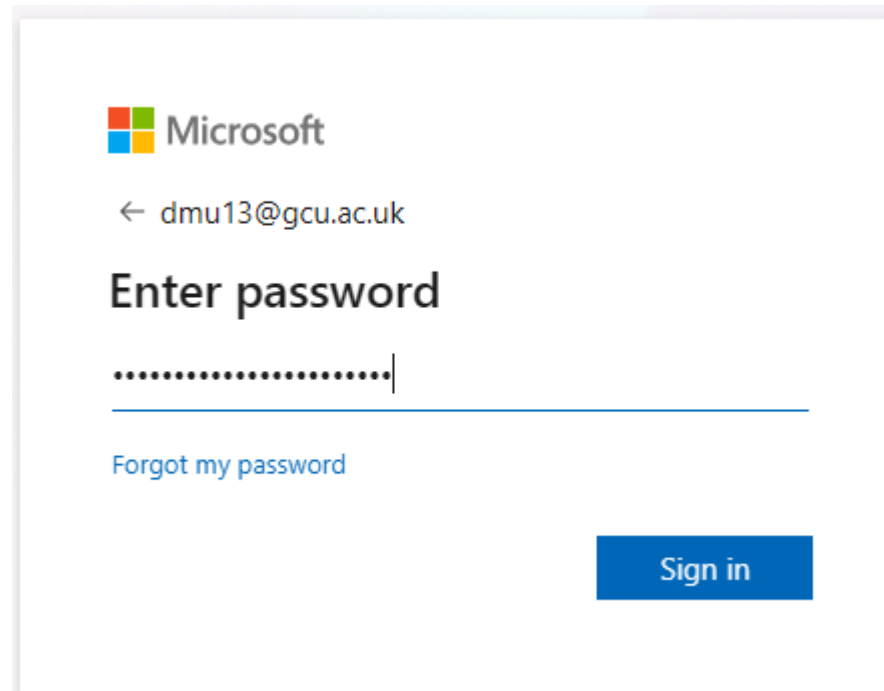


The following process will allow staff to set up Microsoft MFA.

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.



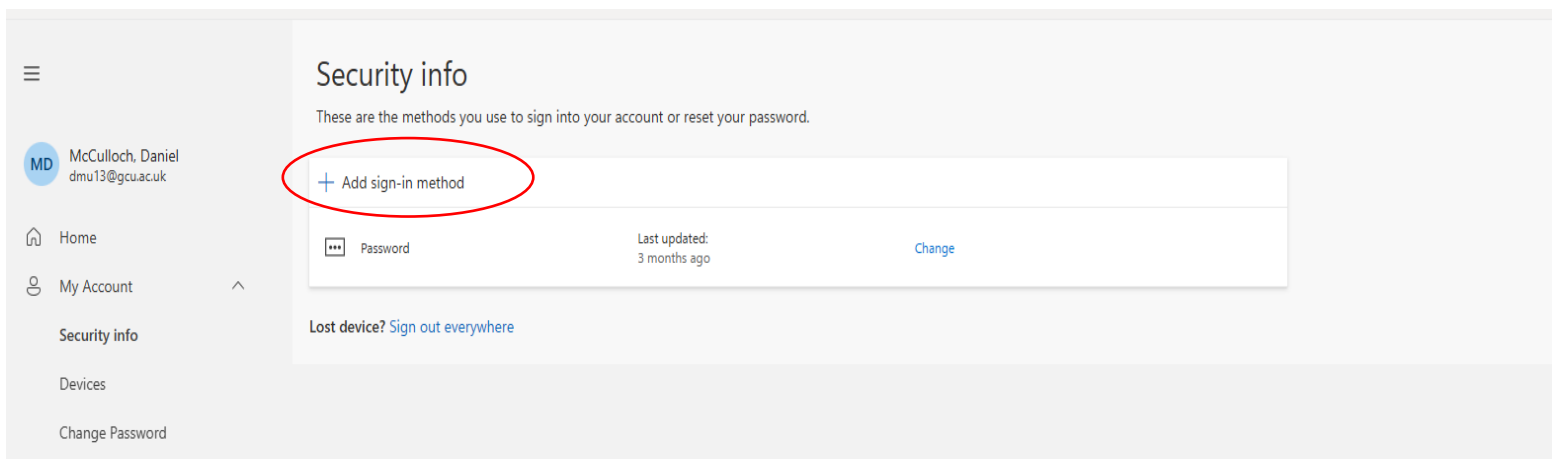
Sign In

Enter your username (GCU domain name)



Next

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



The screenshot shows the 'Security info' page in a web portal. On the left is a sidebar with navigation links: Home, My Account, Security info (selected), Devices, and Change Password. The main content area is titled 'Security info' and includes a subtitle: 'These are the methods you use to sign into your account or reset your password.' Below this, there is a prominent button labeled '+ Add sign-in method', which is circled in red. Underneath the button, a table lists the current sign-in method: 'Password', with a last update of '3 months ago' and a 'Change' link. At the bottom of the main area, there is a link for 'Lost device? Sign out everywhere'.

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



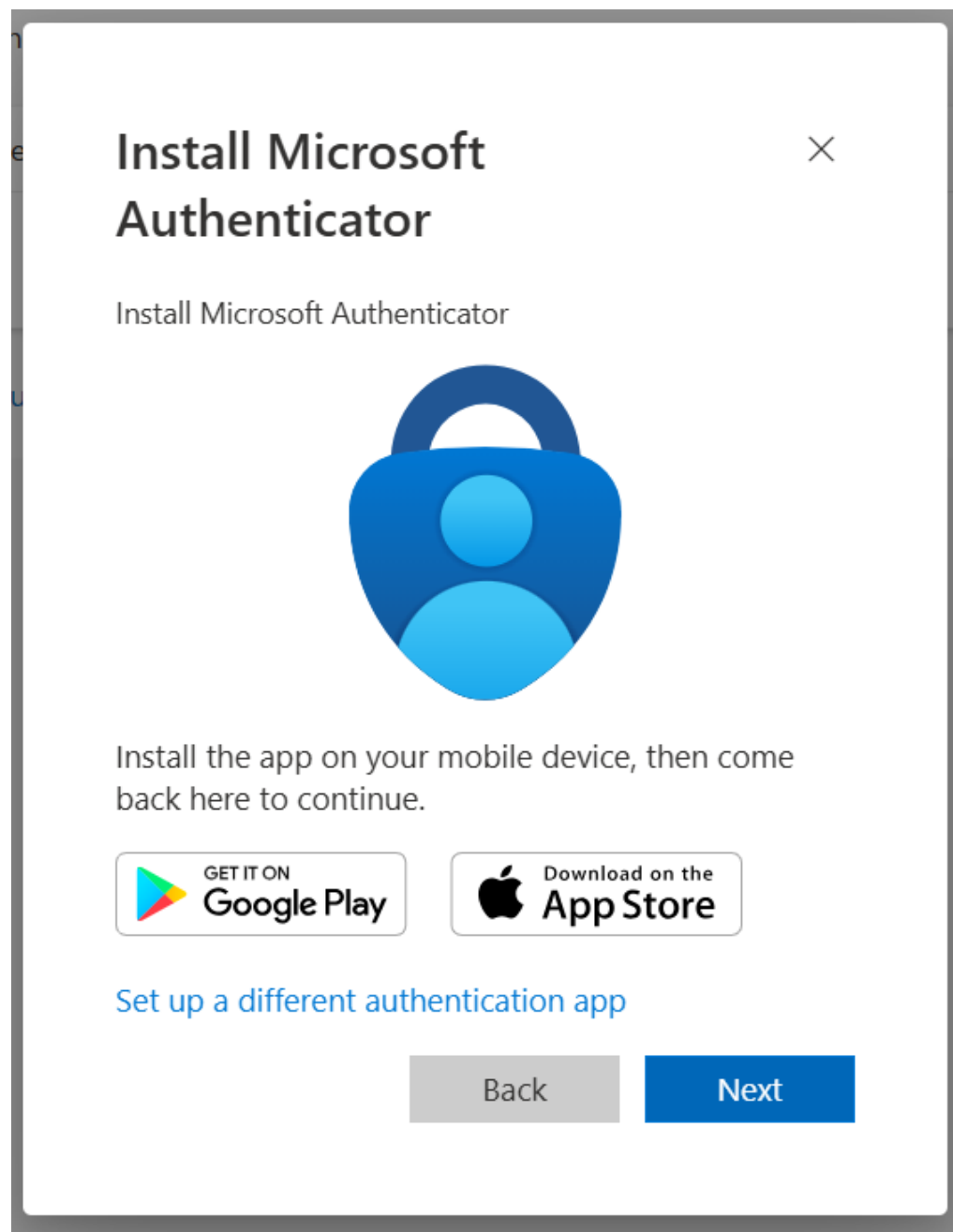
Microsoft Authenticator
Approve sign-in requests or use one-time codes



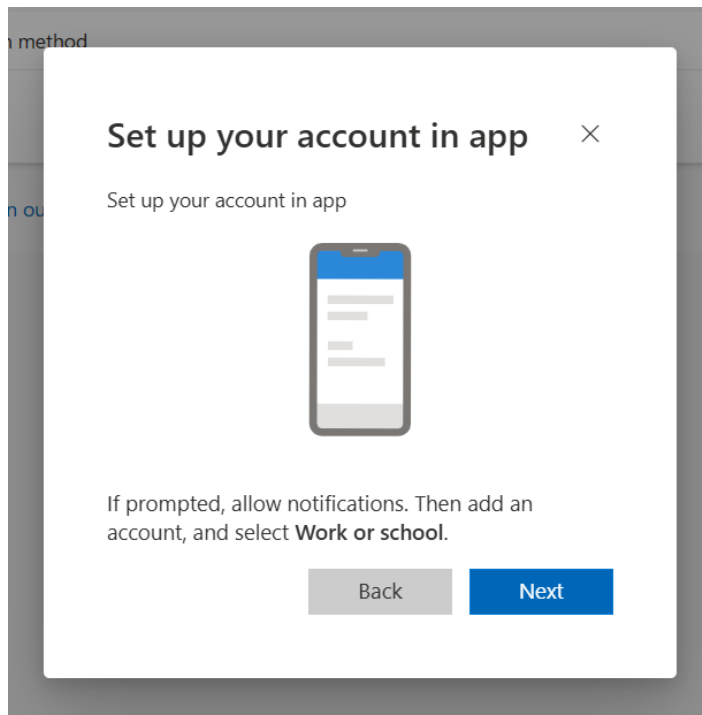
Hardware token
Sign in with a code from a hardware token

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

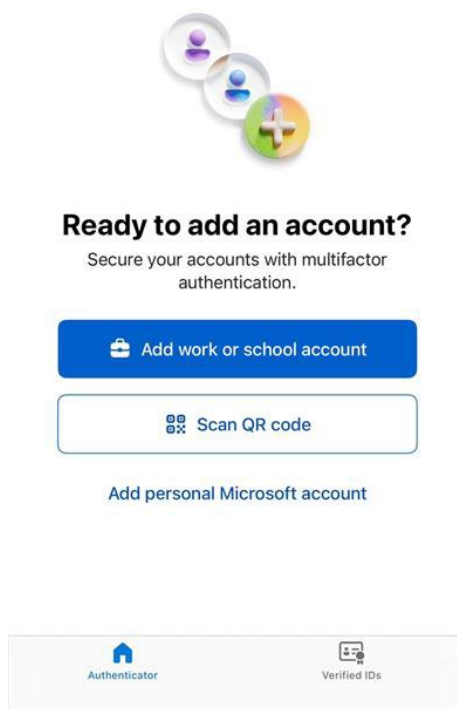
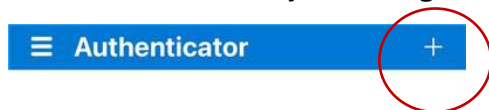
Once selected you will be asked to install the MS Authenticator App on your mobile phone



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