

How to log into Link2CHOP with Azure AD

Introduction

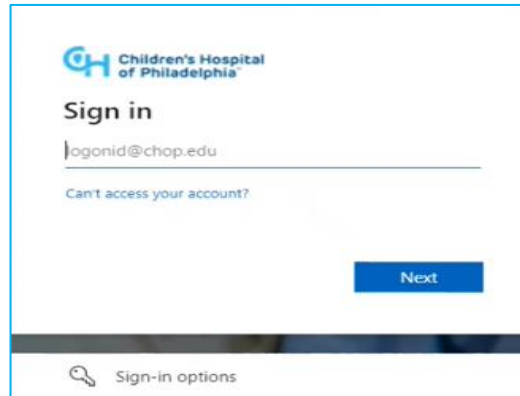
This tip sheet will show you how to log into Link2CHOP. You must set up Multi-factor Authentication (MFA) the first time you log on. Steps 4-9 only apply to the first login. After MFA is complete, login requires only steps 1-3.

Logging into Link2CHOP

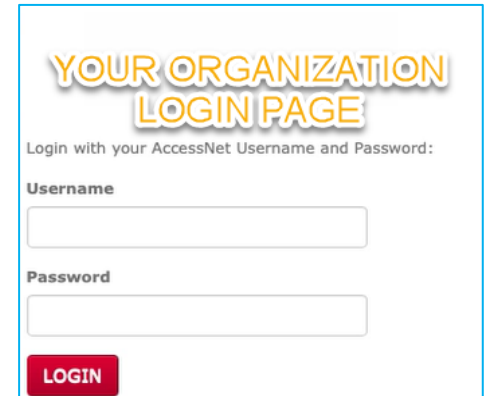
Link2CHOP can be accessed using the following URL: <https://link2chop.chop.edu/>



1. Select the "Link2CHOP New Logon Method."
<https://link2chop.chop.edu/>



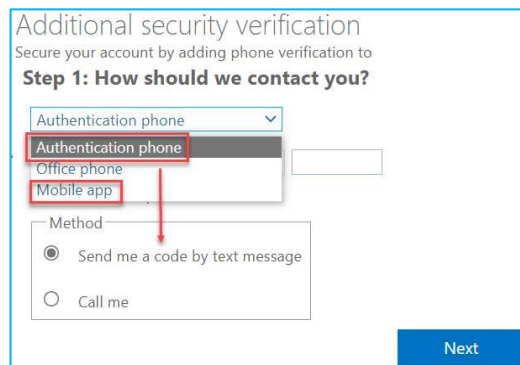
2. At the CHOP sign-in page, enter the ID you use for YOUR OWN organization. (e.g. drbob@penn.edu)



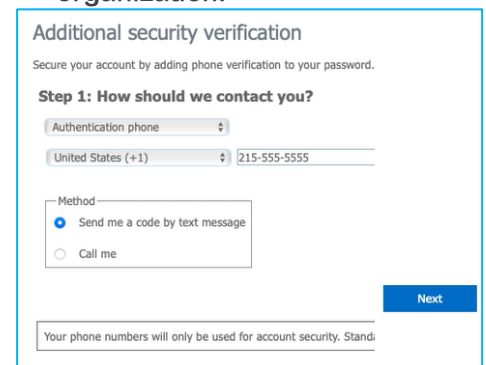
3. That will take you to YOUR organization's login page. Login as you normally would for your organization.



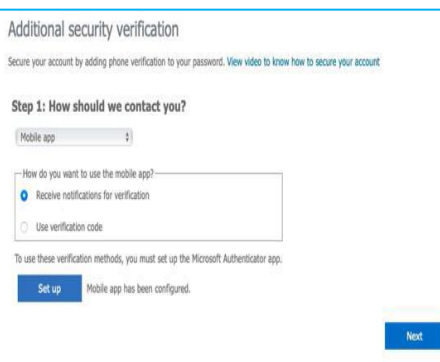
4. If this is your first login, you will see a "More information Required" screen. Click "Next".



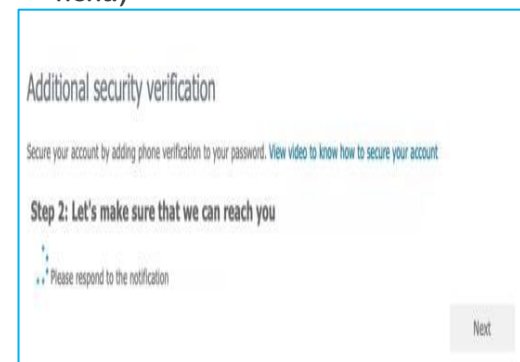
5. Authentication set-up: Choose a way to confirm your identity for future login attempts. (Your choice will determine which screens you see next.)



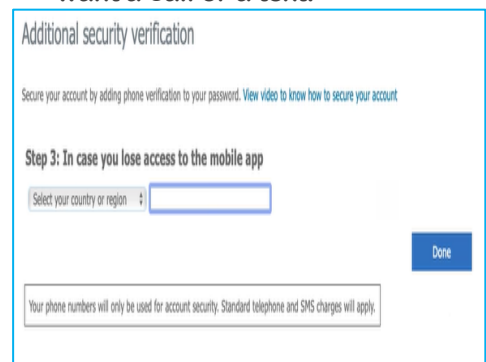
6. If you picked "Authentication phone" or "Office phone", enter the number (include country code) and choose whether you want a call or a text.



7. If you picked the "Mobile app" option, you must download Microsoft Authenticator (if you don't have it already) and set it up to confirm Link2CHOP logins. Click "Set up" and follow the prompts. (See the section below for more help.)

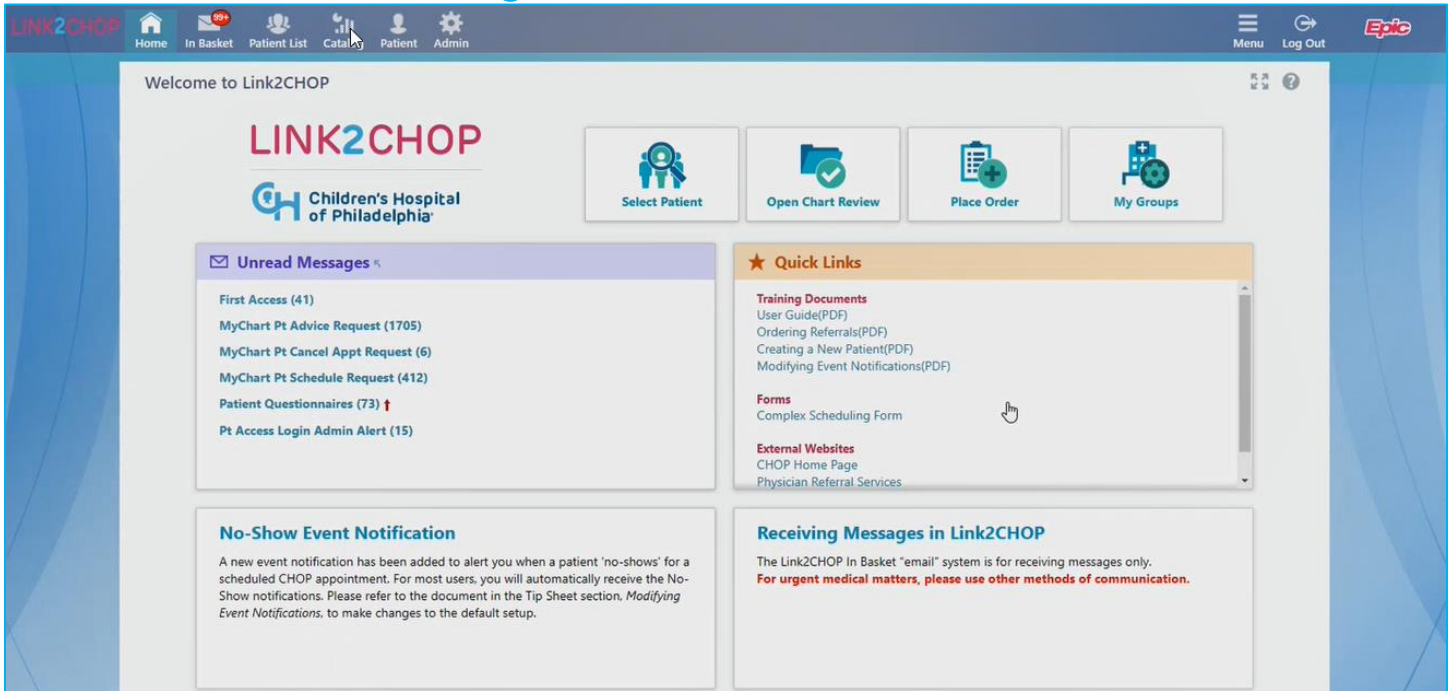


8. The system will immediately try to contact you using the method you chose. Confirm the attempt.



9. If you set up the mobile app, will also be asked for a backup number in case that method is not available.

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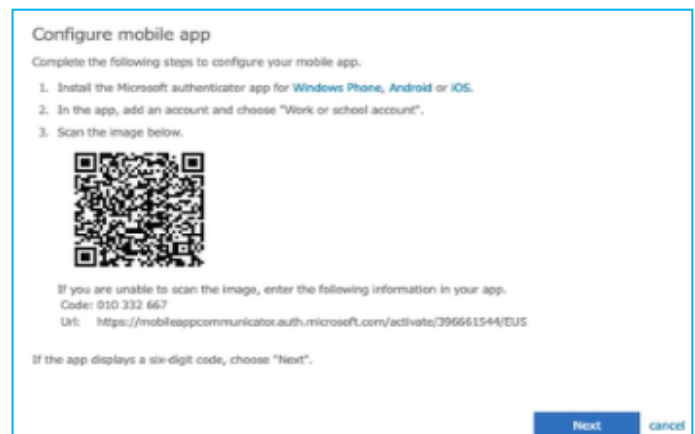
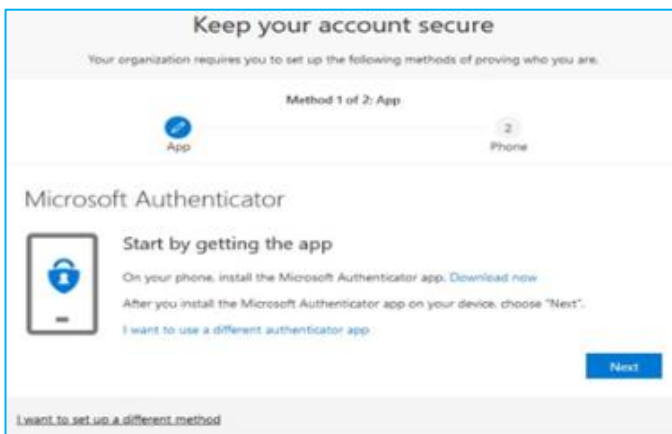


You now have access to the Link2CHOP home page!

NOTE* For future logins, you will only need to follow **steps 1-3**. After you confirm your identity using the method you just set up, it will take you directly here.

Help with Microsoft Authenticator:

If you are setting up the Microsoft Authenticator Mobile App (Step 7 above) follow these steps:



1. After clicking Set Up in step 7 above, if you don't already have it, go to the app store on your phone to **download the MS Authenticator** version appropriate for your device. [Microsoft Mobile Phone Authenticator App | Microsoft Security](#) .
2. Once it has downloaded, or if you already had the application, Add Work Account and use your phone camera to **take a picture of the QR code** (square bar code) that will appear on your computer screen during the setup process and approve on your mobile device. (NOT the one in picture #2 below, which is just an example.)