

How to set up MFA

Multi-Factor Authentication (MFA) keeps your account secure by confirming it's really you when you sign in. All students set it up using the free Microsoft Authenticator app. It takes about five minutes.

Before you start: you'll need a **smartphone or tablet** for the app, and a computer (or a second device) to sign in on. No compatible device? Speak to a Digital Advisor in the LRC and we'll help you.

1 Install the app on your phone

Install **Microsoft Authenticator** on your phone or tablet: search for it in the **App Store** (iPhone/iPad) or **Google Play** (Android), or scan the code below for your device with your phone's camera. It's free and published by Microsoft.

iPhone & iPad



App Store

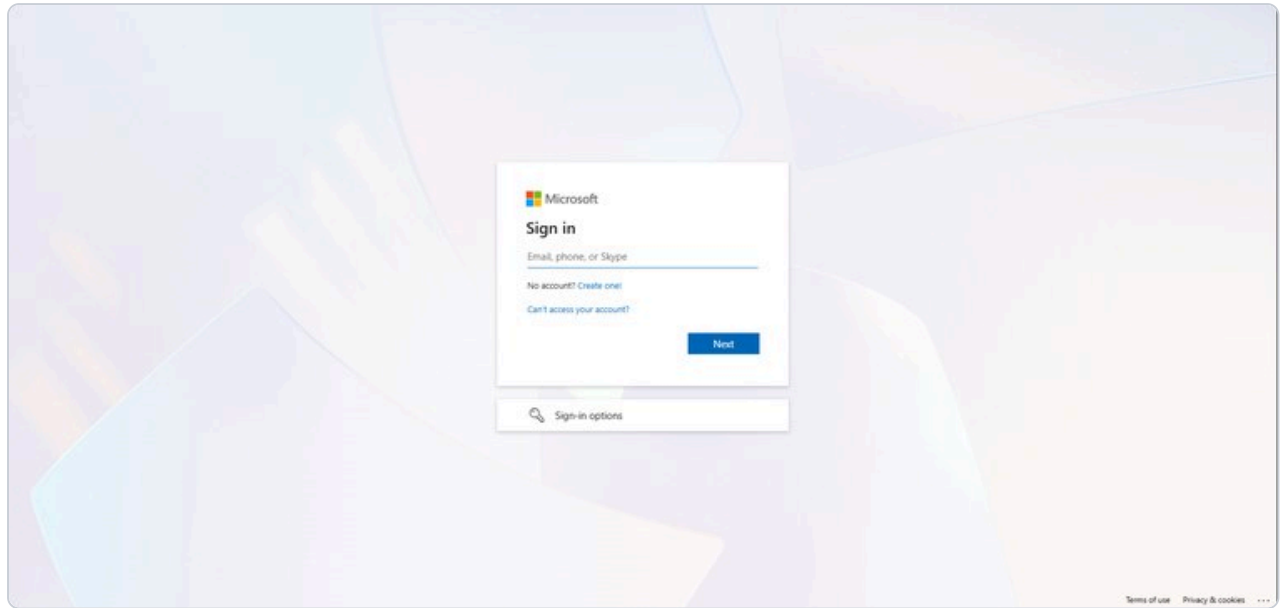
Android



Google Play

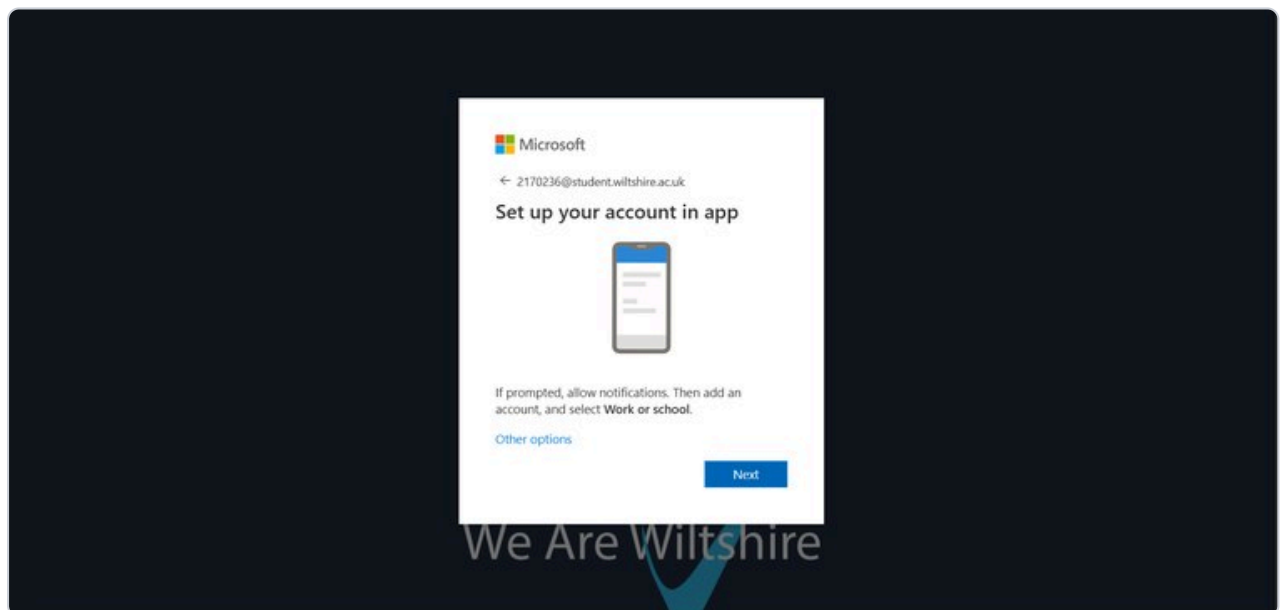
2 Start setup on your computer

Open a web browser and go to `aka.ms/mfasetup`. Sign in with your College email address and password.



3 Add a sign-in method

Select + **Add sign-in method**, choose **Authenticator app**, then select **Add**.



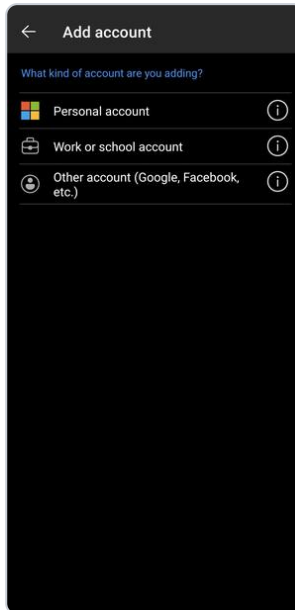
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Add your account in the app

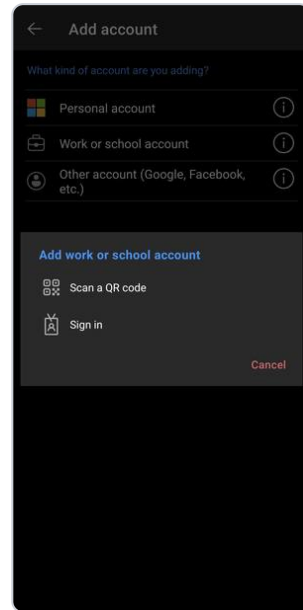
In Microsoft Authenticator on your phone, tap **+**, then **Work or school account**, then **Scan a QR code**. Tap **Allow** if it asks to use your camera.



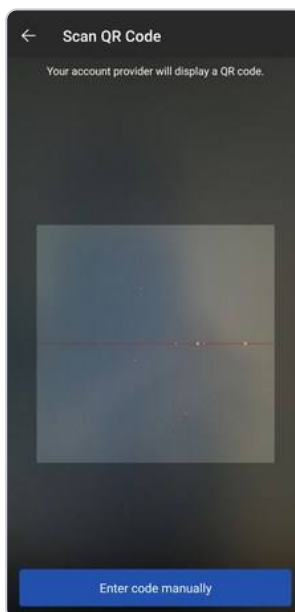
Tap **+**



Choose **Work or school account**



Choose **Scan a QR code**

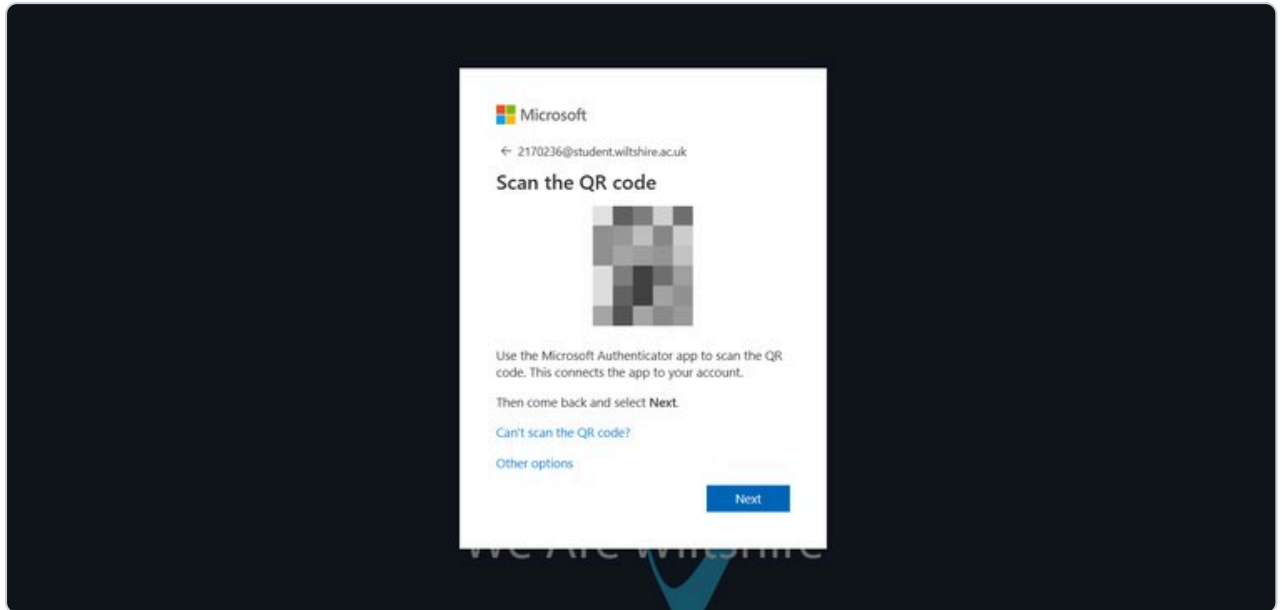


Point the camera at the code

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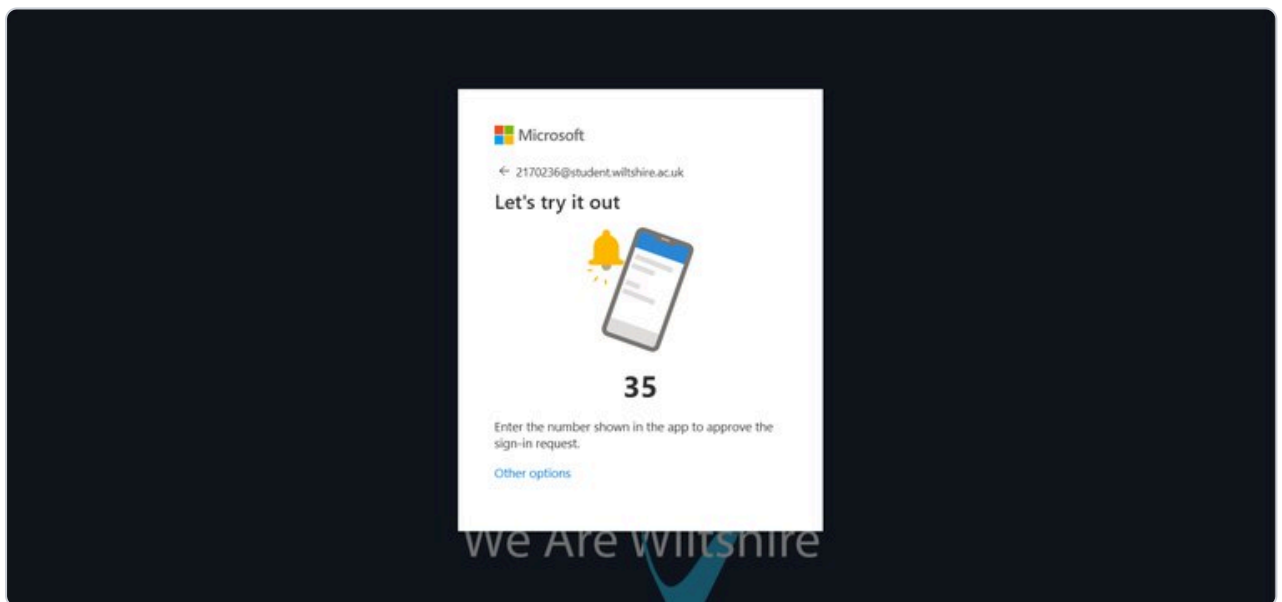
Scan the QR code

Point your phone's camera at the QR code shown on your computer screen.

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Approve the test

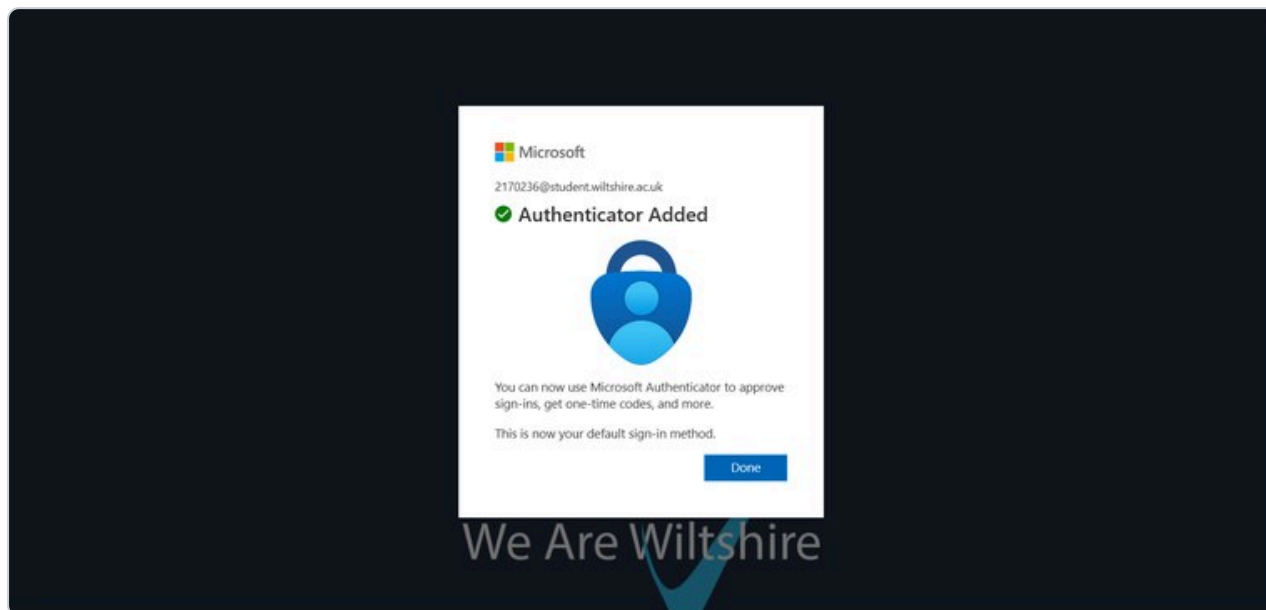
Your computer shows a number. Type that number into the app (or approve the notification) to confirm it's linked.



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You're done

MFA is now set up. From now on you'll approve a prompt on your phone now and then when you sign in - you won't be asked every single time.



No signal or Wi-Fi? Open the Microsoft Authenticator app and use the 6-digit **one-time passcode** it shows, instead of waiting for a notification. The code works even with no internet connection.

Need help?

Lost or changed your phone, or stuck on a step? Visit a **Digital Advisor** in the Learning Resource Centre (LRC) at your campus, Monday to Friday, 08:30-16:30.

Or email IT Support at ITSupport@wiltshire.ac.uk.