INSTRUCTIONS TO SET UP MULTI-FACTOR AUTHENTICATION

1. First, close all applications on your computer.

2. Turn on your mobile phone, go to the **App Store** or **Google Play** and download the Microsoft Authenticator app. **Don't remove the app anymore!**

Google Play

App Store

3. Open the app and select: **I agree**. Please note: Do not sign up yet. If you see the words **skip** then select.

4. Open the internet on your computer and go to **start.rocmn.nl**. Enter your **user name** and **password** if asked.

5. On the page **More information required**, click **Next**.

6. On the page **Keep your account safe**, click **Next**.

7. The next page appears, click **Next**.

8. On the page you will see a **QR-code**.

9. Now get your mobile phone and open the Microsoft Authenticator app.

- First, click on the **three dots** at the top of your screen
- Second, select **Add Account**
- Third, select **Work or School Account**

Place your mobile phone in front of the computer and scan the **QR code**. Your account will be added to the app. On your mobile phone screen, select **Next**.

10. Open the authenticator app and enter the number from your laptop and click Yes. You will get the notice, allowed. Click on Next.

11. The next page appears, click **Next**.

12. Now enter **The Netherlands, your mobile phone number**, then select **Next**.

13. On your mobile phone you will receive a verificationcodeviaSMS.

14. On your computer type in the verificationcode,thenselect **Next**.

15. Select **Finished**. Congratulations, you have completed all the steps. The homepage will now appear on your computer.

Note: Depending on your mobile phone, the steps can be different.

ROC MIDDEN NEDERLAND