

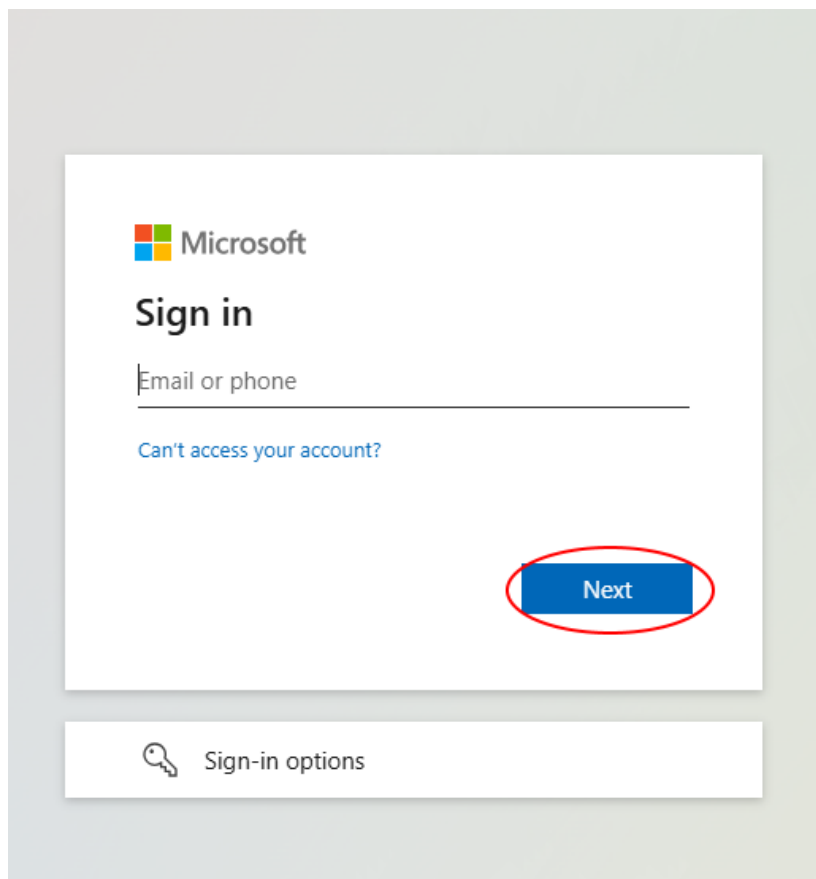
# Lincoln College Multi-Factor Authentication Setup Guide

## Setting up MFA

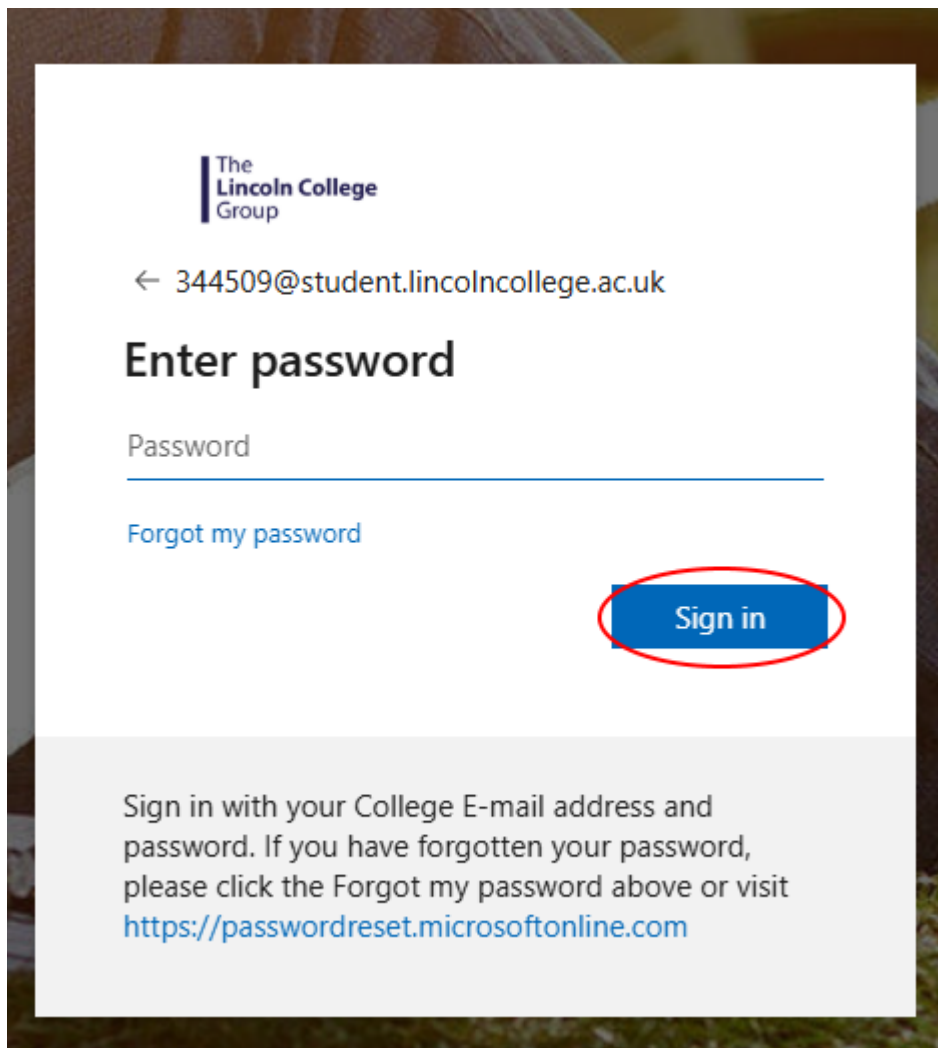
In order to complete this process, you will need to have two devices, one which you are using to log in to your college account email and another (preferably a mobile phone) that you will install the authenticator app to.

Firstly, in a web browser, NOT from the device you wish to use as the authenticator, navigate to <https://aka.ms/mfasetup>

Enter your college email as your email (eg: [123456@student.lincolncollege.ac.uk](mailto:123456@student.lincolncollege.ac.uk)) then click on the next button.



Then enter the password for this account then click on the sign in button.



The screenshot shows a login interface for The Lincoln College Group. At the top left is the college's logo. Below it, the email address 344509@student.lincolncollege.ac.uk is displayed with a back arrow. The main heading is 'Enter password'. There is a password input field with the placeholder text 'Password'. Below the field is a link that says 'Forgot my password'. To the right of the password field is a blue 'Sign in' button, which is circled in red. At the bottom, a grey box contains instructions to sign in with a college email address and password, and provides a link to a password reset page.

The  
Lincoln College  
Group

← 344509@student.lincolncollege.ac.uk

## Enter password

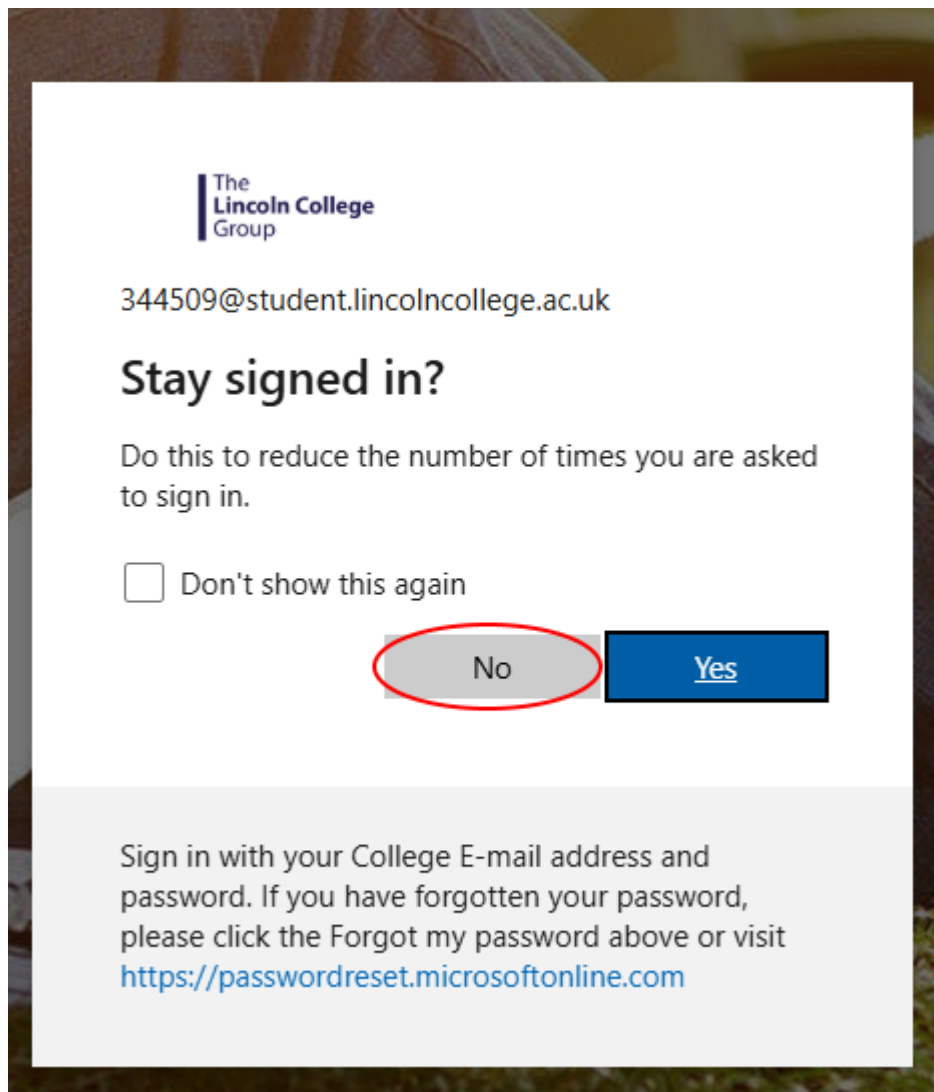
Password

[Forgot my password](#)

**Sign in**

Sign in with your College E-mail address and password. If you have forgotten your password, please click the Forgot my password above or visit <https://passwordreset.microsoftonline.com>

Choose NO for the stay signed in option.



The Lincoln College Group

344509@student.lincolncollege.ac.uk

### Stay signed in?

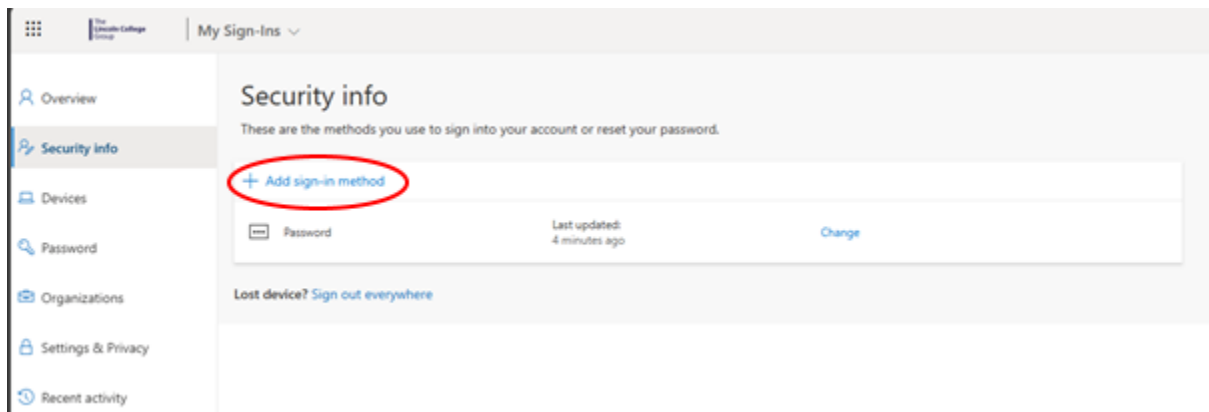
Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

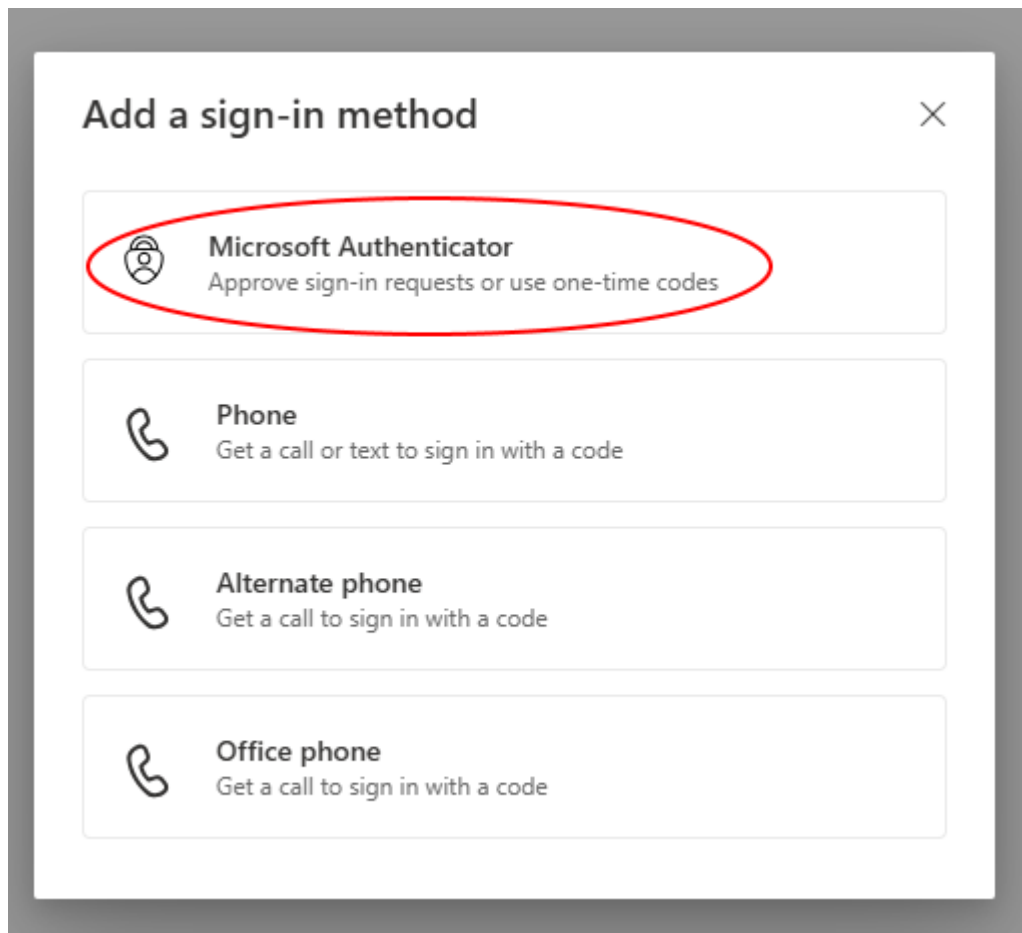
**No** **Yes**

Sign in with your College E-mail address and password. If you have forgotten your password, please click the Forgot my password above or visit <https://passwordreset.microsoftonline.com>

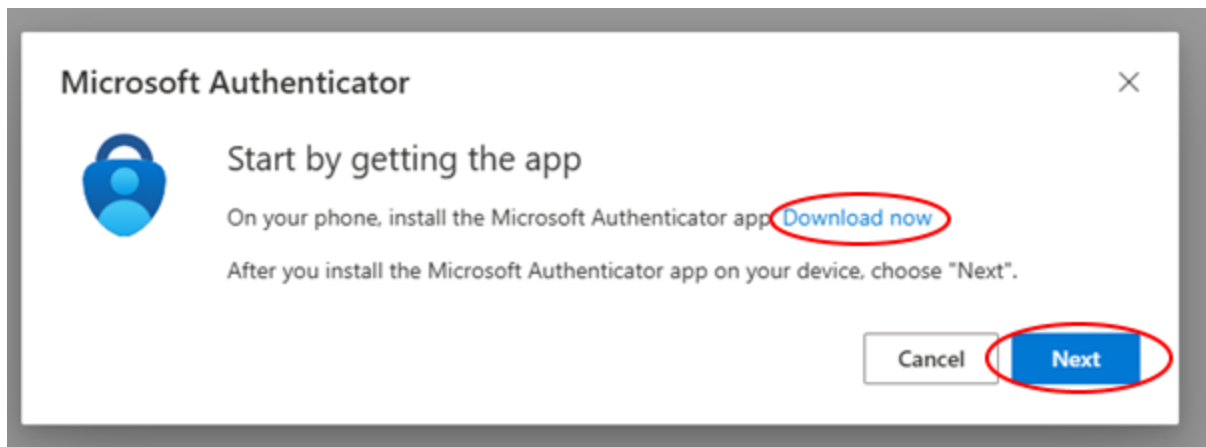
On the screen which follows which will show your currently available authentication methods, click on the link to “add a sign-in method”.



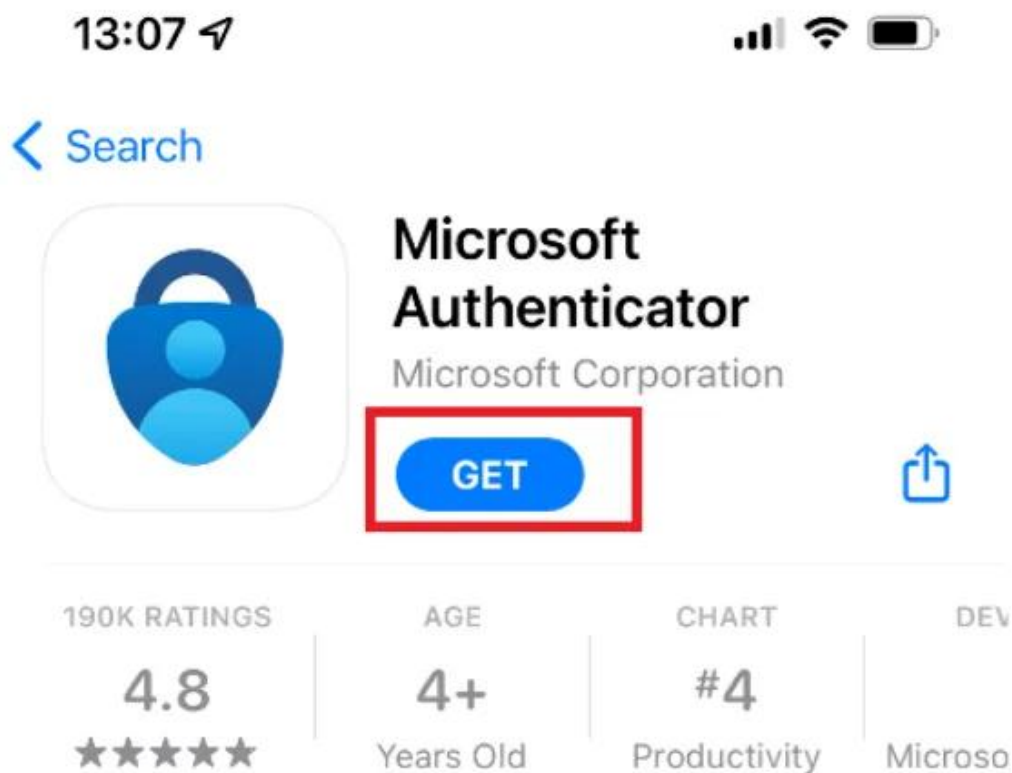
When given the list of sign-in methods, choose the top option “Microsoft Authenticator”.



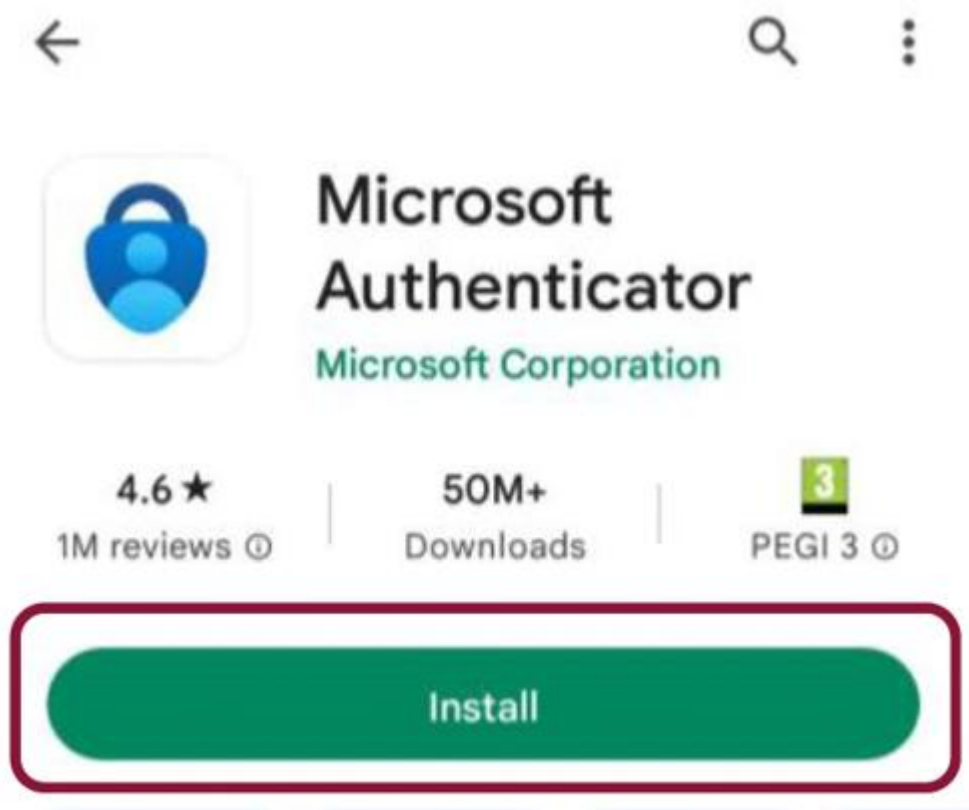
You will now need to download the Microsoft Authenticator app from the Google Play Store or the Apple AppStore depending on your device if you do not have this app already. You can do this by simply searching for the Microsoft Authenticator app in the relevant store. If you do already have the app then you can skip forward to adding your account.



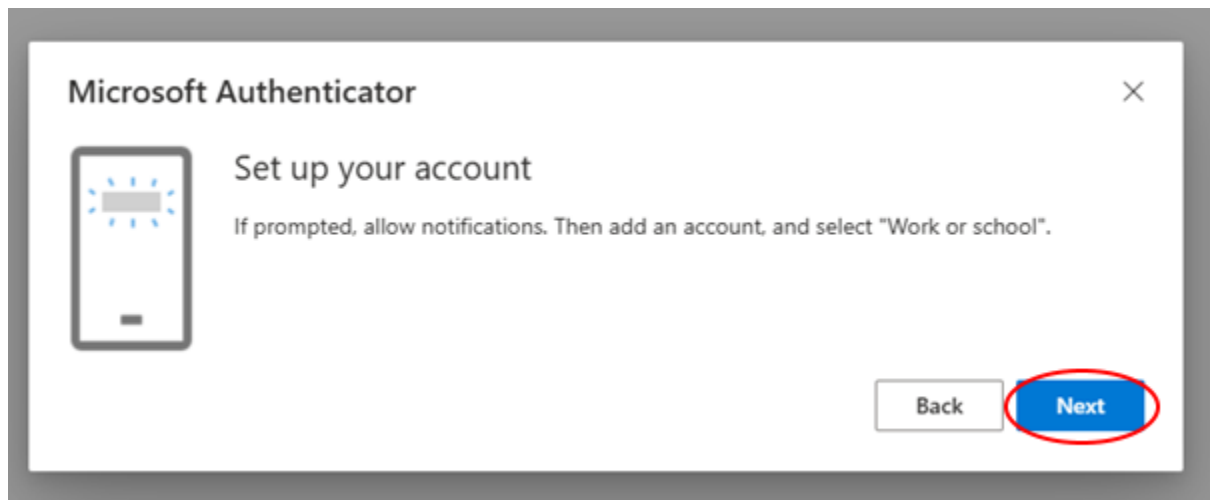
App in Apple Store.



App in Google Play Store.

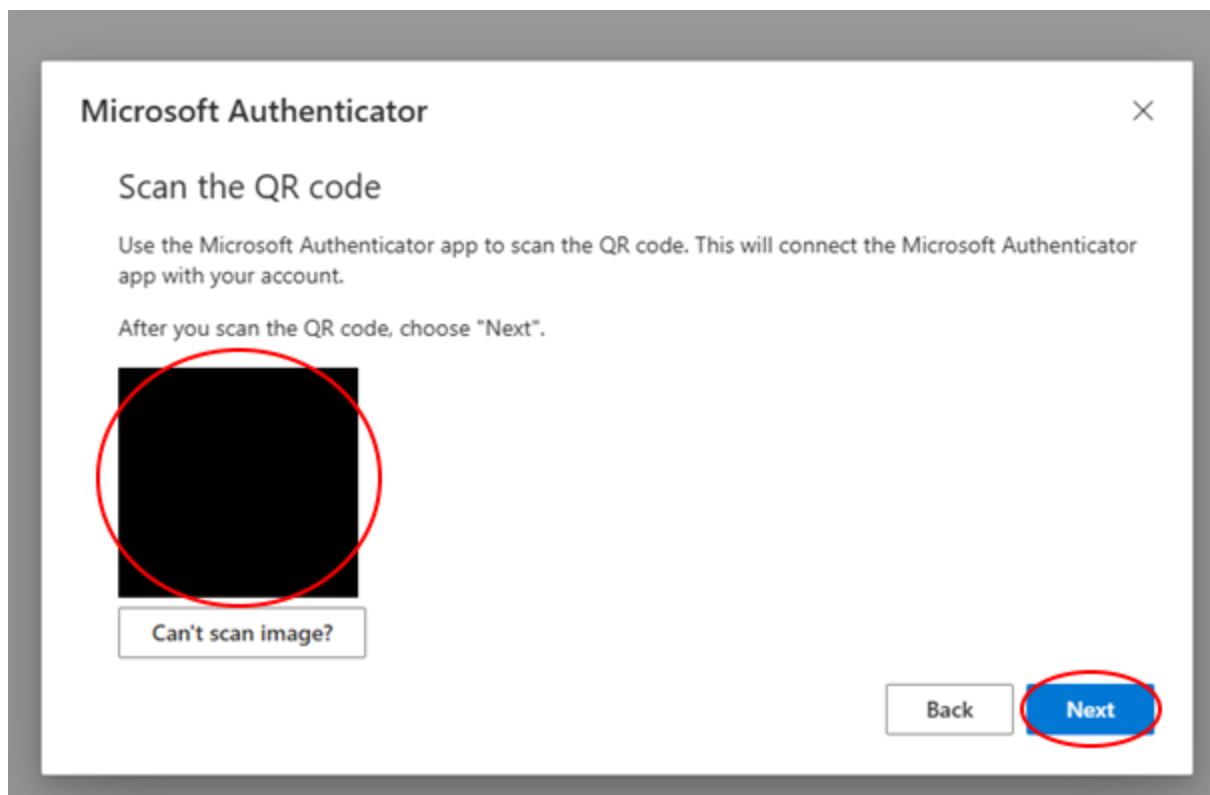


Open the authenticator app, choose add an account and select “work or school”. Make sure to allow notifications on your device when prompted also. Then click next on the setup.



You will then be presented with a QR code in the setup, choose the scan QR code option on the authenticator and then scan the code. If you cannot scan the code then use the “can’t scan image?” button which will provide you with a unique code. You should then select the unique code option within the authenticator app.

Once you have done this click next on the setup.

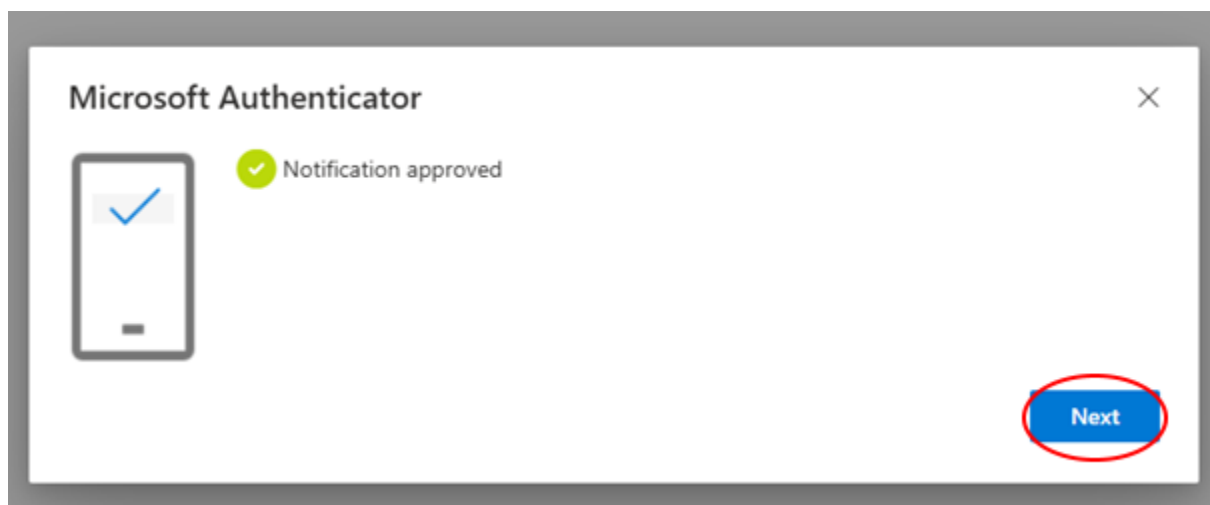
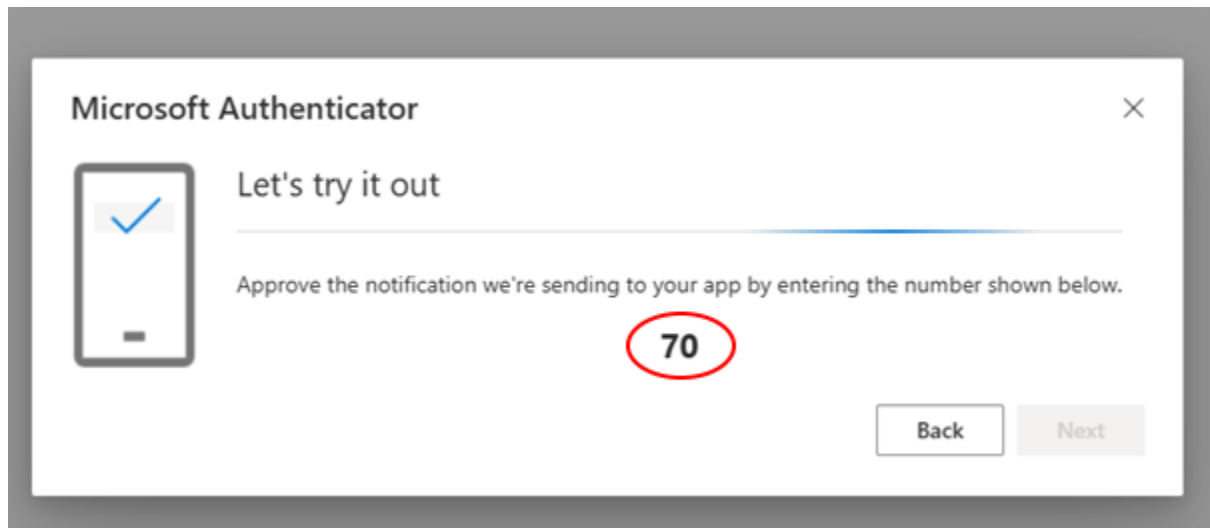




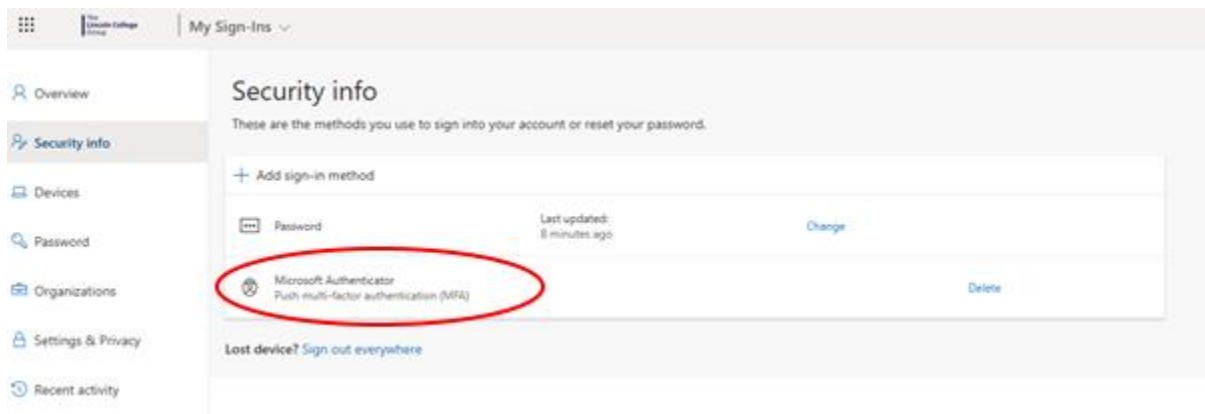
You should be automatically prompted to test the setup was successful. The setup will give you a 2-digit number and the authenticator app should prompt you to enter this number.

Doing so should complete the setup process.

If you use Biometrics to access your device (fingerprint) then you may also be prompted to authenticate using this after entering the code.



Click next on the setup and it should return you to the security info screen where you started but now show the authenticator as a method.



Now any time you log in to any Microsoft 365 based service (Office online, Outlook web access, Canvas, etc) you will be prompted to provide the authenticator code to the app.

