

## Registering for MFA

Multi-factor authentication (MFA) provides an extra step to the login process to help protect your account. This will involve receiving a text message, phone call or using an app on your mobile phone to approve a login from outside the college network.

This brief guide demonstrates how to register your account for MFA.


First of all click the register for MFA icon on your desktop :



This will take you to a website where you can enter information, click on Security Info :

 Overview

 Security info

 Organizations

 Devices

 Privacy

Once you have clicked on Security info click on +Add Method

# Security info

These are the methods you use to sign into your account or reset your password.

+ Add method

You will then see a screen with a drop down menu from which you can select different authentication methods, press the drop down symbol :

## Add a method

Which method would you like to add?

Authenticator app



Authenticator app

Phone

Alternate phone

Email

Security questions

The authenticator app is our recommended choice.

### **Authenticator App**

Authenticator app requires you to install an app on your phone from which you can approve your login.

The first step is to install the authenticator app on your mobile phone.

## Microsoft Authenticator



### Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Cancel

Next

Once you have installed the app, click next :

## Microsoft Authenticator



### Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

Follow the on screen instructions and click next :

## 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?](#)

Back

Next

The app on your phone should be ready to read the QR code at this point, simply scan the on screen QR code with your phone and then the app should allow you to proceed and confirm that the app is ready.