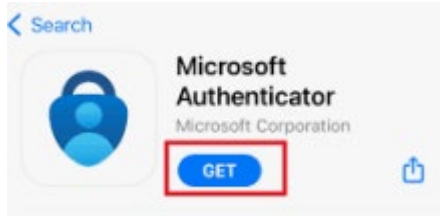
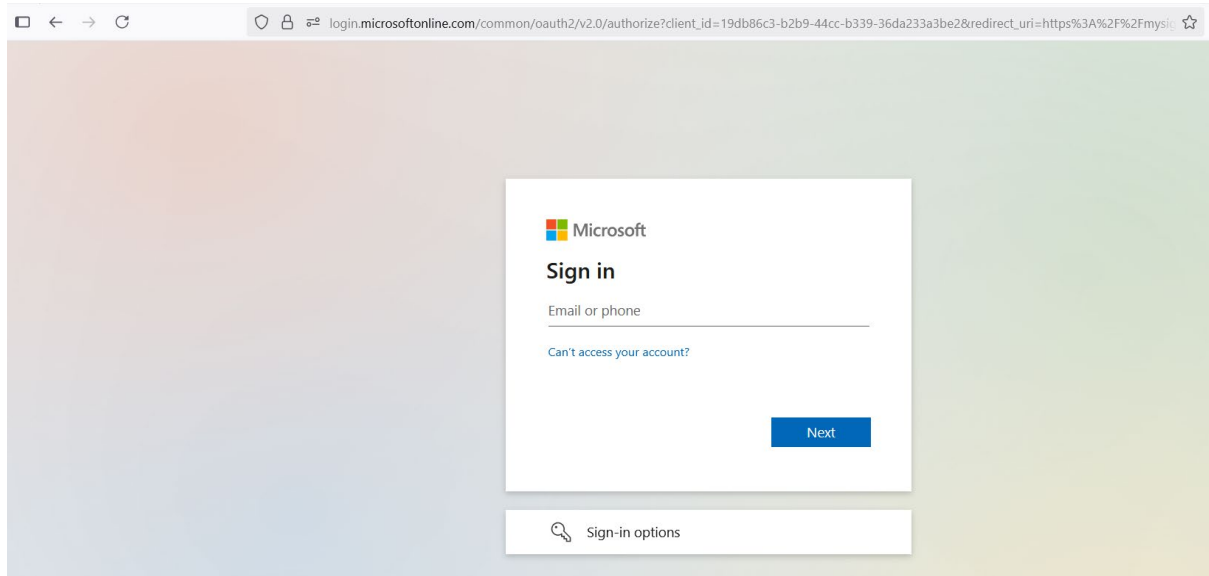


# MFA Setup Guide

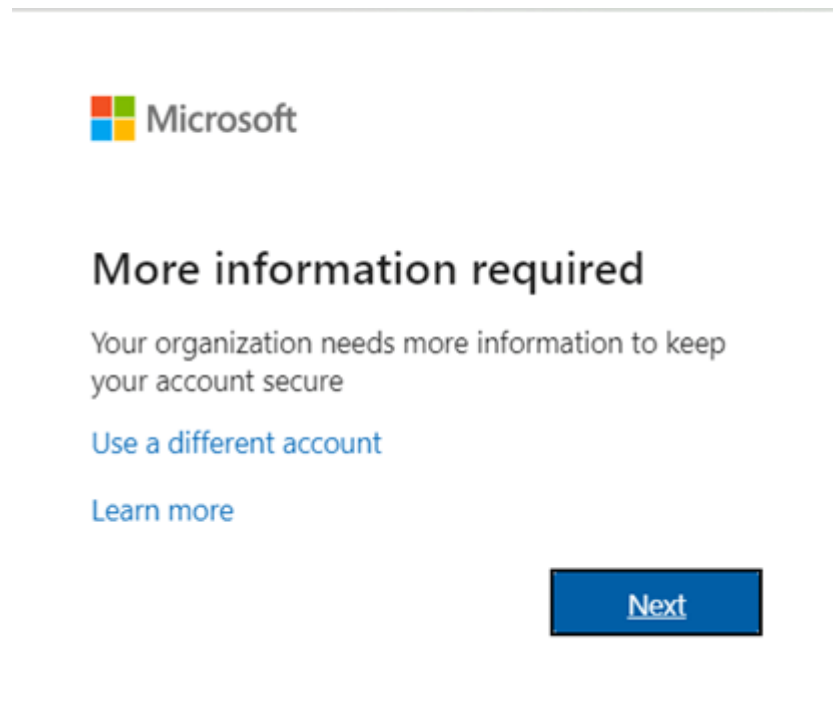
Step 1: Install the Microsoft Authenticator app from either the app store if you are on iPhone or the Google Play Store if you are using an android phone.



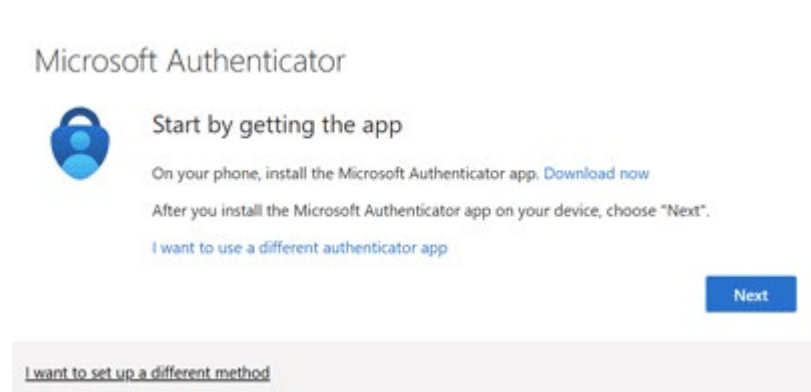
Step 2: Go to the following URL on a web browser on a PC or laptop <https://aka.ms/mfasetup>. Alternatively if you sign in to cedar using the 'I'm a student' option, you will be presented with the following screen:



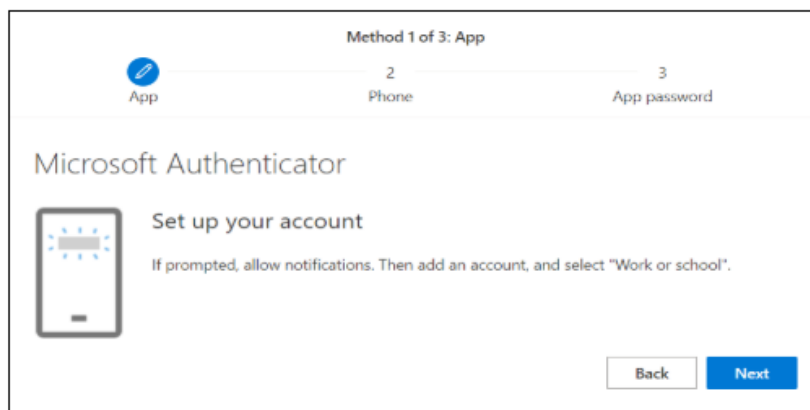
Step 3: Enter your college email address and password, you will then see the following screen, please press next.



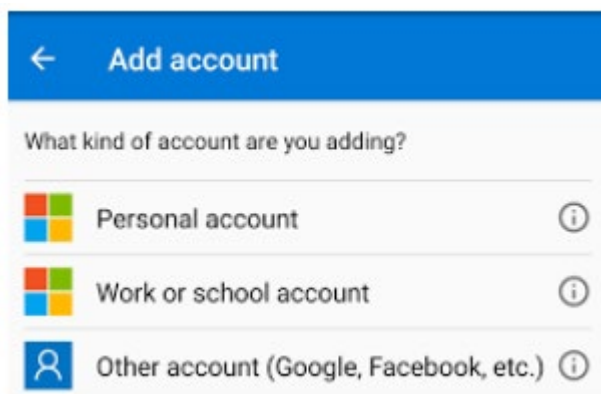
Step 4: You will now see the below screen, please press next again.



Step 5: You will then be presented with the below, please press next again.



Step 6: Within the Microsoft Authenticator application on your phone, please press the + symbol in the top right corner. You will then be presented with the below three options, please select 'work or school account'\*



\*Please note that you will need to accept any permission prompts that your phone comes up with during this step.

Step 7: You will see the below screen on your laptop or PC, please scan the QR code on your laptop or PC using the Microsoft Authenticator application on your phone.

Method 1 of 3: App

1 App 2 Phone 3 App password

## 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.

After you scan the QR code, choose "Next".



Can't scan image?

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Step 8: Once scanned, you will receive a screen on your laptop/PC similar to the below. You will also receive a pop up on your phone asking you to enter the two digits, please enter the number which matches the number on your laptop/pc as this might be different to that shown below.

Method 1 of 3: App

1 App 2 Phone 3 App password

## Microsoft Authenticator



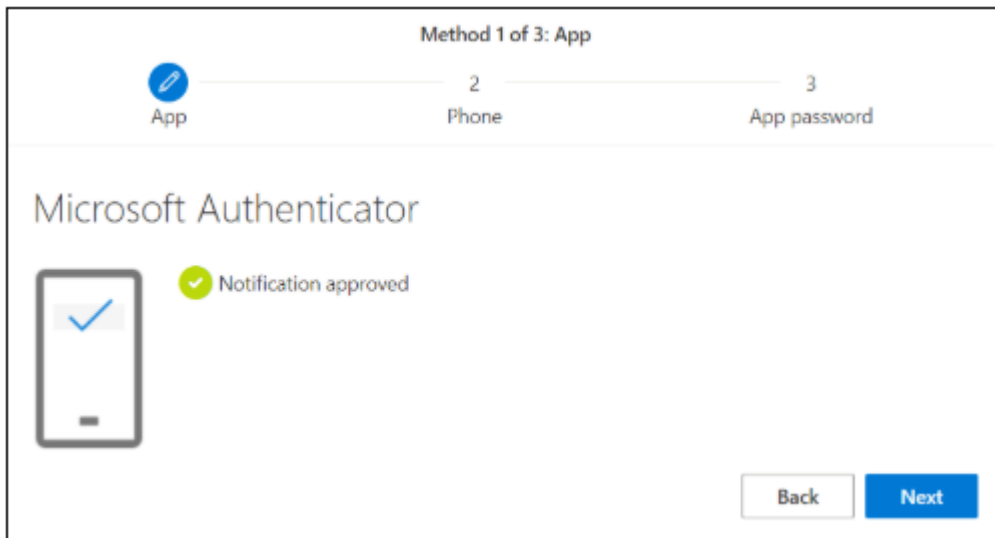
### Let's try it out

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

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Step 9: Once successfully authenticated, you will see the below screen:



Step 10: You will see the below screen and this means your multifactor authentication has been setup successfully. This can now be used to access your college emails and cedar whilst you are not on the college campus.

