

Why 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 protects your account even if someone guesses your password. It is required to access your College IT account from outside the College network (including from eduroam).

What You'll Need:

- A **smartphone** with **Internet access**
- Your Bradford College IT account **username & password**



Step 1: Get the app

- Install the "**Microsoft Authenticator**" app, from the Apple app Store or Google Play Store

Step 2: Pair the Authenticator app with your College IT account

- Open a Web browser
- Go to **<https://aka.ms/mfasetup>**
- At the "Sign in" page, enter your College email address

Microsoft
Sign in
1 [redacted]@bradfordcollege.ac.uk
Can't access your account?
Next
Sign-in options

Bradford College
Sign in
[redacted]@bradfordcollege.ac.uk
Password
Sign in

- You'll be redirected to the College's sign-in page
- Sign in with your College email address and password.

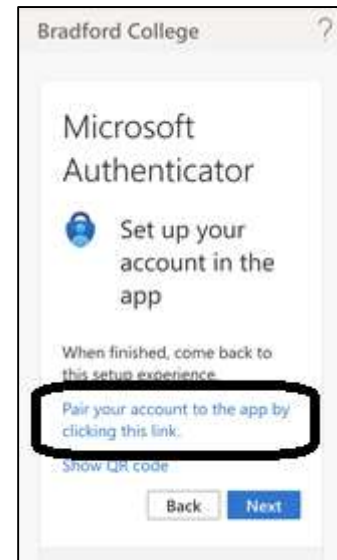
- At the "Let's keep your account secure" page, click "**Next**"

Microsoft
1 [redacted]@bradfordcollege.ac.uk
Let's keep your account secure
We'll help you set up another way to verify it's you.
Use a different account
Learn more about verifying your identity
Next

Bradford College
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

- At the "Start by getting the app" page, page, click "**Next**" (You installed the app in Step 1)

- Tap "Pair your account to the app by clicking this link"



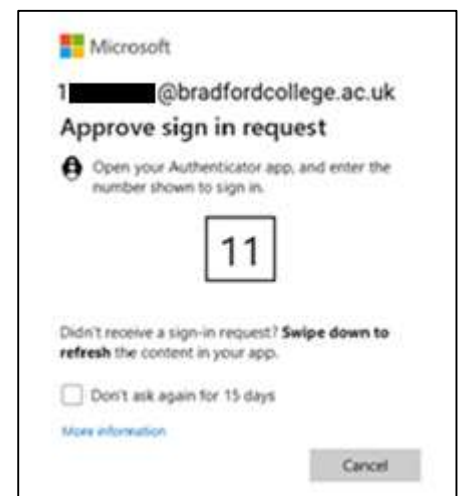
- A "Success!" message, confirms the Microsoft Authenticator app has been paired to your account
- Click "Done" to finish

Step 3: Approve sign-in requests

Whenever you access your IT account from outside the College network (including from eduroam), you'll use Microsoft Authenticator to confirm it's you. For example if you install Teams on your phone to collaborate on-the-go or check your College email from a laptop at home.

At each sign-in, you'll need to enter the number shown into the Authenticator app. (The number will change each time)

So don't delete the Authenticator app from your phone.



Any problems?

If you're struggling to setup the app, or have another student IT support query, **contact the Technology and Media Team**

- **In person:** David Hockney Building, 2nd-floor counter
- **Phone:** 01274 088411
- **Email:** media@bradfordcollege.ac.uk

Opening hours:

- Monday to Thursday: 08:30 to 17:00
- Friday: 08:30 to 16:30

¹Microsoft Authenticator is not a College app and does not enable Bradford College to access personal data on your phone
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