

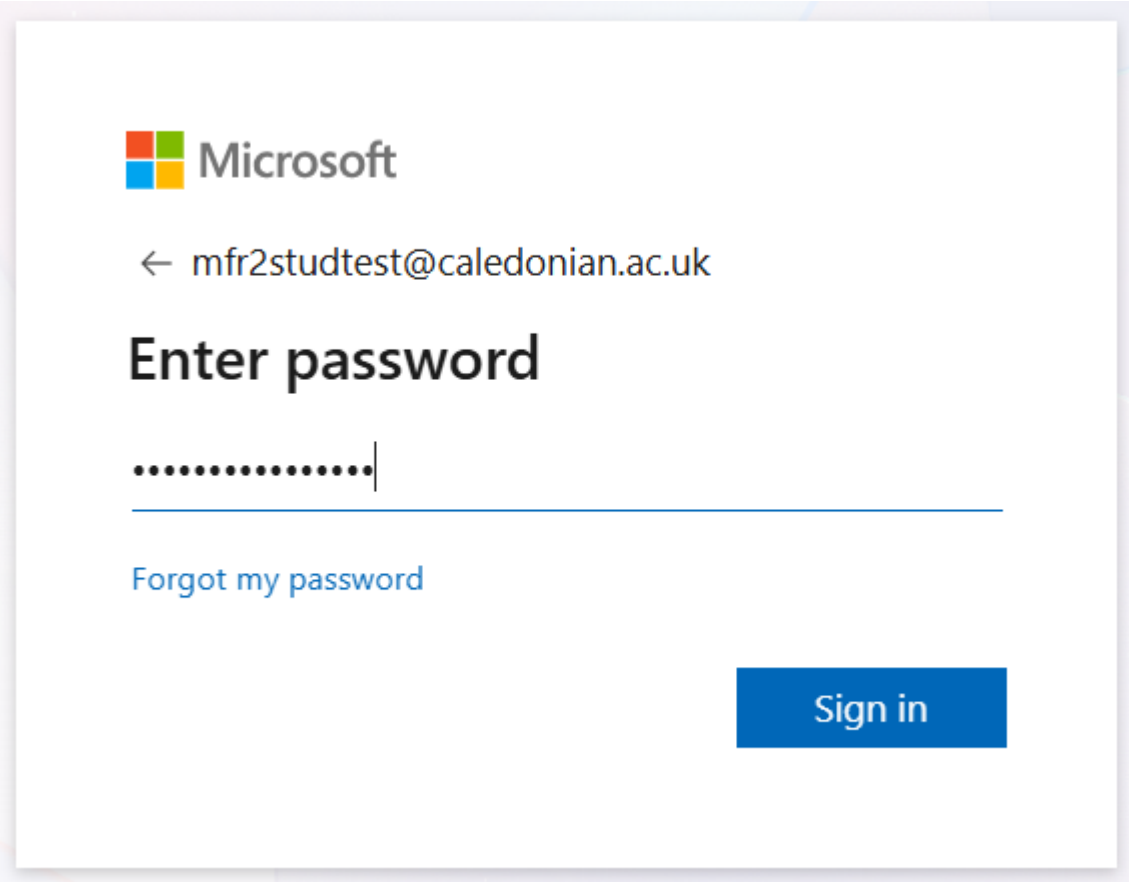
Setting Up Multi-Factor Authentication (MFA) for GCU

The following process will allow staff to set up Multi-Factor Authentication (MFA) for their GCU account.

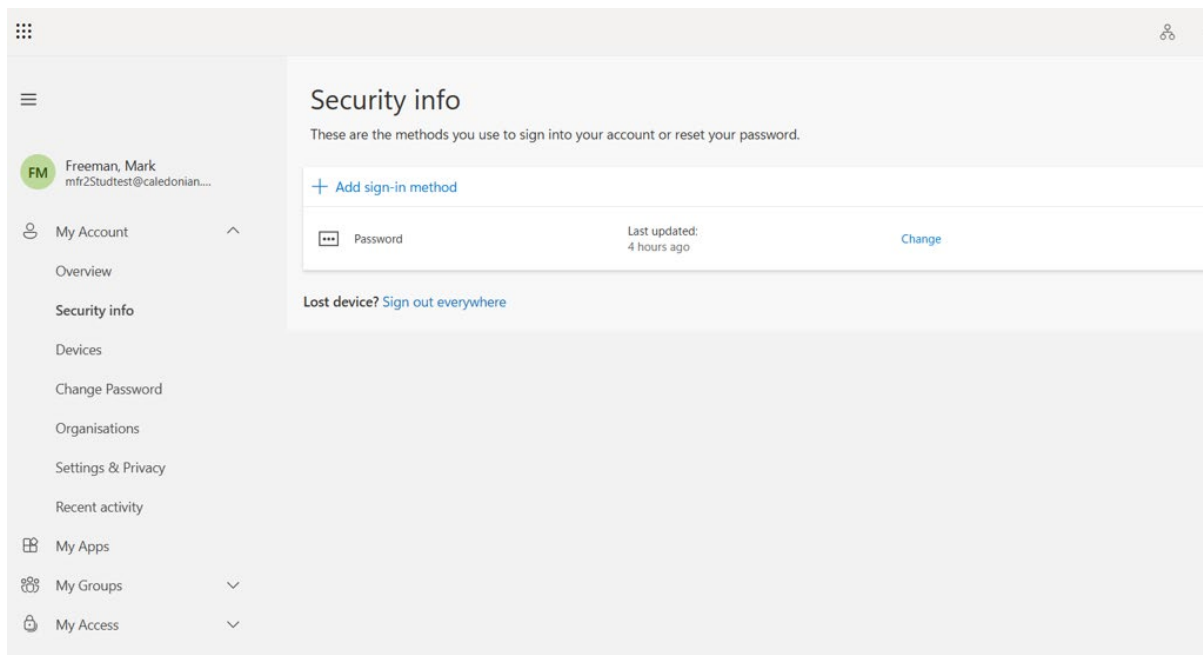
Go to the Microsoft Sign-In page:

<https://mysignins.microsoft.com/>

You will be prompted to sign in 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 mfr2studtest@caledonian.ac.uk is displayed with a back arrow to its left. The main heading is "Enter password". Below this is a password input field with a series of dots and a vertical cursor line. Underneath the input field is a blue link that says "Forgot my password". In the bottom right corner, there is a blue rectangular button with the text "Sign in" in white.

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



The screenshot shows the Microsoft Security Info interface. On the left is a navigation pane with a user profile for Mark Freeman (mfr2studtest@caledonian....) and links to My Account, Overview, Security info, Devices, Change Password, Organisations, Settings & Privacy, Recent activity, My Apps, My Groups, and My Access. The main content area is titled "Security info" and includes a sub-header "These are the methods you use to sign into your account or reset your password." Below this is a "+ Add sign-in method" link and a table listing the current sign-in method: Password, last updated 4 hours ago, with a "Change" link. At the bottom of the main area is a "Lost device? Sign out everywhere" link.

Sign-in method	Last updated	Action
Password	4 hours ago	Change

Select Microsoft Authenticator

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

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



Phone

Get a call or text to sign in with a code

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

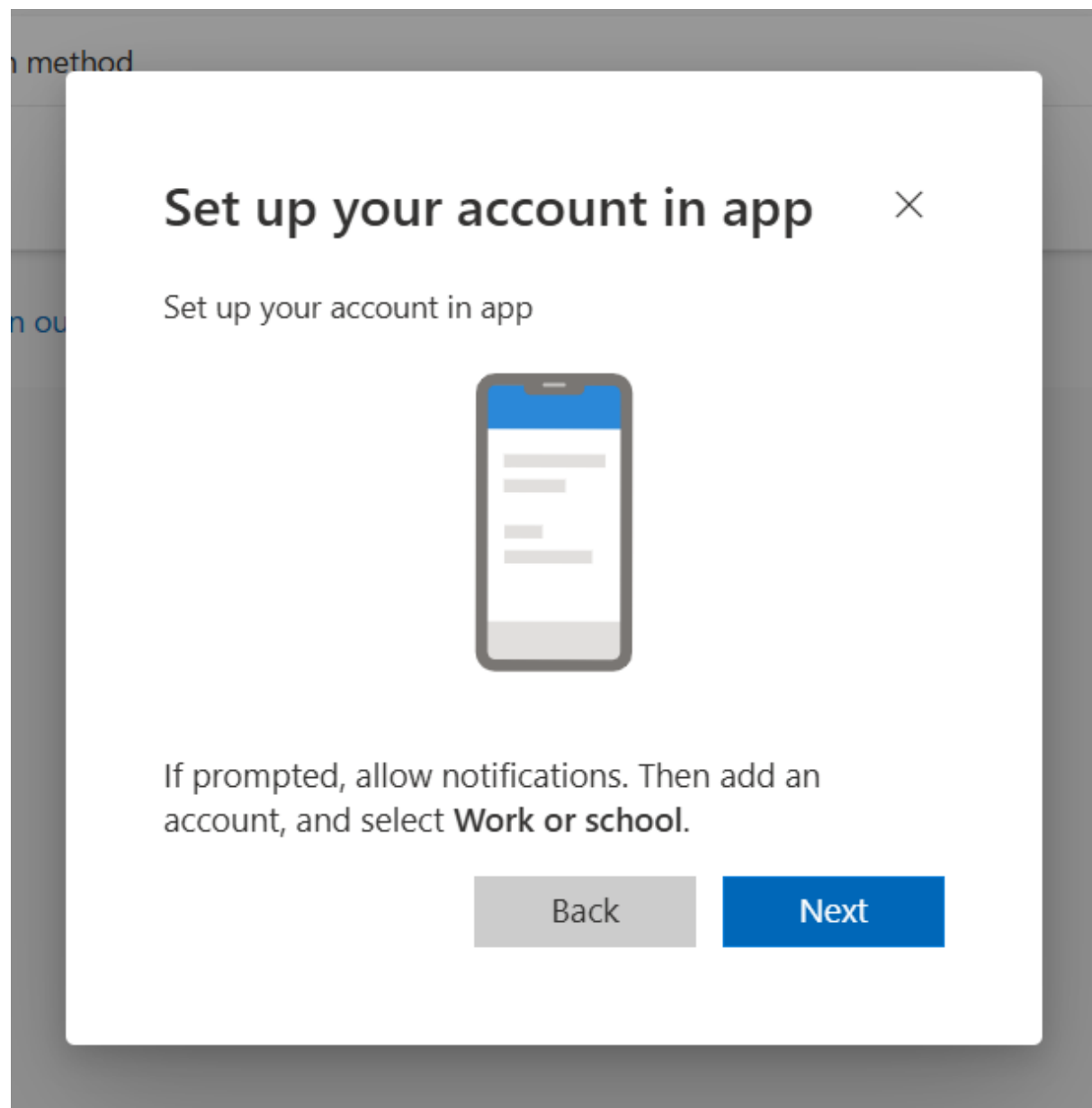
 Download on the
App Store

[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.

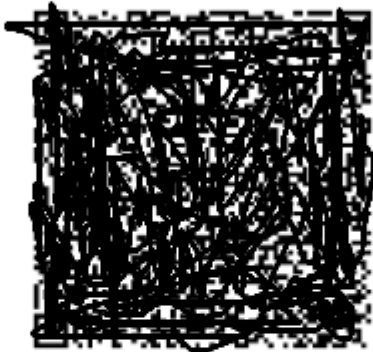


Once you have selected the “+” sign and then selected “Work or school account” you will be asked to scan a QR code. Click next in the portal and then you will be presented with a QR code to scan.

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