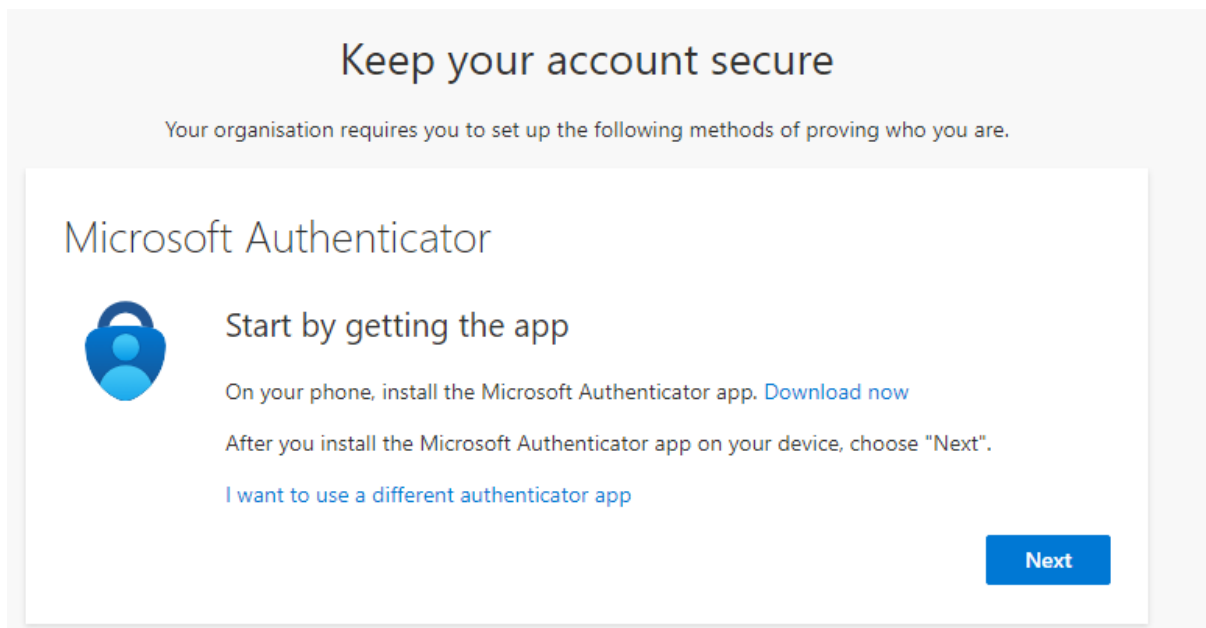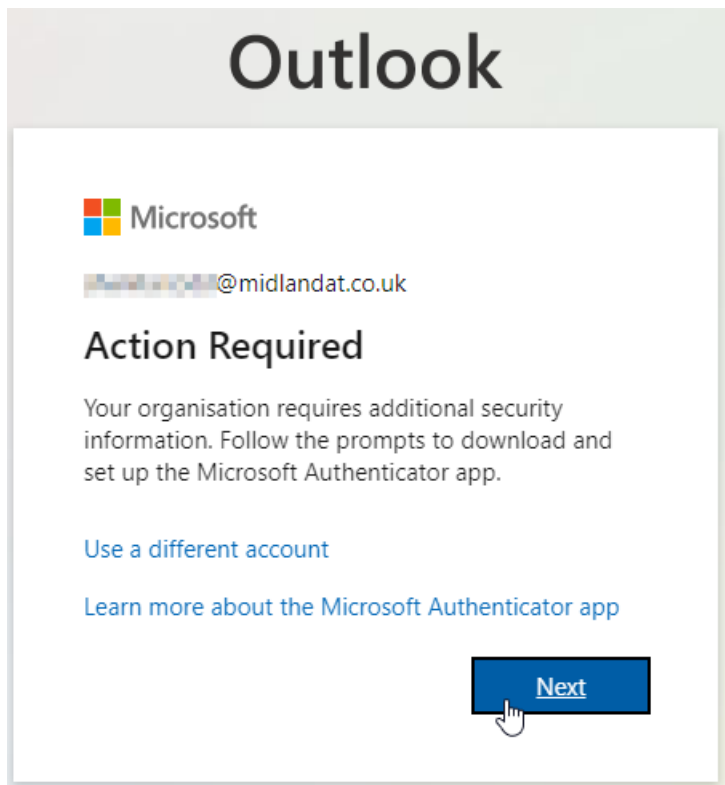**<u>Setting up Multi Factor Authentication (MFA)</u>**

Where we can we've imported existing MFA information from the college **system (e.g the Grey code tokens)** However, upon initial login you may be **prompted to setup MFA**. Currently the only option is **Microsoft Authenticator,** this is a **free app available on both Android and iOS (Apple) devices.**

Once initially logging it, it will prompt you to enter details, simply follow the wizard. It usually consists of scanning the QR code on the computer, you would then receive a pop up on your phone to enter the number displayed on the screen

# Microsoft Authenticator

## Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back    Next

# Microsoft Authenticator

## Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?

Back    Next

# Microsoft Authenticator

✓ Notification approved

Back    Next

Once you've setup the MFA app it will open your email inbox. If you require assistance with this please let us know