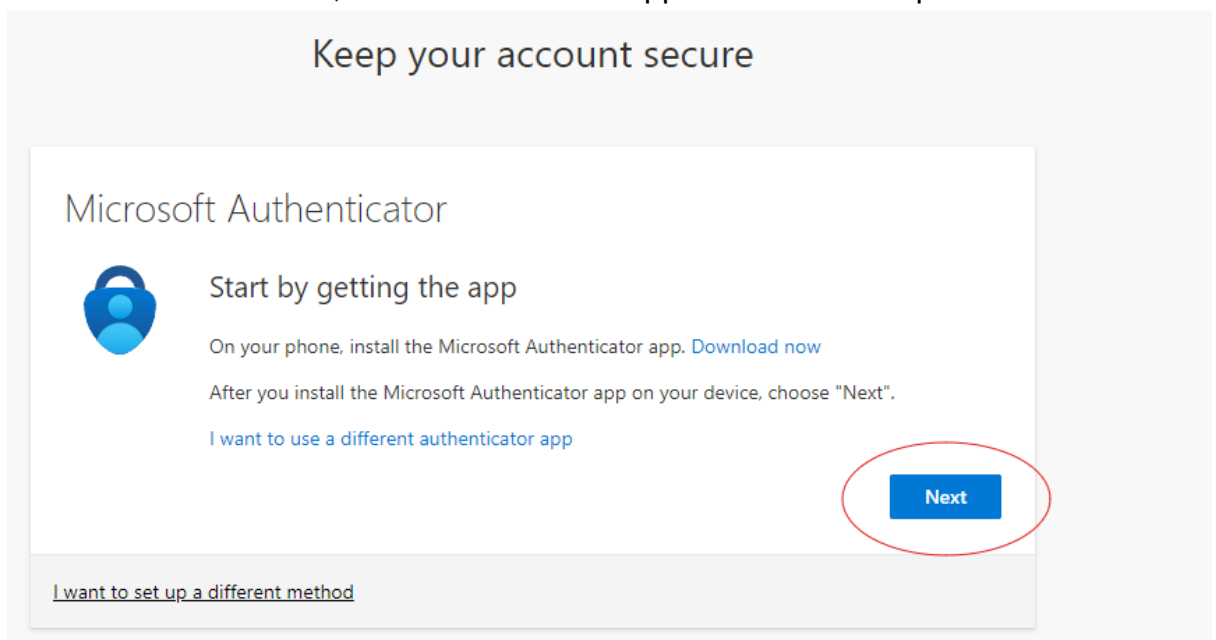


Multi-factor Authentication for Students

Multifactor authentication (MFA), also known as two-factor authentication, helps protect your college account.

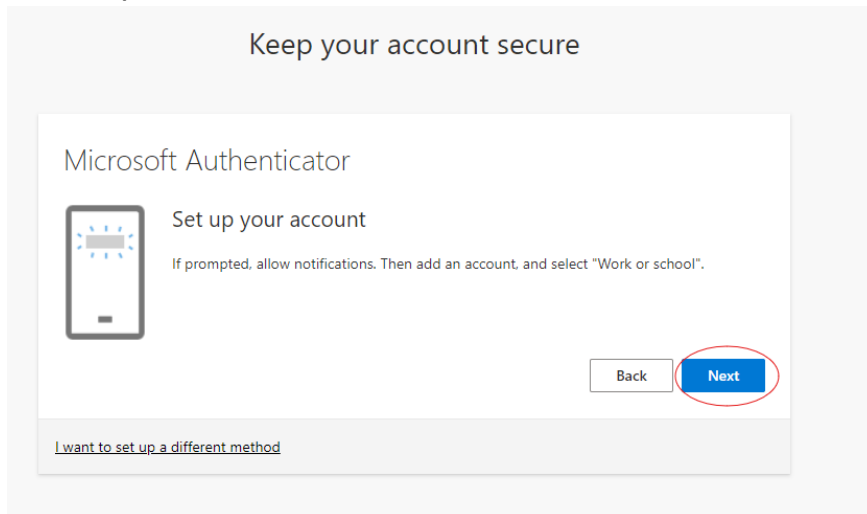
How to set up MFA for Microsoft 365

1. Before you begin, make sure you know the username and password for your West Notts Microsoft 365 work or school account.
2. For these instructions, you need an iPhone or Android smartphone. Connect it to Wi-Fi or mobile data; standard mobile data charges may apply.
3. Go to <https://www.microsoft365.com/signin> and sign in with your West Notts work or school account. Enter `studentid@students.wnc.ac.uk` as your username, replacing studentid with your own student ID, and select Next.
4. Enter your network password. If the message More information required appears, select Next.
5. The Keep your account secure screen appears. Microsoft will ask you to install Microsoft Authenticator. These instructions apply specifically to Microsoft Authenticator; other authenticator apps use a different process.



6. Download and install Microsoft Authenticator from the Apple App Store or Google Play Store.
7. Return to the Microsoft sign-in screen and select Next.

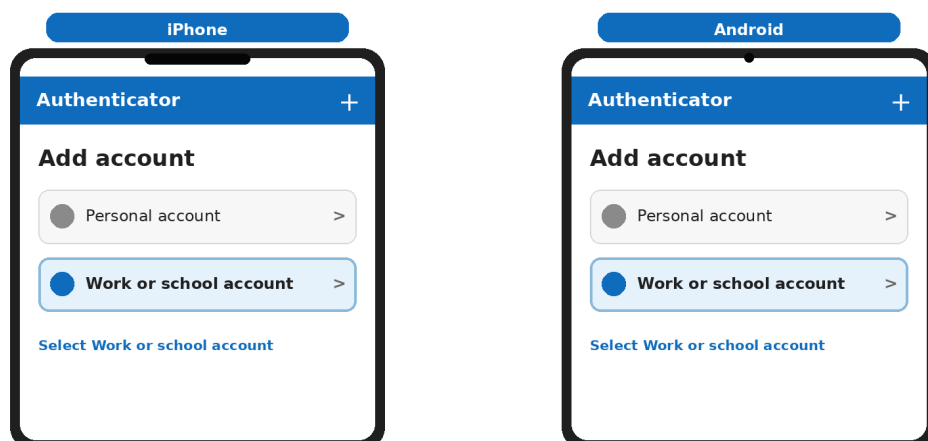
8. On the Set up your account screen, allow notifications if prompted. In Microsoft Authenticator, you will add a Work or school account. Select Next on the computer.



9. A QR code will be displayed on the computer. Keep this QR code private and do not photograph or share it.
10. Open or unlock Microsoft Authenticator. If prompted, use your phone's fingerprint, face recognition or PIN. This unlocks the app; it does not sign you into the college account.
11. Select the plus (+) icon or Add account. The wording and location may vary slightly depending on your phone and app version.
12. Select Work or school account.

Add your college account

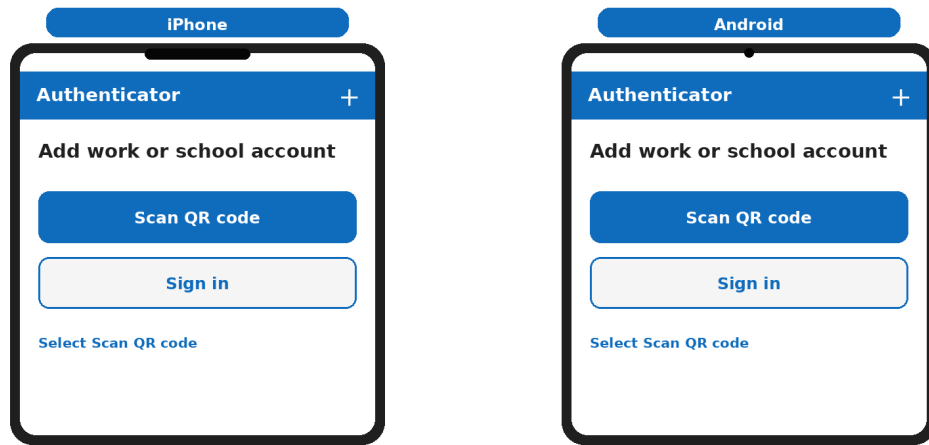
The controls are the same on both platforms; their position may vary slightly by app version.



13. Select Scan QR code.

Choose how to add the account

The controls are the same on both platforms; their position may vary slightly by app version.



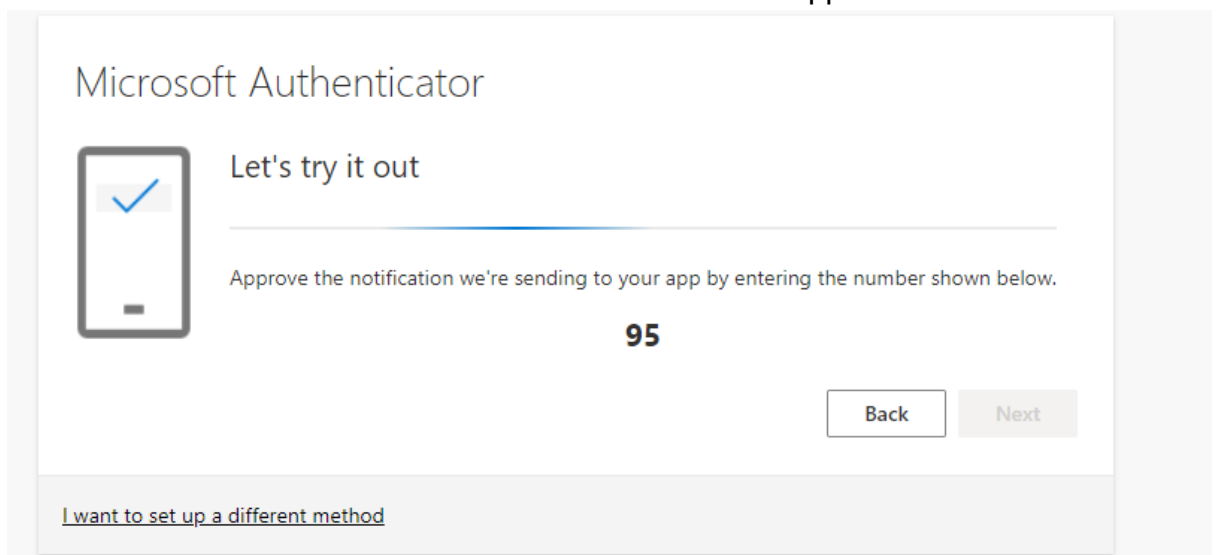
14. Allow Microsoft Authenticator to use the camera if prompted. Return to the computer and scan the QR code displayed on the Microsoft page.

15. After the QR code is scanned, your West Notts account will appear in Microsoft Authenticator.

16. On the computer, select Next.

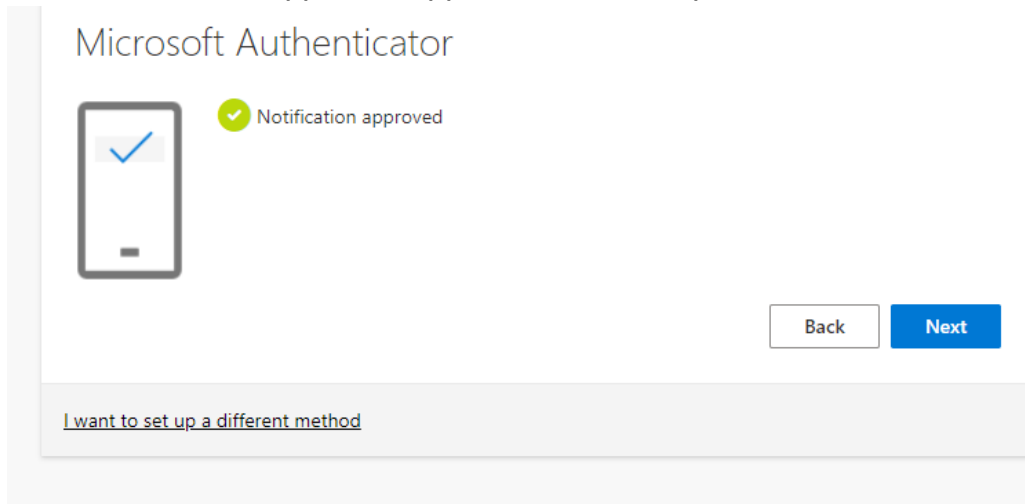
17. Microsoft will send a test approval request to your phone.

18. The computer displays a number. Open the notification on your phone, enter the same number in Microsoft Authenticator and select Approve.

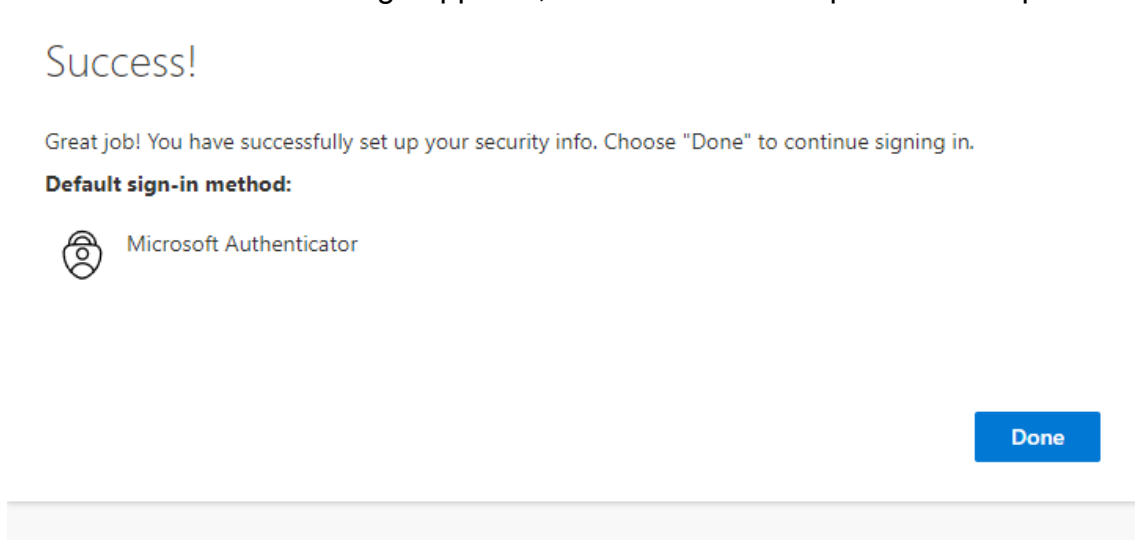


Security warning: Only approve an MFA request that you started yourself. Make sure the number on the computer matches the number you enter on your phone. Deny unexpected requests and contact the college IT Service Desk.

19. When Notification approved appears on the computer, select Next.



20. When the Success message appears, select Done to complete the setup.



If you lose or replace your phone

If you still have your old phone, register the new phone before removing Microsoft Authenticator from the old one. You can manage available sign-in methods at <https://mysignins.microsoft.com/security-info>. If you cannot sign in, contact the college IT Service Desk and ask for your MFA methods to be reset.

Recommended: If the option is available, register an additional sign-in method so you are not locked out if your phone is unavailable.