

MULTI-FACTOR AUTHENTICATION (MFA)

Introduction

Multi-Factor Authentication (MFA) adds an extra layer of security to your college account by requiring more than just a password. This guide will walk you through the self-registration process to set up MFA.

Important Notes

- MFA applies to cloud applications only such as Outlook, Teams, SharePoint, OneDrive.
- There will be no change to your computer login process in the college so you will continue to use college computers without MFA.
- MFA does not apply to the college network; it applies when you are outside of the college network.

HOW TO REGISTER FOR MFA

Please note the steps provided need to be done once. Once you have completed your registration, you will only need to approve MFA requests that you will receive on your mobile phone whenever you sign in.

Step 1: Begin Your Registration Process

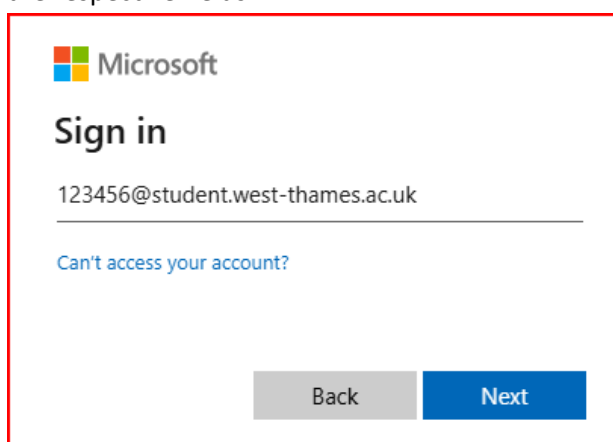
1. **Visit Microsoft My Account Page**


Click the following link to start your registration (or open your web browser and go to aka.ms/mfasetup)

[Register here](#)

2. **Enter Your College Account Details and Click on the Sign-In Button**

Input your username (your email address. i.e.. [your student ID]@student.west-thames.ac.uk) and password in the respective fields.

A screenshot of the Microsoft sign-in page, enclosed in a red rectangular border. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there is a text input field containing the email address "123456@student.west-thames.ac.uk". Below the input field is a link that says "Can't access your account?". At the bottom of the form, there are two buttons: a grey "Back" button and a blue "Next" button.



← 123456@student.west-thames.ac.uk

Enter password

.....|

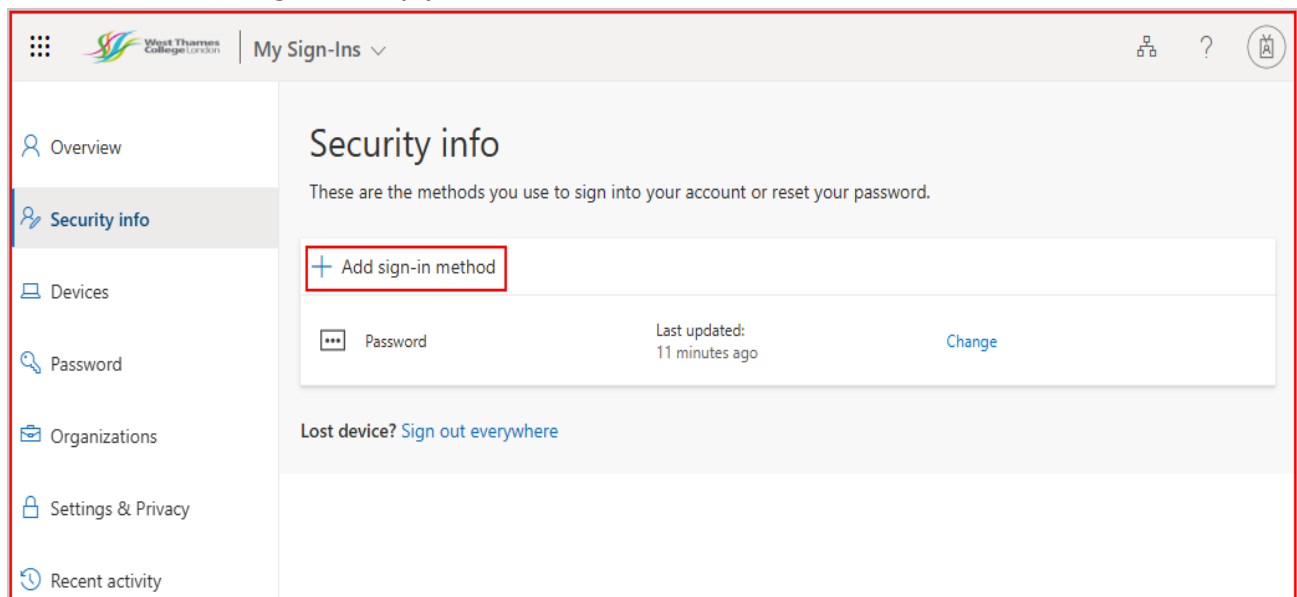
[Forgot my password](#)

[Sign in](#)

Welcome to West Thames College

Step 2: Add a Sign-in Method

1. Click on the Plus (+) Sign to set up your MFA method

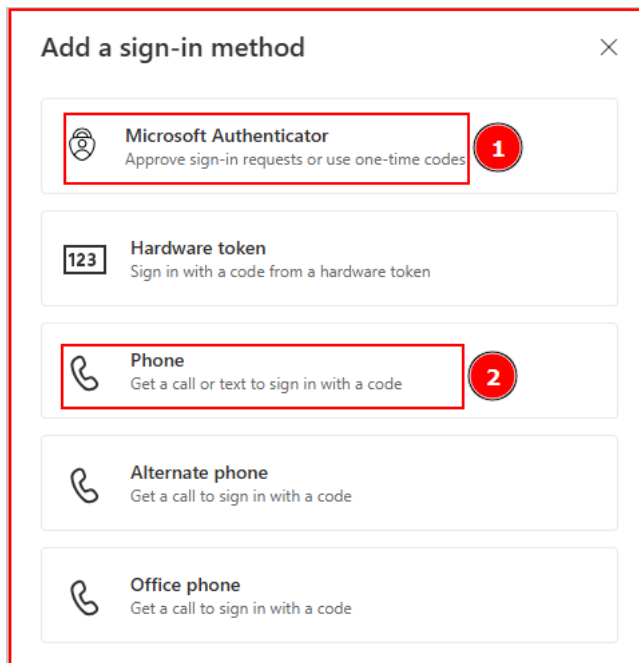


The screenshot shows the Microsoft account 'Security info' page. The left sidebar contains links for Overview, Security info (selected), Devices, Password, Organizations, Settings & Privacy, and Recent activity. The main content area is titled 'Security info' and includes the text 'These are the methods you use to sign into your account or reset your password.' A red box highlights the '+ Add sign-in method' button. Below this, a 'Password' method is listed with a 'Last updated: 11 minutes ago' timestamp and a 'Change' link. At the bottom, there is a 'Lost device? Sign out everywhere' link.

2. Select the MFA method you want to use

You can use one of the two options; 'Microsoft Authenticator' or 'Phone'. Details below.





MFA Authentication Methods

1. **Authenticator application** – This is the default method. To use this method, you will need to download an authenticator app on your personal phone and will need to have an Internet connection to receive authenticator app notifications.

If you would like to use the authenticator app method, you can follow [this guide](#) to set it up.

2. **Text message** – If you don't want to use authenticator app, you can select the text message method to receive text messages (SMS) on your personal phone for MFA authentication. There is no need for an Internet connection.

If you would like to use the text message method, you can follow [this guide](#) to set it up.

