## Multi Factor Authentication sign up guide

Please note that the site used is a Microsoft site, therefore look and feel of screenshots are subject to changes from Microsoft.

- 1. Open an internet browser and go to account-security.mmu.ac.uk
- 2. Enter your staff email address and password when prompted
- 3. This will take to a home page where you can update your security details

R Comment	Security info	
5 Security into	These are the methods you use to eigh in to your account or reset your personal.	
R Organisations	+ Add method	
Denter	No items to display.	

4. Select 'add method' and a drop down list will appear, choose authenticator app (this is our recommended 2<sup>nd</sup> factor of authentication for security reasons)

Sverview	Security info		
Security info	These are the methods you use to sign in to your account or reset	your password.	
Organisations	+ Add method		
Devices	No items to display.		
Frivacy			
		Add a method	
		Add a method	
		Add a method When wends voud you has to set?	
		Add a method Whon menod wold you like to app	×
		Add a method Whomehod insuld you he to ass? Authenticator app Authenticator app	×
		Add a method When netros insuls you ha to staff Authenticator app Authenticator app Phone	×
		Add a method Whon wend would you lis to act? Authenticator app Authenticator app Phone Atternative phone	

5. Follow the instructions on screen for downloading the app (Microsoft Authenticator app, available in Apple App Store and Google Play).

ty Sign-ins	
Overview Security info Organisations Devices	Security info These are the methods you use to sign in to your account or reset your password. + Add method No items to display.
Prodey	Microsoft Authenticator Start by getting the app On your ghone, install the Microsoft Authenticator app. Download now One your le installed the Microsoft Authenticator app on your device, choose "Next", I want to use a different authenticator app Cancel Next

Overview	Security info
Security info	These are the methods you use to sign in to your account or reset your password.
Organisations	+ Add method
Devices Privacy	No items to display.
	Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school".
	Back Next

	Security info
( info	These are the methods you use to sign in to your account or reset your password.
ations	+ Add method
£.	No items to display.
59	
	Microsoft Authenticator
	Scan the QR code
	Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app to your account.
	Dist 2 4 14년 Once you've scanned the QR code, choose "Next".
	Conce you've scanned the QR code, choose "Next". Can't scan image?