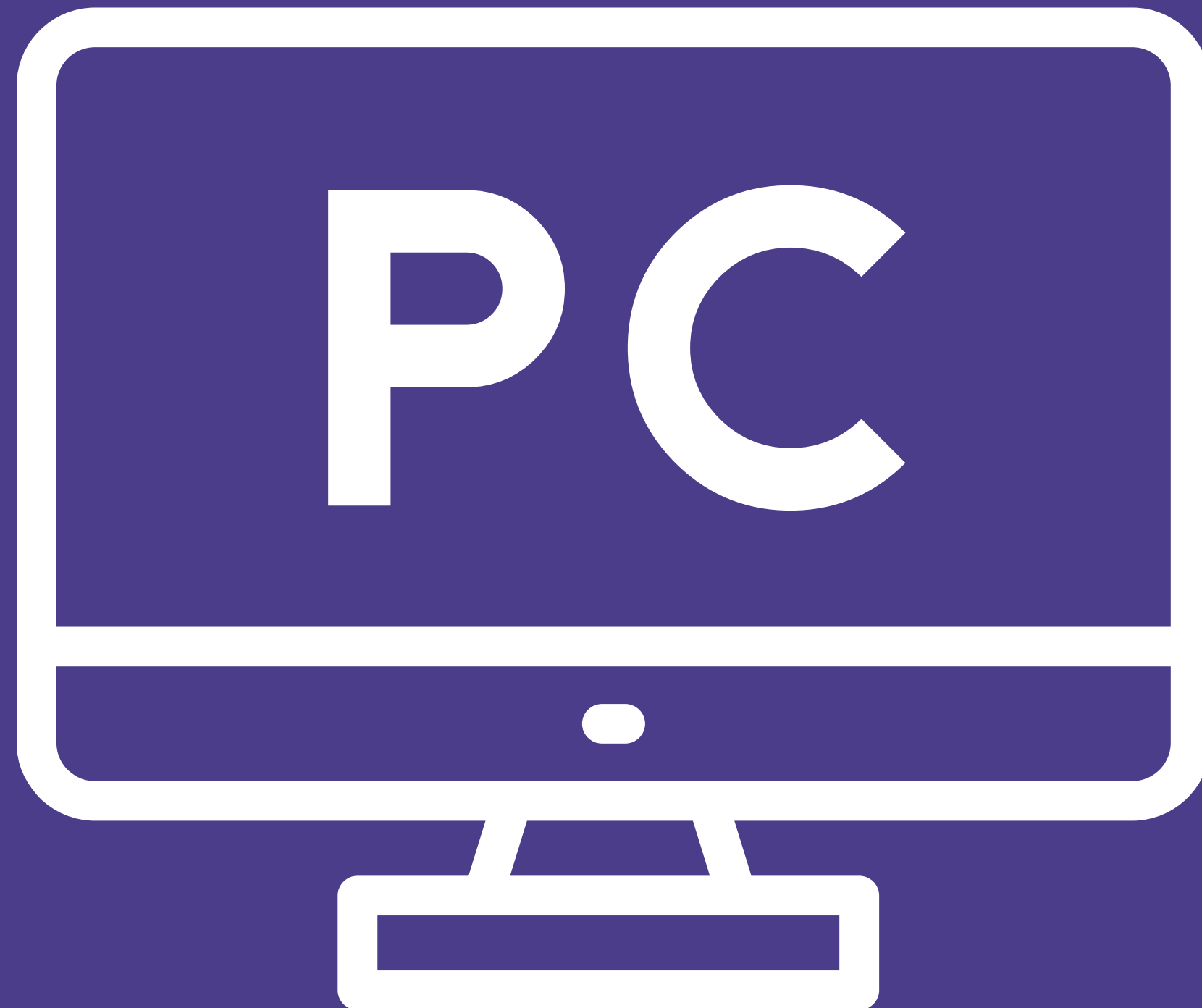


Setting up MFA on



STEP 1: Access the Student Portal

MFA page

The screenshot displays the Student Portal dashboard. At the top, a blue navigation bar contains links for Student Portal, Careers, Learning Resource Centres, Student Services, Employability, HRUC Apprenticeships, The BIG4, and an Edit button. Below this, a secondary blue bar shows the Student Portal logo, Home, and Edit options, along with Not following and Site access links. A third bar includes + New, Page details, Preview, and Analytics, with a Published 2/26/2026 date and Share, Edit, and external link icons on the right.

The main dashboard area is titled "Dashboard" and features a grid of tiles. A red box highlights the "MFA Authentication" tile, which is labeled "MFA Authentication" and "Authentication". A red arrow points from the top right towards this tile. Other visible tiles include:

- Timetable: View your Timetable
- Teams App
- Learning Resource Centres: HRUC Learning Resource Centres
- Assignments: 31 upcoming, 17 past due
- OneDrive
- Directed Independent Learning
- Forms & Requests
- Proportal: Grades and Attendance
- Web Apps: Outlook + 5 more
- Course Books: Browse the library

On the right side of the dashboard, there is a section titled "The BIG4" with four icons. Below this, a list of links is provided:

- Pay My Student
- Student Induction & Training
- Student Handbook & Policies
- BKSB
- Reflection Rooms
- Kooth Mental Health/WellBeing
- Report Bullying or Sexual Harassment

STEP 2: Click the Microsoft Authenticator Setup Link

Student Portal Careers Learning Resource Centres Student Services Employability HRUC Apprenticeships The BIG4 Edit

Student Portal Home Edit Not following Site access

+ New Promote Page details Preview Immersive reader Analytics Published 1/13/2026 Share Edit

Microsoft Authenticator

Multifactor Authentication Resources

Set Up MFA Yourself!

Use the link below to set up MFA for your college Microsoft account and ensure safe use of college resources from home!

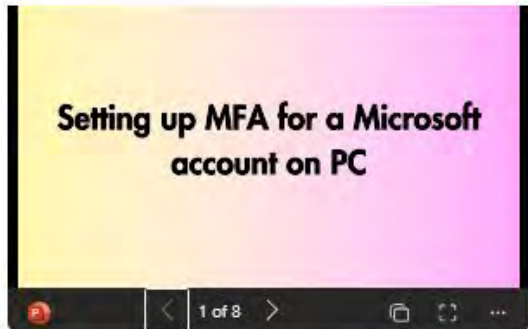
To set up MFA for your college account correctly, you can follow the instructions provided in the 2 guides.

[Microsoft Authenticator Setup Link](#)

MFA Setup on PC

Below is a step-by-step guide to correctly setup secure access to your account, from home via PC.

For any issues with setting up MFA for your account, please visit the Learning Resource Centre.

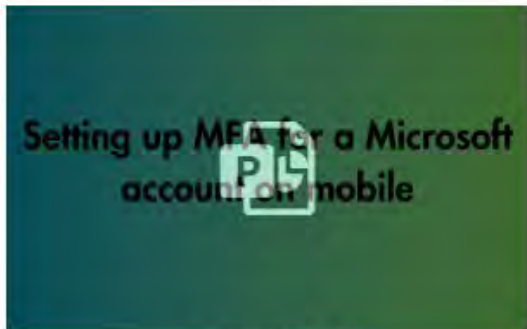


PC MFA setup

MFA Setup on Mobile

Below is a step-by-step guide to correctly setup secure access to your account, from home via a mobile device.

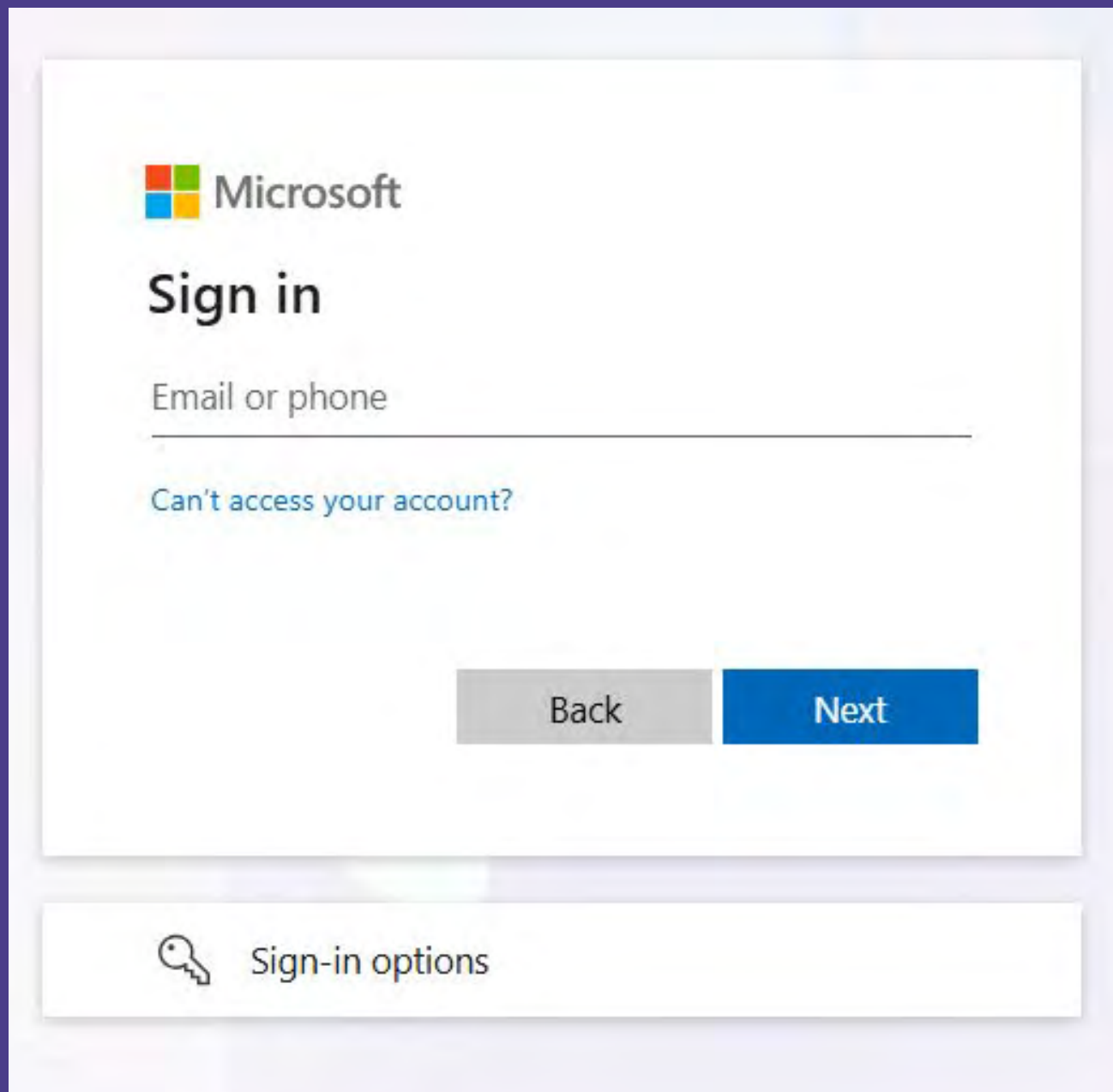
If you have any issues with setting up secure access for your account, please visit the Learning Resource Centre.



Mobile MFA setup

STEP 3: Log into Microsoft account using credentials

Username



The image shows the Microsoft sign-in page for the username step. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field labeled "Email or phone". A link "Can't access your account?" is positioned below the input field. At the bottom of the main content area are two buttons: "Back" (grey) and "Next" (blue). At the very bottom, there is a section titled "Sign-in options" with a key icon.

Microsoft

Sign in

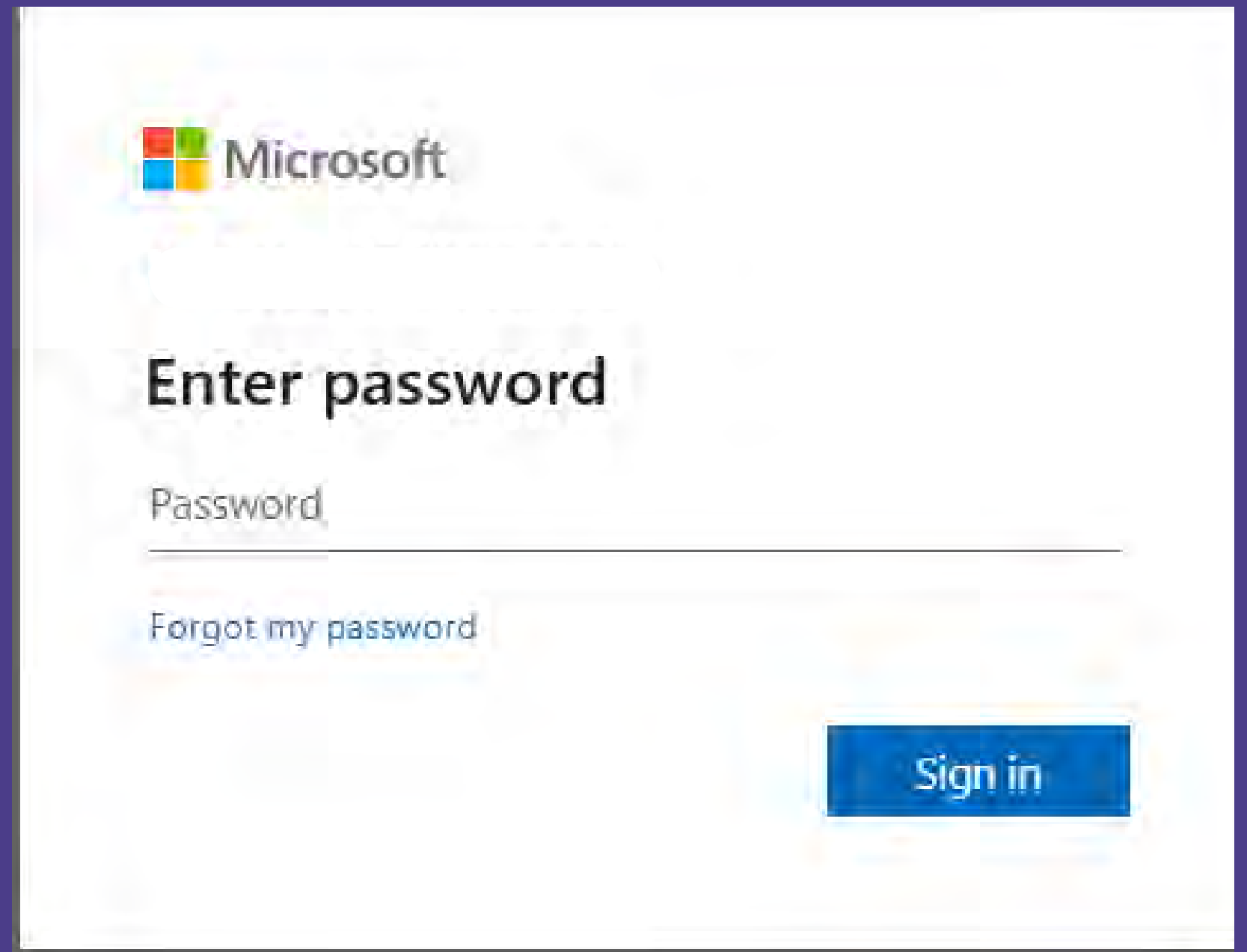
Email or phone

[Can't access your account?](#)

[Back](#) [Next](#)

 Sign-in options

Password



The image shows the Microsoft sign-in page for the password step. It features the Microsoft logo at the top left, followed by the text "Enter password". Below this is a text input field labeled "Password". A link "Forgot my password" is positioned below the input field. At the bottom right of the page is a blue "Sign in" button.

Microsoft

Enter password

Password

[Forgot my password](#)

[Sign in](#)

STEP 4: Select 'Add sign-in method'

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 [Change](#)

+ [Add sign-in method](#)

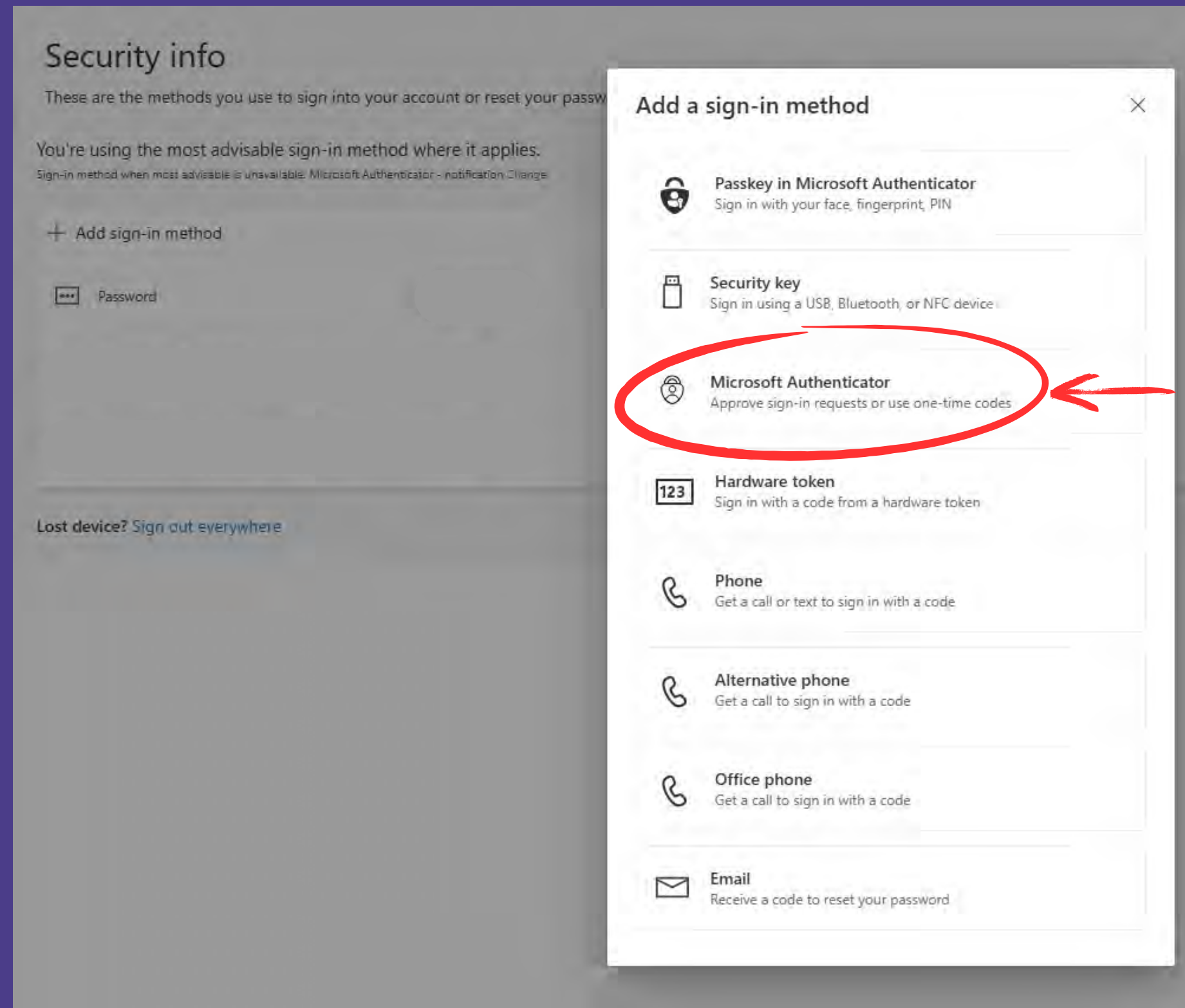
 Password

[Change](#)

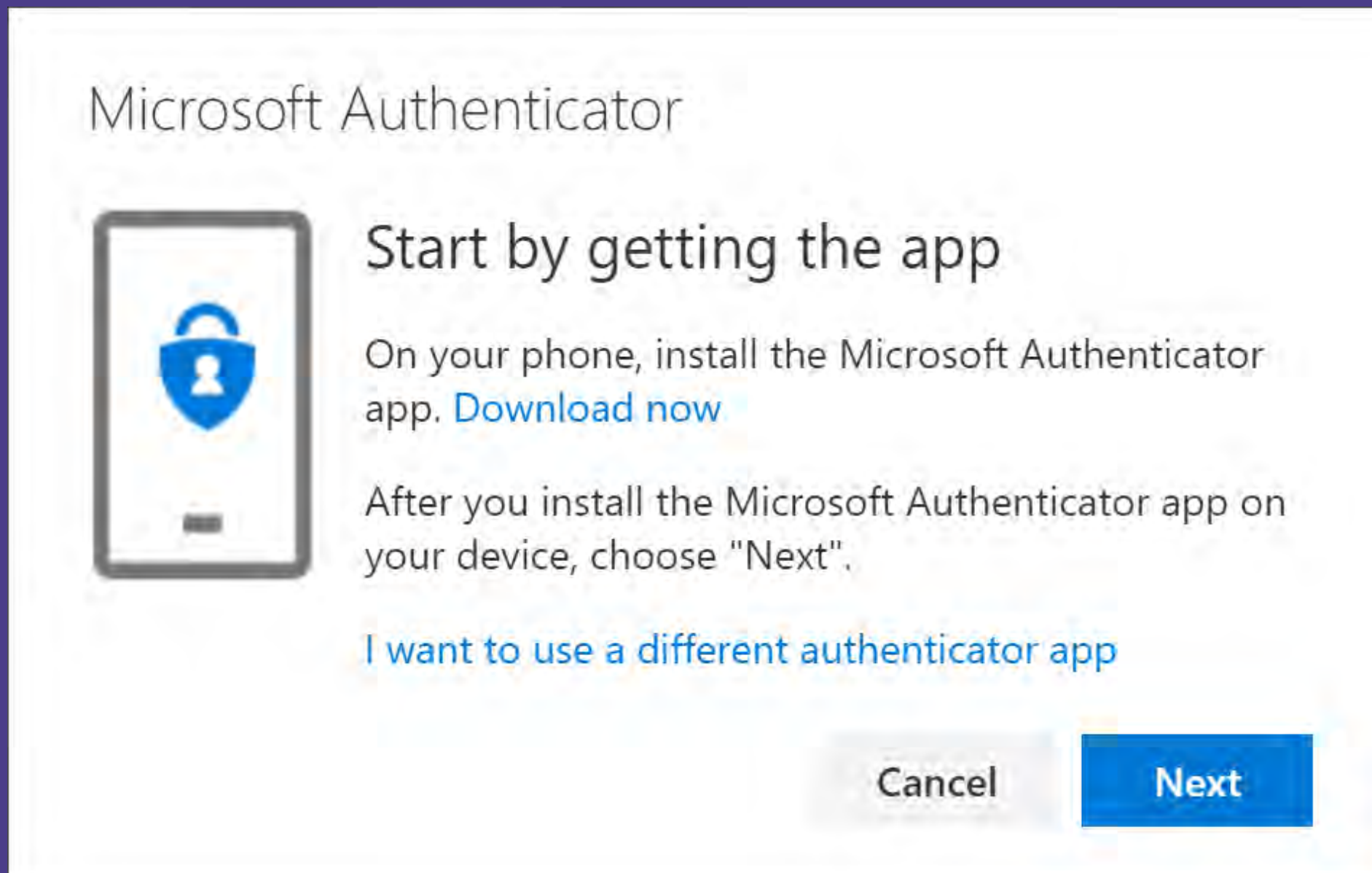
[Delete](#)

[Delete](#)

STEP 5: Choose Microsoft Authenticator from the list



STEP 6: Download Microsoft Authenticator app on a mobile or tablet device



After downloading the app, you can click Next



STEP 7: Set up Microsoft account on the Microsoft Authenticator App

- Press the + symbol
- Press on work or school account
- Then press 'Scan a QR code' from the authenticator app
- Press Next

Microsoft Authenticator

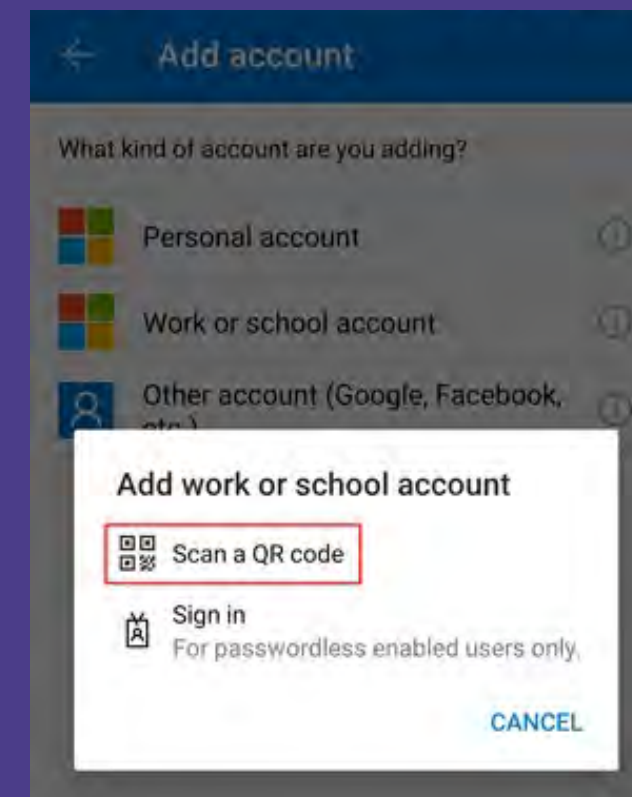
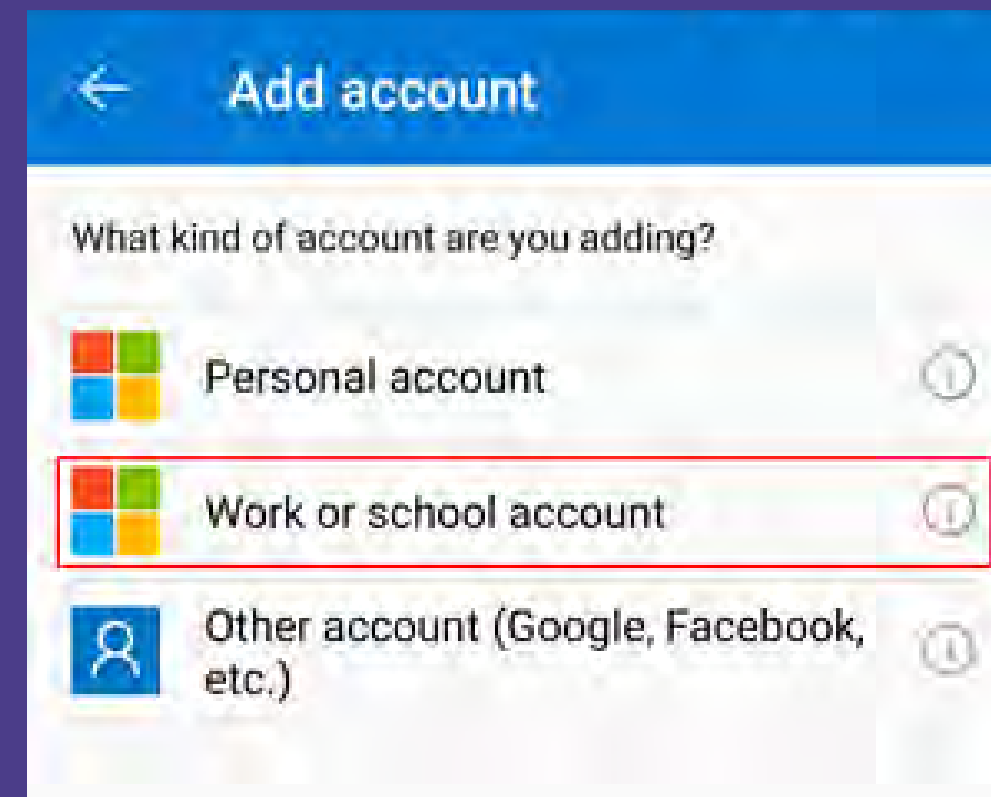
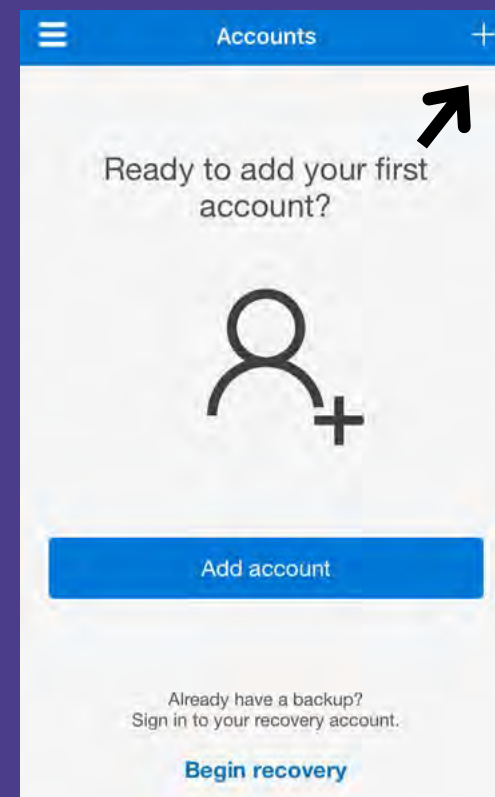


Set up your account

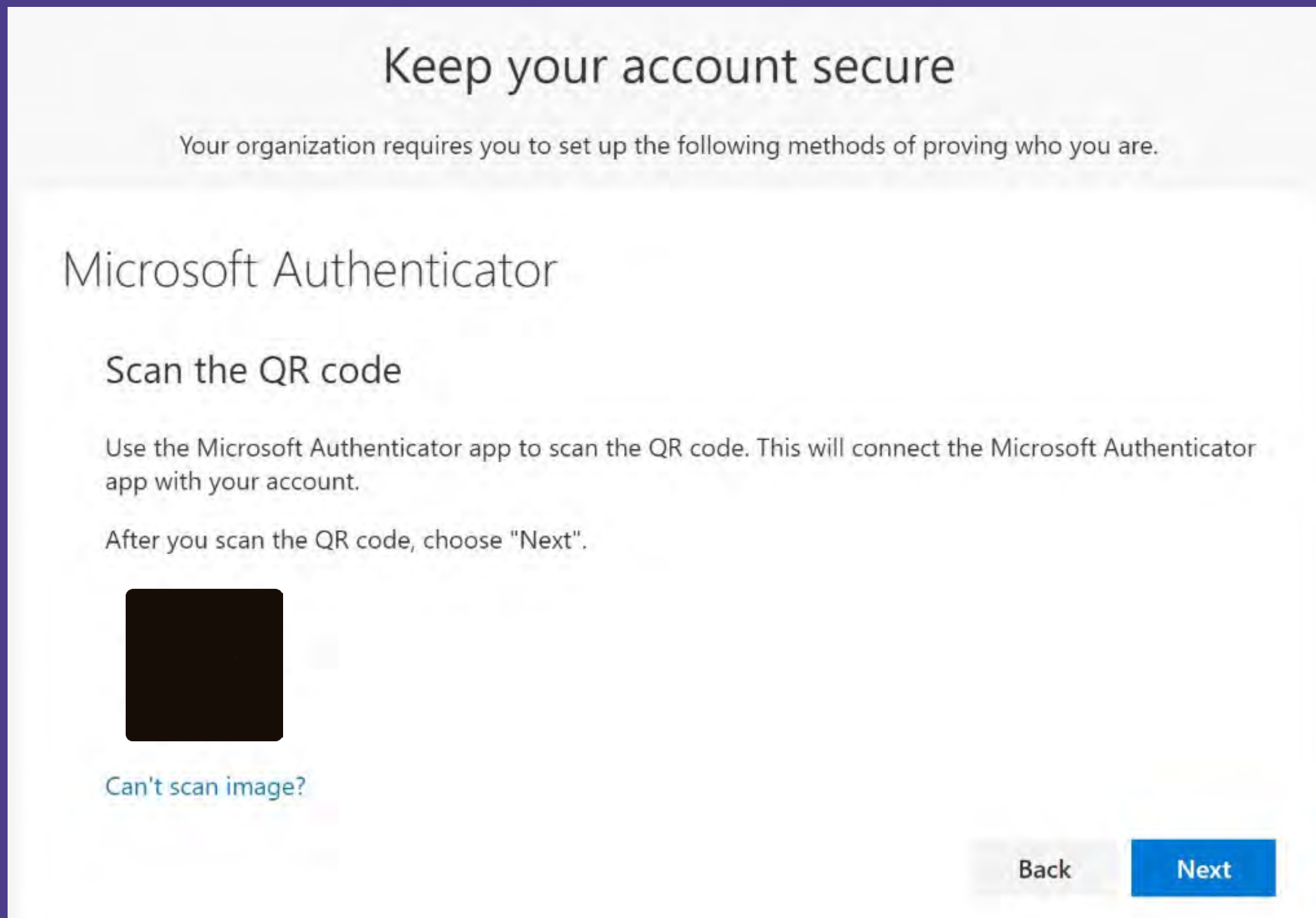
When prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

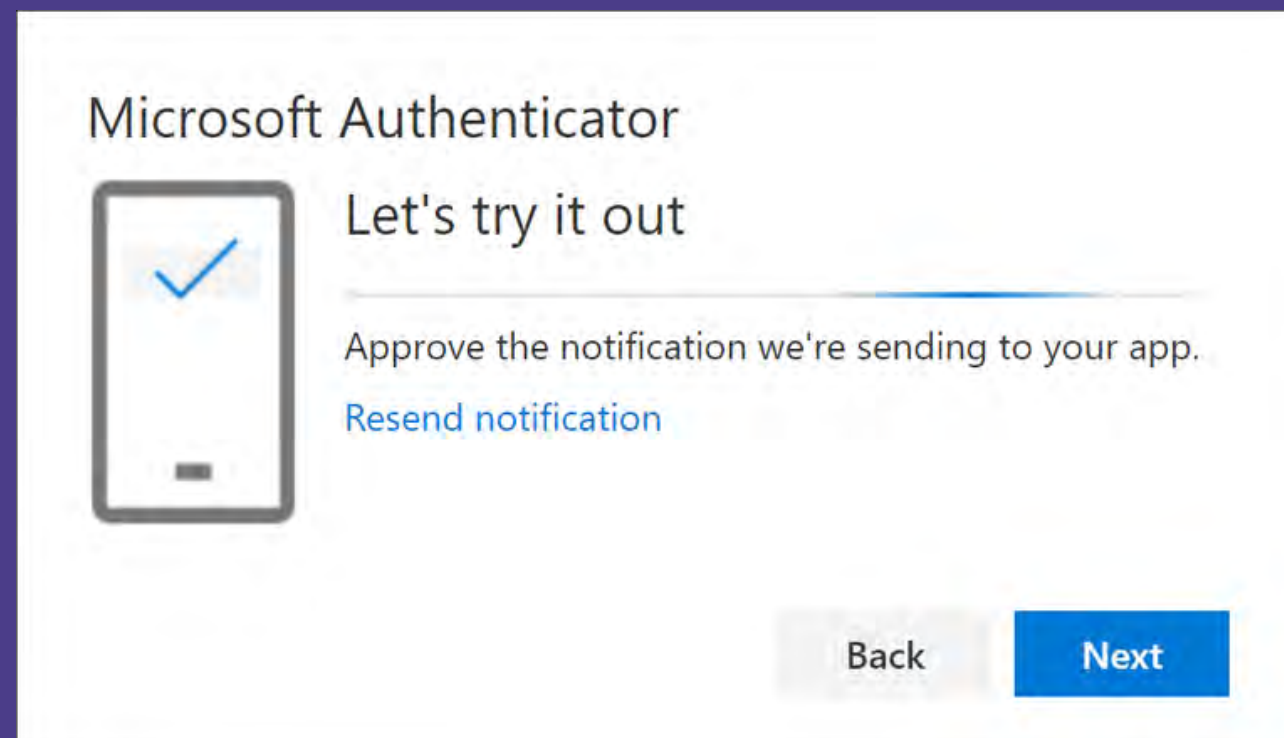


STEP 8: Scan QR code to add Microsoft account to the Microsoft Authenticator app



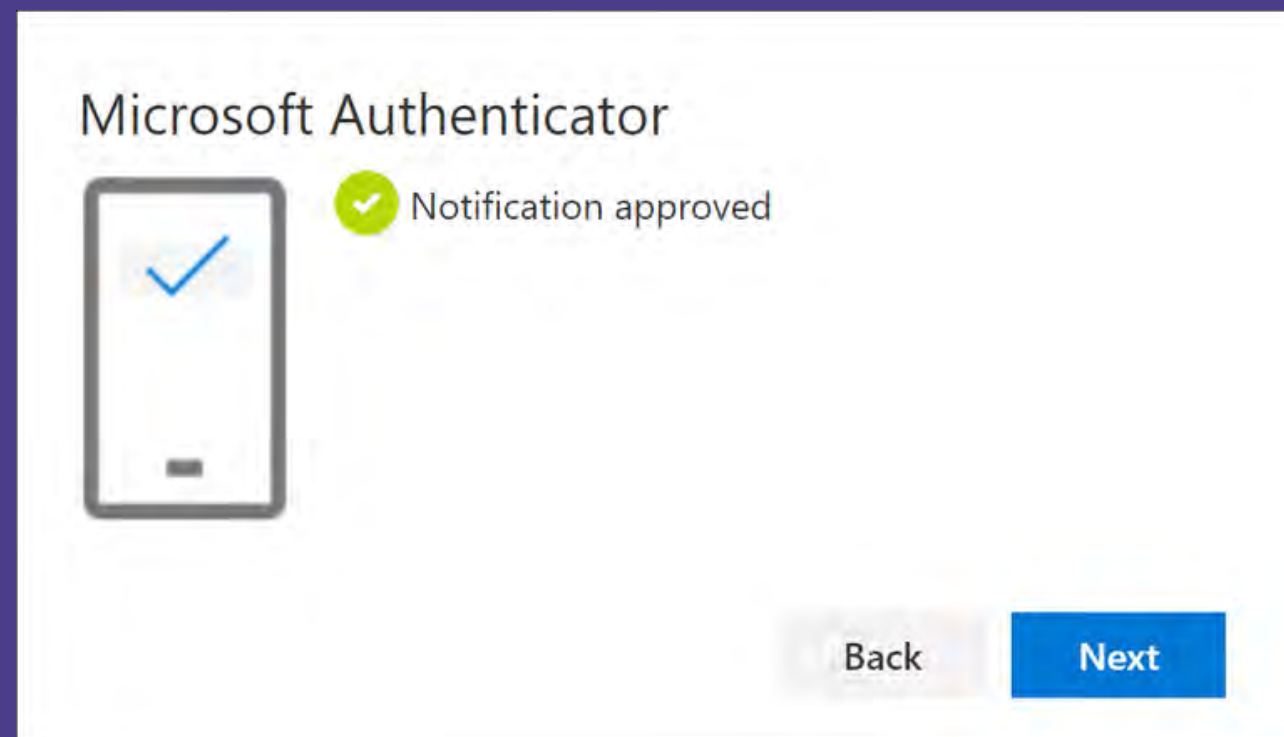
Scan the QR code on
your PC screen

STEP 9: Approve notification sent to Microsoft Authenticator app



After scanning the QR code, you should be prompted to enter a code sent to your device

Enter the code and press Approve



You should receive this screen after you have entered and confirmed the code