

Multi-Factor Authentication: Initial Set Up Infographic



1 Get the Guides

Please read and download the step-by-step guide and Q&A document first!

You'll find them on our [website](#).

2 Get the app

On your smart device, search for and install the free Microsoft Authenticator app from your app store.

3 Log in

When you log into our online resources, you will be prompted for 'More information required', click 'Next' until you see a QR code appear on screen.

4 Scan

Open the Authenticator app and scan the QR code.

5 Test & approve

Test the Authenticator is working by tapping 'Approve' on your smartphone.

Finally, enter a name for the app password.

6 Add method

On the Security Info page, click 'Add method'.

Enter your mobile phone number. Select 'Text me a code', then click 'Next'.

7 Get the code

Open the text to view the 6-digit code.

8 Add the code

Enter the 6-digit code into the dialog box on your laptop and click 'Next'.

Check your phone was successfully registered and click 'Done'.

Completion

You have now successfully set up multi-factor authentication (MFA) for your Cranfield accounts and added an additional authentication method via your phone.

Contact us

For further information or assistance using Multi-factor Authentication please contact us.

IT Service Desk

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Our skilled support staff are available to help Monday - Friday: 8 AM – 6 PM