

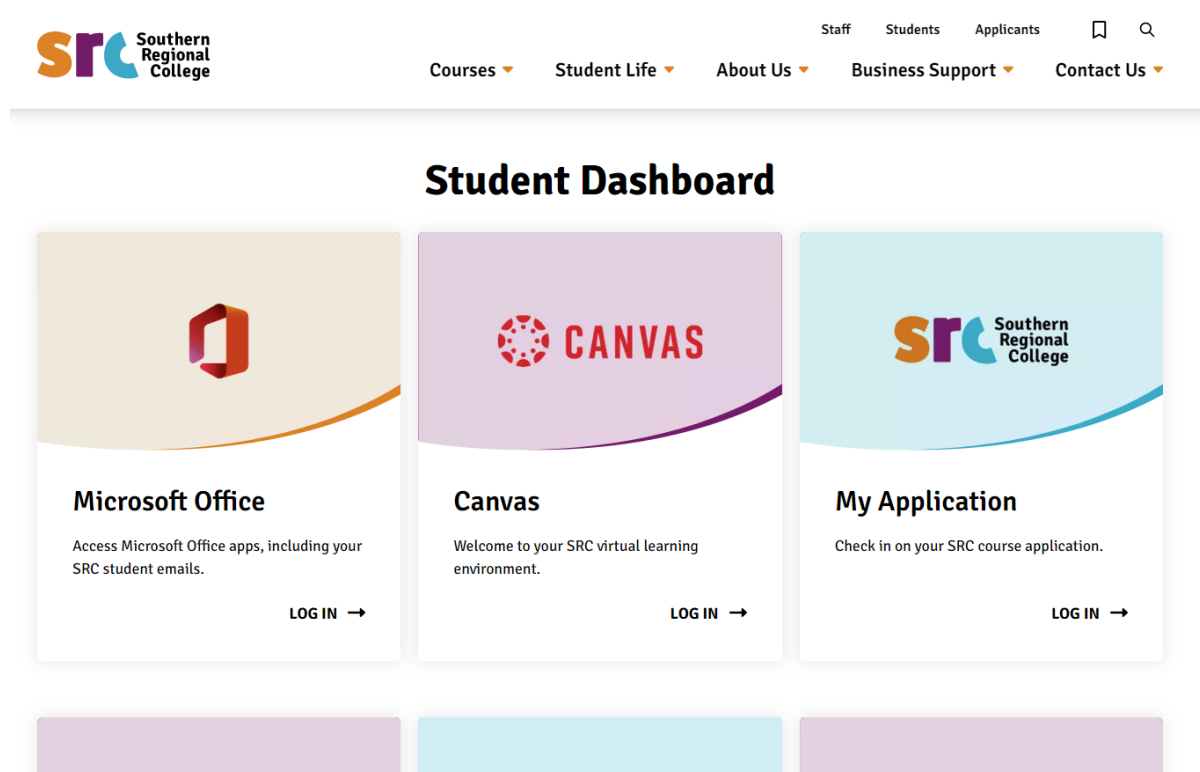
Guide for Setup of Microsoft Authenticator APP.

In order to continue using your SRC account and SRC systems remotely (ie not on a college campus) we need you to take action to confirm or setup the Microsoft Authenticator app on your mobile phone as the default Multi-Factor Authentication Method for accessing your SRC account. Please follow the steps below:

This first part should be done on a PC or other device either in college or at home, it should not be done on the mobile phone you are installing the app on. You will however need the mobile phone during the process to complete the procedure.

Please go to the college website www.src.ac.uk

Then select the Students link (Top right of Web Site)



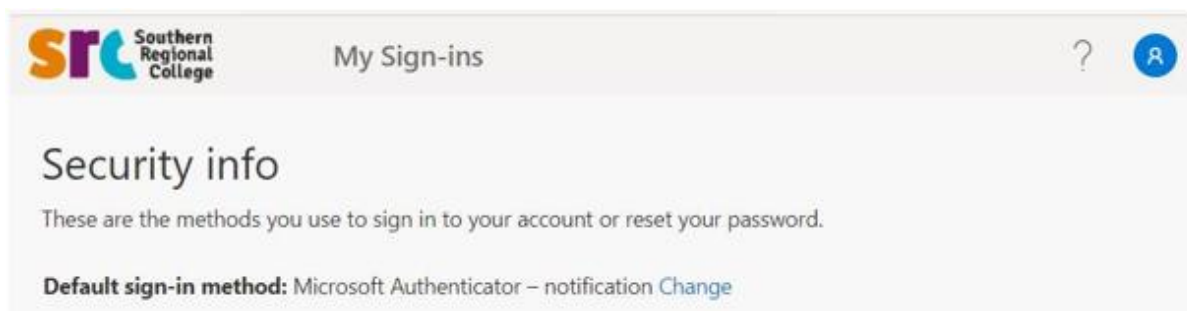
Click the Microsoft Office icon above and Login to Office365



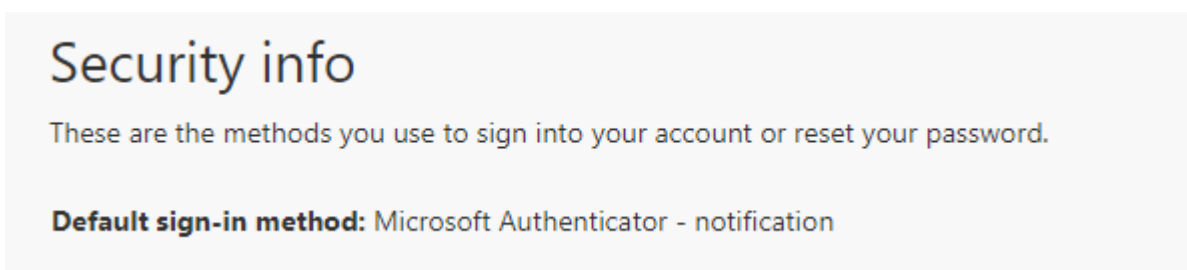
In the top right corner, click your initials and then **view account** (highlighted above).



Then click on the Security info page (Update Info), Check if the Microsoft authenticator is listed,



If it listed and the Phone type is your current Mobile Phone with the App Installed and showing as above, then this is likely to be setup OK. You are finished and can exit this guide.



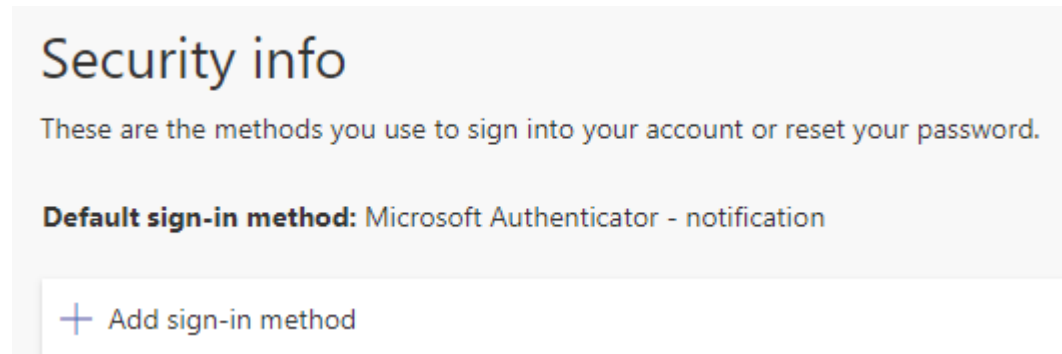
If it is showing Microsoft Authenticator – notification as the default sign-in method but in the list it is not the correct phone model you are using, you will need to delete that device - move to Setup Microsoft Authenticator APP section [below](#).

If the default sign in methos is showing as something other than MS Authenticator, please follow the instructions [below](#).

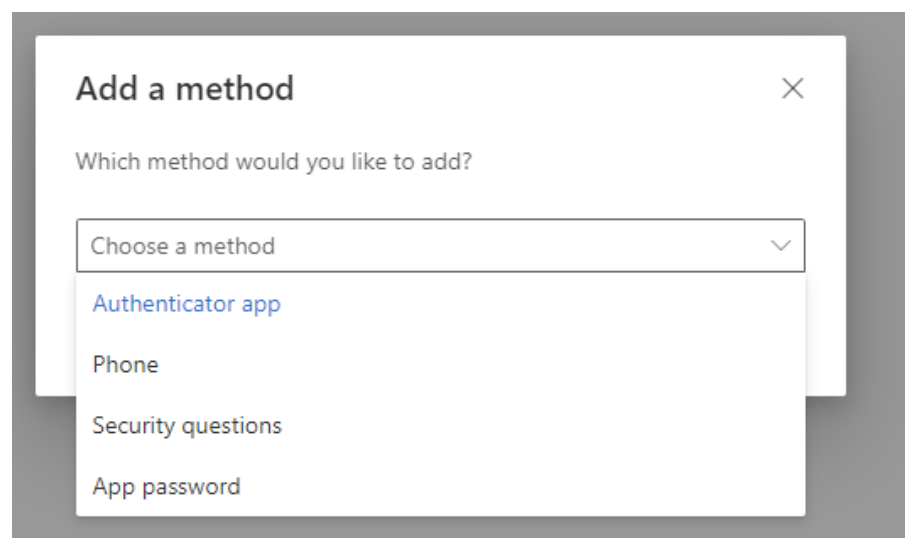
Setup Microsoft Authenticator APP

- If there is an entry for Microsoft Authenticator App in the list but it's not for your current mobile phone then click delete beside it and confirm
- If it's the first time you have setup the MS Authenticator App

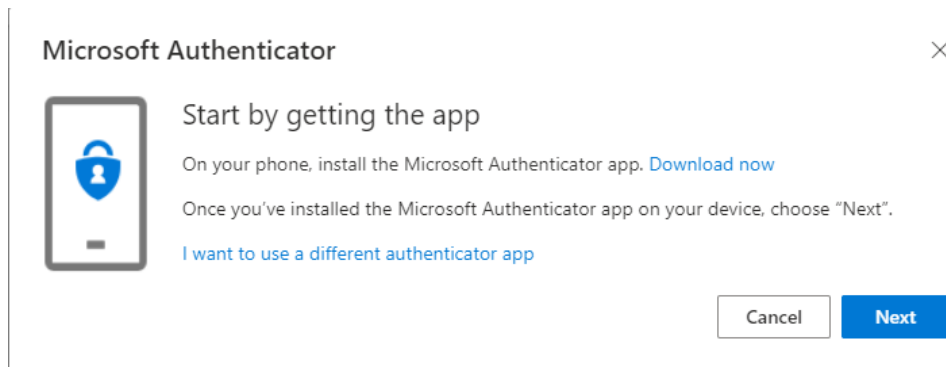
For both scenarios you will then need to click “**add sign-in method**”



In Add a Method Select **Authenticator APP** and Click **Add**

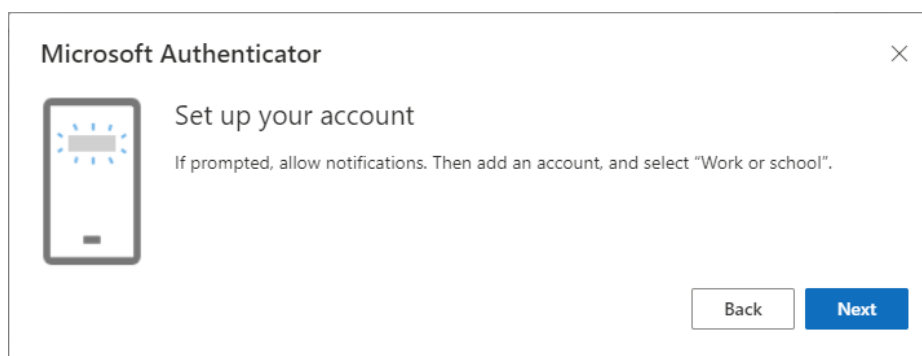


You will then receive the following message



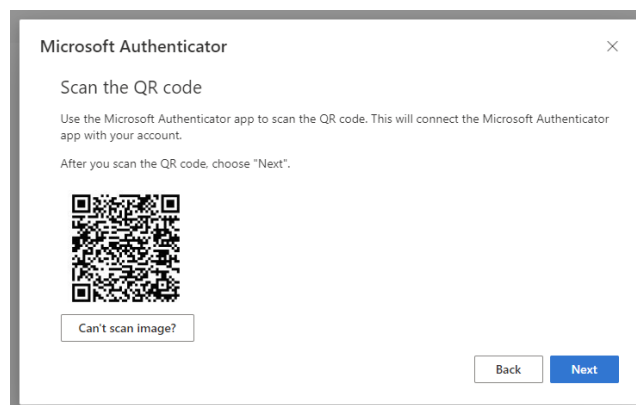
Do not click Download now as this will try to install the app onto your PC or other device (you are on currently), rather than the mobile phone. So instead please download and install the Microsoft Authenticator app on your mobile phone from your normal app store (eg Google Play Store or Apple App Store).

Once installed on your mobile phone, please click next on the device you are following the instructions on.



Note you may get prompted regarding possible notification messages (on your Phone) and click Next

If you have previously had the APP installed you will need to open it on your mobile phone and go to the three dots in top right of the APP and select, Add Account, select Work or School and select Scan a QR code. Using your mobile phone scan the QR on the screen of the device you are following instructions on and Account will be added. (Camera is only needed for QR scan)

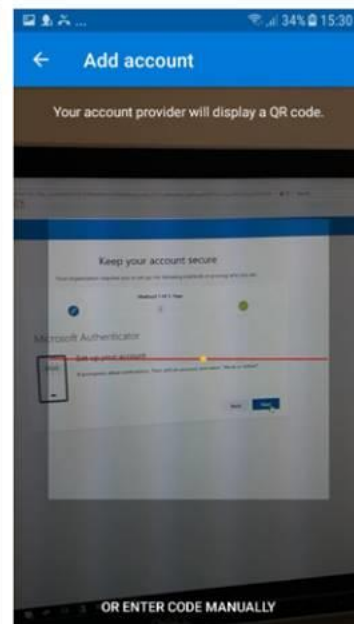
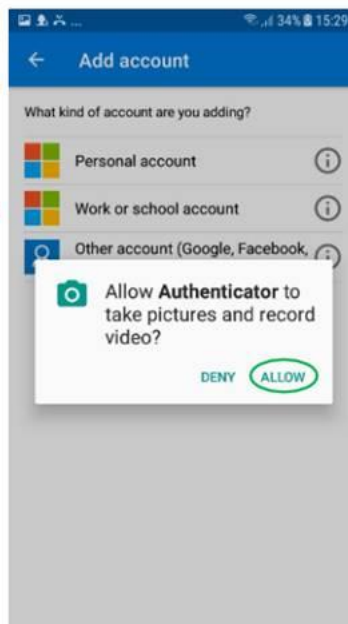
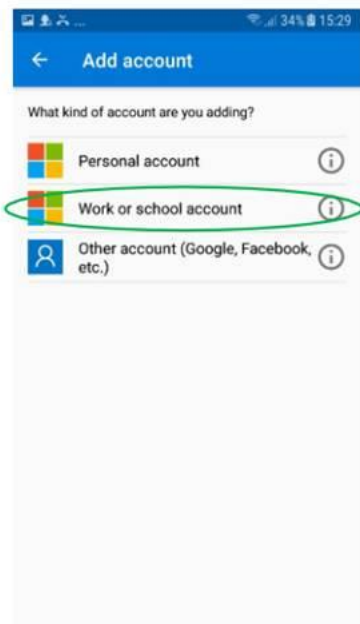
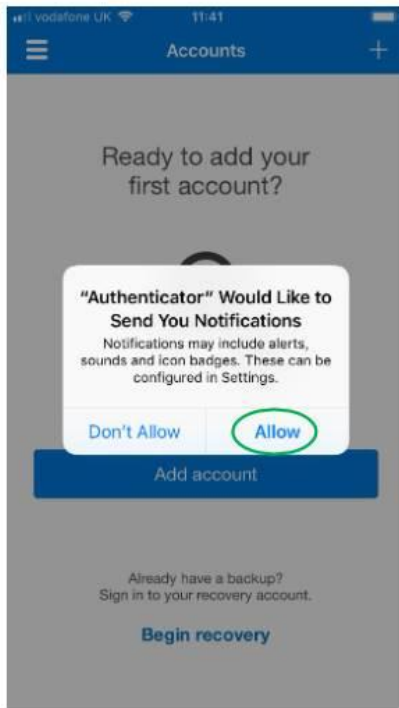


You can be prompted for App Lock, select and follow instructions on phone if required.

(It's on as Default)

If this is first setup of APP,

open the Microsoft Authenticator app on your phone, select Work or School account. Sign in with your college email address and follow highlighted options in screenshots below (note all of the below screenshots need to be done within the app on your mobile phone).





Select scan QR code as above , and use it to scan the barcode on screen of your PC or other device. Once confirmed then


Keep your account secure

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


Method 1 of 3: App

App

Email

App password

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app.

Back

Next


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


Authorise the request by Clicking Approve on your Mobile in Microsoft Authenticator APP. You then receive an approved message like above then Click Next


Keep your account secure

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


Method 1 of 3: App


App

Email

App password

Microsoft Authenticator



 Notification approved

Back

Next

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

Keep your account secure

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

Method 3 of 3: Done

App Email App password

Success!

Well done. You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

- App password
- Microsoft Authenticator
- Email @hotmail.com

Done

That's it setup, Click Done

Once this is setup, you return to security info, check that Microsoft Authenticator - notification is set as the default sign in method:

Security info

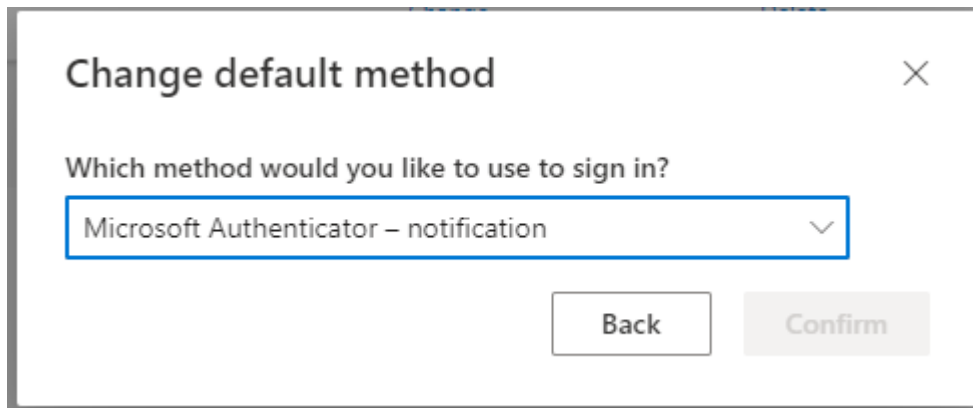
These are the methods you use to sign in to your account or reset your password.

Default sign-in method: Microsoft Authenticator – notification [Change](#)

+ Add method

Phone	+44 07	Change	Delete
Microsoft Authenticator	iPhone		Delete

If you need to change click change, select Microsoft Authenticator – Notification and click Confirm



Change default method

Which method would you like to use to sign in?

Microsoft Authenticator – notification

Back Confirm

That is the process completed, you can close the Window.

NOTE: Only ever approve an Authentication if you are actively trying to access and see request on screen.