UNIVERSITY OF WESTMINSTER⊞

Multi-Factor Authentication Setup Guide

The University of Westminster is enhancing security for all staff and students that have access to University resources. This will require users to register for Multi-Factor Authentication (MFA) using a Microsoft authenticator application installed on their phone as the default method, with text and phone call as secondary methods of MFA.

Overview the MFA registration process:
Registering for MFA (video tutorial)

Frequently asked questions:
MFA FAQ

Prerequisites:
- Download and install the Microsoft Authenticator app on your Android or iPhone device
  You can also use alternative authenticator apps such as Google Authenticator. However, we recommend using Microsoft Authenticator as it is simple to use, reliable and most secure.
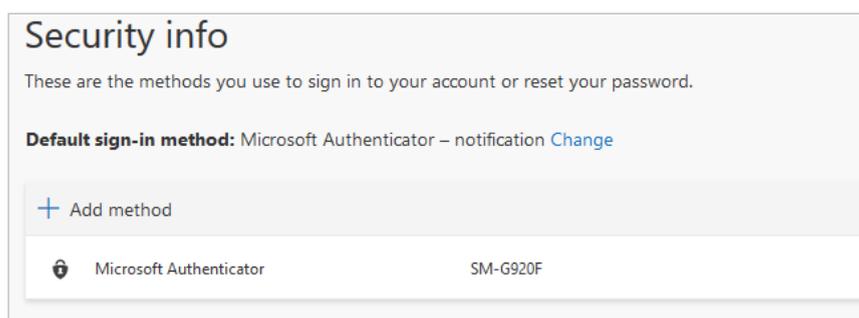
Setting up MFA with Microsoft Authenticator App

On your PC laptop or MacBook

1. From your laptop, please click on the link below to register your device for MFA or navigate to:
   https://aka.ms/setupsecurityinfo

Click here to register for MFA ⊙

2. On https://aka.ms/setupsecurityinfo check the sign-in methods. If it is not already there, click **+ Add method** to add the Microsoft Authenticator App. Set this as your default sign-in method.

   ### Security info

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

   Default sign-in method: Microsoft Authenticator – notification Change

   + Add method

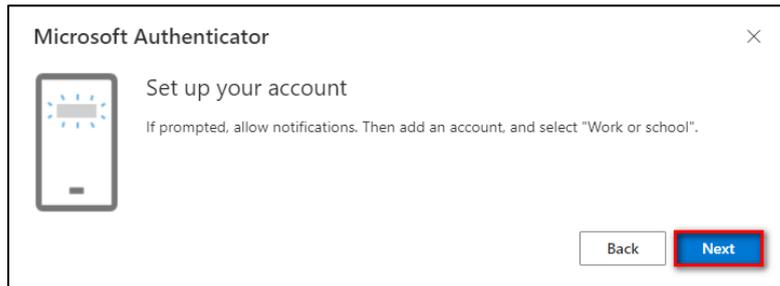 | 🔒 Microsoft Authenticator | SM-G920F |
   | --- | --- |

   Please note: if the sign-in method has not been set to use 'Microsoft Authenticator – notification' as default, then select **Change** and ensure that it has been set correctly.

3. Click 'Next' and follow the on-screen instructions.
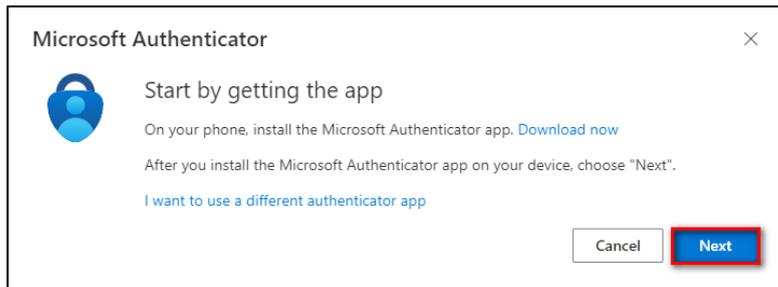
4. Select 'Next'

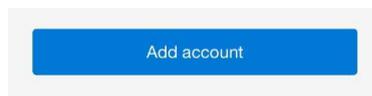**On your phone using the Microsoft Authenticator App**
(Screenshots are for iPhone. Android setup is similar.)

5. Launch the Microsoft Authenticator app and select **Allow** for notifications then select **Skip**
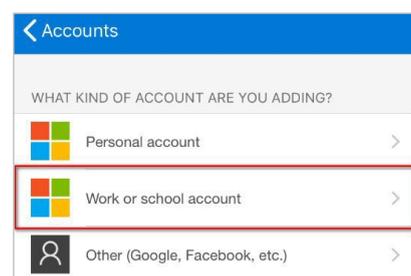
- [Download Microsoft Authenticator – Apple App Store](#)
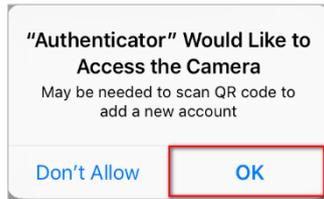- [Download Microsoft Authenticator – Google Play Store](#)
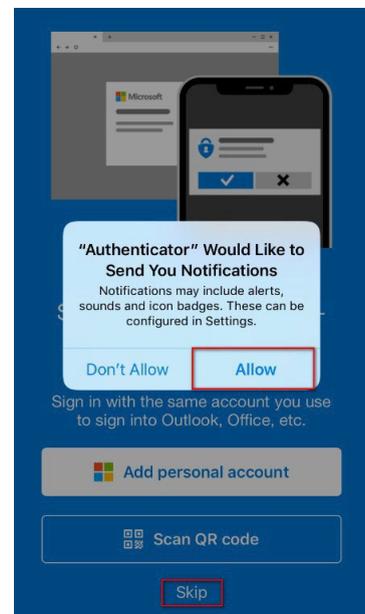
6. Select 'Add account'

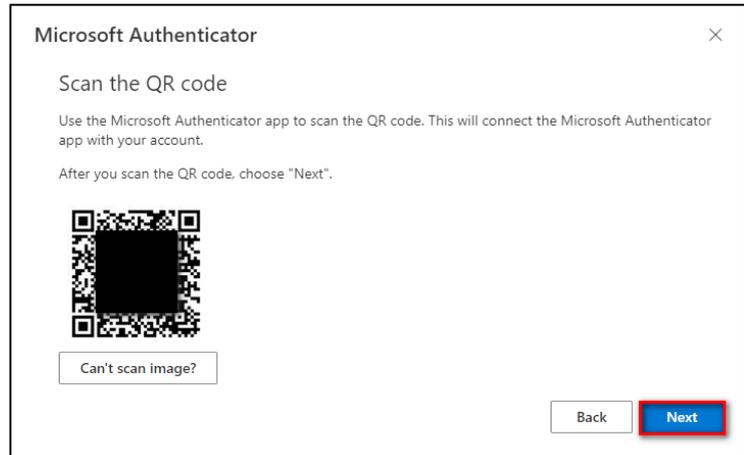
7. Under Accounts, select 'Work or school account'

8. When the notification to allow access to the camera appears, select 'OK'

Return to your laptop, and work through the prompts to set the account in the Microsoft Authenticator app

1. Scan the QR Code (on your laptop) that will be displayed on the screen and then select **Next**

2. Click **Next** on the webpage (on your laptop) and follow the prompts. A request for approval will be sent to the Microsoft Authenticator app on the phone. Enter the number shown on the screen into the app and then select **Yes**.
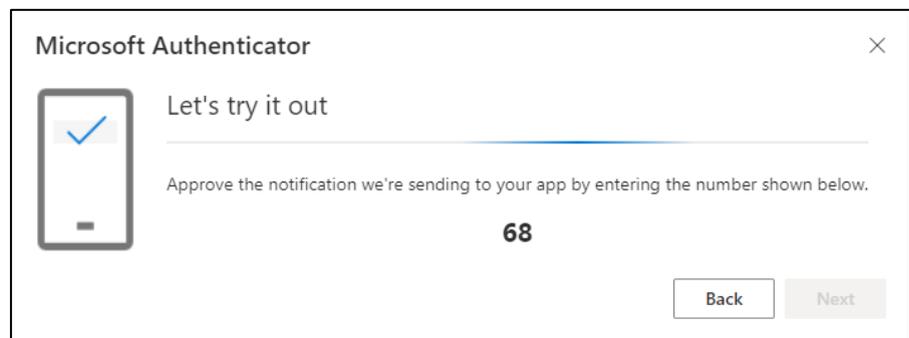
3. MFA will have been set up successfully. Click on **Next**