Nationwide Children's:Nationwide Children’s Authentication

1. Site and Log In
	1. Log in using your NCH email and password.
2. Additional Security Measures
	1. Additional security verification is necessary for your first log in.
	2. 
		* 1. Click the **Set it up now** button on the added security page.
			2. Select **Authentication Phone** in the *Step 1: How should we contact you?*
			3. Select **United States (+1)** as the country.

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* + - 1. Enter your phone number.

This phone should be with you at the time of verification for both internal and external.

* + - 1. Choose whether you want a phone call or a text message.
			2. Click the **Next** button.

**Step 2: We’re calling your phone** screen displays.

Microsoft initiates a call to the number provided. To validate press the # key on the phone.

**Step 2: We’ve sent a text message to your phone** screen displays.

A text message is sent to you with a code. Enter the code on the **Step 2:** screen.

* + - 1. The **Step 2:** screen displays “*Verification successful!”* once complete.

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|  | NoteThere are many variations available for *Step 1: How should we contact you?*. The recommended solution is Authentication Phone.  |

* + - 1. Click the **Done** button.

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