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



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



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

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Select the user using the tick box

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

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'

