

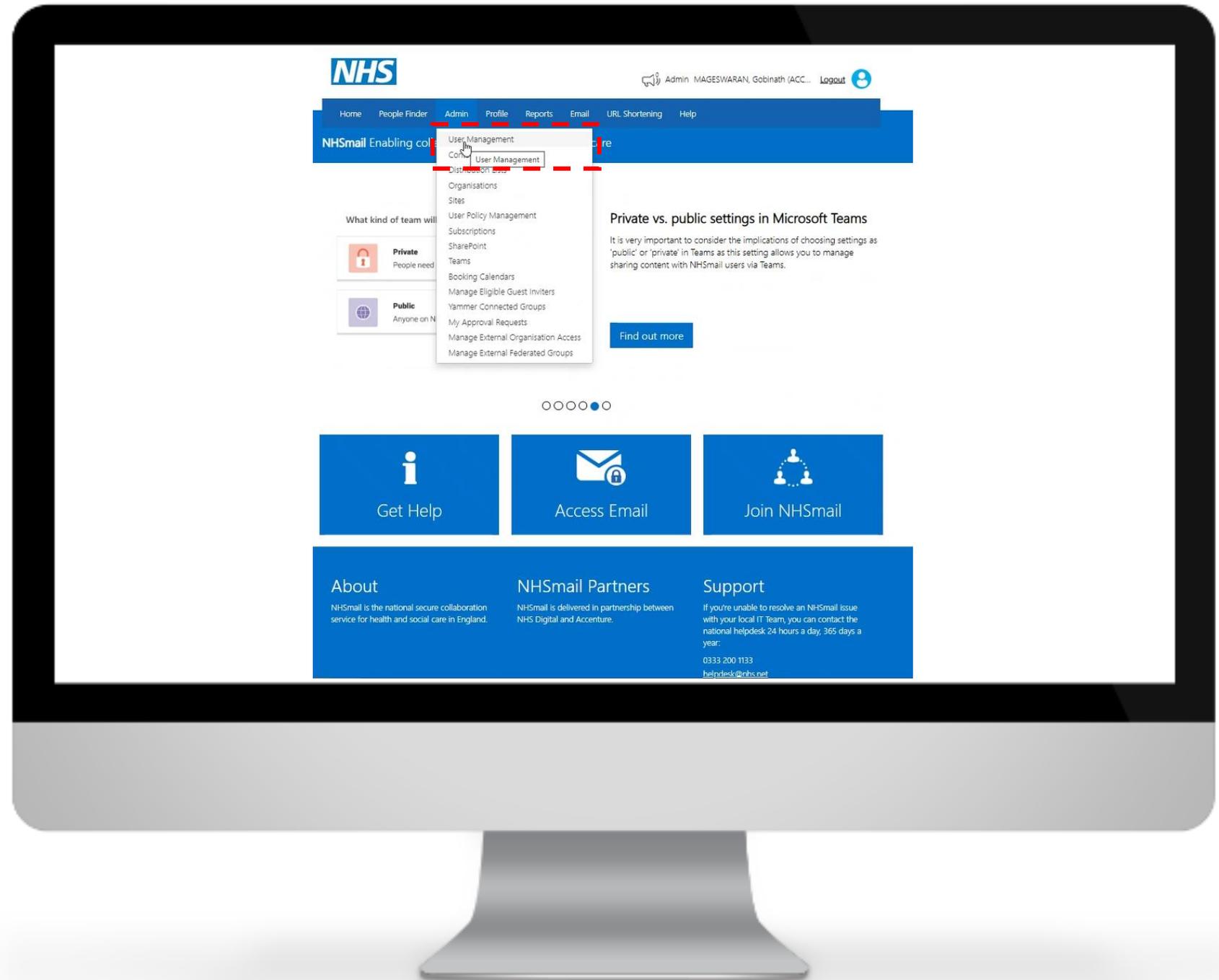
Step 1

Open the portal and **sign in with your NHSmail account** at <https://portal.nhs.net/> to begin the MFA enablement process



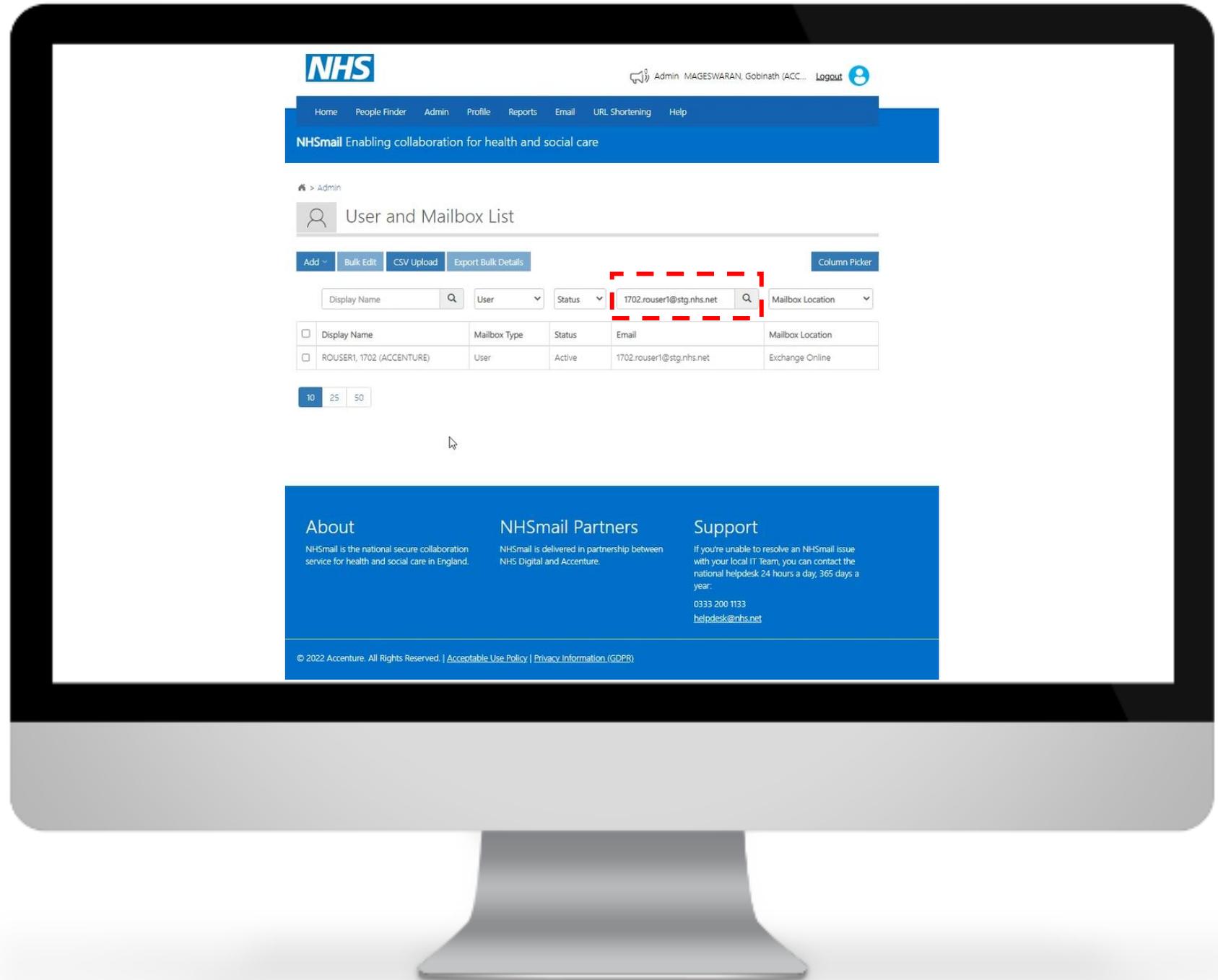
Step 2

Select **'Admin'** on the top menu and click on the **'User Management'** drop down option



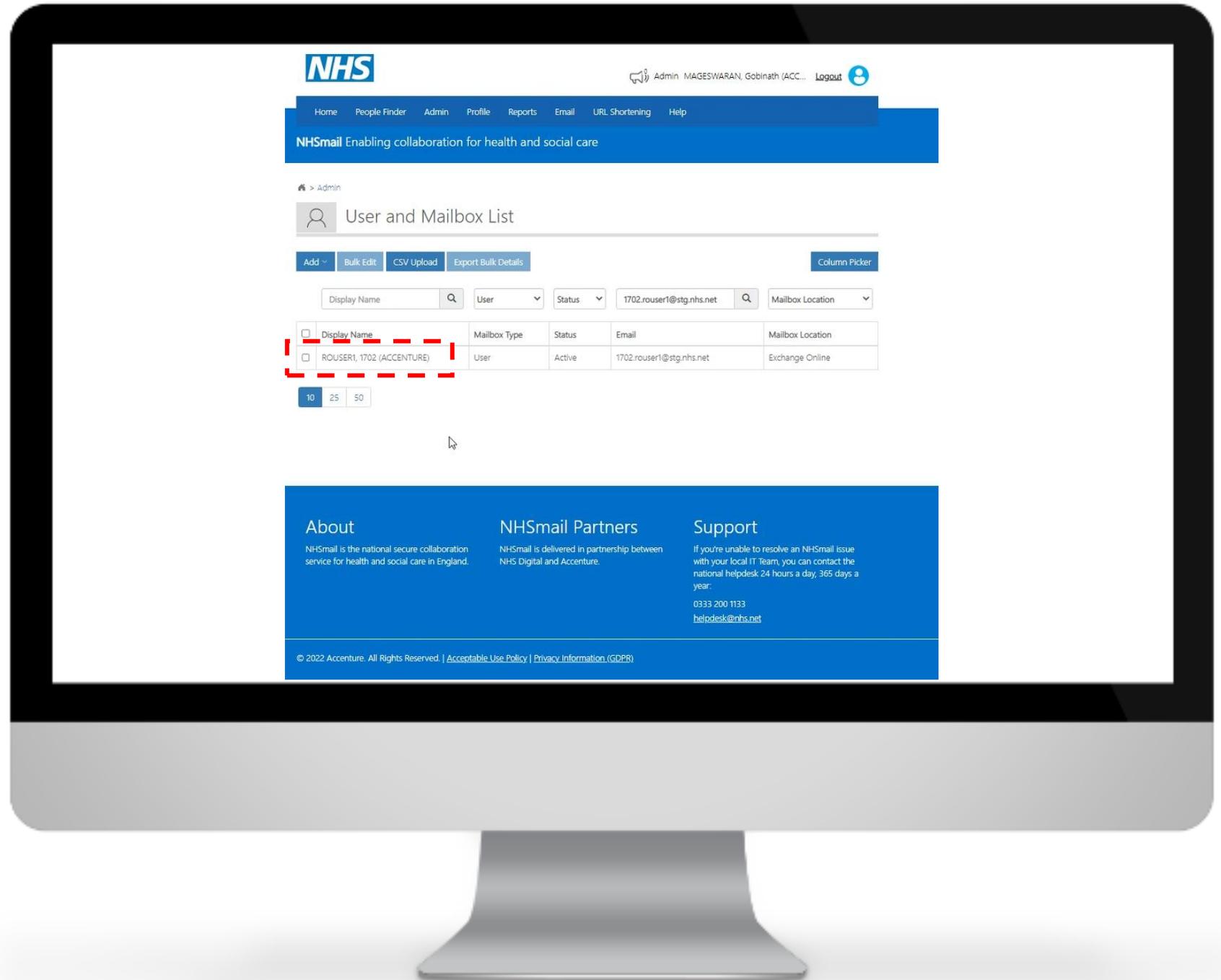
Step 3

After selecting **'User Management'** you will be taken to this page. On the **'Email'** field include the user email and enter. The list below will show the user's information



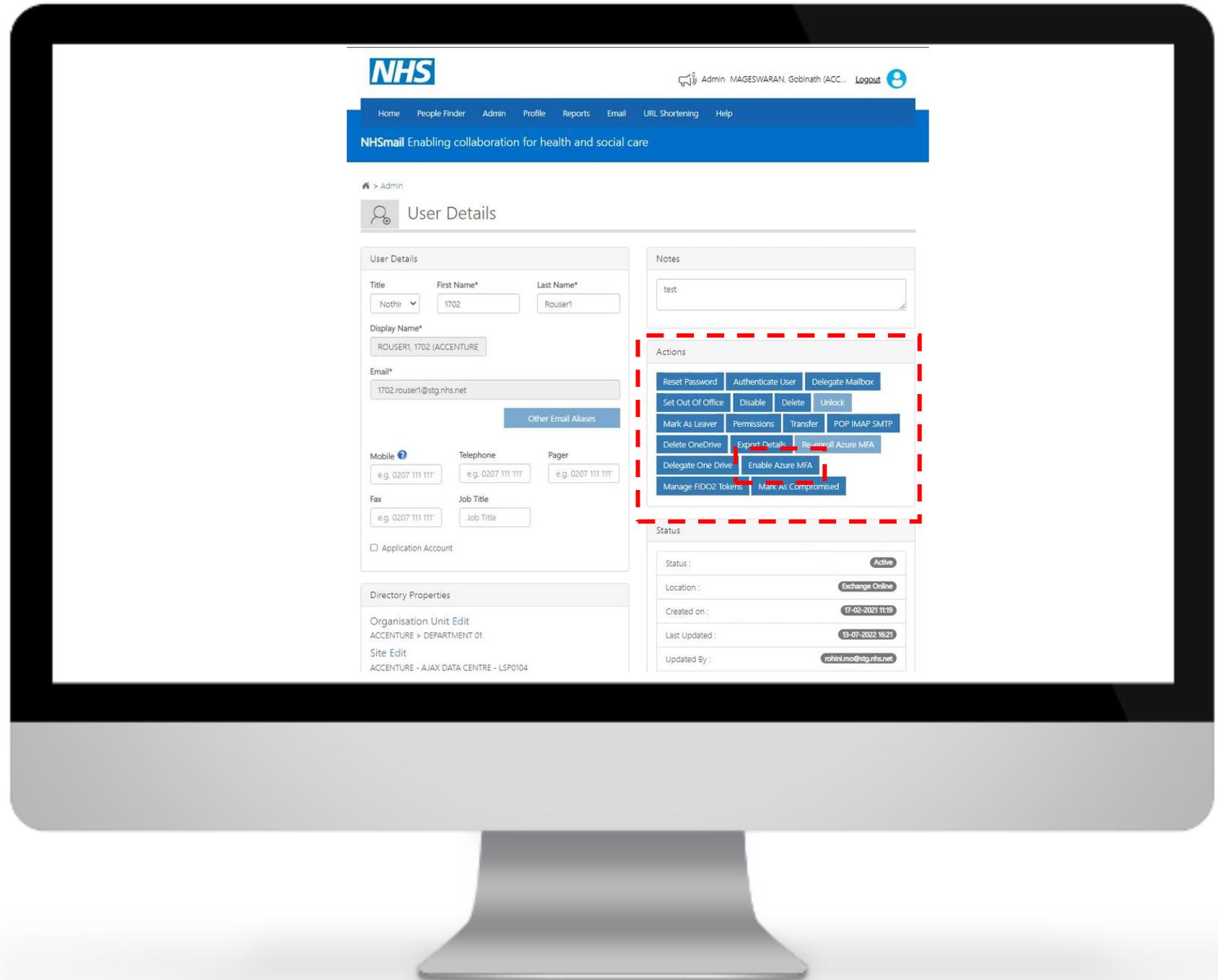
Step 4

Select the user using the tick box



Step 5

The user details will appear on the screen. In the 'Action' box select the option: 'Enable Azure MFA'



Step 6

After selecting the 'Enable Azure MFA' option you will get confirmation that the enablement was completed with a message reading **'success: MFA enabled successfully for user'**

