

Multi-Factor Authentication (MFA) Guide for Students

Multi-Factor Authentication is required to access your Microsoft account when not connected to the college network.

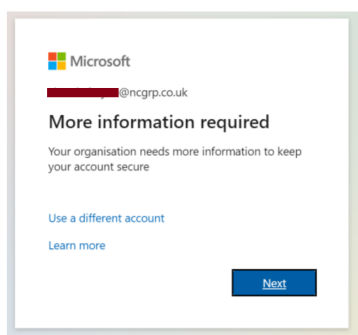
When you first log in you will be prompted to set this up. This guide will support you through the steps.

This means that when you try to access any of your Microsoft accounts through office.com or any Microsoft Office App (Teams, Word, PowerPoint etc), you will be prompted to authenticate your details.

You can choose to receive verification via text message, phone call, or through an authenticator app.

For the most secure option, we recommend using an authenticator app.

Go to office.com and log in with your student email and password:

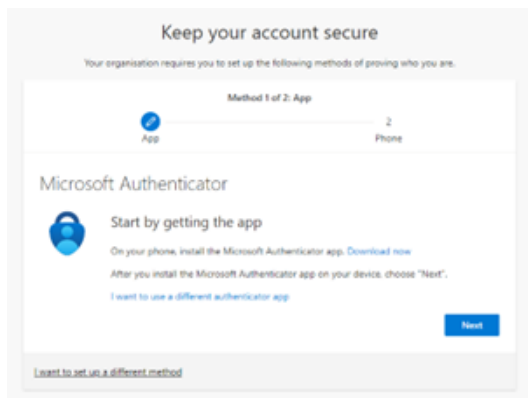


Go to Page 2 for Setting up MFA using Authenticator App and Phone

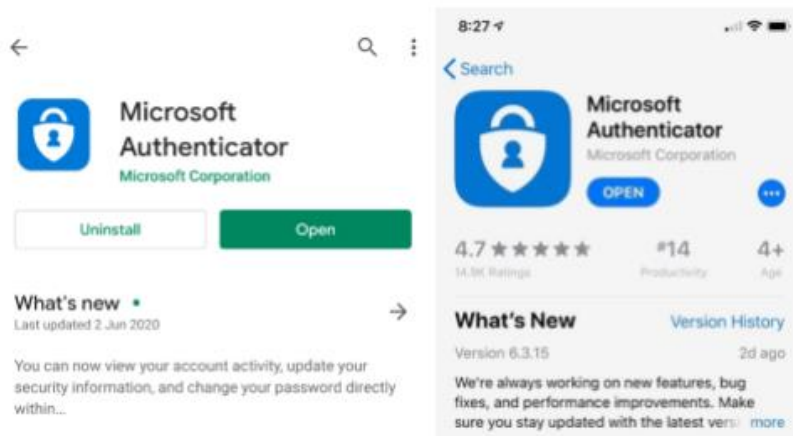
Go to Page 6 for Setting up MFA using Phone and Email

Setting up MFA with Authenticator App and Phone

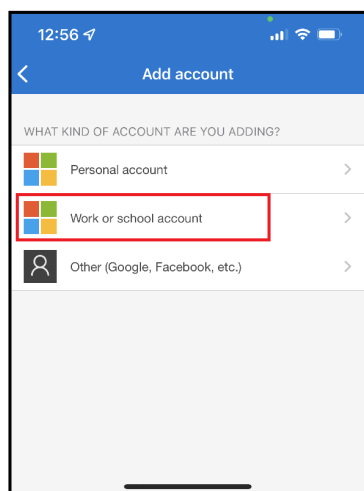
Go to office.com and log in with your student email and password:



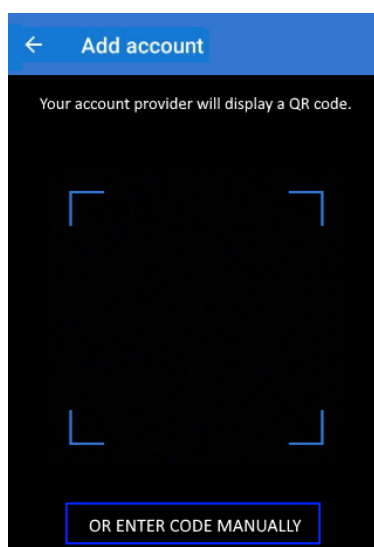
Download the Authenticator App on your mobile phone



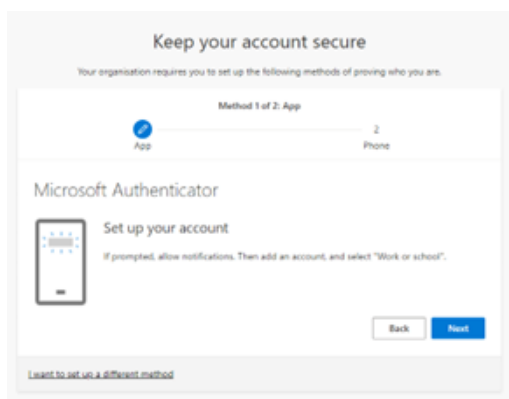
Allow Notifications and set your privacy settings in the app, then select 'Add work or school account'



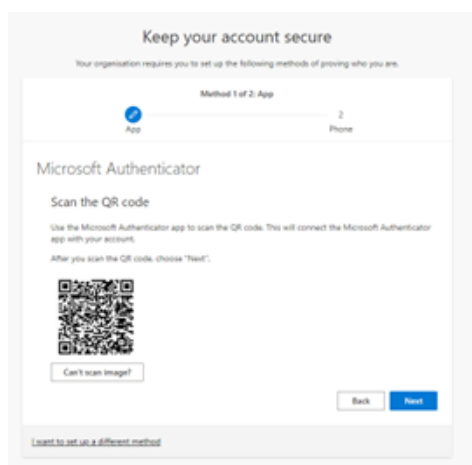
The app will then open a QR scanner



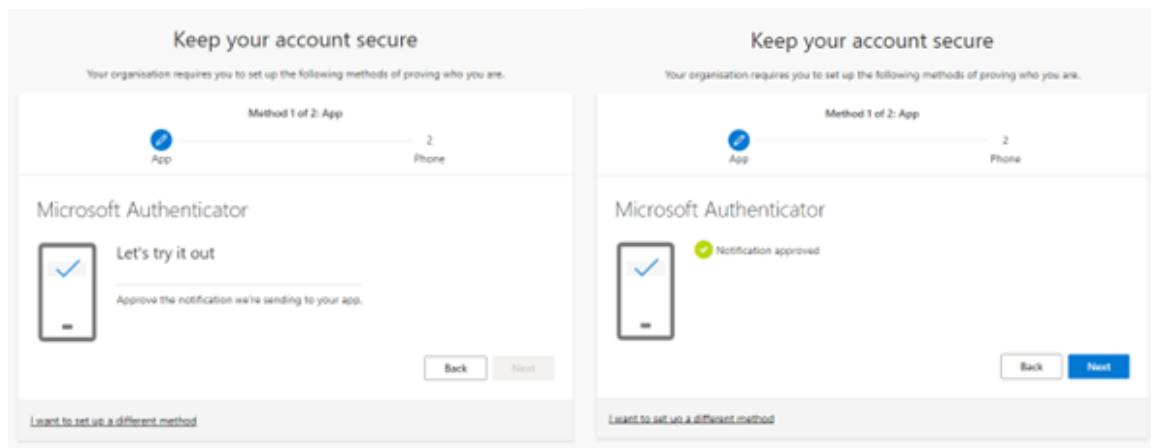
On your PC/laptop go back to the browser where you saw the below prompt and Click **NEXT**



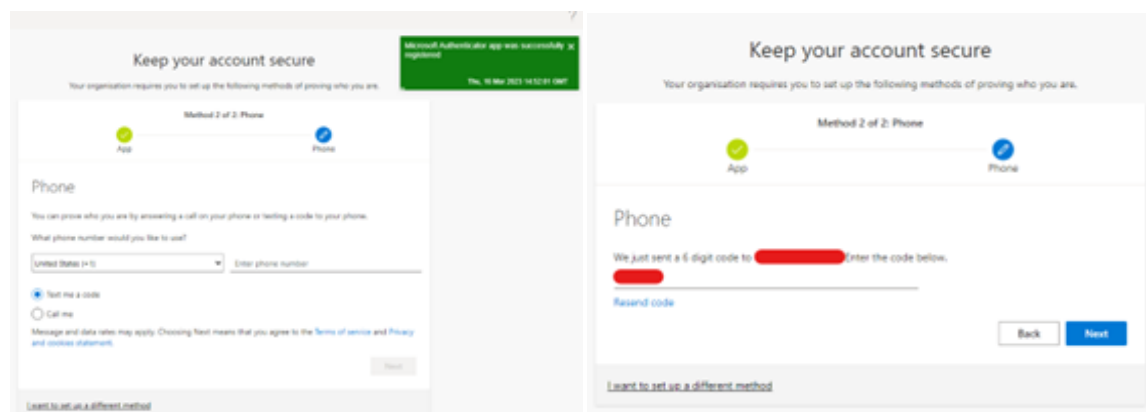
Use your QR scanner on your phone to link the app to your Microsoft account.



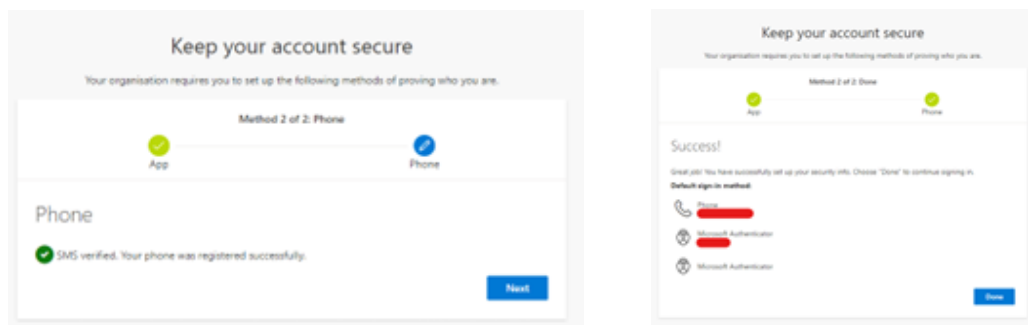
Once you have successfully set up the app and scanned the QR code, you will then be prompted to do a test authentication to ensure everything is working as it should.



After you have approved the sign on, the next step is to set up the second type of authentication on your account. So, if for any reason you do not have access to the app, you are still able to log in. Select UK from the area code drop down and then type in your number. Use the radio buttons to select either 'Text me a code' or 'Call Me.' On the next page, enter the code you have received



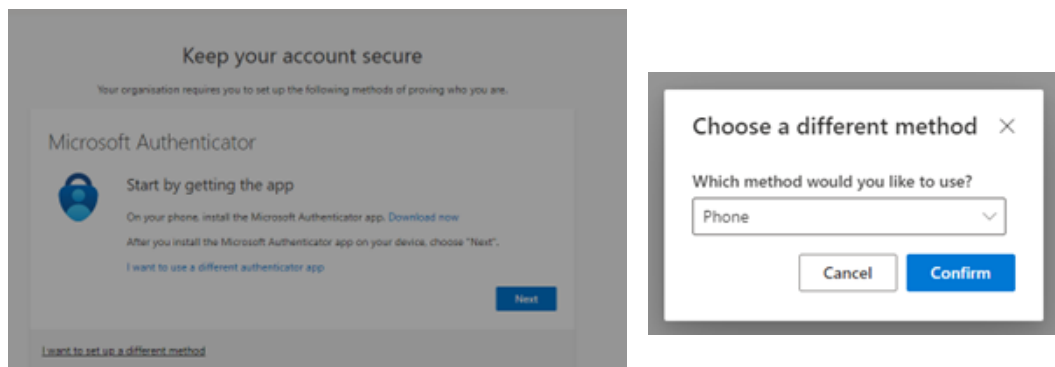
You will get a confirmation message when you have successfully entered the code and then a final confirmation that both methods of authentication are now set up on your account.



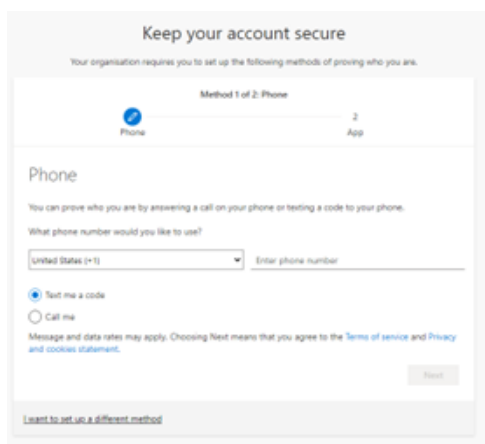
Once you have set up your verification method, you will be prompted to enter a verification code the next time you sign into your Microsoft account. This code will be sent to your chosen method of verification, whether it is a text message, phone call, or the authenticator app.

Setting up MFA with Phone and Email

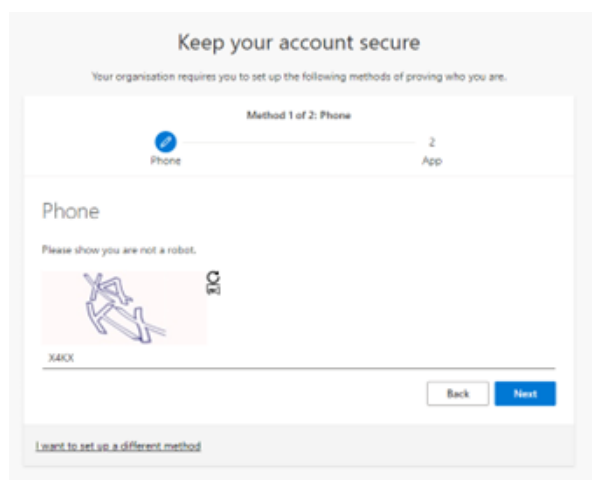
Select 'I want to set up a different method' then Phone from the drop down.



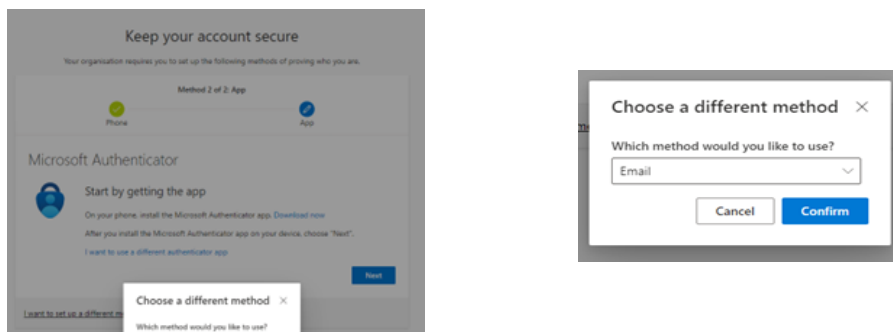
Select UK from the area code and enter your phone number. Using the radio buttons choose whether you would like to receive the verification code by text message or by a phone call.



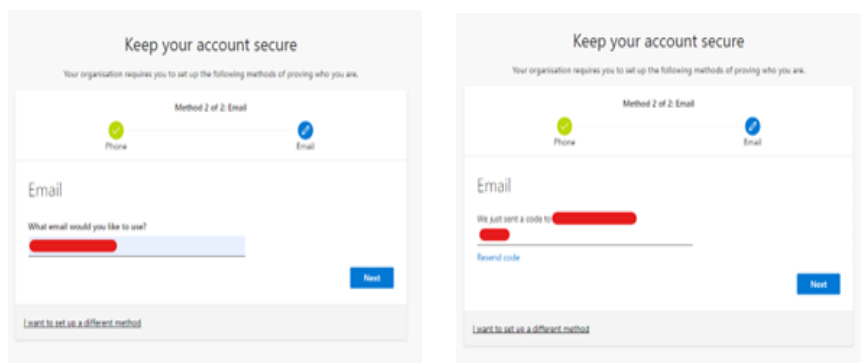
You will be given a captcha and asked to type out what letters/numbers you see



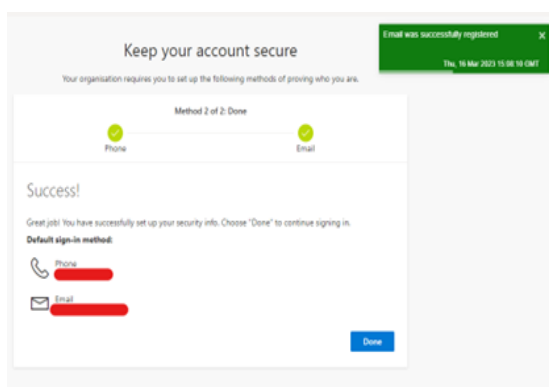
You will then be prompted to set up your second method of authentication. Again, click onto 'I want to set up a different method' but this time select 'Email' from the dropdown.



Enter the email address you wish to use for authentication. You will be sent an email with a new verification code to enter on screen.



Once you have done this, you will be able to click 'Done' to finish the sign in process.



Once you have set up your verification method, you will be prompted to enter a verification code the next time you sign into your Microsoft account. This code will be sent to your chosen method of verification, whether it is a text message, phone call, or the authenticator app.

