WHAT IS 2FA

Two-factor authentication is when a user must provide two or more pieces of evidence to verify their identity to gain access to an app or digital resource. Two-factor authentication (2FA) is used to protect against hackers by ensuring that digital users are who they say they are.

All staff and students will have 2fa activated on their Office 365 account. This means when you log into your email, teams or the college's staff or student SharePoint portals, **externally,** you will be asked to authenticate.

Note this is only an external process. On college grounds you will be able to log in the same as usual.

This window will appear after you have typed out your email address and password at the IAMCLOUD sign in page.

Click Next to go to the security settings page.

You will then be asked to download the Microsoft Authenticator app on your mobile device.
Please go to your app store and to download this.
You can click the "I want to use a different authenticator app" link to choose a different oen if you wish.
Click Next to continue.

Once you have downloaded the Microsoft Authenticator app, then open it. Click the + icon in the top right of the screen to begin the process of adding your College account.
Make sure you select the Work or School option when prompted.
Also select the Scan QR code option on your phone app.
When you have done this, click Next on the screen below.

The Henley College   ?

Keep your account secure

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

Method 1 of 2: App

✏️ ——————————————— 2
App   Phone

Microsoft Authenticator

Set up your account

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

Back   Next

I want to set up a different method

Scan the QR code using your phone. Make sure you are in the authenticator app though. If you are unable to scan the code, then click the button underneath and an alternative code will be displayed. This will now add your account though to the authenticator app.

Keep your account secure

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

Method 1 of 2: App

App — 2 Phone

Microsoft Authenticator

Let's try it out

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

67

Back   Next

I want to set up a different method

After scanning the QR code, you will be challenged on your mobile to enter a code. This will be displayed as shown here. Type this code into the mobile app and this will then complete the setup.

Click next on the webpage.

You will then be asked to supply your mobile phone number so you can then receive text messages to authenticate if you prefer not to use the authenticator app.

If you do not wish to do this, then close webpage.

If you do, then change the country code to UK - +44, and then type in your mobile number to the right.

Click Next and you will be sent a text containing a code.

Keep your account secure

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

Method 2 of 2: Phone

App — Phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)   Enter phone number

○ Text me a code

○ Call me

Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

Next

I want to set up a different method

You will shortly receive a text message on your mobile device. This will contain a 6 digit verification code.
Type the code into the box and then click Next.
You will then receive confirmation that your phone has been register.
Click Next and you will then see the Success screen to confirm both options have been added to your account.
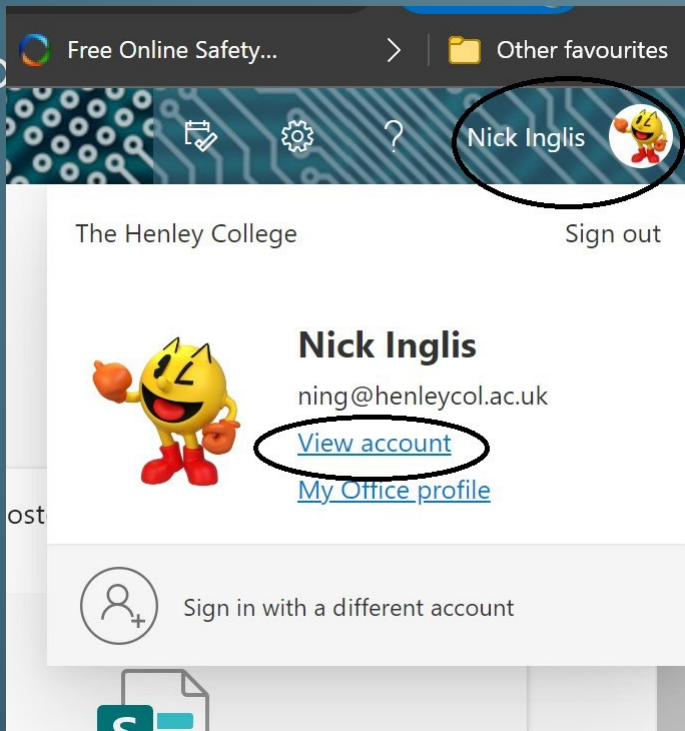
The next time you try to log in outside of the college network, you will now be challenged by this screen.
Follow the instructions on the message and open the Authenticator app to type in the displayed code.
Depending on your device, you may get a notification asking you to open the Authenticator app.
If you don't want to use the Authenticator app and prefer to receive a text message, then click the "I can't use……." link. You can then select text or call to your registered number.

If you prefer to change your authentication method to something different, then you may do this on your account.

Log in as usual and then click your name and avatar link in the top right of the screen.

Click View account which will then take you to your account page.

Click the Security Info box in the middle of the page.

Click the Change button to select which method you want to use as your default option. You may also delete any old options here.

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification Change

+ Add sign-in method

📞 Phone	+44		Change	Delete
🔒 Microsoft Authenticator Push multi-factor authentication (MFA)	SM			Delete

Lost device? Sign out everywhere

If you have chosen to change your authentication method, and/or have clicked the use a different option, then you will see this screen.
You can then select which option to use, including a text method.