

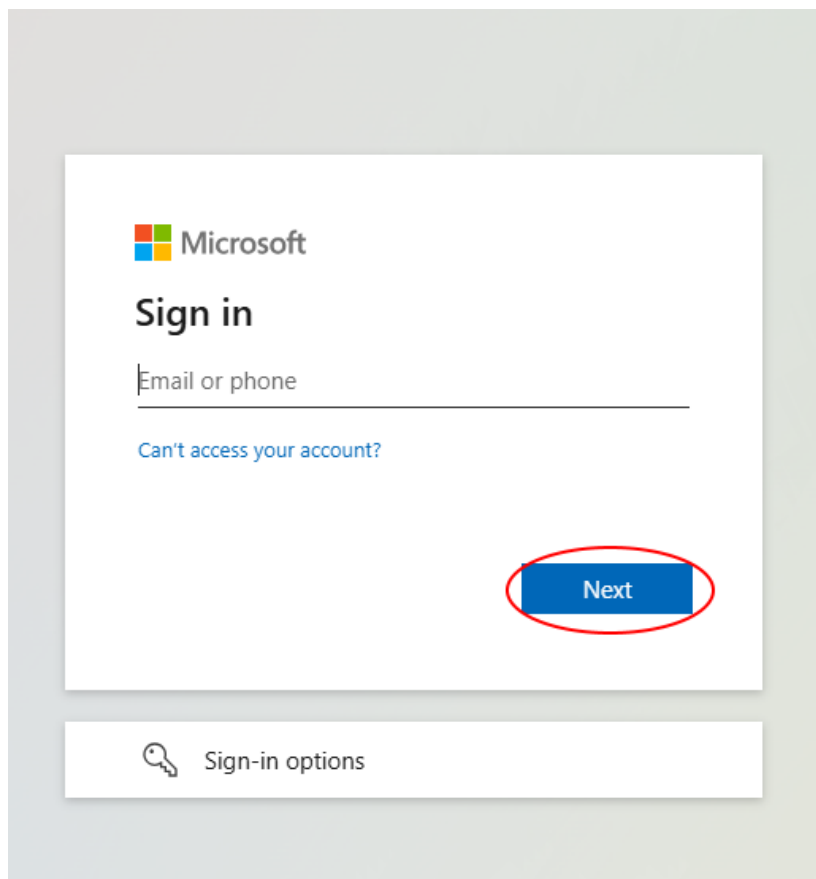
# Lincoln College Multi-Factor Authentication Setup Guide

## Setting up MFA

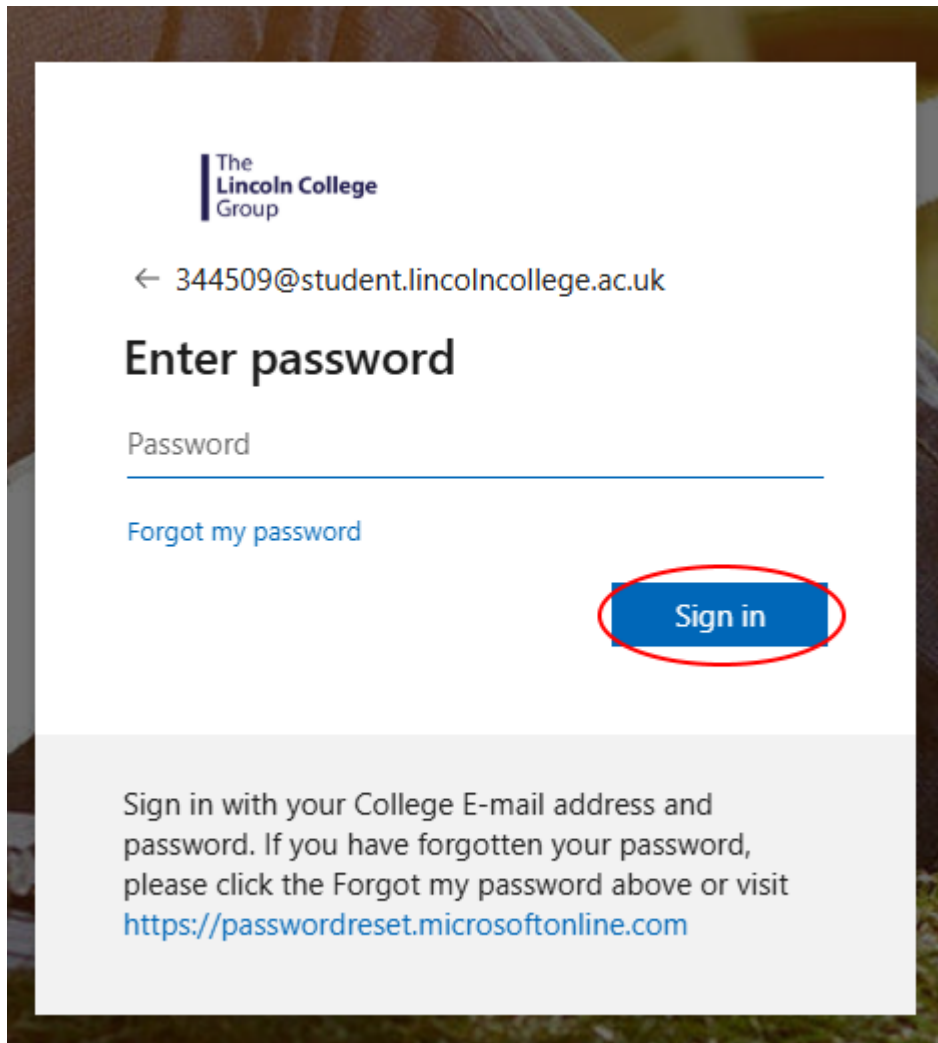
In order to complete this process, you will need to have two devices, one which you are using to log in to your college account email and another (preferably a mobile phone) that you will install the authenticator app to.

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 (e.g.: [123456@student.lincolncollege.ac.uk](mailto:123456@student.lincolncollege.ac.uk)) then click on the next button.



You will then be prompted to enter your password, do so and click next.



The Lincoln College Group

← 344509@student.lincolncollege.ac.uk

## Enter password

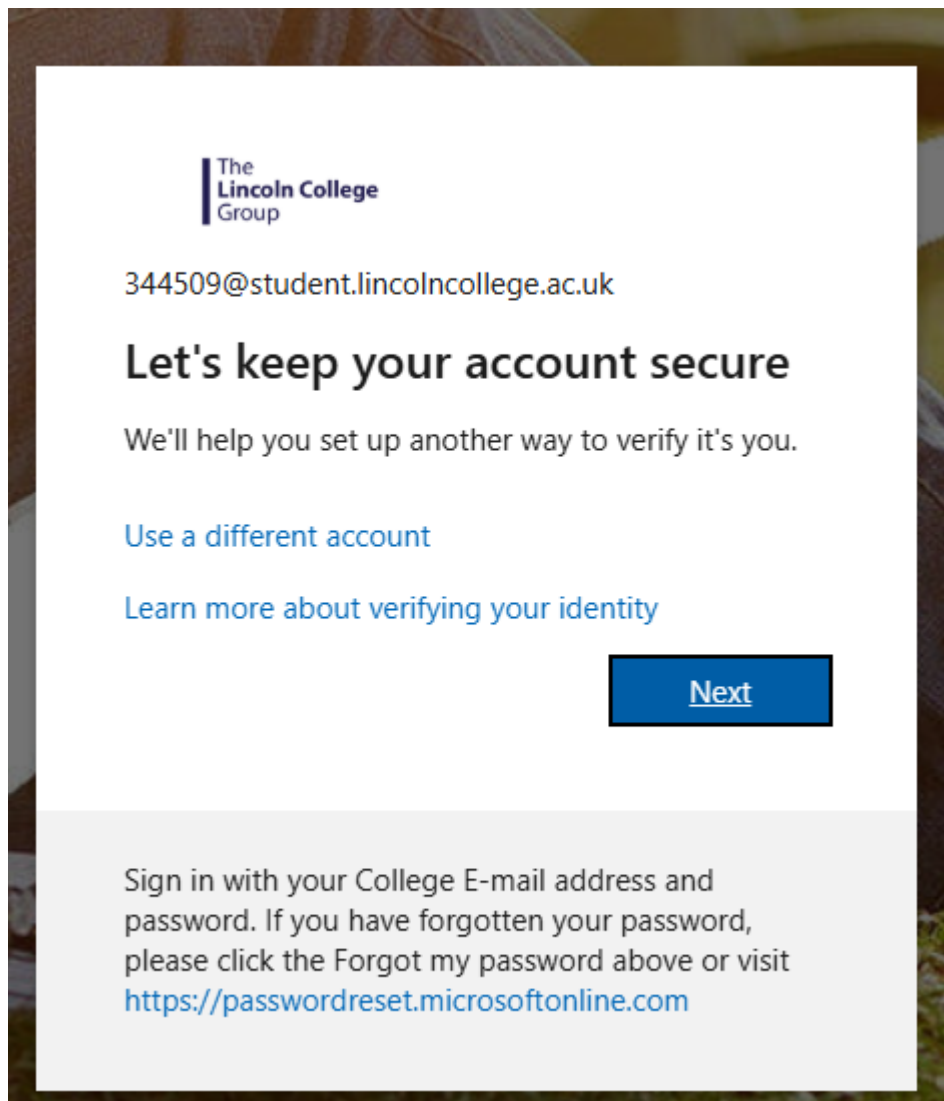
Password

[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>

You will then be prompted to set up MFA.



The screenshot shows a Microsoft account security page. At the top left is the logo for 'The Lincoln College Group'. Below the logo, the email address '344509@student.lincolncollege.ac.uk' is displayed. The main heading is 'Let's keep your account secure'. Below this, a message states 'We'll help you set up another way to verify it's you.' There are two links: 'Use a different account' and 'Learn more about verifying your identity'. A blue button labeled 'Next' is positioned to the right of the second link. At the bottom, a grey box contains instructions to sign in with a college email address and password, and provides a link to 'https://passwordreset.microsoftonline.com' for forgotten passwords.

**The Lincoln College Group**

344509@student.lincolncollege.ac.uk

## Let's keep your account secure

We'll help you set up another way to verify it's you.

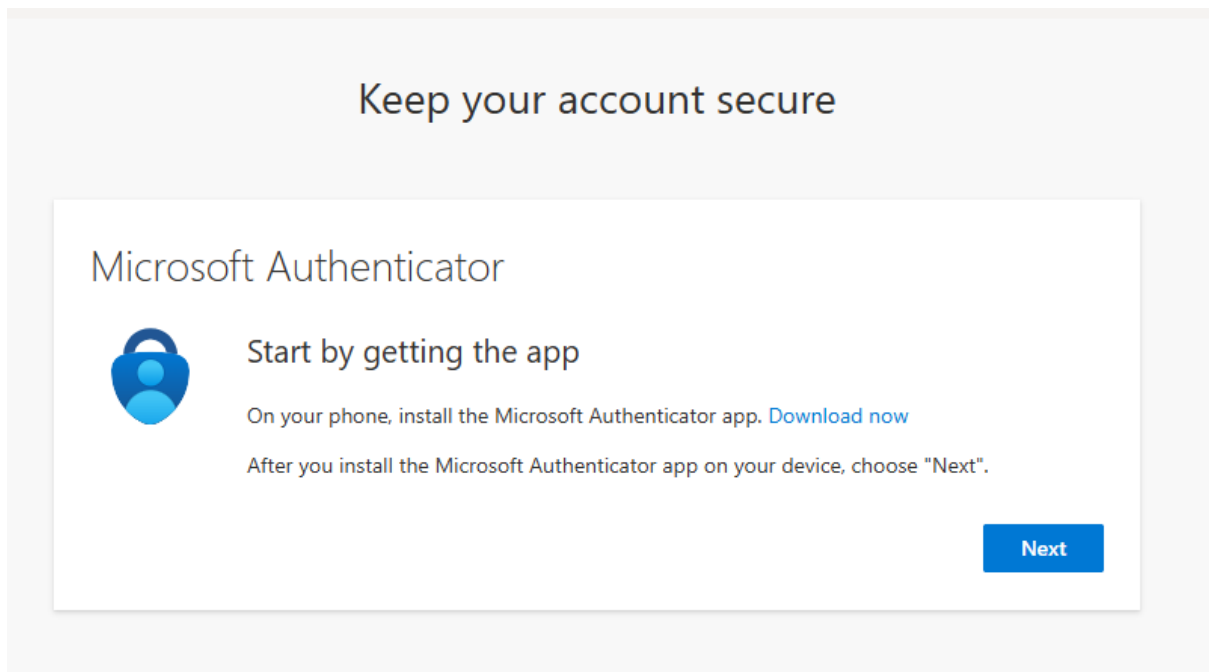
[Use a different account](#)

[Learn more about verifying your identity](#)

[Next](#)

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>

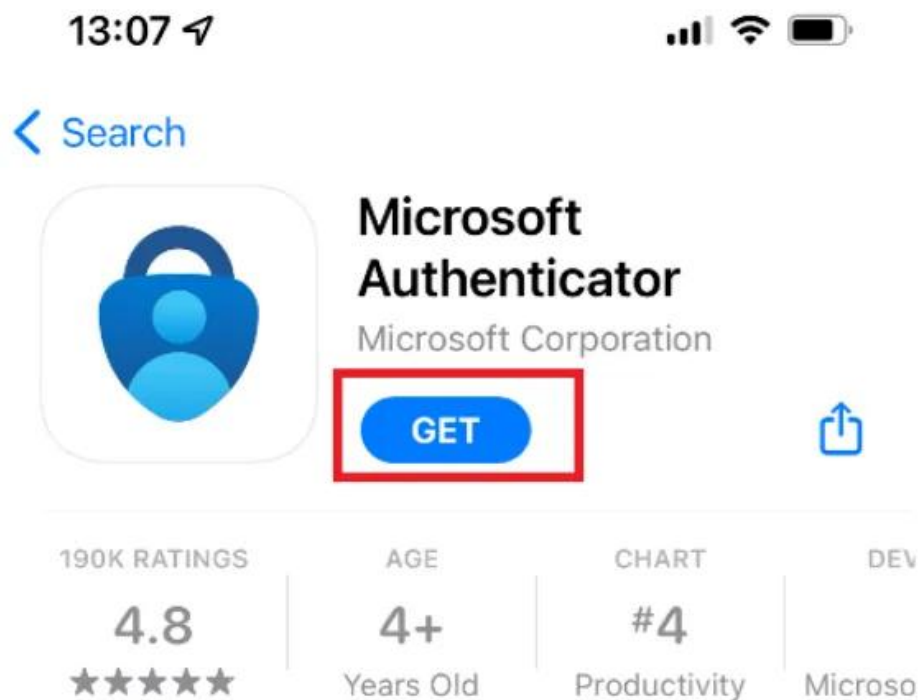
You will then be prompted to download the Microsoft Authenticator on your mobile device.



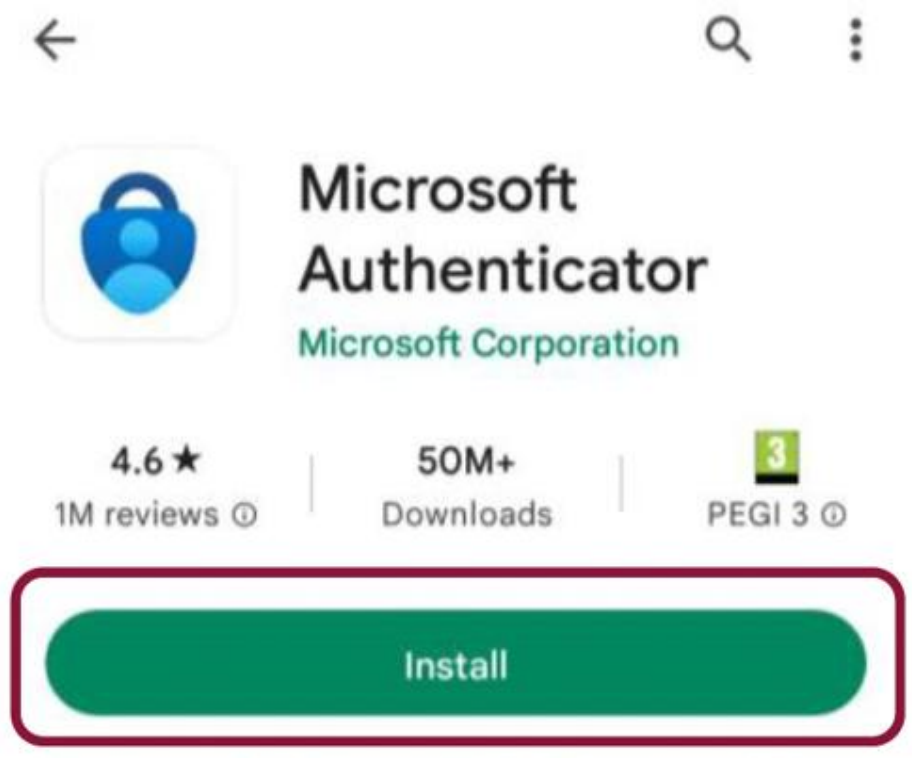
If you already have the Microsoft Authenticator app installed to your device then you can skip ahead to adding your account.

Depending on the platform of your mobile device the app download will appear slightly differently

Make sure you download the app provided by Microsoft Corporation, on the Apple Store it appears as below.



On the Google Play Store (Android) it appears as below.



Once you have installed the app on your device, open it, allow notifications and then go to add an account “Work or School” as shown then click next.

## Keep your account secure

### Microsoft Authenticator



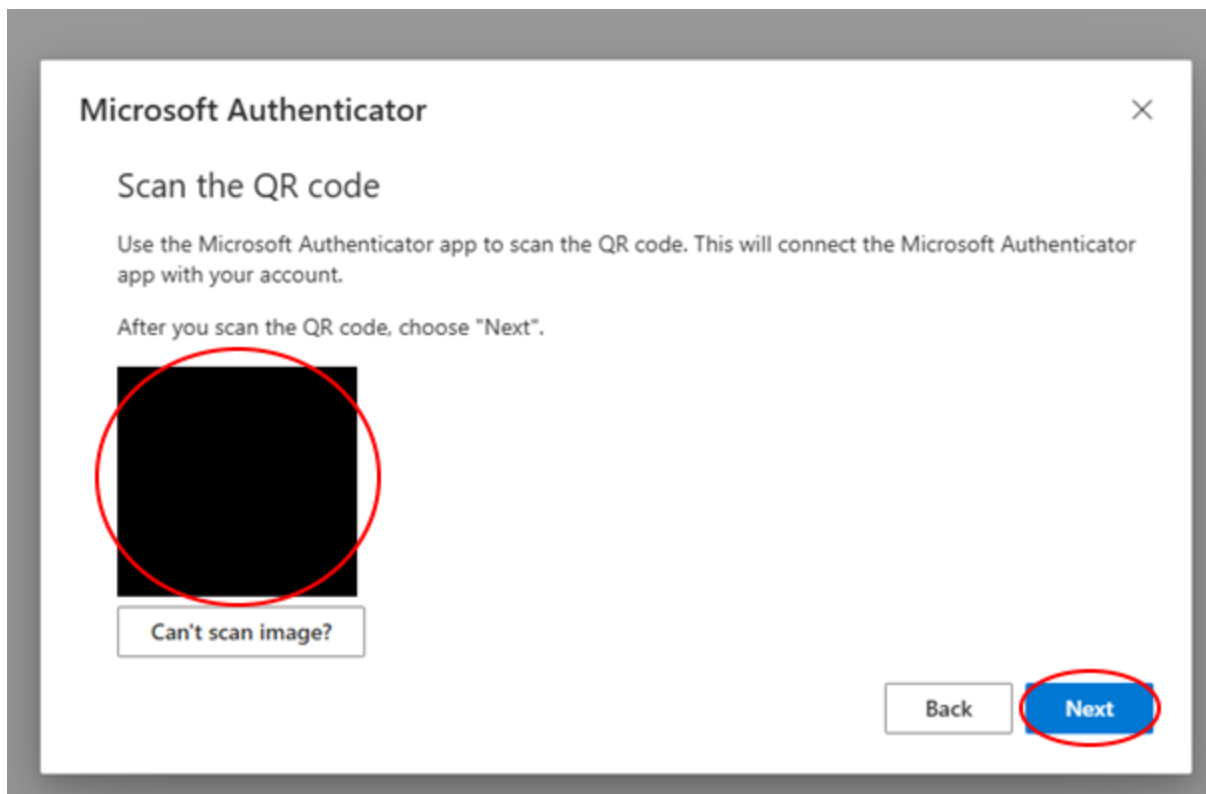
#### Set up your account

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

[Back](#)[Next](#)

You will then be presented with a QR code, choose the scan QR code option on the authenticator and then scan the code. If you cannot scan the code 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.

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

## Keep your account secure

### Microsoft Authenticator



#### Let's try it out

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Approve the notification we're sending to your app by entering the number shown below.


**16**


BackNext

On successful entry of the code you should see the below.

## Keep your account secure

### Microsoft Authenticator

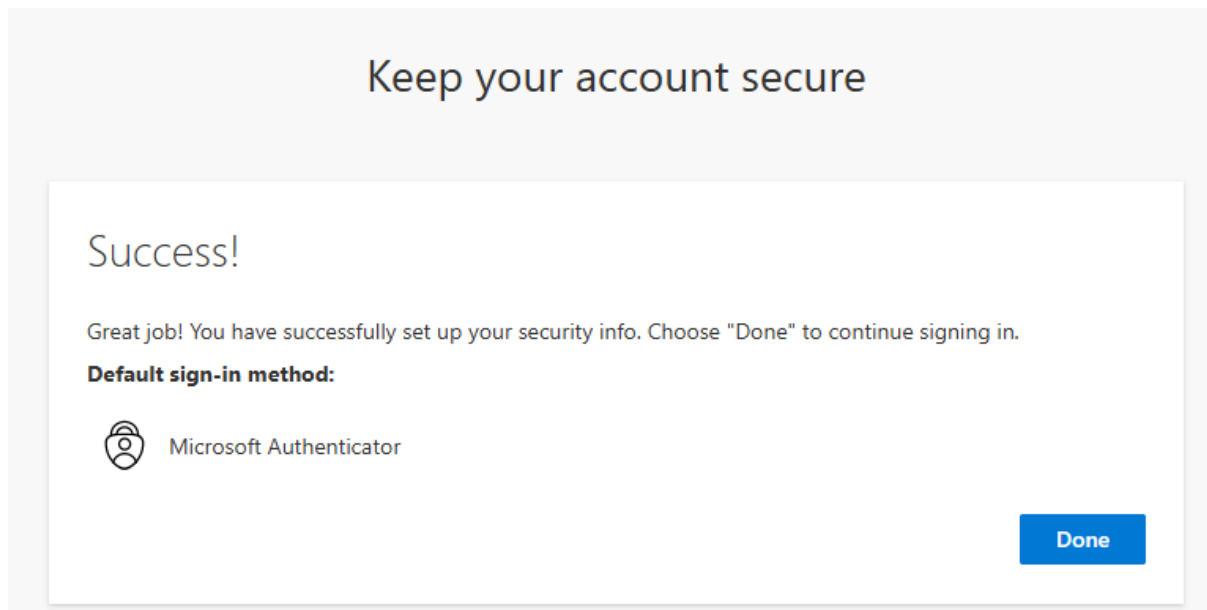


 Notification approved

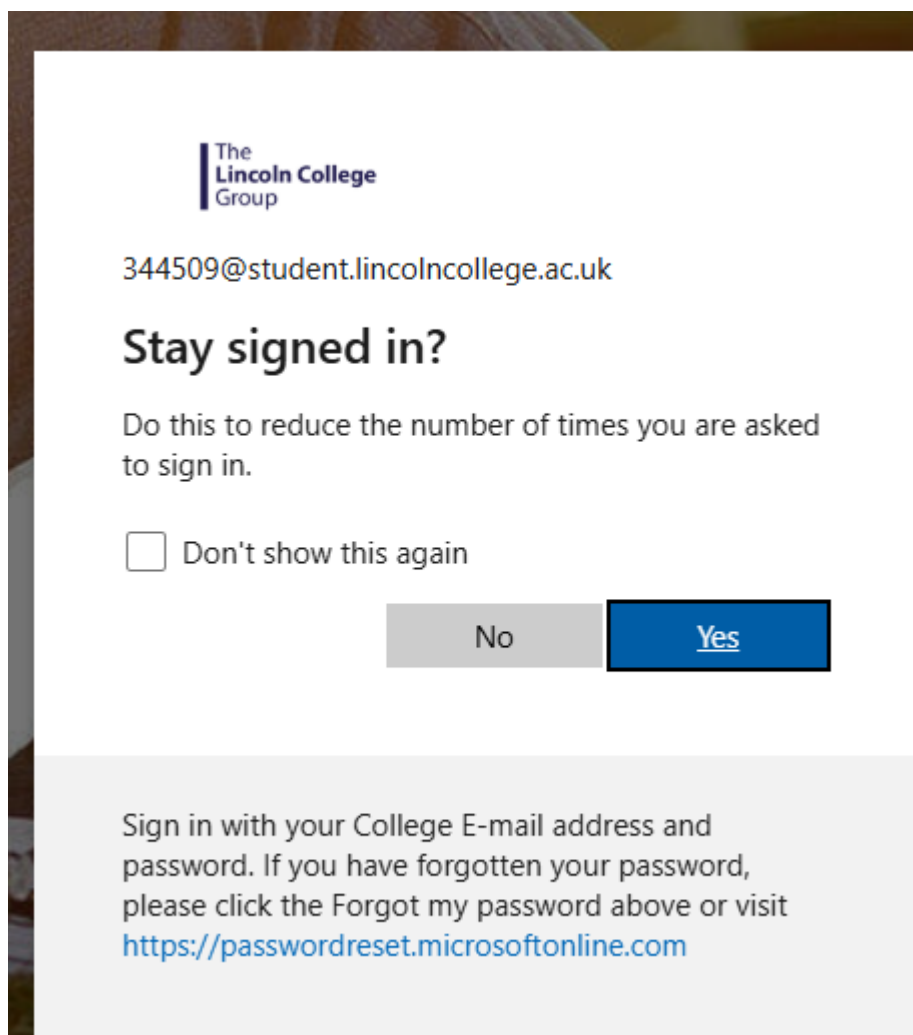
Next



The process should now be complete.



You may be asked if you want to stay signed in, select "No".



You may be asked to authenticate again to reach the security settings page, this is the same process as above, enter the 2-digit code on screen into your authenticator app when prompted.

You will then be brought to the below screen which will show your authenticator app successfully enabled.

The screenshot shows the Microsoft Security Info page for a user named Simon Peall. The page is divided into a left sidebar and a main content area. The sidebar contains links to Overview, Security info (which is highlighted), Devices, Change Password, Organizations, Settings & Privacy, Recent activity, My Apps, and My Groups. The main content area is titled 'Security info' and contains the following information:

- A header section with the text: 'These are the methods you use to sign into your account or reset your password.' and 'You're using the most advisable sign-in method where it applies. Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification'.
- A section titled '+ Add sign-in method'.
- A table listing the sign-in methods:

Sign-in method	Last updated	Action
Password	Last updated: an hour ago	<a href="#">Change</a>
Microsoft Authenticator Push multi-factor authentication (MFA)	[Redacted]	<a href="#">Delete</a>

Below the table, there is a link: 'Lost device? [Sign out everywhere](#)'.

## What to do if you have bought a new phone or need to register a new MFA device.

If you have cause to replace your mobile device or otherwise lose access to your authenticator app, you should contact IT Services where we will be able to reset your authentication to require you to register a new device. You can contact IT Services via the following:

Email at: [Helpdesk@lincolncollege.ac.uk](mailto:Helpdesk@lincolncollege.ac.uk)

Phone on 01526 876000 Ext 6275.

In person at the hatch in Cathedral Building Room C027 Lincoln Campus between:

8am – 5pm Monday – Thursday.

8am – 4:30pm – Friday.