

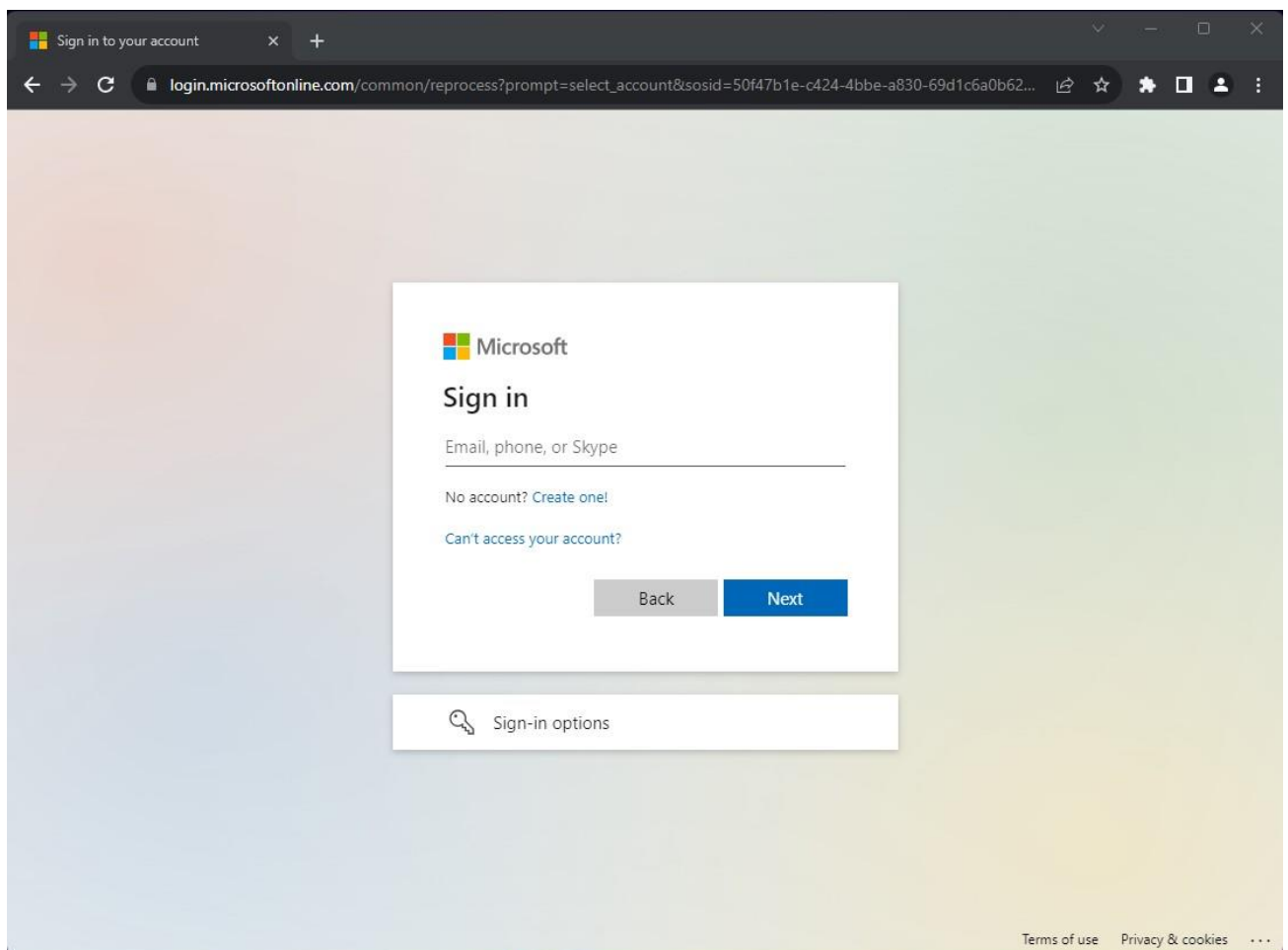
# How to set up Multifactor Authentication (MFA)

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## Step 1:

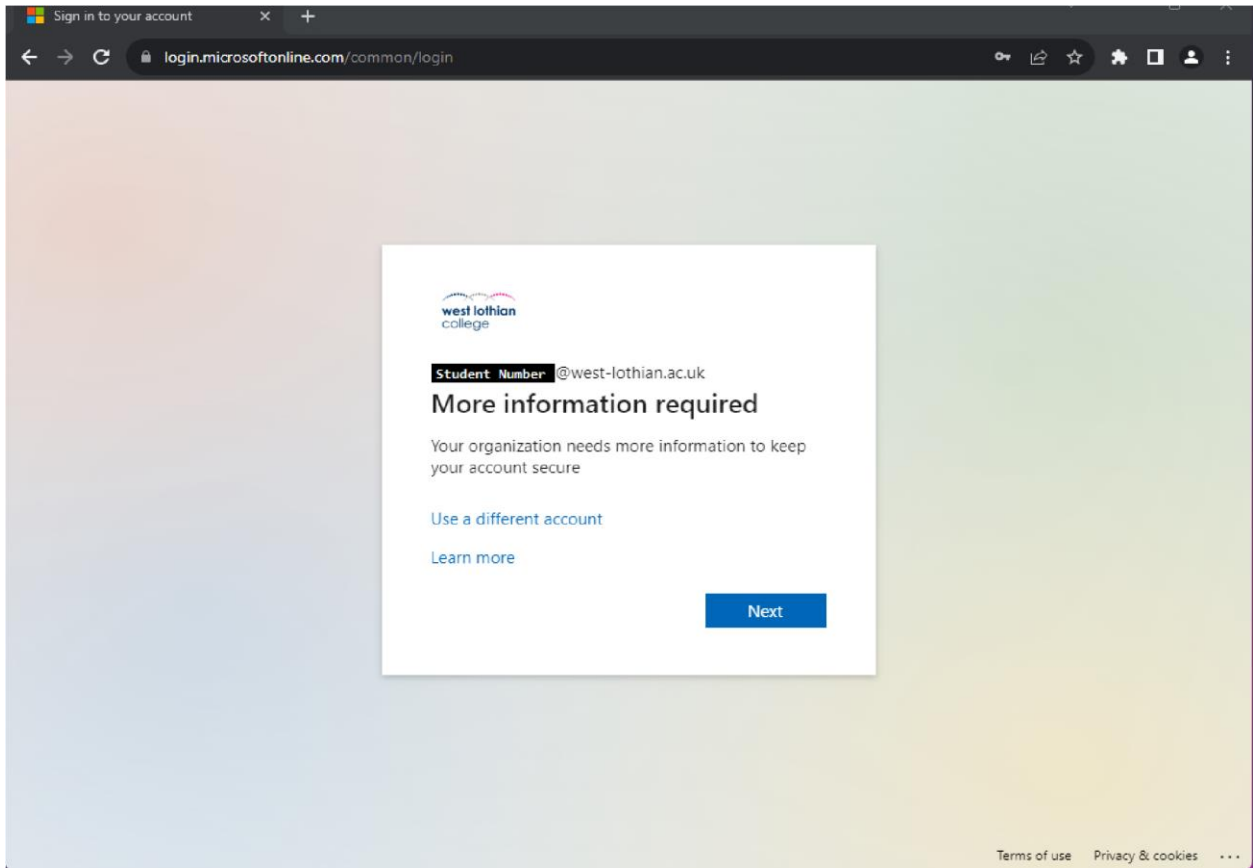
On your own Computer or a College device, Sign in to <https://www.office.com/>

Use the format **StudentNumber@west-lothian.ac.uk** for the first part, then use the password you have been provided to login for the first time.



## Step 2:

When prompted for more information, Select "Next"



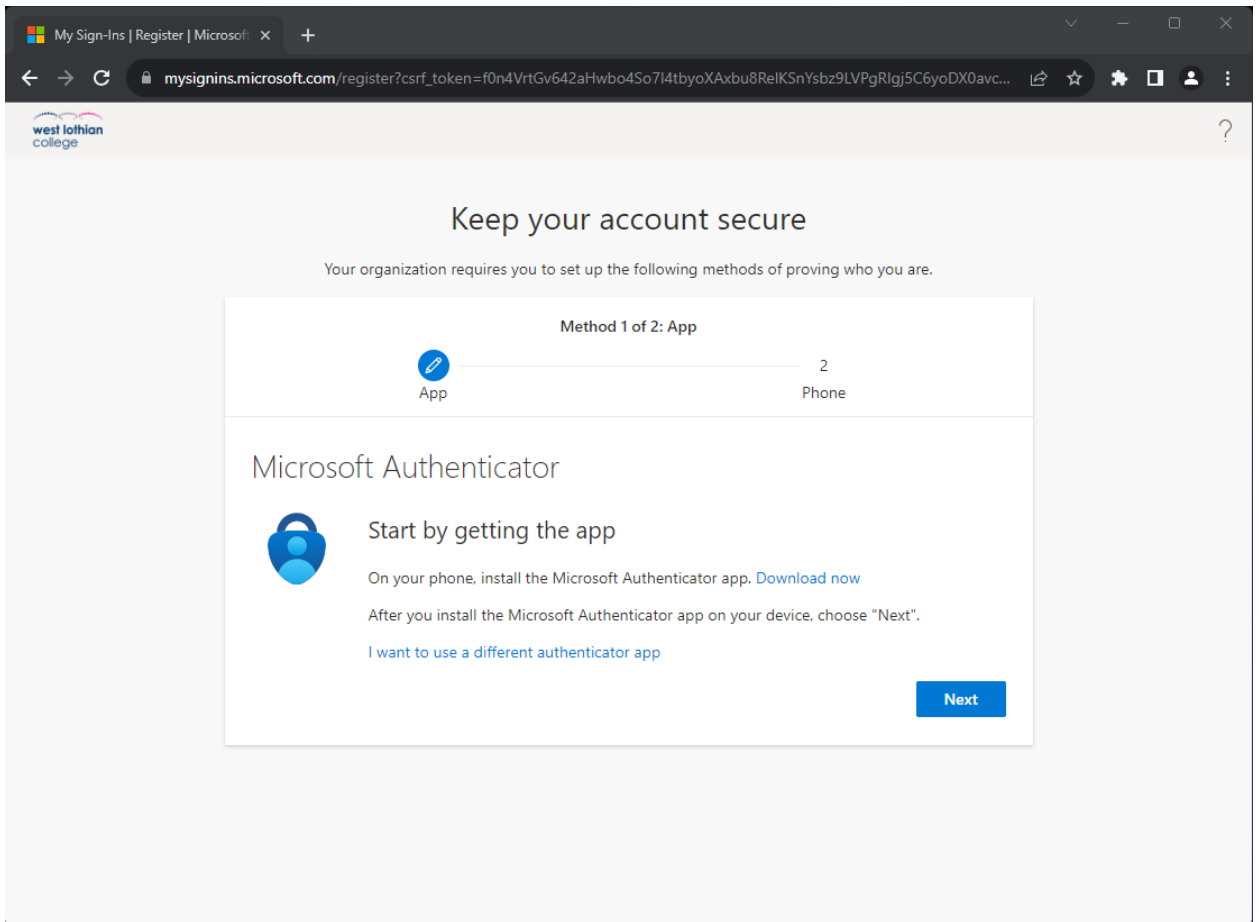
## Step 3:

On your mobile device you will then need to download the Microsoft Authenticator App from the AppStore/PlayStore.

[Microsoft Authenticator - Apps on Google Play](#)

[Microsoft Authenticator on the App Store \(apple.com\)](#)

Although you are given the option to use a different authenticator app, this is not advised and any issues cannot be supported by college staff.



My Sign-Ins | Register | Microsoft

mysignins.microsoft.com/register?csrf\_token=f0n4VrtGv642aHwbo4So7I4tbyoXAxbu8RelKSnYsbz9LVPgRlgj5C6yoDX0avc...

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### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App 2 Phone

#### 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".

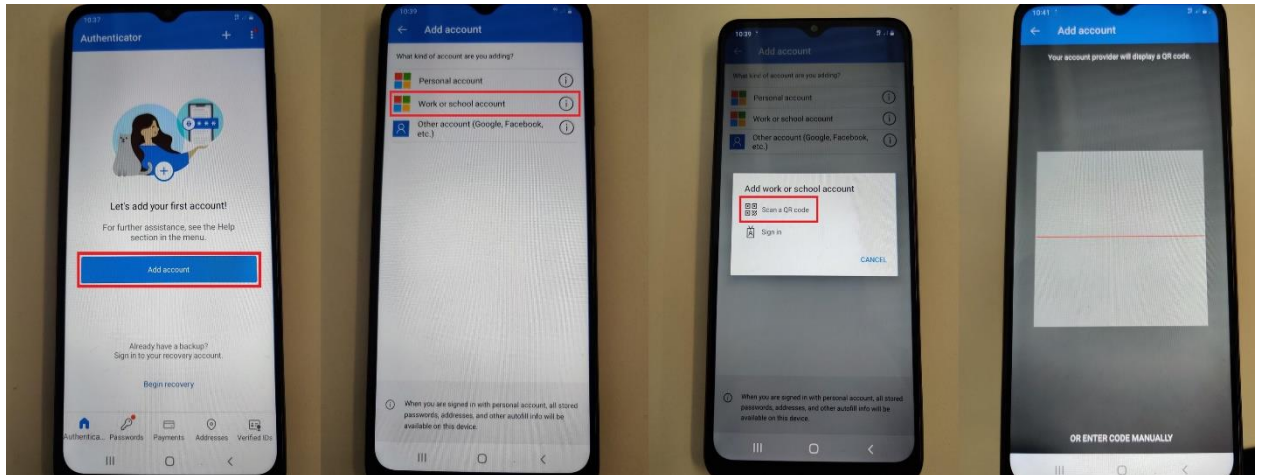
[I want to use a different authenticator app](#)

[Next](#)

## Step 4:

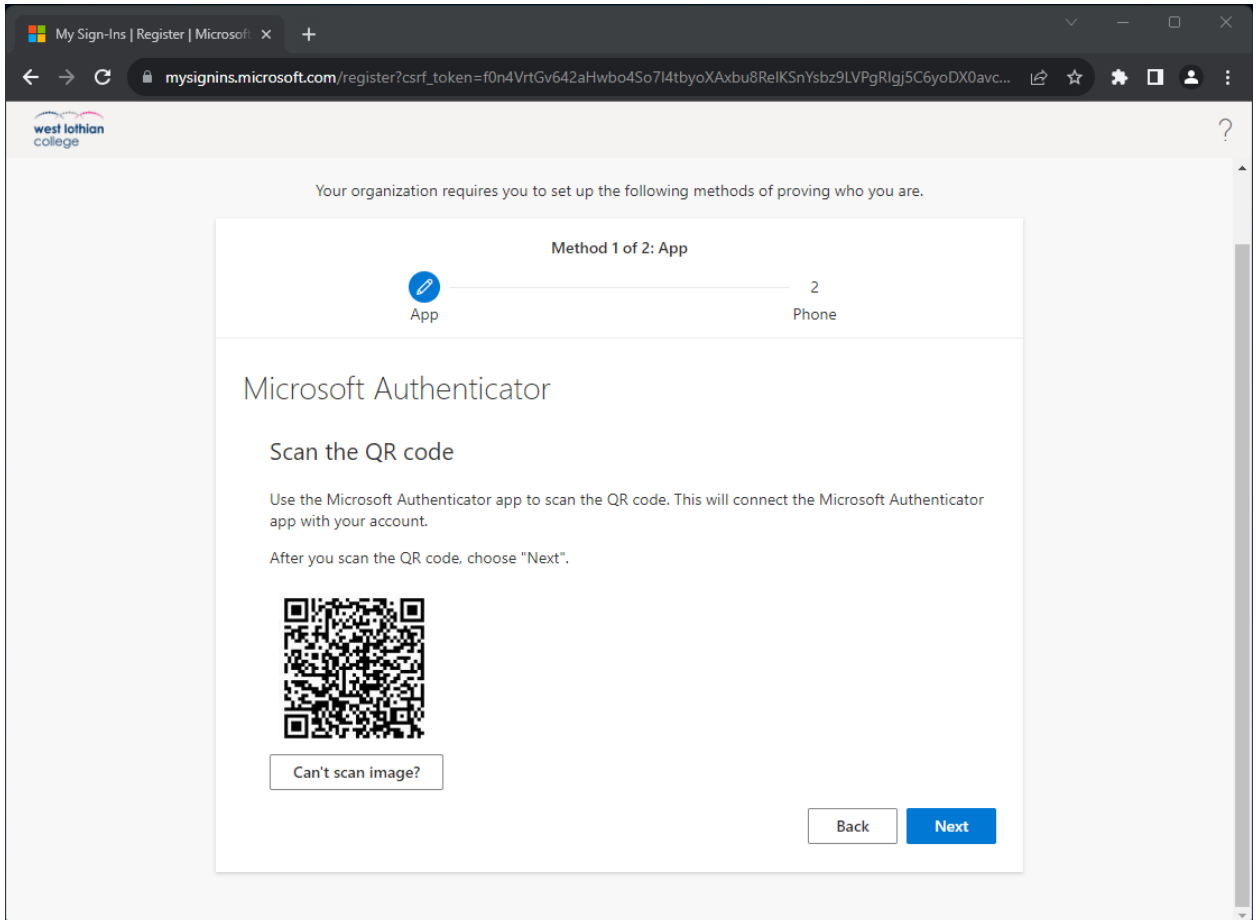
On the authenticator app you will need to Select "Add Account", then select "Work or School Account", Select the option to Scan a QR Code,

The images below show the process.



## Step 5:

Point the camera of your mobile device at the QR code displayed on the computer so that it is aligned with the box seen in the last mobile screenshot. This will complete the set-up of the app, once this is done, select “next” on the Computer screen.



My Sign-Ins | Register | Microsoft

mysignins.microsoft.com/register?csrf\_token=f0n4VrtGv642aHwbo4So7l4tbyoXAxbu8RelKSnYsbz9LVPgRlgj5C6yoDX0avc...

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Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App


App 2 Phone

### 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?

Back Next

## Step 6:

Now Microsoft will test that the authenticator is working correctly.

On your mobile device, you will see a prompt to enter a code. Enter the number displayed on the computer screen. In the screenshot below, you will see the code is "94".

This code is randomly generated and will be different each time you require authentication.

My Sign-Ins | Register | Microsoft | West Lothian College | Where You... | +

mysignins.microsoft.com/register?csrf\_token=QE6llbx1-R7RQNfU32\_WYzhDownJ5YvUI8wSjIYuKiqxbwxi3QWVsyX7nkafPc...

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### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

#### Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

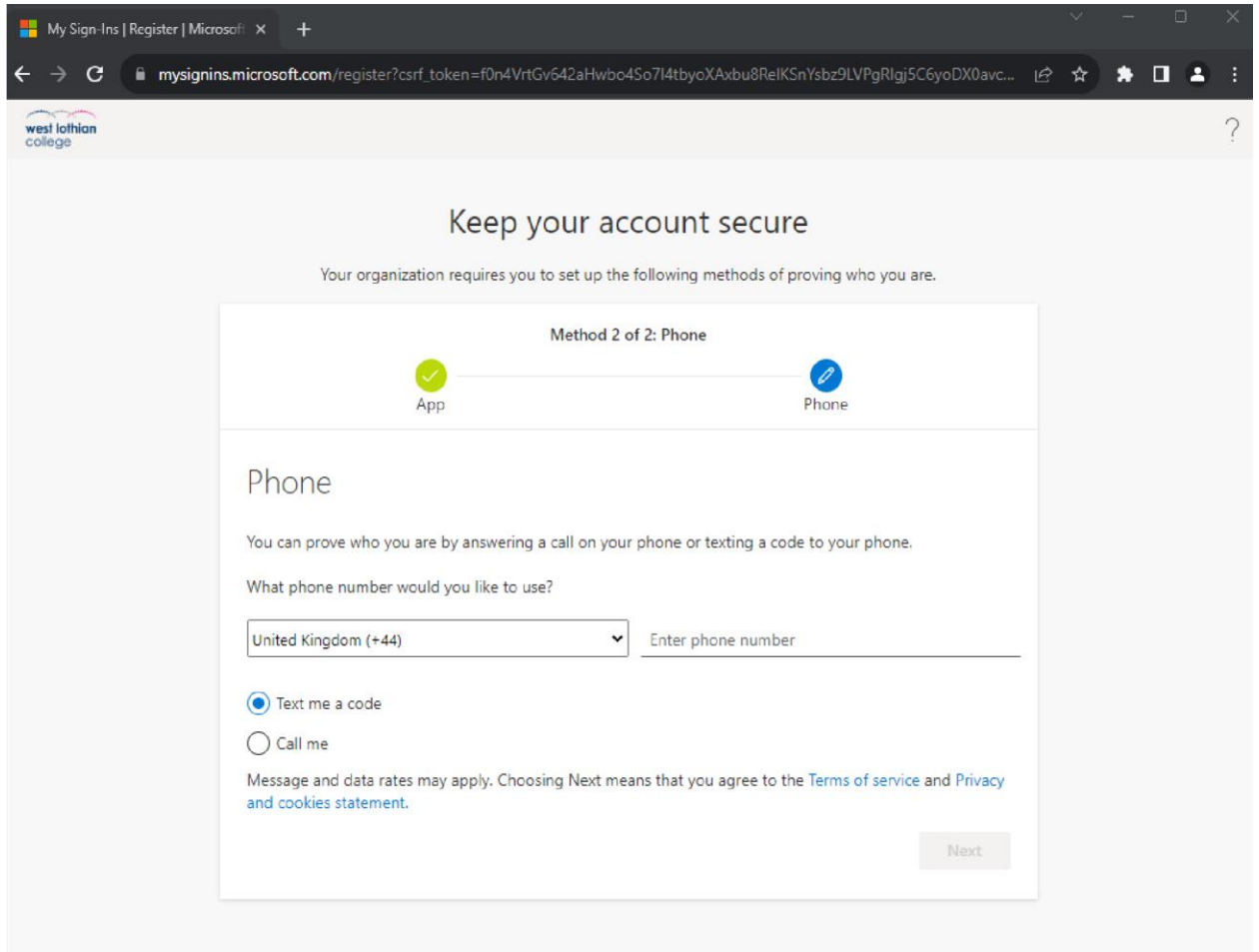
**94**

Back Next

[I want to set up a different method](#)

## Step 7:

Select your Country Code (UK +44) then enter your mobile number. There are then two options, "Text me a Code" and "Call me", we recommend the Text option, as it is simpler to use. We have selected the Text option for the remainder of this guide.

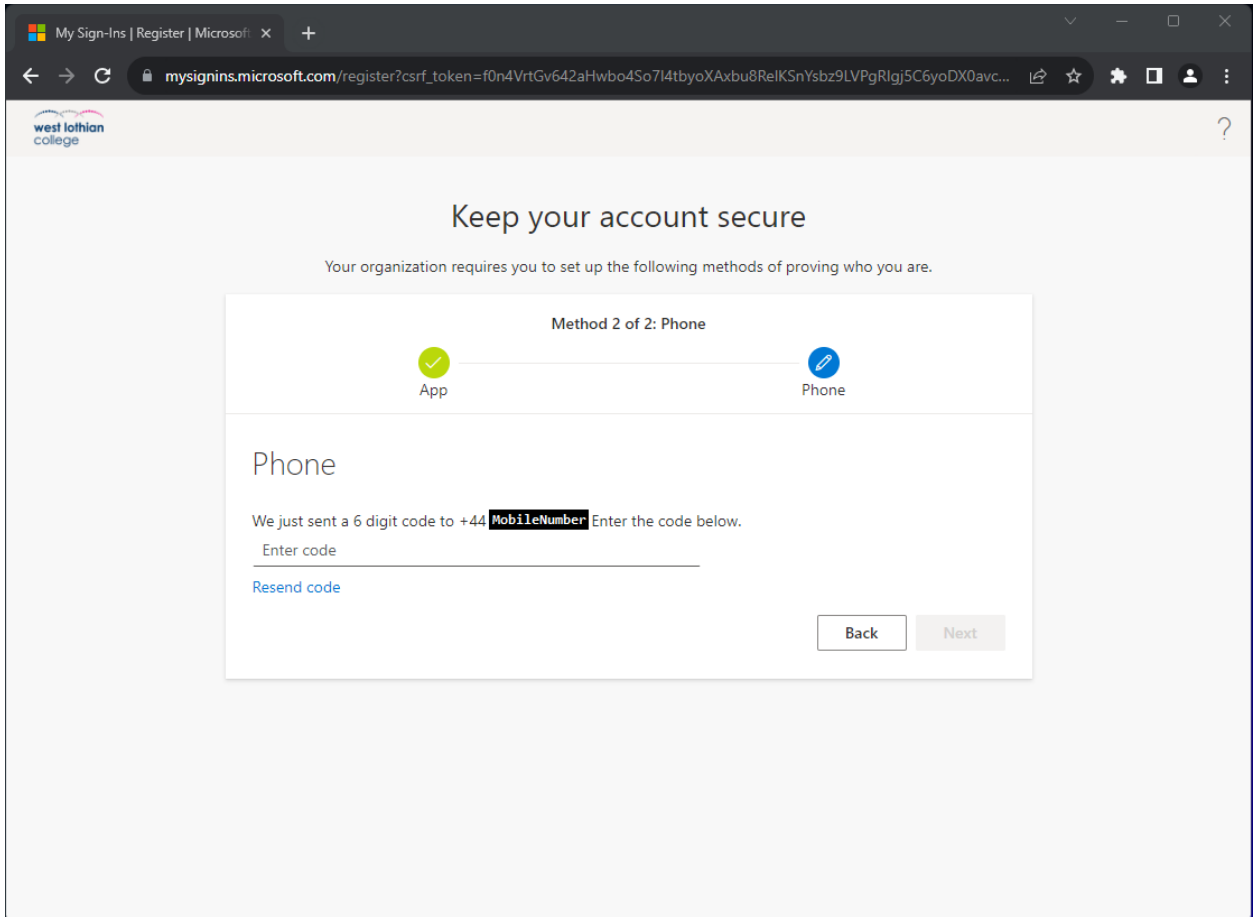


The screenshot shows a web browser window with the URL `mysignins.microsoft.com/register?csrf_token=f0n4VrtGv642aHwbo4So7I4tbyoXAxbu8ReIKSnYsbz9LVPgRIgj5C6yoDX0avc...`. The page title is "My Sign-Ins | Register | Microsoft". The West Lothian College logo is in the top left corner. The main heading is "Keep your account secure". Below it, a message states: "Your organization requires you to set up the following methods of proving who you are." A progress bar shows "Method 2 of 2: Phone" with a green checkmark under "App" and a blue pencil icon under "Phone". The "Phone" section contains the text: "You can prove who you are by answering a call on your phone or texting a code to your phone." It asks "What phone number would you like to use?" and features a dropdown menu set to "United Kingdom (+44)" and a text input field labeled "Enter phone number". There are two radio button options: "Text me a code" (selected) and "Call me". A note at the bottom says: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." A "Next" button is located at the bottom right of the form.

## Step 8:

You will then be sent a text message from Microsoft with a 6 digit code.

Enter that code on the computer, then click “Next”



The screenshot shows a web browser window with the URL `mysignins.microsoft.com/register?csrf_token=f0n4VrtGv642aHwbo4So7I4tbyoXAxbu8RelKSnYsbz9LVPgRlgj5C6yoDX0avc...`. The page header includes the West Lothian College logo. The main heading is "Keep your account secure" with the subtext "Your organization requires you to set up the following methods of proving who you are." Below this, a progress bar shows "Method 2 of 2: Phone" with "App" marked as complete and "Phone" as the current step. The "Phone" section contains the text "We just sent a 6 digit code to +44 **MobileNumber** Enter the code below." followed by an "Enter code" input field, a "Resend code" link, and "Back" and "Next" buttons.

Congratulations, you have now set-up Multi-Factor Authentication on your College account.

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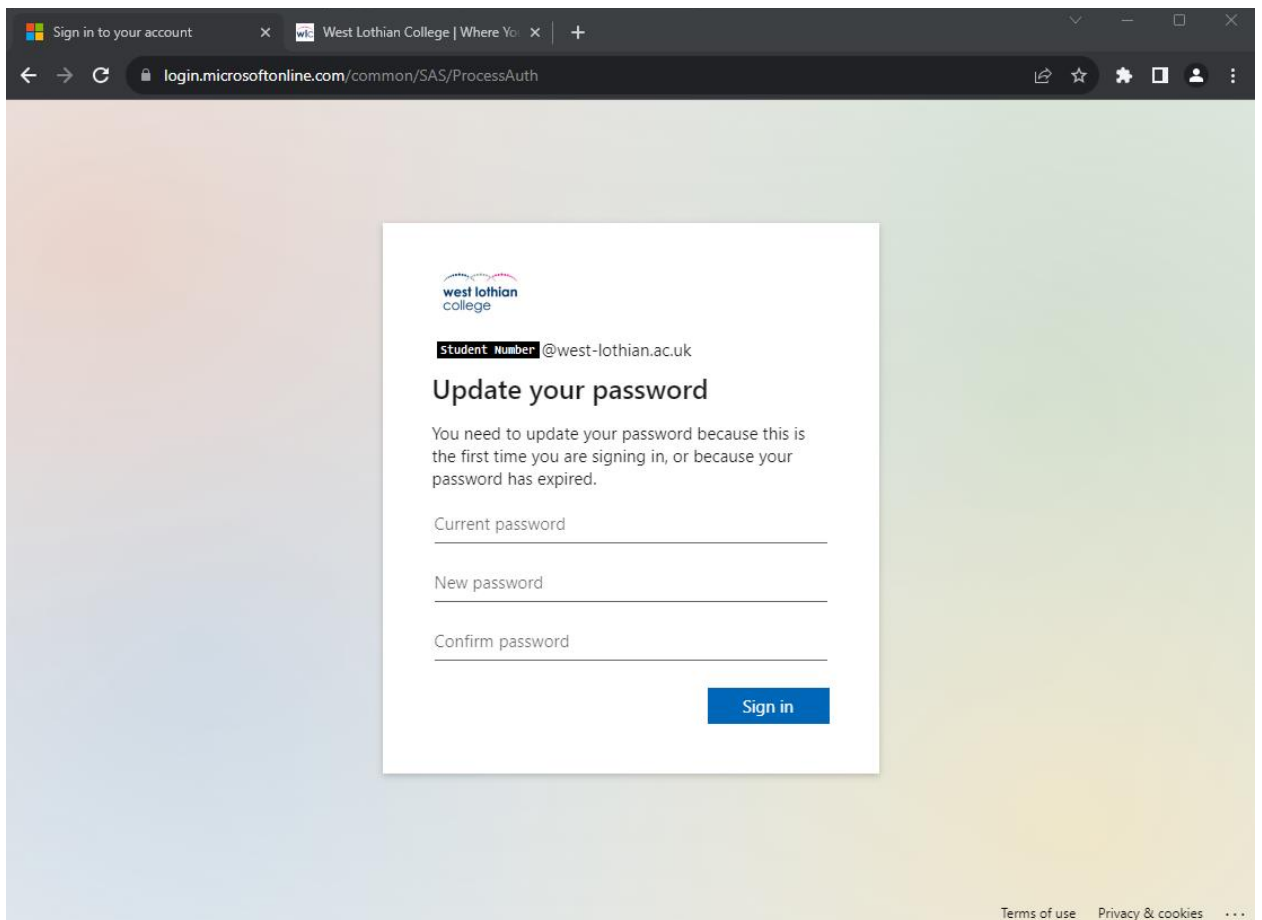
## Step 9:

When you first sign in, you will be prompted to update your password,

In the top line enter the original password you were provided.

Create a new password below it, which will need to meet the following requirements:

- Be at least 12 characters long.
- Must contain at least one upper-case letter and one lower-case.
- Must contain at least one Number.
- Must contain at least one Symbol.
- Cannot be similar to any of your previously used passwords.
- Cannot contain the word "Password", your name, your student number or the name of the College.



The screenshot shows a web browser window with the address bar displaying `login.microsoftonline.com/common/SAS/ProcessAuth`. The page content includes the West Lothian College logo, the email address `Student Number@west-lothian.ac.uk`, and the heading "Update your password". Below the heading, there is explanatory text: "You need to update your password because this is the first time you are signing in, or because your password has expired." The form contains three input fields: "Current password", "New password", and "Confirm password". A blue "Sign in" button is positioned at the bottom right of the form. At the bottom right of the page, there are links for "Terms of use" and "Privacy & cookies".