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 CCG Chichester Please sign in	
Enter your username and password and click Sign in CCCG	Welcome to CCG, please sign in Need help? Can't log in? Con for worker heating, built help & IT helpdesk Strukters Ook hear to set your security questions now, so you can meet a fayorise passand heat Cahanara: (Amateur (Strukturg) Contra) (Reywork hear) (Review)	
your account secure Use a different account Learn more Nice Welcome to COD, please sign in Need height Can't log int? Click here for service status, solf-help & IT helpdesk	Additional security verification Security or accountly adding phone werflation to your preserved. View when to know how to secure your account Step 1: How should we constact you?	
The dropdown list shows the different methods of authentication	Notwal Send me a code by text message Call me Gall me Your phone numbers will only be used for account security. Standard bringhnent and SMG Configure mobile app Configure	
If you have a smartphone we suggest you select the n	nobile app Pierroti basi basi basi basi basi basi basi bas	Rec.M.(2003720)
Then click the blue setup button, this opens a QR cod	e	Next Grad



- Next on your mobile phone download the Microsoft Authenticator app
- in the top right hand corner click the + sign, the 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

Additional security verification	
Secure your account by adding phone verification to your password. View video to know to income your account of Step 3: In case your loss access to the mobile app Select your sources or region v	CCG Contractions
Next you will be asked to change your password	Nou need to update your passeond because this is the first time you are signing in, or because your passeord has expired. Current passeord New passeord Confern passeord Sign in
	Welcome to CCG, please sign in Need help? Can't log in? Click here for service status, self-help & I? Incidenk

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

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