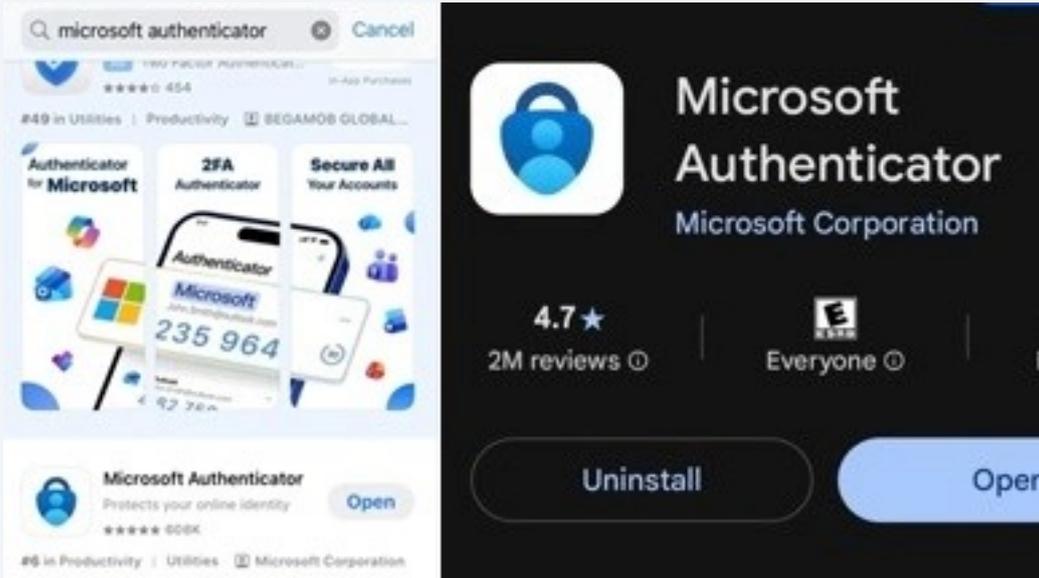


Create Password with Authenticator

New hire creating new password with Authenticator

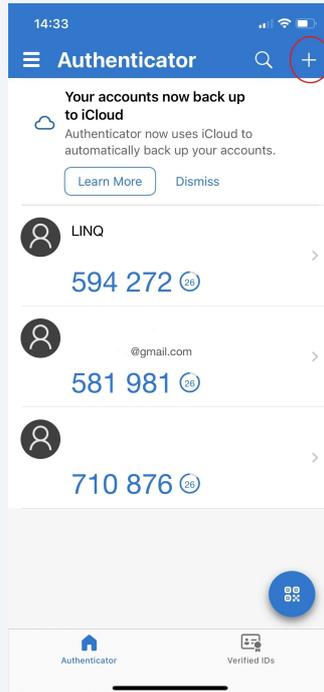
1

Open Microsoft Authenticator on your phone. You may need to install this app from the App Store or Google Play Store. Please make sure to install the Microsoft Corporation Authenticator.



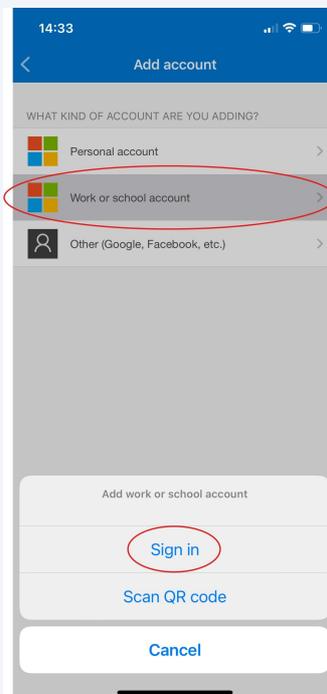
2

Once open, you may see other accounts you have already setup in Authenticator. Click the "+" icon in the upper right to add an account.

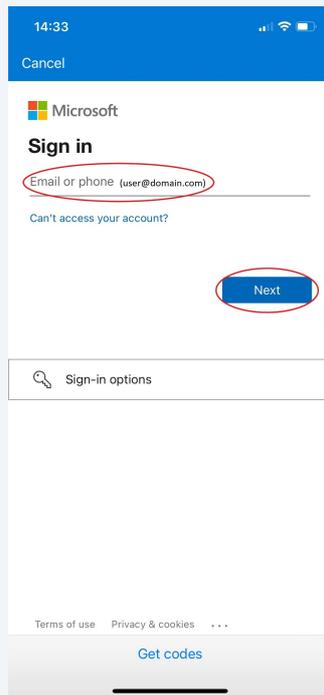


3

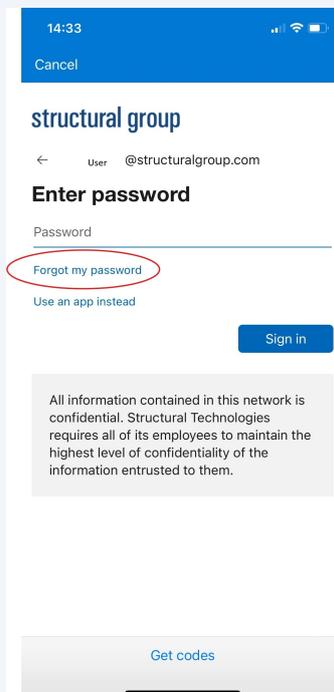
Click on "Work or school account" then click "Sign in"



4 Enter your company email address on the line under "Sign in" then click "Next"



5 Do NOT enter a password, click on "Forgot my Password"



6

Verify the email address is correct and type the Captcha code in the box below and click "Next"

14:33

Cancel

structural group

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio.

Next Cancel

Get codes

7

Choose "Text my mobile phone" and then scroll down and click "Text"

14:34

Cancel

structural group

Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

Text my mobile phone

Call my mobile phone

Call my office phone

Approve a notification on my authenticator app

Enter a code from my authenticator app

In order to protect your account, we need you to enter your complete mobile phone number (*****39) below. You will then receive a text message with a verification code which can be used to reset your

Get codes



Tip! Your phone number should already be accurately setup through the hiring process. If you do NOT receive a text within a few minutes, ask your office manager to verify your phone number in WorkDay.

8

Once your identity has been verified you will be given the opportunity to create a new password. Once you have chosen a password, click "Finish"

The screenshot shows a mobile application interface for 'structural group'. At the top, there is a blue header with the time '15:25' and a 'Cancel' button. Below the header, the text 'structural group' is displayed in a large, bold font. Underneath, it says 'Get back into your account'. There are three progress indicators: 'verification step 1' with a checkmark and arrow, 'verification step 2' with a checkmark and arrow, and 'choose a new password' which is the current step. Below these indicators are two input fields: '* Enter new password:' and '* Confirm new password:'. At the bottom of the form area, there are 'Finish' and 'Cancel' buttons. The footer of the app shows the Microsoft logo, '©2026 Microsoft Corporation', and a 'Support code' link with a 'Get codes' button.



Tip! Choose a memorable but complex "Pass phrase" instead of a password!
Minimum password requirements are:

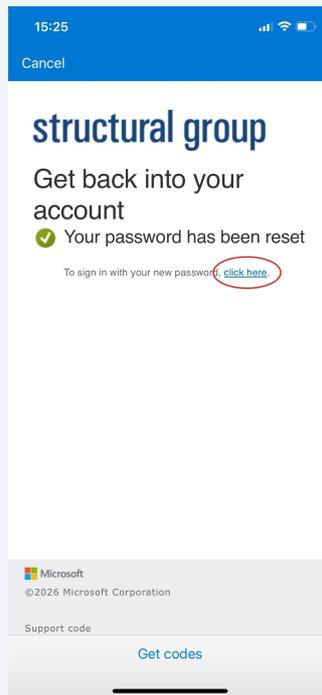
12, alpha-numeric, non-repeating, characters

1, special character

1 number

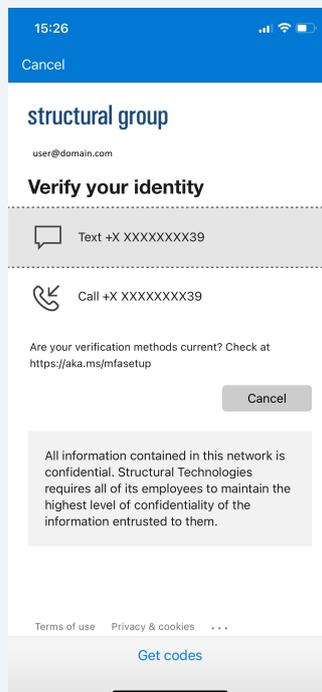
9

Once completed, you will receive confirmation that the password has been reset. Now click on "Click Here" to log into your account.

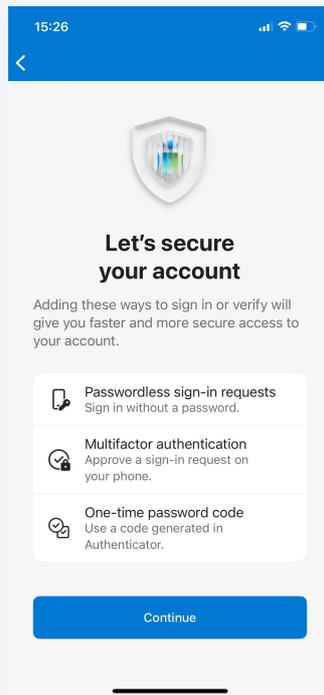


10

The process will now walk you back through the sign in process again.



11 Secure your account with any other preferred security methods.



12 When finished, you should now see your company MFA code as a choice in Authenticator.

