# SETTING UP MFA FOR YOUR KING ED'S ACCOUNT

MFA (meaning Multi-Factor Authentication) is used to enhance security by requiring students to provide two types of identification to access their email accounts.

Follow the instructions below to get this set up.

**Step 1 – Get the Microsoft Authenticator App**
You can get this from the App Store on IOS or Android and the app in question looks like the symbol above.

**Step 2 – Sign into myaccount.microsoft.com**
We use Microsoft 365 accounts at the college, which will work alongside Teams, Outlook and OneDrive, but for now, if you just use your new College account to sign into Microsoft 365 this will allow you to access your account and emails.

**Step 3 – Add a Sign in Method**
Once you're signed in, click on 'Security Info', and then select your 'add a sign in method'. There's lots of options to use here, but **Microsoft Authenticator** is the easiest way. If you're on a device where you can't use the app, feel free to set up a phone to get a call or text. We've circled two of the methods we'd suggest (but you only need to pick one!).
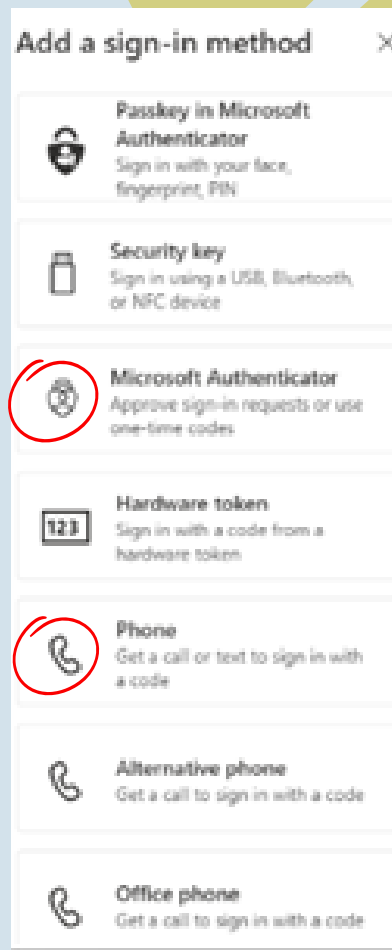
## Step 4 – Link the account!

If you follow the onscreen instructions for the **Authenticator** setup it will take you to this page:
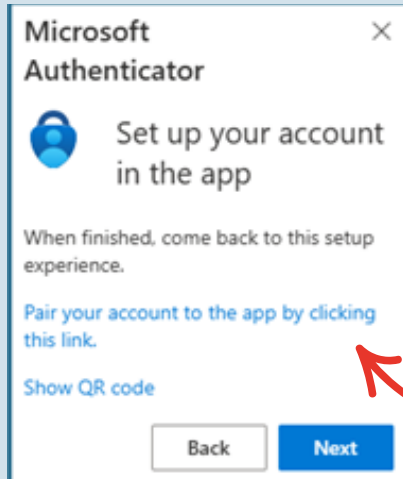


If you're doing this on the phone you want to pair, just click "**Pair your account to the app by clicking this link**" and click next and follow the instructions inputting the code provided, this will finish pairing the account.
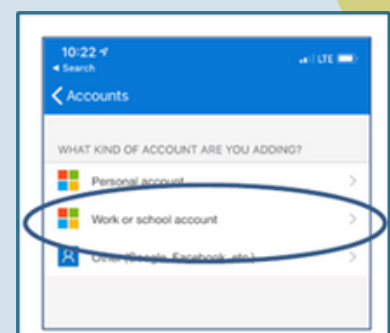
**OR**

**If you're not using your phone and doing it on a separate device:**

At this point go back to the Microsoft Authenticator app on your phone and sign into it with your college account.
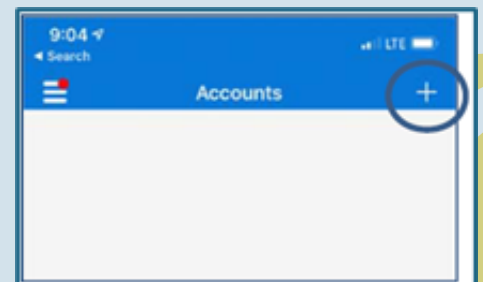


At the top of the screen select the '**+**' to add a new account and then select '**Work or School Account**' and choose to '**Scan QR Code**' then on the other device you can click '**Show QR Code**'. You can then use your phone to scan the displayed QR code in order to pair the device to your account. Please see screenshots to support.





**You're now set up for MFA!**