

Setting up MFA on your College email account

Before you log into any college system you will need to setup your student email account, for this you will need to know your student number (which you should have been given in the pre-enrolment system) and your date of birth.

Your **email address** format depends on your campus:

- **first 3 letter of your surname** (Chichester and Brinsbury)
 - **s** (Crawley)
 - **h** (Haywards Heath)
 - **w** (Worthing)
- + your student number followed by **@stu.campus.ac.uk**

Please note: Brinsbury students use **@stu.chichester.ac.uk**

For Example:

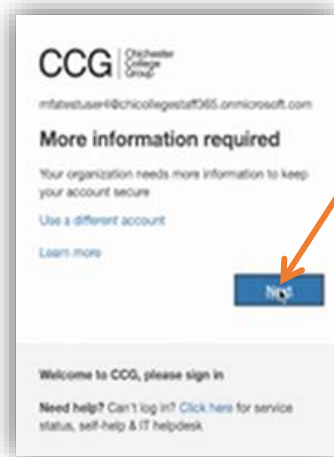
smi12345678@stu.chichester.ac.uk
s12345678@stu.crawley.ac.uk
h12345678@stu.haywardsheath.ac.uk
w12345678@stu.worthing.ac.uk

Your **password** = your date of birth in the format **DDMMYYYY**: ie 1st May 2001 would be 01052001

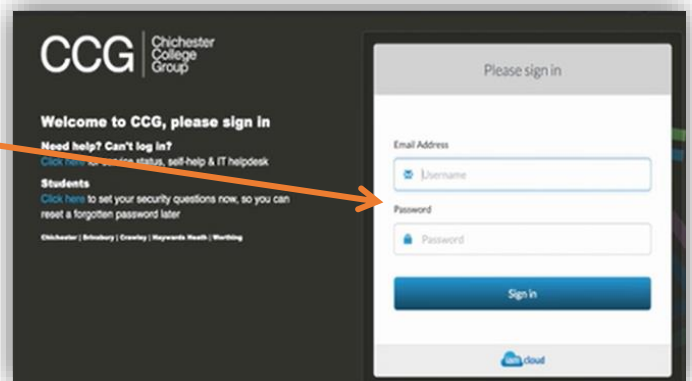
The college has enabled **Multi-Factor Authentication (MFA/2FA)** This means that when logging in off campus you will be prompted to enter a 6 digit code or accept the login via the Microsoft Authenticator app.

To access your emails go to: **email.[your campus].ac.uk**

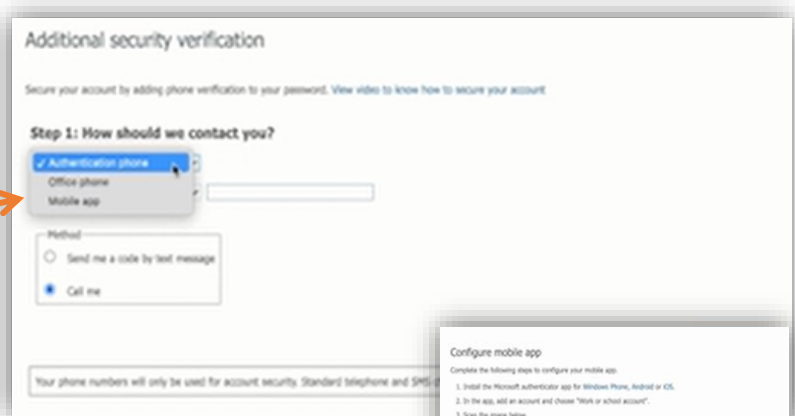
Enter your username and password and click **Sign in**



On the next screen click **Next** to set up your authentication

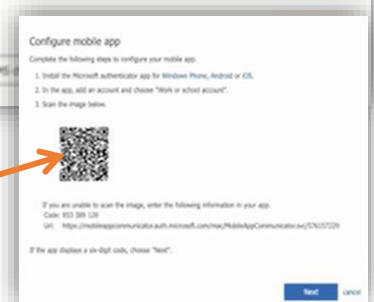


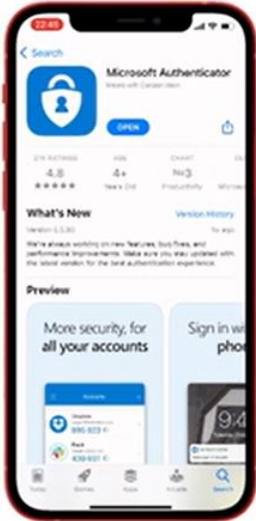
The dropdown list shows the different methods of authentication



If you have a smartphone we suggest you select the mobile app

Then click the blue setup button, this opens a QR code





- Next on your mobile phone download the Microsoft Authenticator app
- in the top right hand corner click the + sign, then select work or school account
- When the option comes up select to scan the QR code, and using your camera scan the code you generated earlier

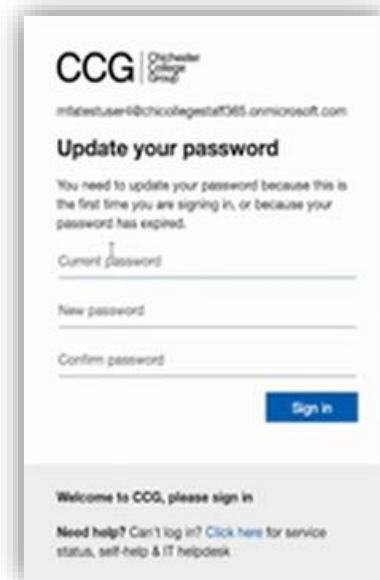
Once scanned click next on your computer and a popup will appear on your phone, click approve, you will now be asked to enter a phone number as a second method of authentication

If you don't have a smart phone this is the main method you will use

- The number you enter here is only used for authentication
- Once you have entered your number click Done



Next you will be asked to change your password



You can add or remove authentication methods at any time by going to:

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