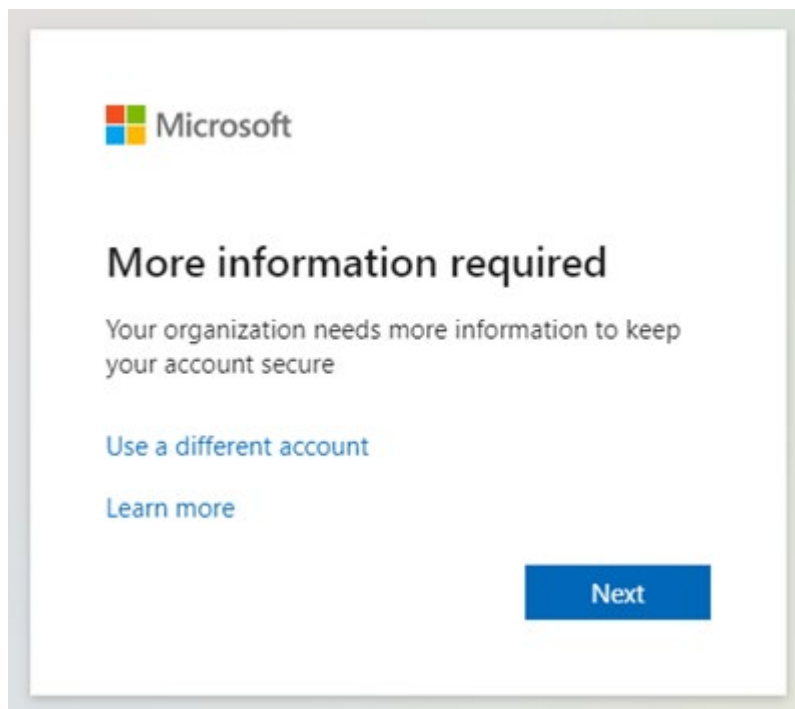


Steps to download MFA on an Android/Apple Device

1. On your computer you will need to go to the [Microsoft MFA Setup webpage](https://login.microsoftonline.com/) on your browser (<https://login.microsoftonline.com/>)
2. The page will ask you to sign in. Here you need to enter your **College email address**.
3. You will then see a College login page. Enter your password and click **Sign in**
4. On the More information required page click **Next**

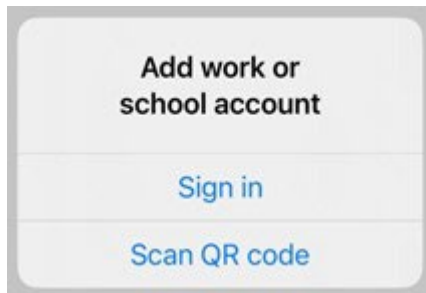


5. On the next page that appear select **Next** and then **Next** again on the page after that
6. You will then be shown a QR code on your screen
7. Now on your phone open the **App Store**
8. In the search bar search for '**Microsoft Authenticator**'
9. Click on **Microsoft Authenticator** and click **Install**



10. When the app is installed, click **Open**
11. Click **Accept** on the first page that appears
12. Now on your phone select **Work or school account**

13. Then select **Scan a QR code**



14. Hold up your phone camera so that the QR code on your computer fits in the box on your phone screen

15. The app may ask you to allow notifications, click **Allow**

16. Your account should now be added in the app

17. On your laptop click **Next**. You will then receive notification on your phone asking for you to Approve or Deny

18. Your computer will then show that the notification was approved, and you can then click **Next**

19. The next page will then ask you to enter your phone number as a backup option. From the dropdown select the country code for your phone number (the United Kingdom is +44)

20. Enter your phone number and then click **Next**

21. You will then receive a text message from Microsoft with a six-digit code, enter this on your computer and click **Next**

22. You can then click **Done** and you have now completed your MFA setup

I'm having trouble installing the MFA app

If you have tried these steps and you are still having trouble, IT Services will be happy to help you. You can visit IT Services on the ground floor LRC:

- Mondays to Wednesdays 8.00am to 4:30pm
- Thursday & Fridays 8:30am to 4:30pm.