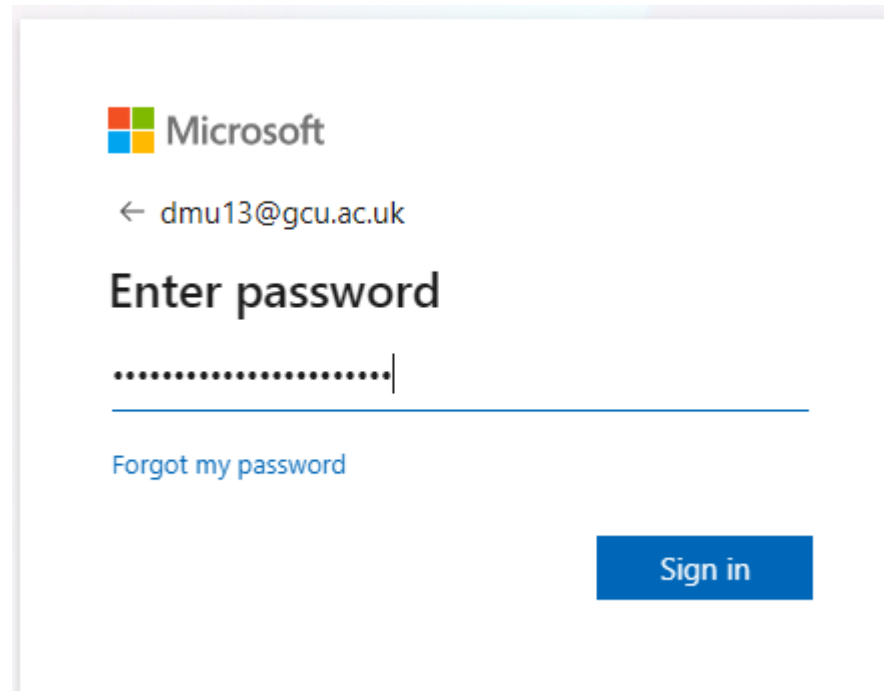


The following process will allow staff to set up Microsoft MFA.

Go to the Microsoft sign in page:

<https://mysignins.microsoft.com/security-info>

Where you will be asked to login using your GCU email address and password

A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the email address 'dmu13@gcu.ac.uk' is displayed with a back arrow to its left. The text 'Enter password' is prominently displayed. Below this is a password input field filled with dots and a vertical cursor on the right. A horizontal line separates the password field from a link that says 'Forgot my password'. At the bottom right, there is a blue rectangular button with the text 'Sign in' in white.

 Microsoft

← dmu13@gcu.ac.uk

Enter password

.....|

[Forgot my password](#)

Sign in

You will then be re directed to the GCU MFA log in process. If you are signed in automatically with your email address and password, please skip this section.



Sign In

Enter your username (GCU domain name)



Next

Once logged into the portal select “Add sign-in method”

☰

MD

McCulloch, Daniel

dmu13@gcu.ac.uk

Home

My Account

Security info

Devices

Change Password

Security info

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

+ Add sign-in method

*** Password

Last updated:
3 months ago

Change

Lost device? [Sign out everywhere](#)

Select Microsoft Authenticator

Add a sign-in method



Passkey in Microsoft Authenticator

Sign in with your face, fingerprint, PIN



Passkey

Sign in with your face, fingerprint, PIN or security key



Microsoft Authenticator

Approve sign-in requests or use one-time codes



Hardware token

Sign in with a code from a hardware token

Learn more about each method [to help you choose.](#)

Once selected you will be asked to install the MS Authenticator App

Install Microsoft Authenticator

×

Install Microsoft Authenticator



Install the app on your mobile device, then come back here to continue.

 GET IT ON
Google Play

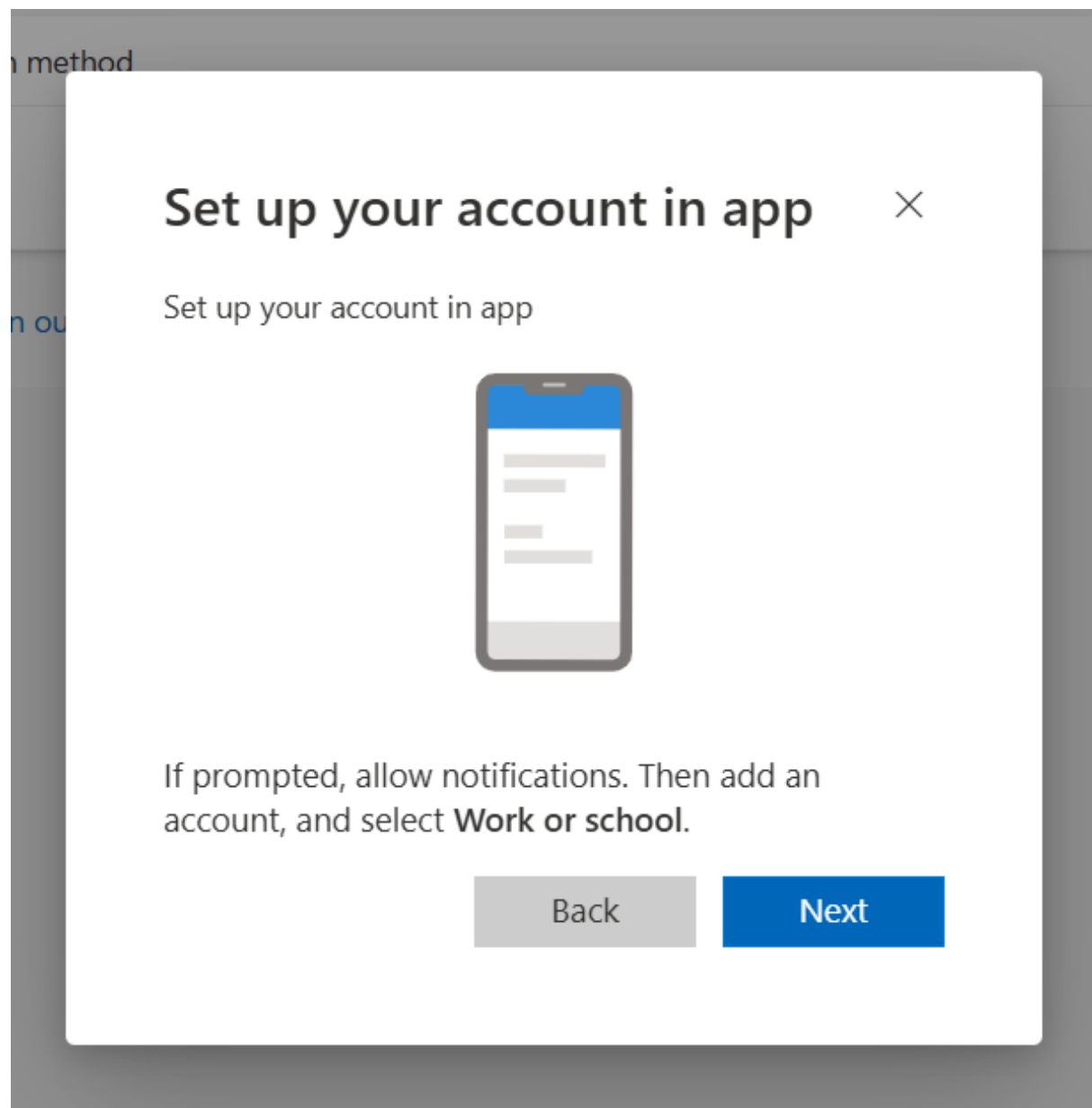
 Download on the
App Store

[Set up a different authentication app](#)

Back

Next

Once installed click next and follow the instructions on your phone and in the portal.
You add an account by selecting the “+” in the authenticator app.

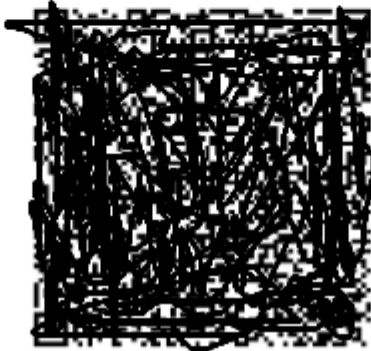


You will be prompted to scan a QR code after selecting "Work or school account."
Click Next in the portal, and a QR code will be displayed. Use your mobile device to scan the QR code and continue with the setup process.

Scan the QR code

×

Scan the QR code



Use the Microsoft Authenticator app to scan the QR code. This connects the app to your account.

Then come back and select **Next**.

[Can't scan the QR code?](#)

BackNext

You will then be asked to enter a code into the authenticator app and once this is completed you have setup MFA.

✓ Authenticator Added

✓ Authenticator Added



You can now use Microsoft Authenticator to approve sign-ins, get one-time codes, and more.

This is now your default sign-in method.

Done