



## Multi-Factor-Authentication (MFA) for Students

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## Background - About Multi-Factor Authentication (MFA)

Multi-Factor Authentication (MFA) adds an extra layer of security to your account by requiring a second form for verification in addition to your password. This helps protect your account even if your password is compromised.

If you are signing in from outside the College network (including eduroam), you will need to enter your password and verify your identity by using one of the following options:

- Push notification via Microsoft Authenticator App [Recommended]
- Verification code sent to your phone number via text message (SMS) or WhatsApp (if installed)

You only need to setup one of the two options listed above.

You can download the Microsoft Authenticator<sup>1</sup> app from [App Store](#) for iPhone or from [Google Play Store](#) for Android. Just search for "Microsoft Authenticator".

Alternatively, if you have a QR code scanner on your phone, you can scan the QR codes below:



**Microsoft Authenticator**  
Protects your online identity  
Microsoft Corporation

iPhone



Android



The instructions on the following pages take you through configuring your account to use Authenticator, and signing in with MFA.

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<sup>1</sup> Microsoft Authenticator is not a College app and does not give any rights for Bradford College to access any personal data stored on your device.

# Setting Up Multi-Factor Authentication

## Option 1: Using Microsoft Authenticator (recommended)

- **On a computer:**  
Go to <https://aka.ms/mfasetup> and login with your College username and password

Bradford College

Sign in

1xxxxxxxx@bradfordcollege.ac.uk

Password

Sign in

Microsoft

Let's keep your account secure

We'll help you set up another way to verify it's you.

[Skip for now \(13 days until this is required\)](#)

[Use a different account](#)

[Learn more about verifying your identity](#)

Next

Keep your account secure

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

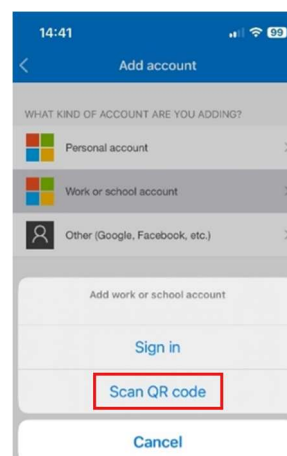
After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

- **On your phone:**  
Install the **Microsoft Authenticator** app
- Open **Microsoft Authenticator** and tap the **+** icon in the top-right corner
- Select **Work or school account**, then tap **Scan QR code**



- Scan the QR code shown on your computer screen
- **On the computer:**  
Click **Next**

## Microsoft Authenticator

### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

Next

- **On your phone:**  
Enter the number shown on your computer screen

## Microsoft Authenticator



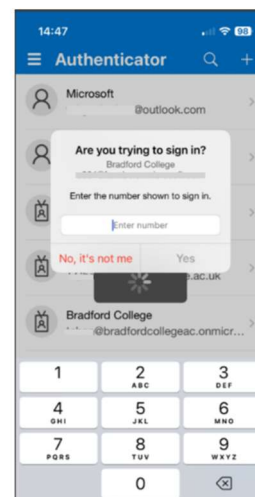
Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

91

Back

Next



- **On the computer:**  
You'll get a **Notification approved** message, click **Next**

## Microsoft Authenticator



Notification approved

Next

- You have completed your MFA setup.  
Click **Done** to finish.

## Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**



Microsoft Authenticator

Done

## Option 2: Using Your Phone Number (SMS/WhatsApp Authentication)

- **On a computer:**  
Go to <https://aka.ms/mfasetup> and login with your College username and password

**Bradford College**

Sign in

1xxxxxxx@bradfordcollege.ac.uk

Password

Sign in

Microsoft

**Let's keep your account secure**

We'll help you set up another way to verify it's you.

[Skip for now \(13 days until this is required\)](#)

[Use a different account](#)

[Learn more about verifying your identity](#)

Next

**Keep your account secure**

Microsoft Authenticator



**Start by getting the app**

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

**Choose a different method**



**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

**Phone**

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

Country code

United Kingdom (+44)

Phone number

71234678

Choose how to verify

☒ Receive a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel

Next

- At the **Let's keep your account secure** prompt, click **Next**.
- At the **Keep your account secure** prompt, click **I want to set up a different method**
- Click **Phone** to continue
- Change **Country code** to "United Kingdom (+44)"
- Enter your phone number (without the leading zero), then click **Next**

- You may have to complete a captcha to continue

Please show you are not a robot.



Enter characters

- Enter the 6-digit code sent to your phone (SMS or WhatsApp), then click **Next**

Phone

We just sent a 6 digit code to +44 [redacted] Enter the code below.

[Resend code](#)

Back

Next

- A **Verification complete** message confirms success, click **Next**

Phone

✓ Verification complete. Your phone has been registered.

Next

- You have completed your MFA registration. Click **Done** to finish.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**

Phone  
+44 ([redacted])

Done

# Accessing College cloud services from outside the College network

## Option 1: Using Microsoft Authenticator

- **On a computer:**  
Go to a College cloud service (e.g. <https://outlook.com/bradfordcollege.ac.uk>) and login with your username and password
- An **Approve sign in request** notification is displayed, with a 2-digit verification code
- **On your phone:**  
You will receive a notification from **Microsoft Authenticator**. Tap it to open the app and enter the 2-digit number.

Bradford College

Sign in

1xxxxxxxx@bradfordcollege.ac.uk

Password

Sign in

Microsoft

1xxxxxxxx@bradfordcollege.ac.uk

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

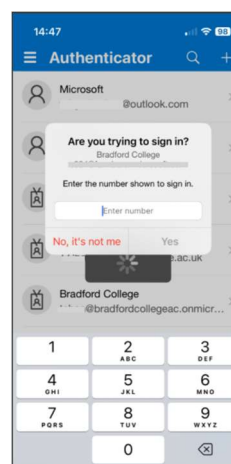
11

Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

☐ Don't ask again for 15 days

[More information](#)

Cancel



## Option 2: Using Your Phone Number (SMS/WhatsApp Authentication)

- Go to a College cloud service (e.g. <https://outlook.com/bradfordcollege.ac.uk>) and login with your College username and password.

**Bradford College**


Sign in

Sign in

- At the **Verify your identity** prompt, click **Text +xx-xxxxxxx**

 Microsoft

Verify your identity

 Text +XX XXXXXXXX36

[More information](#)


Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

- On your phone**, you will receive an SMS (or WhatsApp) message with a 6-digit verification code. Enter the code into the prompt **on the computer**, and click **Verify**.

 Microsoft

Enter code

 We texted your phone +XX XXXXXXXX36. Please enter the code to sign in.

Code

[More information](#)

Cancel

Verify



## Managing Multi-Factor Authentication

To manage your Multi-Factor Authentication setup, visit <https://aka.ms/mysecurityinfo>

Selecting **+ Add sign-in method** will allow you to add extra multifactor authentication method. For example, you could setup both the Microsoft Authenticator app and your phone number (SMS/WhatsApp).



If you get a new phone or a new phone number, you can remove current multifactor authentication methods and setup a new ones.

### Security info

These are the methods you use to sign into your account or reset your password.

You're using the most advisable sign-in method where it applies.  
Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification

+ Add sign-in method

 Password	Last updated: 2 months ago	<a href="#">Change</a>
 Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone 13 mini	<a href="#">Delete</a>

Lost device? [Sign out everywhere](#)

## Need Help?

For student IT support:

- Visit: 2F David Hockney Building counter
- Phone: 01274 088411
- Email: [media@bradfordcollege.ac.uk](mailto:media@bradfordcollege.ac.uk)