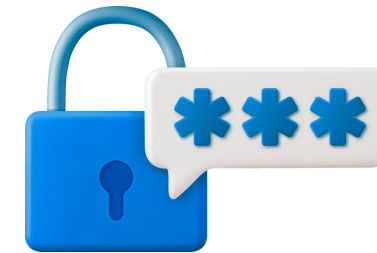


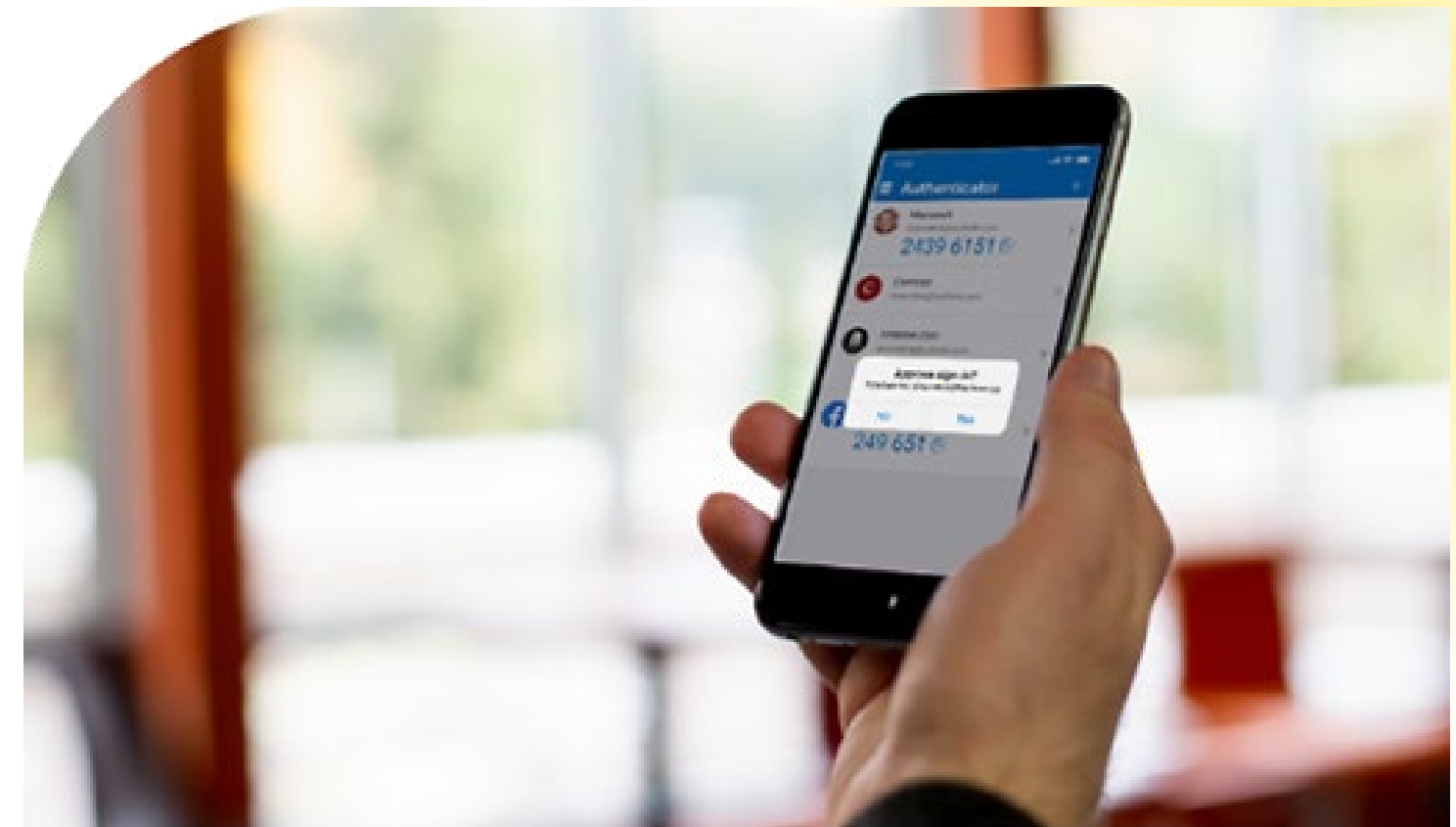
MICROSOFT AUTHENTICATOR



WHAT IS MFA?

Multi Factor Authentication (MFA) is an additional layer of protection on your college account. It ensures that only you can access your account. It will also be needed to access college systems outside college.

The initial set up is required for all college accounts. After you create your college login, you will be prompted by a pop-up which says 'more information required'.





**South Thames
Colleges Group**

Before you start

To set up Multi-Factor Authentication (MFA), you'll need two devices:

- 1. A mobile device** (like your phone or tablet) to download the authentication app.
- 2. A second device** (such as a PC or tablet) to complete the setup process.

You can set up MFA in two ways:

- 1. Using the app** (recommended)
- 2. Getting phone call notifications.**

If you can't download the app, **please follow these steps instead.**

STEP 1: DOWNLOAD THE MICROSOFT AUTHENTICATOR APP

Scan the QR code below and download the Microsoft Authenticator app to your mobile device.



More information required

Your organization needs more information to keep your account secure

[Skip for now \(14 days until this is required\)](#)

[Use a different account](#)

[Learn more](#)

Next

STEP 2: OPEN MFA SETUP ON YOUR PC

On your computer, go to: <https://aka.ms/MFASetup> and sign in with your college email address and password:

Username: StudentNumber@student.stcg.ac.uk

Password: Normal college password

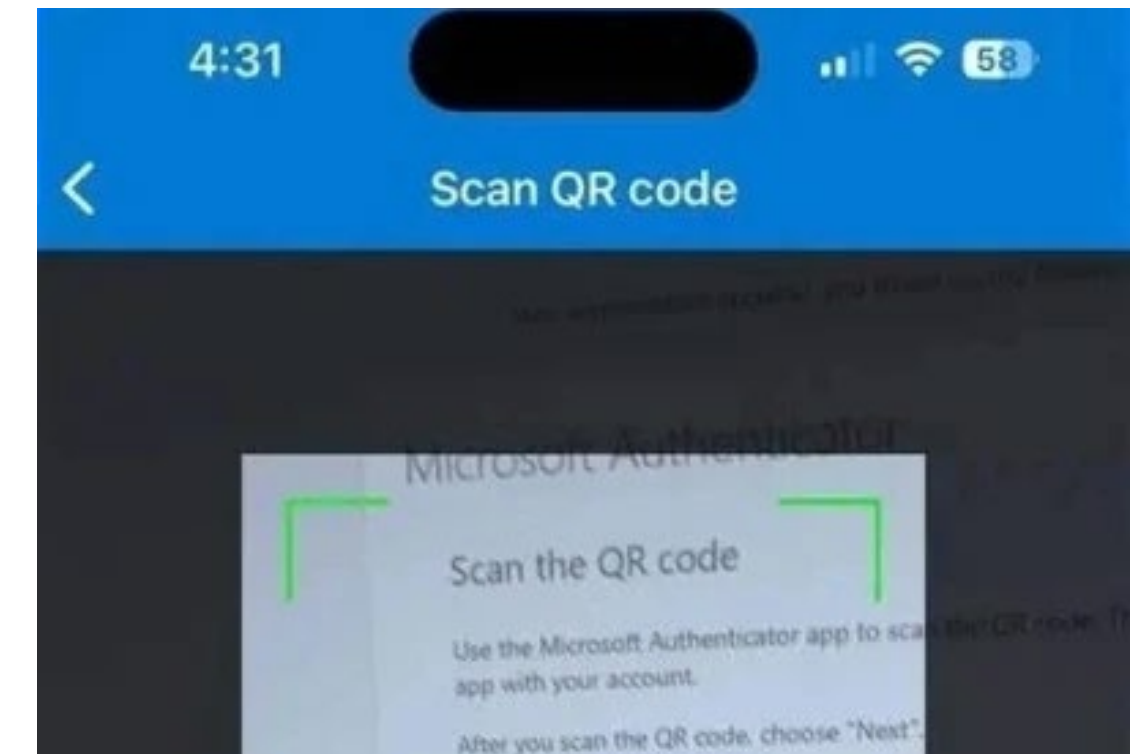
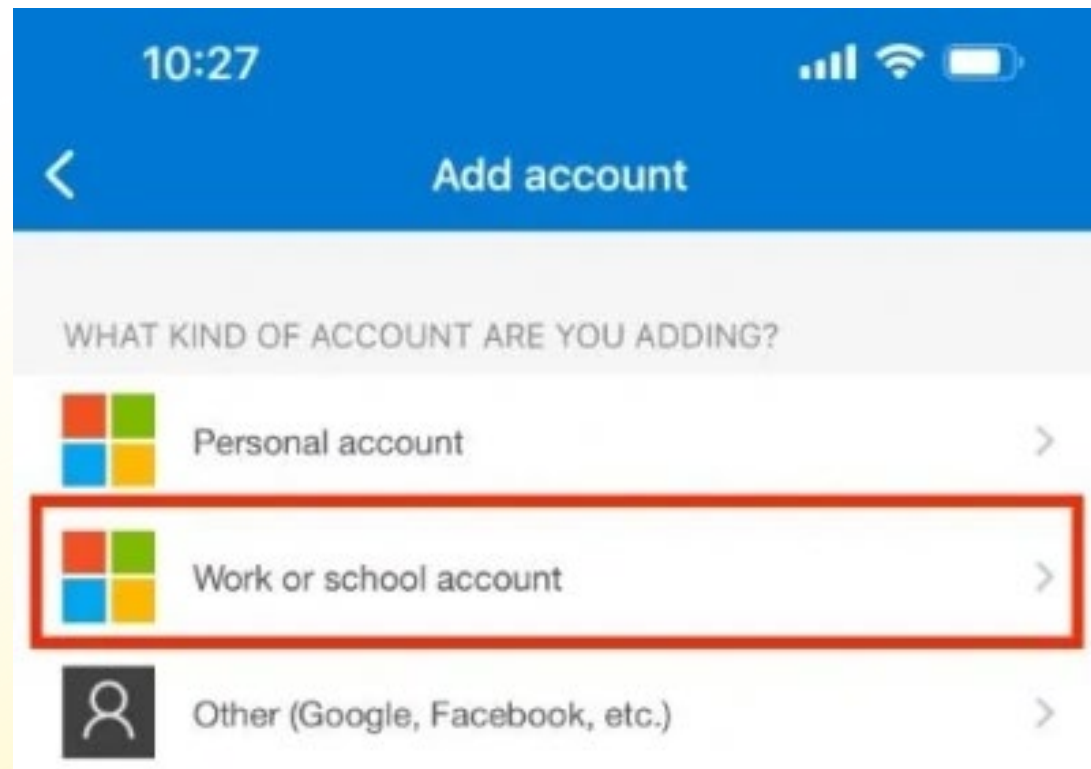
Still on the computer:

1. Click **Next** until you're asked to **add an account**.
2. Choose **Work or school account**.
3. Keep clicking **Next** until a **QR code** appears on the screen.

STEP 3: ADD YOUR ACCOUNT

On your phone, open the Authenticator app. Tap **Add Account** and select **Work or School account**, then **Scan QR code**.

Use your phone to scan the QR code that's showing on your computer screen. This will link your College account to the Authenticator app.



STEP 4: CONFIRM AND SETUP

On the computer: click **Next** . You will be given a number.

On your phone, a notification from the Microsoft Authenticator app will pop up.
Enter the number shown on your computer and tap **Yes** to approve the sign-in.



Success!

Back on your computer, click Next, then click Done. Your Multi-Factor Authentication (MFA) setup is now complete.