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USER GUIDE

How to set up Multi Factor Authentication

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Reason For Guide


Sadly, given the rise of cyber hostilities around the world, the risks of suffering a cyber incident have gone far beyond the 'likely' and schools now need to consider it's a case of when they suffer a cyber incident, not if.

Therefore, it is essential that staff keep all online accounts extra safe with Multi-Factor Authentication!

It's like adding a second lock to your door. Even if someone knows your password, they'll still need a code sent to your phone to get in.

We recommend the Microsoft Authenticator App for both Android and iOS as your main MFA application.

Multifactor Authentication (MFA) has been setup so that it should not be required when you are at your School site(s).

If you start receiving a lot of MFA prompts while you are on site at your school or office, please let us know via the Penguin icon in your taskbar. 

[Microsoft have produced a video walking you through the steps of setting up MFA, you can watch it by clicking here.](#)

Continue reading for a step-by-step visual guide...

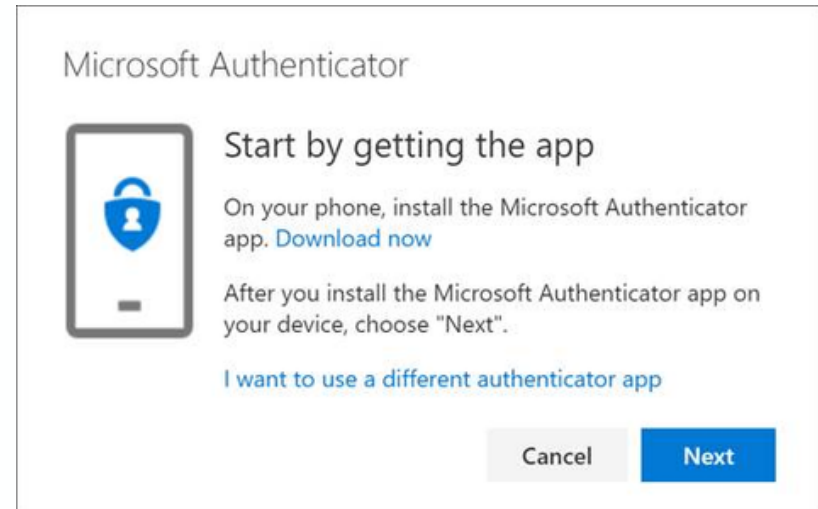
Instructions

Step 1

Download the MFA App on your phone

On the Start by getting the app page, select Download now to download and install the Microsoft Authenticator app on your mobile device, and then select Next.

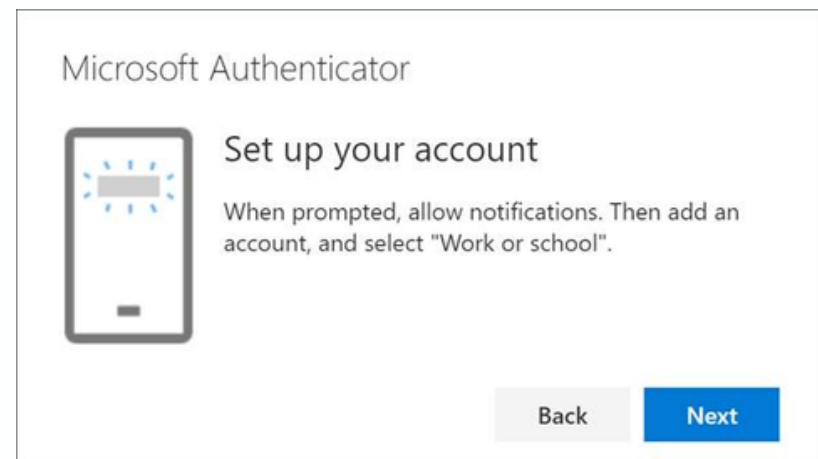
If you want to use an authenticator app other than the Microsoft Authenticator app, select I want to use a different authenticator app.



Step 2

Set Up Your Account

Remain on the Set up your account page while you set up the Microsoft Authenticator app on your mobile device.



Instructions

Step 3

Add new account

Open the Microsoft Authenticator app, select to allow notifications (if prompted), select Add account from the Customize and control icon on the upper-right, and then select Work or school account.

You can add as many accounts for as many websites or apps as you need.

Note: The first time you set up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android).

You must select Allow so the authenticator app can access your camera to take a picture of the QR code in the next step. If you don't allow the camera, you can still set up the authenticator app, but you'll need to add the code information manually. For information about how to add the code manually, see [Manually add an account to the app](#).

Step 4

Link the App to the online account

Return to the Set up your account page on your computer, and then select Next. The Scan the QR code page appears.

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.

[Can't scan image?](#)

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Instructions

Step 5

Scan the QR code to complete the set-up

Scan the provided code with the Microsoft Authenticator app QR code reader, which appeared on your mobile device after you created your work or school account in Step 6.

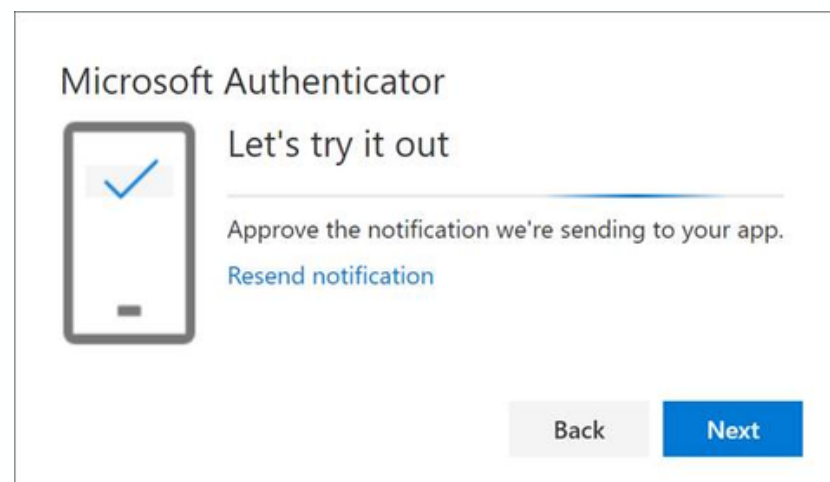
Note: If the QR code reader can't read the code, you can select 'Can't scan the QR code' and manually enter the code and URL into the Microsoft Authenticator app.

Step 6

Test

Select 'Next' and a notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.

Approve the notification in the Microsoft Authenticator app, and then select Next. Your security info is updated to use the Microsoft Authenticator app by default to verify your identity when using two-step verification or password reset.



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