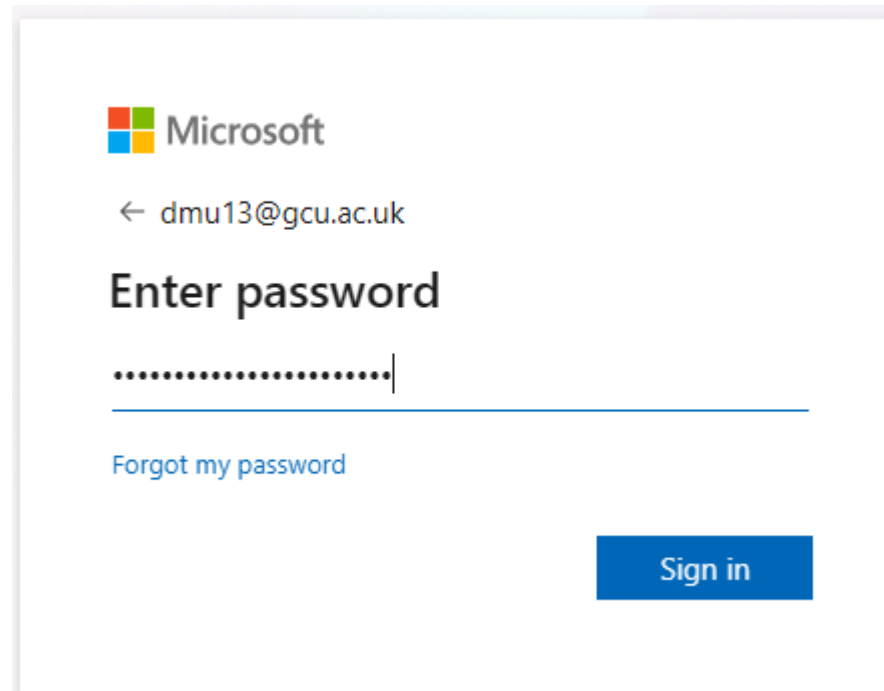


The following process will allow staff to setup MFA for GCU.

Go to the Microsoft sign in page

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

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. 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 CyberArk log in process



Sign In

Enter your username (GCU domain name)



Next

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 sidebar with a hamburger menu icon at the top, followed by the user's profile (MD, McCulloch, Daniel, dmu13@gsu.ac.uk), and then links for Home, My Account, Security info (which is highlighted), 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 is a button labeled "+ Add sign-in method". Underneath the button is a table with one row for "Password", showing it was "Last updated: 3 months ago" and a "Change" link. At the bottom of the main area is a link: "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

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

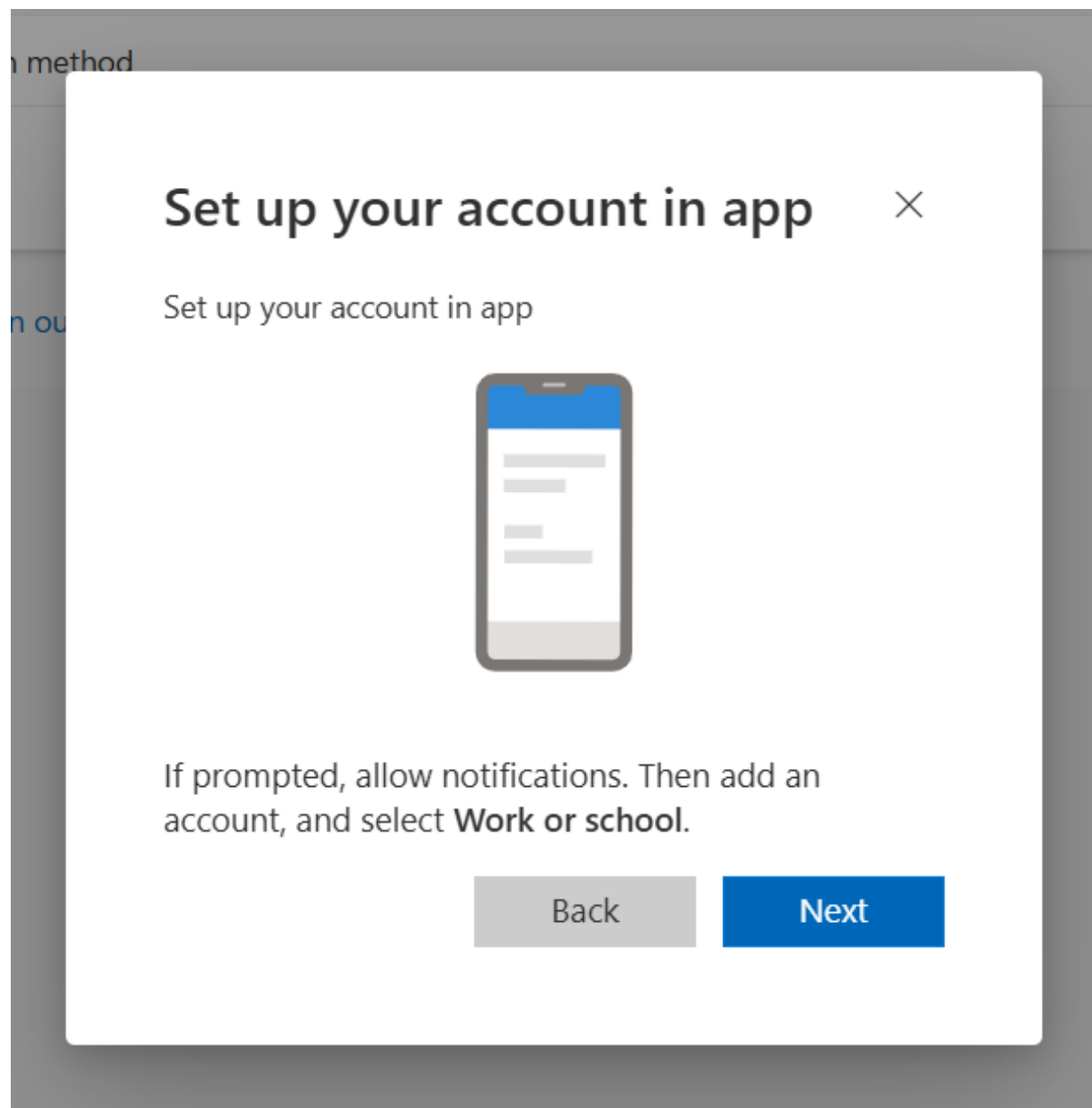
 Download on the
App Store

[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.



You will be asked once you have clicked on “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