

## How To – Setup MFA

When we setup MFA (Multi Factor Authentication) on your account, you will be required to add a second factor of authentication before you can access your Office 365 applications externally. There are multiple methods of second factor, which can include the following–

- An authenticator app that can generate a notification
  - SMS Text messages to your phone number
    - A call to your phone number

This document will be covering the Authenticator app as this is our recommended option. For other methods or more information please visit - <u>Setting Up Multi-Factor Authentication (lsec.ac.uk)</u>

1) After you next login to your college email address you will be greeted with a 'More Information Required' notification page. Select the 'next' option.



 You will now be greeted with instructions, this includes links to download the authenticator app, with support for Windows Phone, Android Phones via the Google Play store and Apple Devices via iOS App Store. Select next.







3) You will be taken to a page where you will be asked to scan a QR code. Open up the Authenticator application on your phone and head to the next step.

Keep your account secur	e
Your organisation requires you to set up the following methods of p	proving who you are.
Microsoft Authenticator	
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR code. This will connect app to your account.	t the Microsoft Authenticator
Once you've scanned the QR code, choose "Next".	
	4
Can't scan image?	
	Back Next
want to set up a different method	

4) On your mobile when you first open the app you will be greeted with the option to 'Add Account' select this and then select 'Work or School Account', after that you can then select 'Scan QR code' to scan the QR code from the previous step. Once you have scanned the QR code it should detect your account and add it to the authenticator app. You can then head back to your login and click 'next'.

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≡	Authenticator	+	<	Add account		<	Add acco	unt
			WHAT KIND	OF ACCOUNT ARE YOU ADDING?		WHAT KIN	D OF ACCOUNT ARE Y	YOU ADDING?
	Ready to add your first account?		Pers	onal account	>	P	ersonal account	
			Worl	k or school account	>	W	ork or school account	
	Q		A Othe	er (Google, Facebook, etc.)	>	R •	ther (Google, Faceboo	vk, etc.)
$\frown_+$							Add work or scho	ool account
_							Sign in S	can QR code
	Add account							
	Already have a backup? Sign in to your recovery account.							
	Begin recovery							
Autho	enticator Passwords Add	0 resses						



5) On your login page you will now see that it is awaiting a response from your device. At this point you will now need to accept the pop up that has appeared on your mobile device. You will now have successfully added your second factor of authentication. Each time you login to any devices off-campus you will be prompted to use your second factor method.

Please note, once you have completed the MFA Sign-Up process will also be eligible to use the Password Reset tool supplied by Microsoft - Microsoft Online Password Reset

Example of notification received:

ati ee k	4G 09:35	ľ,					
	Authenticator	+					
À	London South East Co 03004467@student.lso	olleges ec.ac.uk					
	Approve sign-in?						
	London South East Colleges 03004467@student.lsec.ac.uk						
	Deny Ap	prove					
Auth	nenticator Passwords	Addresses					

For any issues please do not hesitate to contact the service desk - Login (topdesk.net)