

New User MFA Setup (mobile app)

1. Open a web page and go to the [Microsoft MyAccount page](https://myaccount.microsoft.com) (<https://myaccount.microsoft.com>)
2. Enter your Kiewit email address (username@kiewit.com) and password and click **Next**
3. Choose your authentication method (mobile app) and how you'd like to use it

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

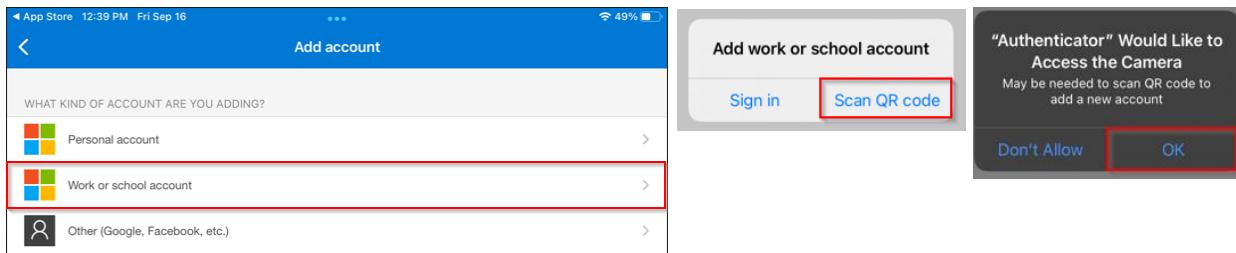
Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Please configure the mobile app.

4. On your mobile device, install the **Microsoft Authenticator** app from the Apple app store or Google Play store
5. In the app, hit **Agree** (lower right), **Skip** (upper right) and **Add Account** (center)
6. Choose work or school account, click scan QR code, and allow access to camera. Your device should pull up your camera (you don't have to open the camera app on your phone).



7. On your computer, click the **Set up** button

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Set up

Please configure the mobile app.

8. Scan the QR code with your mobile device

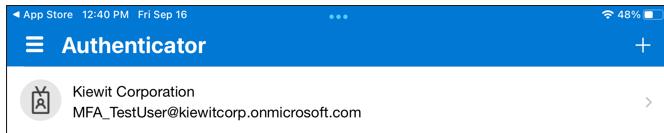
If you are unable to scan the image, enter the following information in your app.

Code: 250 343 335



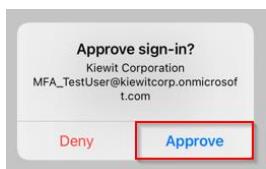
Url: <https://mobileappcommunicator.auth.microsoft.com/activate/393354632/WUS>

9. Your mobile app should now show an account named Kiewit Corporation



10. On the computer, click Next

11. A notification will be sent to your device; approve the sign in



12. Enter a backup phone number

Additional security verification

Secure your account by adding phone verification to your password. [View video](#) to know how to secure your account

Step 3: In case you lose access to the mobile app

United States (+1) 4028810457

13. Change your password (must be at least 14 characters long) and click **Sign in**

14. Click **Yes**

