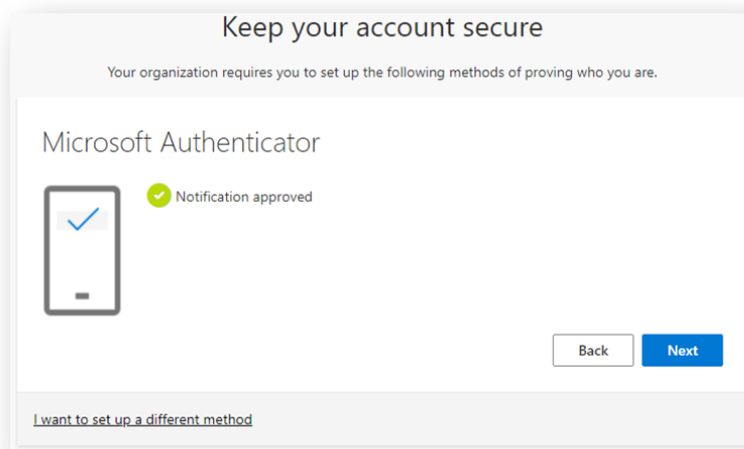
9. You'll see a 'Let's try it out' prompt.



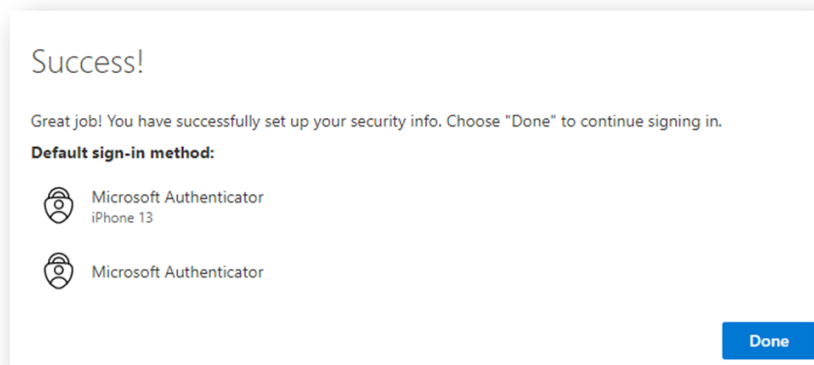
10. On the smartphone MS Authenticator app you should get an 'Approve sign-in' prompt. Tap 'Approve'.



11. On the set-up web page you should see a 'Notification approved' message. Tap 'Next'.



12. The prompt should change to show 'Success!'.



13. Once you have this completed, please notify [engineering@globusfamily.com](mailto:engineering@globusfamily.com) to have your account enabled. This will commit the MFA changes to apply to your account.