

## Multi-Factor Authentication (MFA) Cybersecurity Guidance

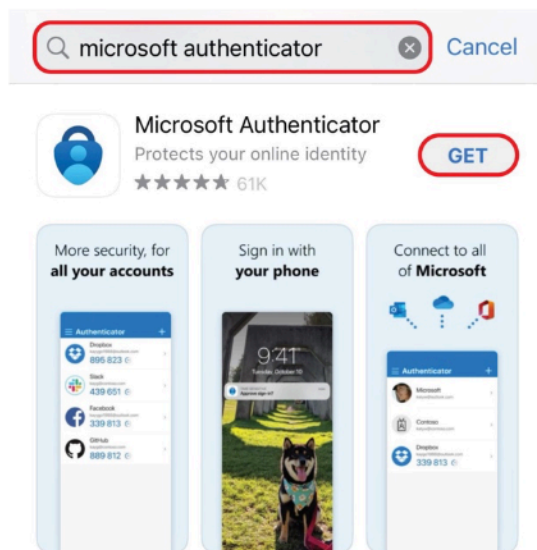
### Getting the Microsoft Authenticator app

You can download the Microsoft authenticator app from Appstore or Play store depending on your mobile device. Your mobile device is expected to be:

- Android 8.0 and later
- iOS 15 or later
- Windows 10 Mobile 14393.0 or later

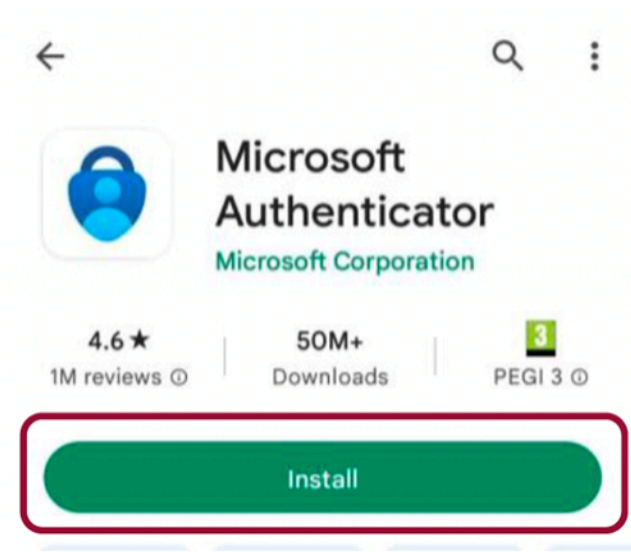
#### **To download:**

*For iPhone users,* Open the Appstore on your phone and type Microsoft Authenticator app on the search tab.



Click on “Get” to download to your mobile phone.

*For Android and Windows users,* Open the Play store on your phone and type Microsoft Authenticator app on the search tab.

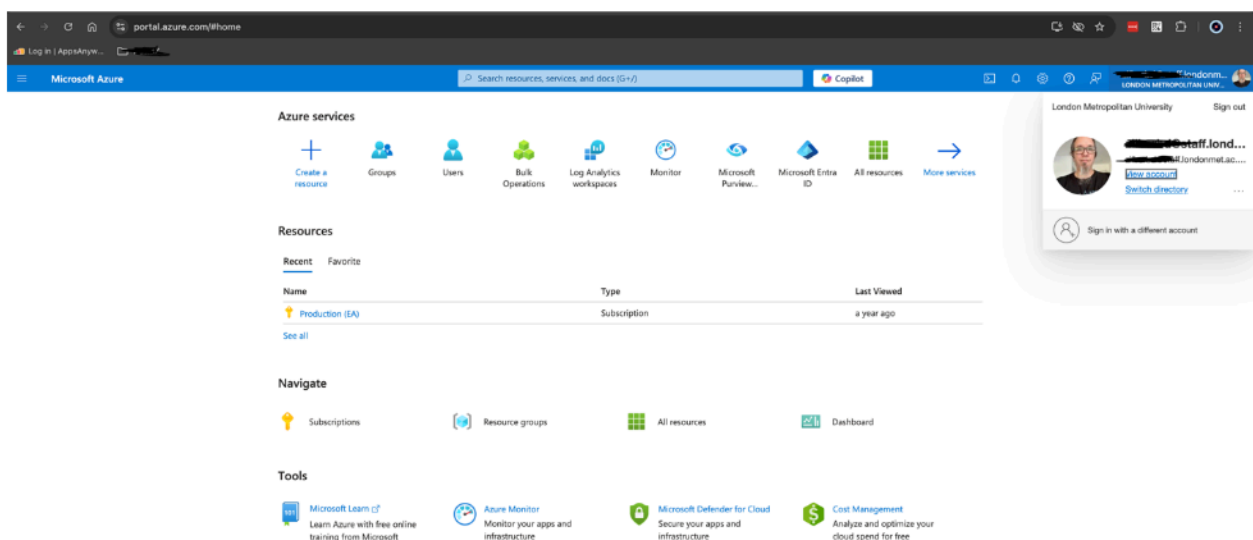


Click on “*Install*” to download on your mobile phone.

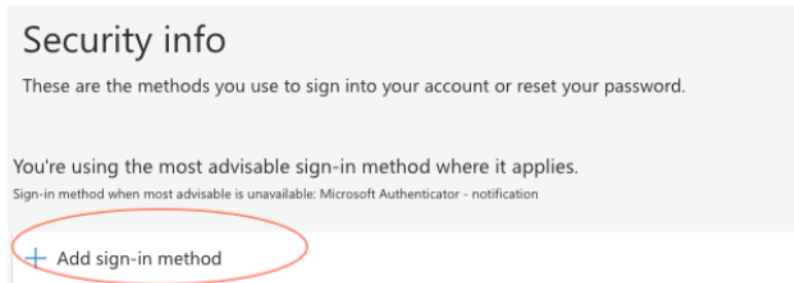
## Authenticator App on your phone

### Setting up MFA and Use

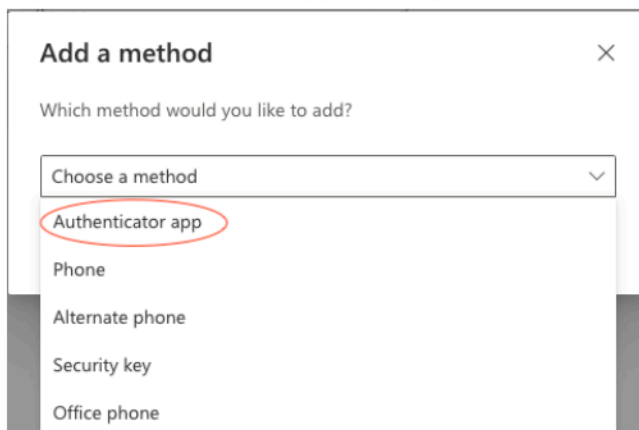
- The first step is to enable MFA on your student’s account.
- Sign in to your London Met account on: <https://portal.azure.com/>
- Login with your student’s ID
- Click Profile in the navigation bar at the top right of the screen and “View account” on the drop-down menu



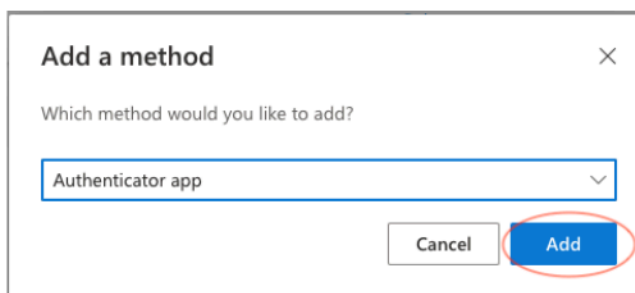
- Click on the “security info” icon
- Click on “+ Add sign in method”



- A pop-up box would appear on your screen, choose Authenticator app



- Click “Add”



- Another pop-up box appears requesting you download the Microsoft authenticator app. If you don't have the app on your phone, download from the app store or play store.

## 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](#)

[Cancel](#)[Next](#)

- If you already have the app downloaded on your phone click "Next" or else use the instructions above to download the app on your phone.
- Another pop-up box appears requesting you set up your account, click "Next"

## Microsoft Authenticator

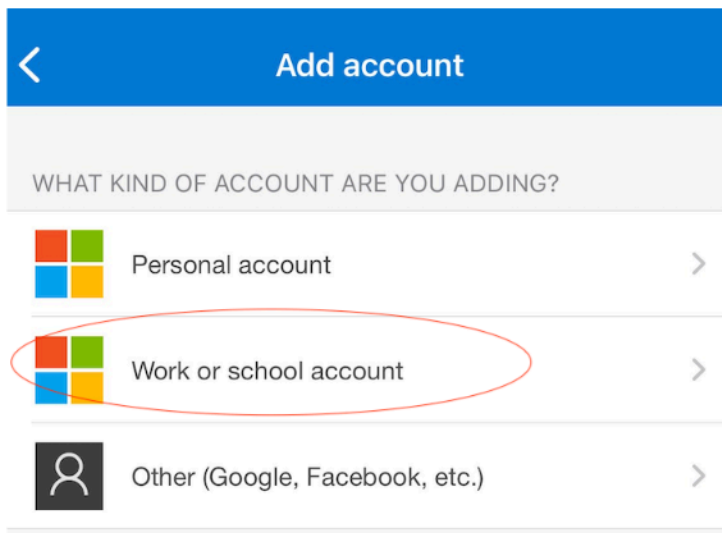


## Set up your account

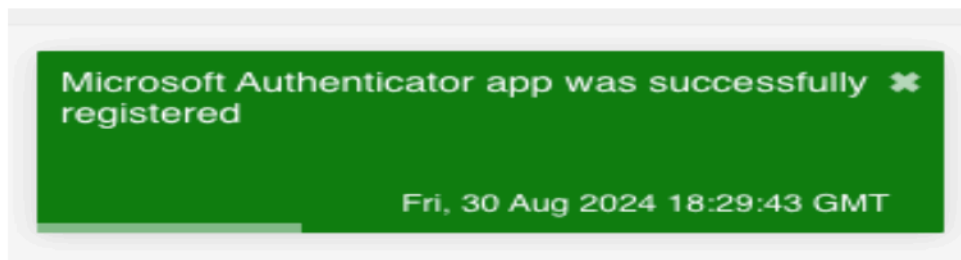
If prompted, allow notifications. Then add an account, and select "Work or school".

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- Another pop-up box appears with a QR code, now pick up your phone
- Open your authenticator app on your phone, click "+" button at the top of your screen to add account
- Click on "work or school account" then click "Scan QR code"



- Use your phone to scan the QR code on your laptop screen and click “Next”
- You would be prompted to put in the digits on your screen in your Microsoft authenticator app.
- You would see a successful registration pop-up message on your screen. This automatically adds London Metropolitan University account to your Microsoft authenticator app.



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

## Authenticator App on your browser.

If you can't download the Microsoft Authenticator app on your mobile phone, you can use your browser as an alternative method to authenticate your account.

### Setting up Authenticator App for your browser

- Add an Authenticator extension to your browser

If you are using Chrome or edge, go to the web store -

<https://chromewebstore.google.com/>

If you are using Firefox, go to Add-ons: <https://addons.mozilla.org/en-GB/firefox/search/>

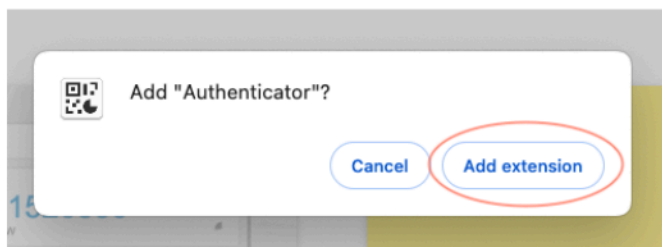
- Log into your google account and create a profile on your chrome browser
- Search for Authenticator using the search bar.



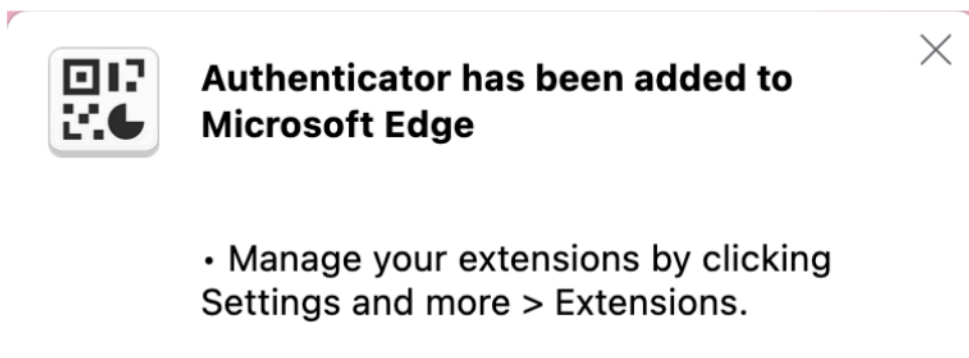
- Select Add to Chrome



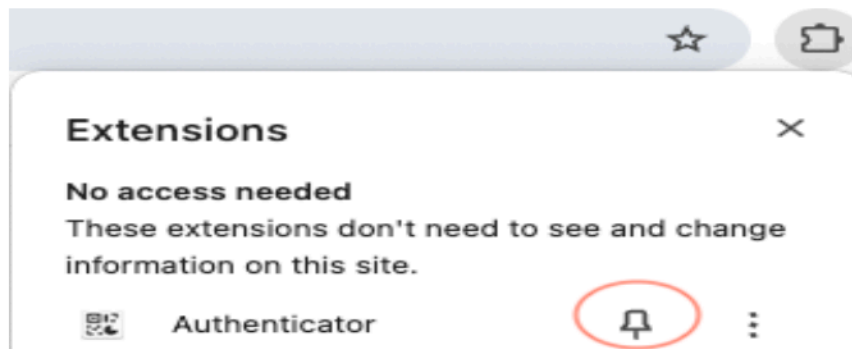
- Click on Add extension



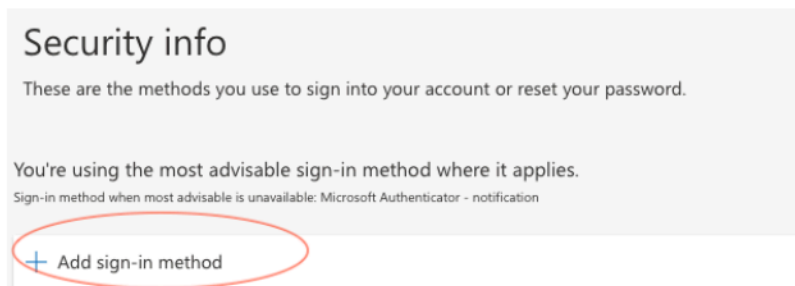
- Your browser would confirm the extension has been added with this pop up.



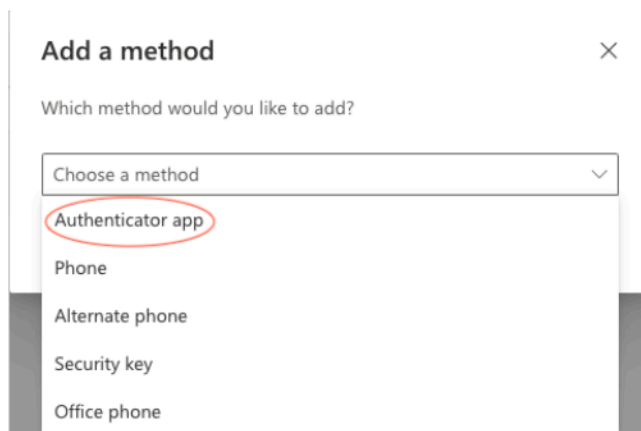
- Click on the extensions icon and pin the Authenticator app to on your browser



- Go to <https://portal.azure.com/> on your browser and sign into your London Met account
- Click Profile in the navigation bar at the top right of the screen and “View account” on the drop-down menu
- Click on the “security info” icon
- Click on “+ Add sign in method”



- A pop-up box would appear on your screen, choose Authenticator app



- Click “Add”

### Add a method



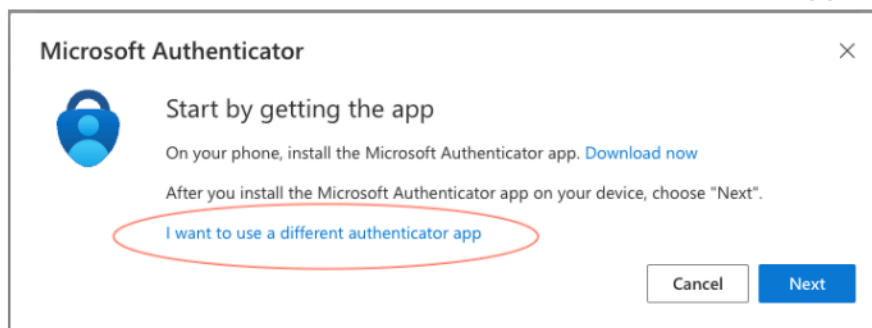
Which method would you like to add?

Authenticator app

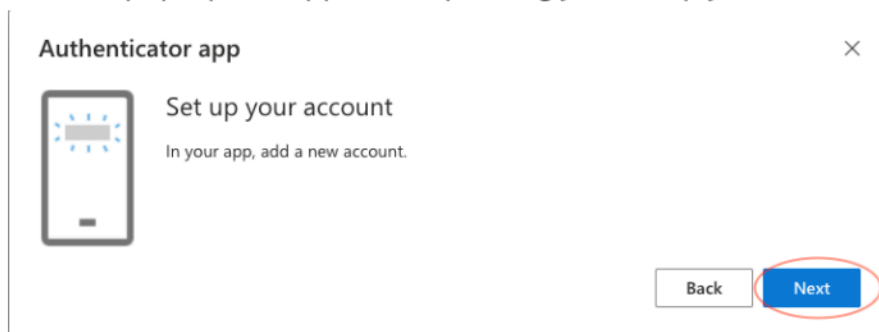
Cancel

Add

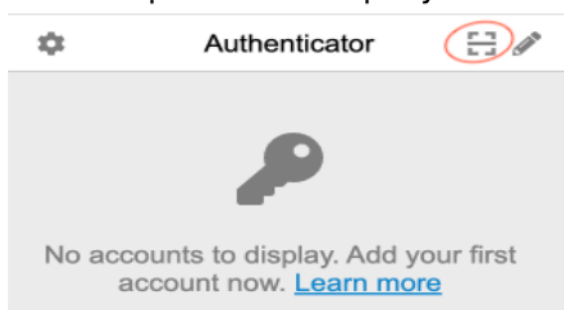
- Another pop-up box appears requesting you download the Microsoft authenticator app. For this we are using the Authenticator Extension App on your browser. Click “I want to use a different authenticator app”.



- Another pop-up box appears requesting you set up your account, click “Next”



- Another pop-up box appears with a QR code, now click on the authenticator extension pinned at the top of your browser and click on the icon shown below



- Your screen appears greyed out with a square box directing you to draw your cursor over the QR code in a square shape as shown below



## 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".

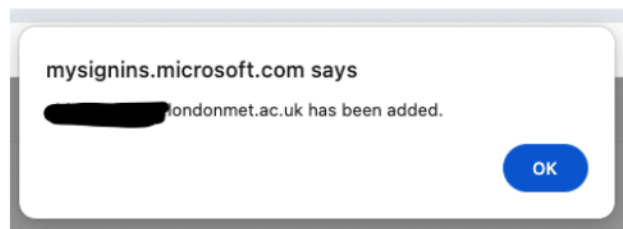


Can't scan image?

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- A pop up appears at the top of your screen notifying your account has been added



- Click "ok" to proceed
- Click "next" on the authenticator app box on the screen

## 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?

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- You would see a prompt on your screen to enter the 6-digit code shown in your authenticator browser extension app.

Authenticator app ×

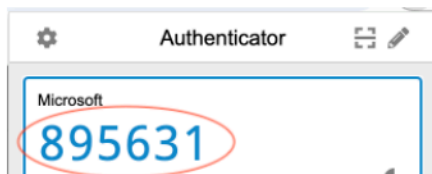


Enter code

Enter the 6-digit code shown in the Authenticator app.


Enter code

- Click on your authenticator app pinned at the top of your browser, you would see the 6-digit code



- Enter this 6-digit code and click “next”

Authenticator app ×



Enter code

Enter the 6-digit code shown in the Authenticator app.

- You would see a successful registration pop-up message on your screen. This automatically adds London Metropolitan University account to your Authenticator browser extension app.