

Log in to Microsoft's sign-in page

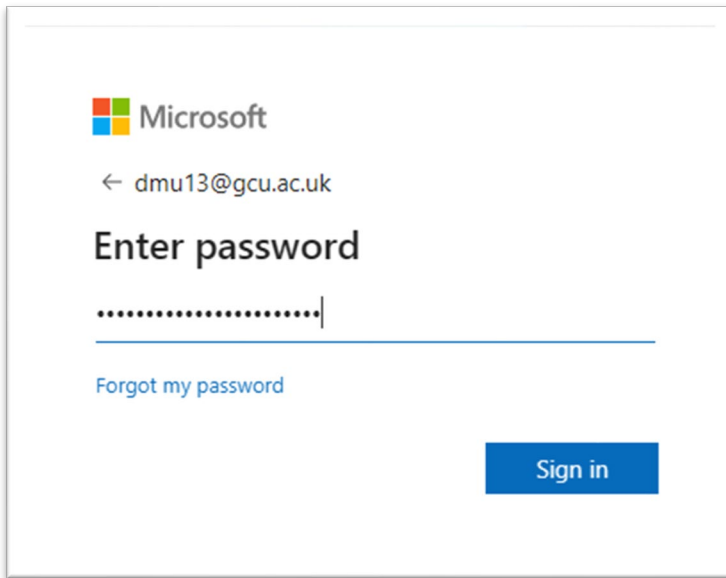
The following process will allow staff to set up Microsoft MFA. You will need to have your mobile phone with you to complete the process.

On your laptop, go to the Microsoft sign in page:

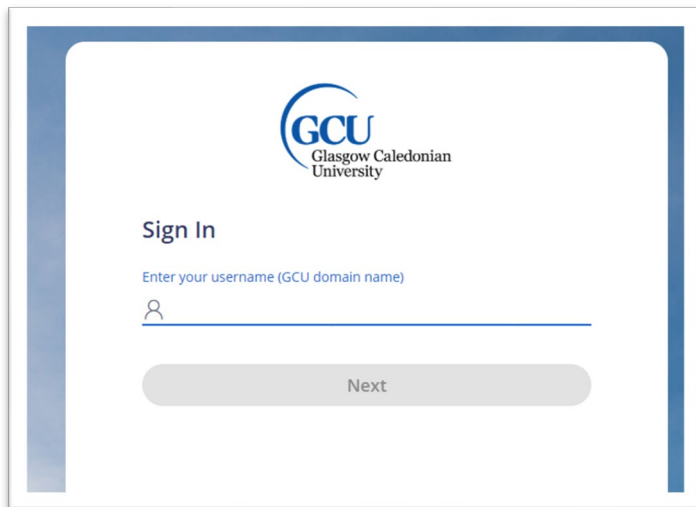
<https://mysignins.microsoft.com/security-info>

Where you will be asked to login using your GCU credentials.

For staff `userid@gcu.ac.uk`, for students `userid@caledonian.ac.uk`

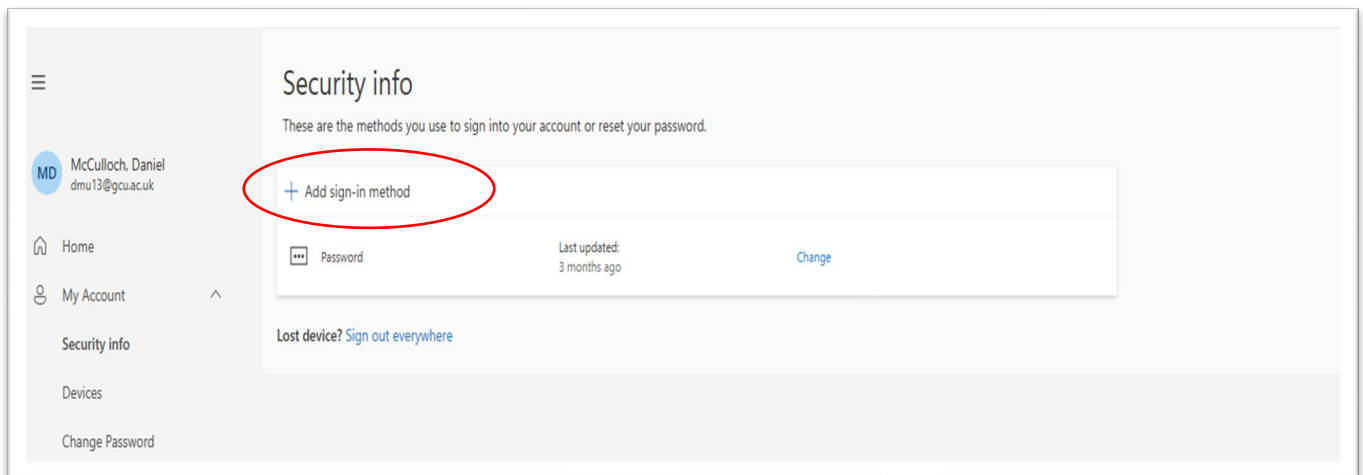
A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the email address 'dmu13@gcu.ac.uk' is displayed with a back arrow. The main heading is 'Enter password'. Below this is a password input field with a series of dots and a cursor. A link 'Forgot my password' is located below the password field. A blue 'Sign in' button is positioned at the bottom right of the form.

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

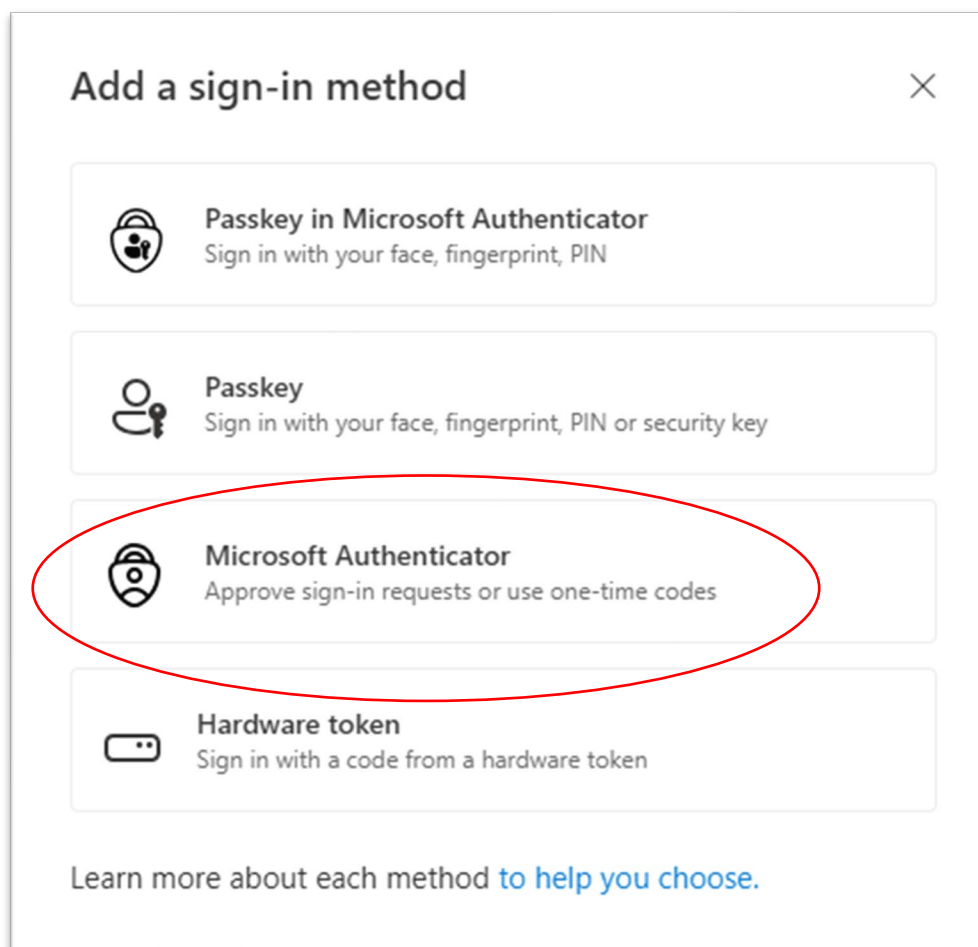
A screenshot of the Glasgow Caledonian University (GCU) sign-in page. The GCU logo is at the top center. Below it, the text 'Sign In' is displayed. Underneath is a prompt 'Enter your username (GCU domain name)' followed by a username input field with a person icon. A grey 'Next' button is located at the bottom of the form.

Add a sign-in method

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

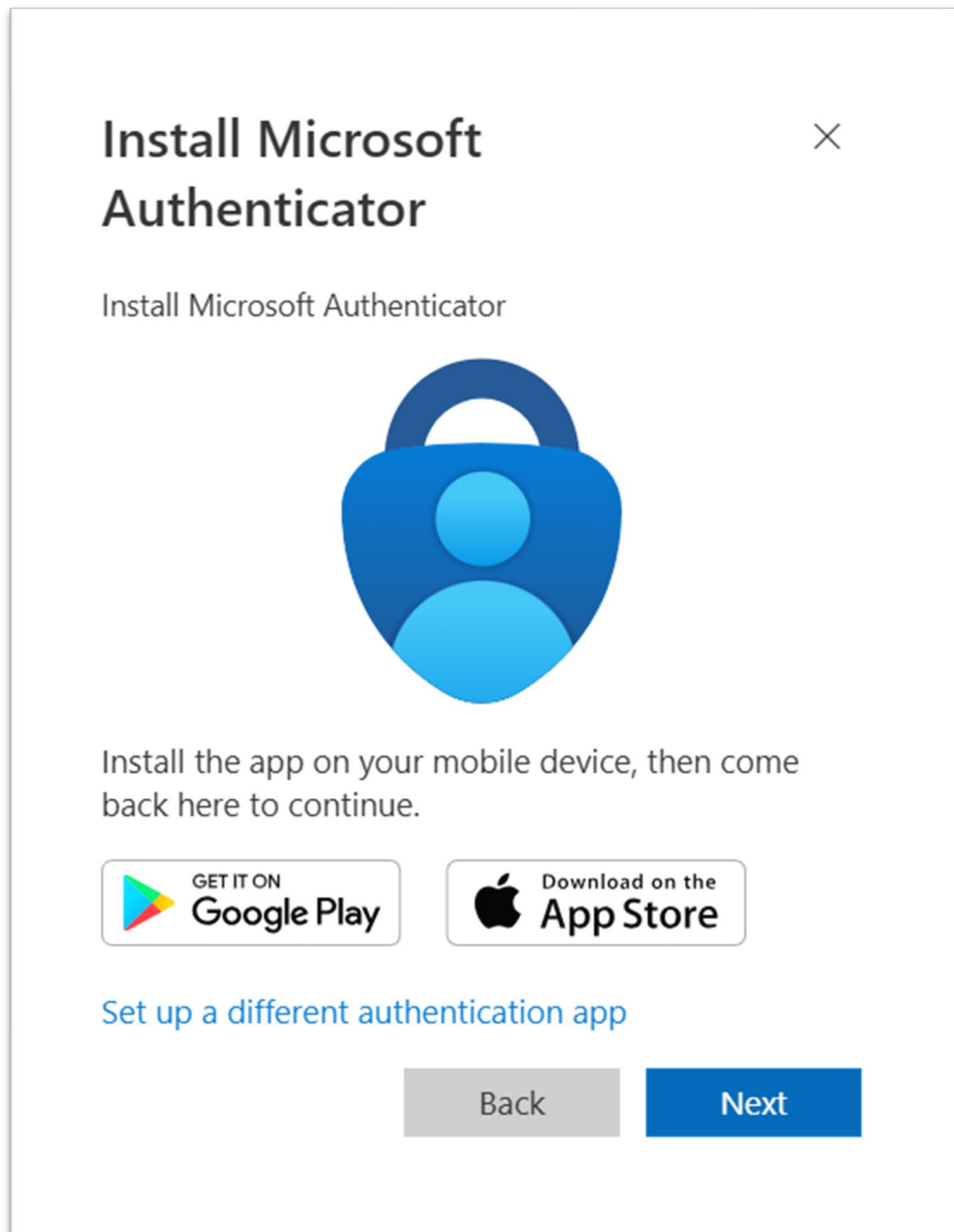


Select Microsoft Authenticator

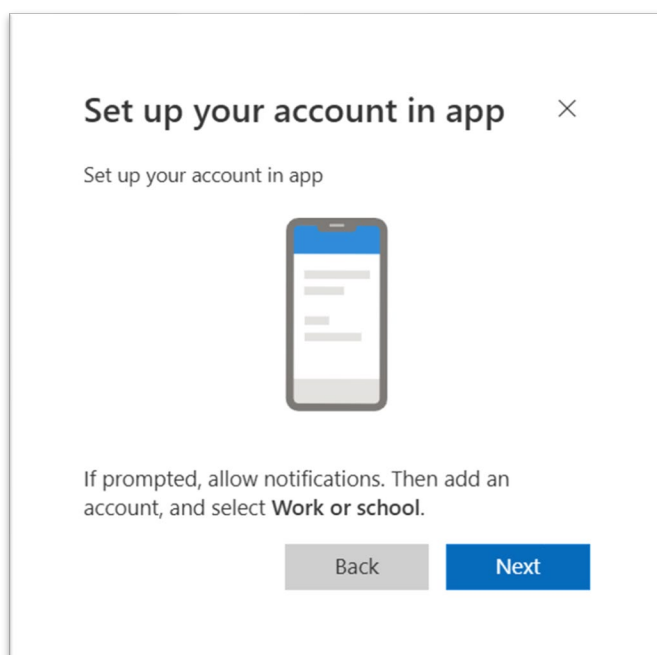


Download Microsoft's Authenticator app to your mobile

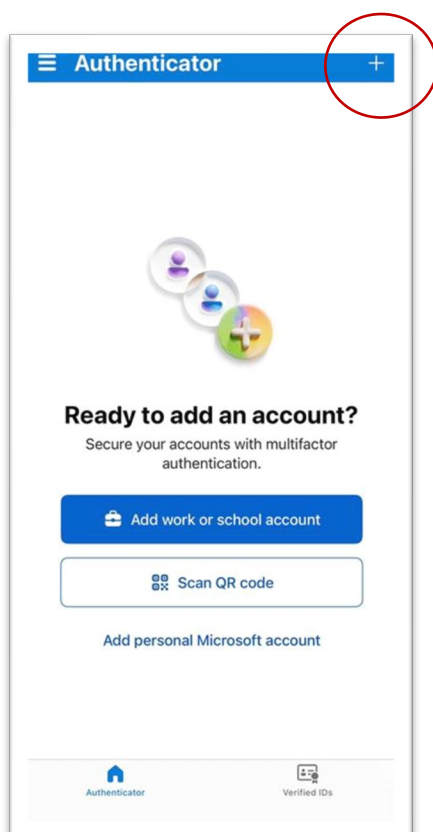
Once selected, you will be asked to install the MS Authenticator App on your mobile phone. Please make sure you download the genuine **Microsoft** Authenticator app from the official Apple or Google store and not an app provided by someone else.



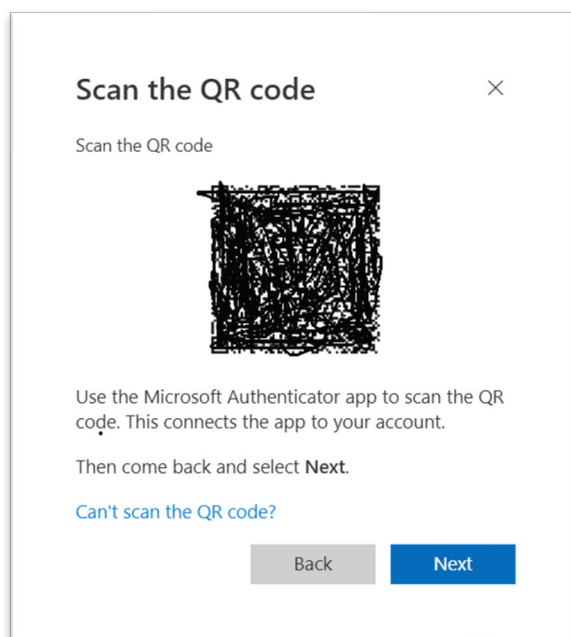
Once installed click next and follow the instructions on your phone and in the portal.



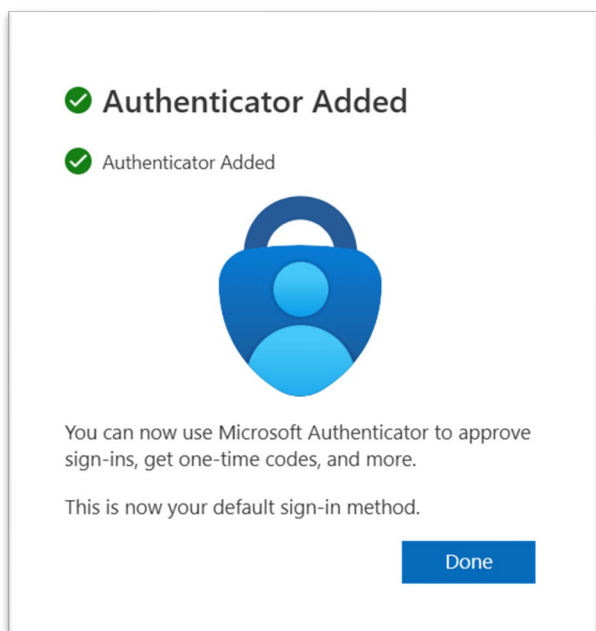
You add an account by selecting the "+" in the authenticator app.



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 on your laptop. Use the camera on your mobile device to scan the QR code displayed on your laptop and continue with the setup process.



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



If you do not receive a code, please contact the IT Helpdesk and they will resolve this issue. It may be that you have a previously set up Authenticator on a different device.