

# Setup Multi-Factor Authentication (MFA)

Setting up Multi-Factor Authentication (MFA) helps to protect your accounts from unauthorised access by adding an extra layer of security, ensuring your personal information and college work stay safe.

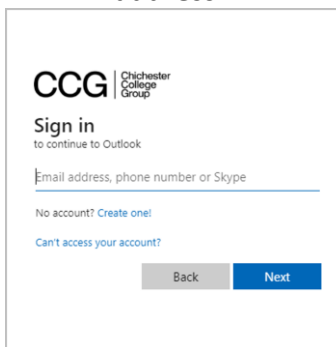
To access college IT systems, including Teams and Google Classroom you will need to activate MFA on your Microsoft 365 account by following these steps, to do this you will need to setup an App on your phone to authenticate yourself on the college systems.

**On a computer (or separate device from your phone)**

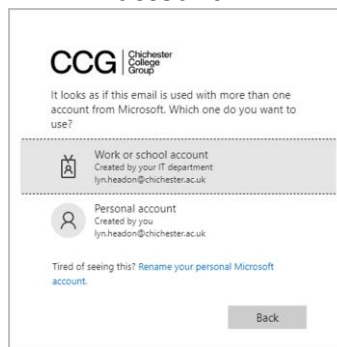
Go to <https://Outlook.com/ChiGroup.ac.uk>

Sign In with your student ID (see Step 1 for details)

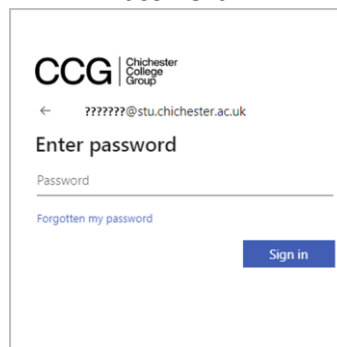
**Enter your college email address**



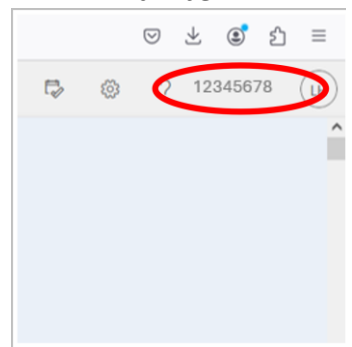
**Select Work or school account**



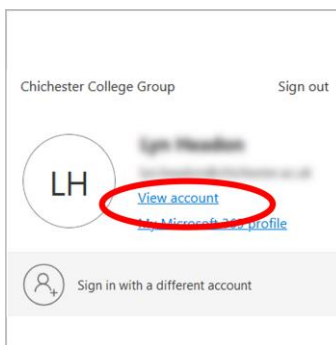
**Then enter your Password**



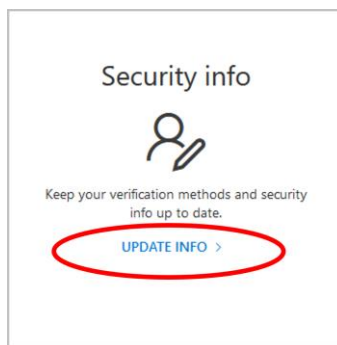
**Click your student number**



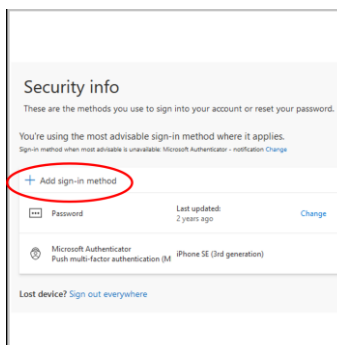
**Click the View account button**



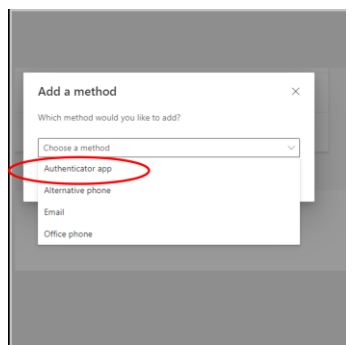
**In Security info, select UPDATE INFO**



**Click + Add sign-in method**



**Select Authenticator app from the dropdown**



## On your mobile phone

Download the Microsoft Authenticator App:



**Make sure you use  
Microsoft  
Authenticator  
(this is the Logo)**

Android



Apple

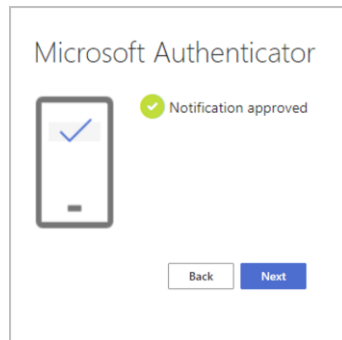


Once the Authenticator App is installed

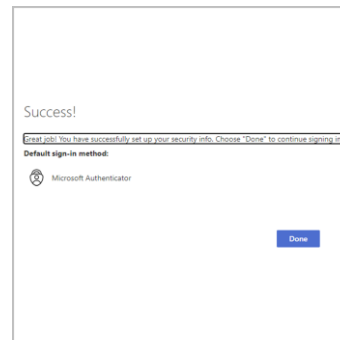
Open the App and use the App to scan the QR code from your computer

You'll then get a notification on your phone asking you to enter the digits on your browser

Click Next



Then Done



You are now all setup, when you login to most college systems when not in college, you will receive an MFA notification on your smartphone.

When asked for this open Authenticator enter your code and click yes. Then go back to the system you are opening and you should have access.

If you don't have access to a mobile phone contact the helpdesk who will help you to find an alternative