# Office 365 MFA & SSPR Set-up

*Step-by-Step Guide*

BURY
COLLEGE

MFA - Multi-Factor Authentication
OTP - One-time passcode
SSPR - Self-Service Password Reset

.............................

In keeping college accounts secure, there is a requirement that staff and students have MFA enabled when accessing Office 365 apps (student email, Teams, OneDrive, Office online etc) and apps that use your Office 365 login (Canvas VLE, Grofar and Planet eStream) outside of college. MFA adds an extra layer of security to your account which in addition to your password, requires the use of an authenticator app on a mobile phone or a OTP. These instructions will guide you through setting MFA up, and also additional methods for SSPR which is a password reset portal that you can use if you forget your password.

The set-up for MFA and SSPR is a combined process and you're required to set-up two methods and the first method MUST be either...

**Authenticator app**

**Mobile phone** (text message or phone call)

The second method can either be (depending on your first method)...

**Authenticator app**

**Mobile phone** (text message or phone call)

**Email message** (personal email address)

**Security questions**

Although MFA will only be required outside of college, you will initially be prompted both inside and outside of college to set your two methods up. There is an option to skip the set-up inside college, however we strongly advise you to complete the set-up the first time you're prompted or return to it when more convenient, otherwise you will keep getting prompted.

.............................

Please note, you will only be able to complete these steps if you know your college password, otherwise you will need to contact IT Services on 0161 280 8280.

BURY
COLLEGE

# Step 1 - Signing into Office 365

It is best to follow these instructions from a device (eg. desktop, laptop or tablet) that's not your mobile phone as you will need to scan a QR code using the Microsoft Authenticator app if you choose the authenticator app as your first method.

..............................

Go to **Office.com** and click '**Sign in**'.

If you're in college on a desktop or laptop computer, you will automatically be signed in and you will see the screen below. Outside of college, you will need to enter your college email address and password...

**Staff** - firstname.lastname@burycollege.ac.uk

**Students** - studentID@student.burycollege.ac.uk

You will be prompted that more information is required, and then click '**Next**' to continue.
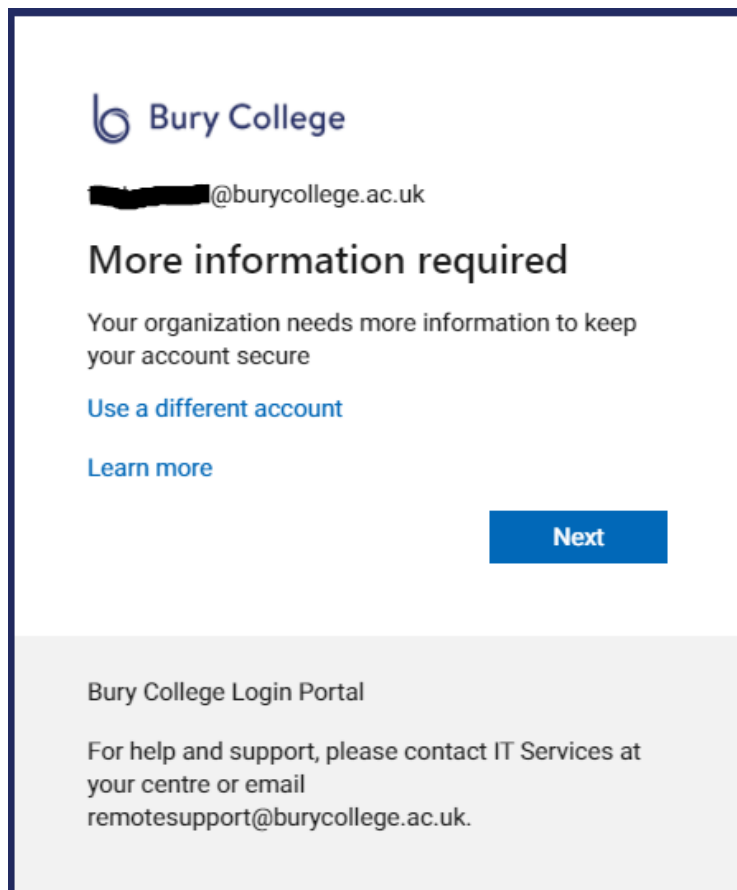
# Step 2 - First Method Set-up (Authenticator app)

For the first method continue with this page if your mobile phone can install mobile apps, otherwise continue to the **Step 3** for setting up **text message** or **phone call**.

You now need to set-up the '**Microsoft Authenticator'** app on your mobile phone, and you can download this for free from the app store on your mobile phone if you don't have the app already. Once the app is installed, click '**Next'** as shown below and continue to the next page.

Click 'Next' on the screen as shown below.



Open the 'Microsoft Authenticator' app on your mobile phone and allow notifications if you're prompted.

Tap the '+' or three dots symbol in the top right corner to add an account and select 'Work or school account' and select 'Scan QR code'.

Point your camera at the QR code shown on the screen until it accepts it.

If you're setting all this up just on your mobile phone, you can select 'enter code manually' in the app and enter the code and URL given to you when you click 'Can't scan image?' as shown below.

Once you have added the account to the Microsoft Authenticator app, press the 'Next' button as shown below.

## Keep your account secure

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

Method 1 of 2: App

●——————————2
App                    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.

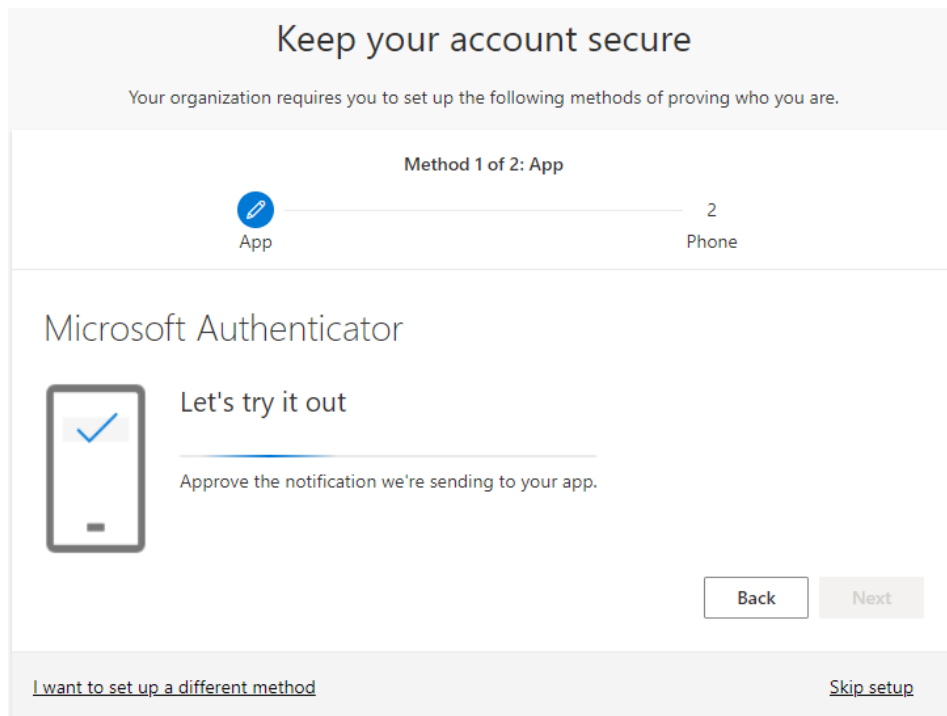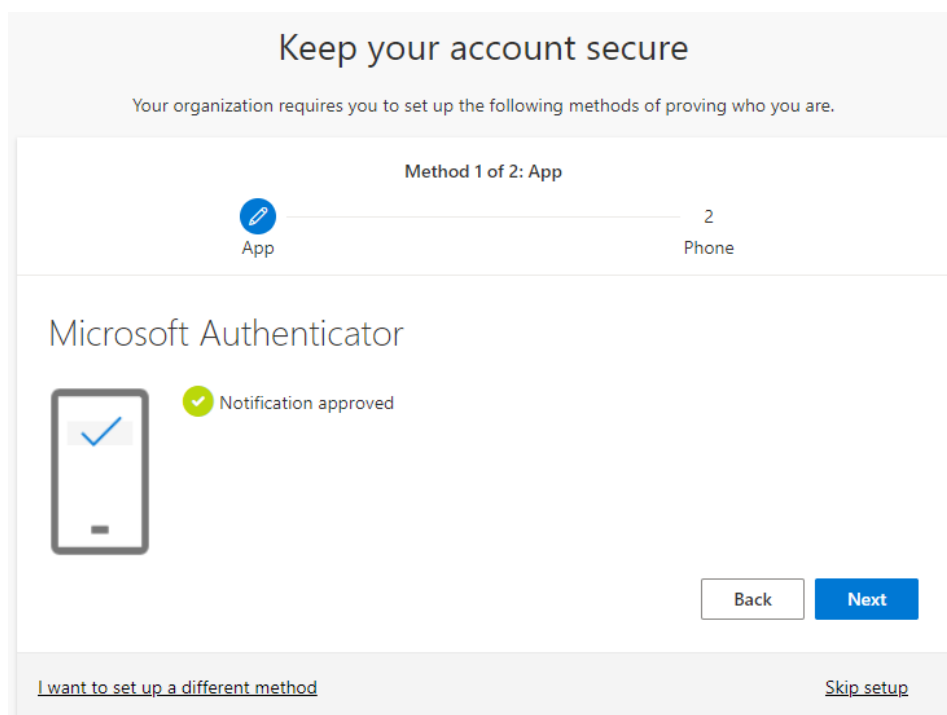After you scan the QR code, choose "Next".

Can't scan image?

Back    Next

I want to set up a different method                    Skip setup

BURY
COLLEGE

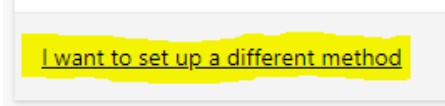You will now receive a push notification to your mobile phone.



Tap 'Approve' on your mobile phone, and you will see 'Notification approved' on your screen as shown below.



Click 'Next' to continue to Step 4 to set-up your second method.

# Step 3 - First Method Set-up (text message or phone call)

If your mobile phone doesn't support the installation of apps, click 'I want to set up a different method' at the bottom and choose 'Phone' as the method.
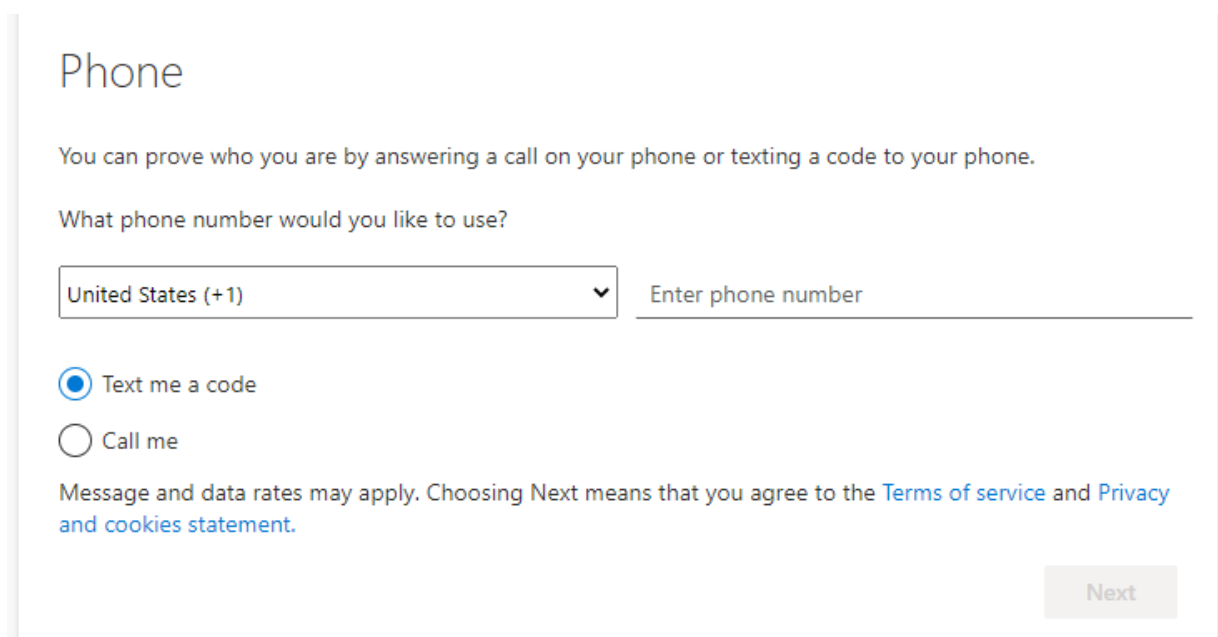


I want to set up a different method

Choose 'United Kingdom (+44)', enter your mobile phone number, choose either 'Text me a code' or 'Call me' and then click 'Next'.

Text Message - enter the code from the text message into the box on screen

or

Phone Call - answer the phone call, press the pound key which is the # symbol on your mobile 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

Click 'Next' to continue to Step 4 to set-up your second method.

BURY COLLEGE

# Step 4 - Second Method Set-up

For the second method, either continue with the method already selected or click 'I want to set up a different method' at the bottom and choose another method from the list.

## Keep your account secure

Your organization 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          Skip setup

### Choose a different method ✕

Which method would you like to use?

⌄

Phone

Email

Security questions

**Mobile App** - Refer to Step 2

**Phone** - Refer to Step 3

**Email** - Enter your personal email address **(not your college email address),** and enter the code that is emailed to you to confirm the set-up

**Security Questions** - You will need to choose **5 security questions** from the pre-populated list and then enter your answers below each question.

.............................

Once your two methods have been successfully set-up, you will see a screen similar to below showing your two methods and then click **'Done'** to finish the set-up.
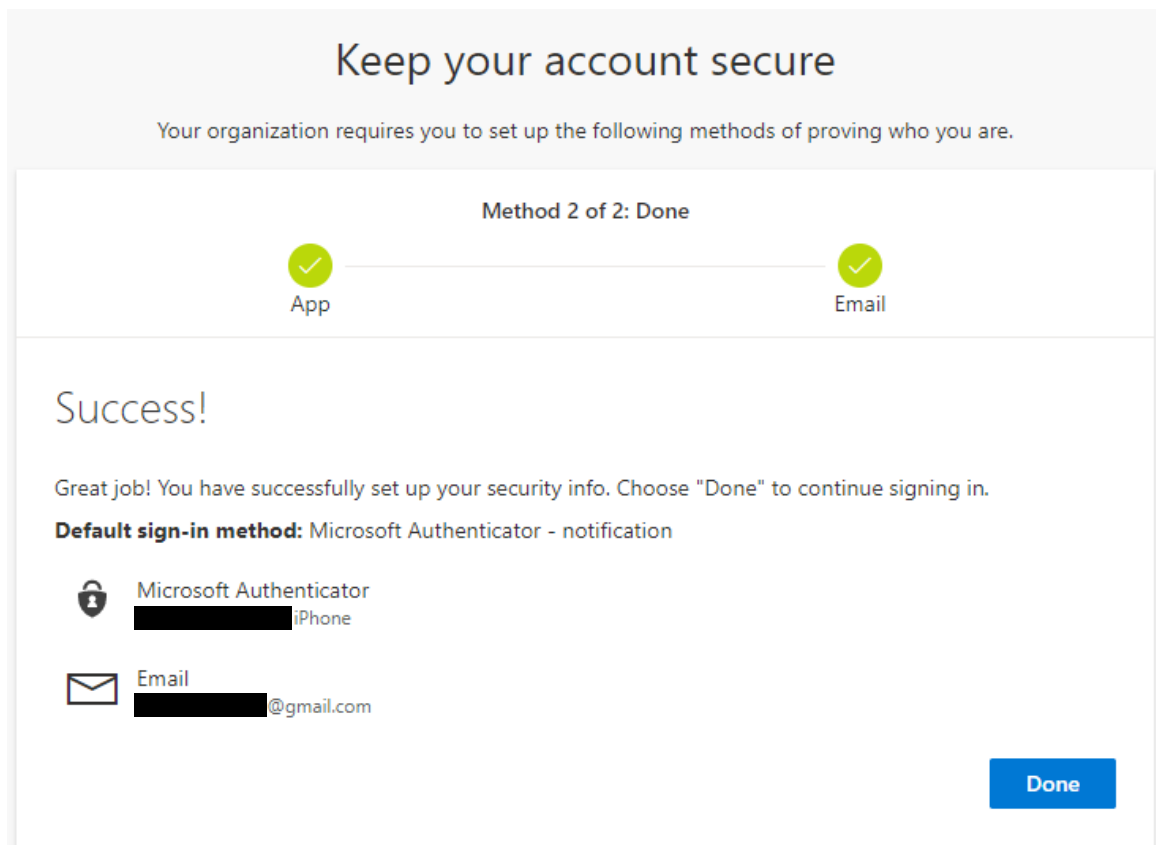


Every **90 days** you will be asked to re-confirm your details to ensure they're still correct and valid.

# Resetting your password using SSPR

Once you have configured your two methods for **MFA** and **SSPR**, you will now be able to reset your college password from anywhere in case you ever forget it.

..............................

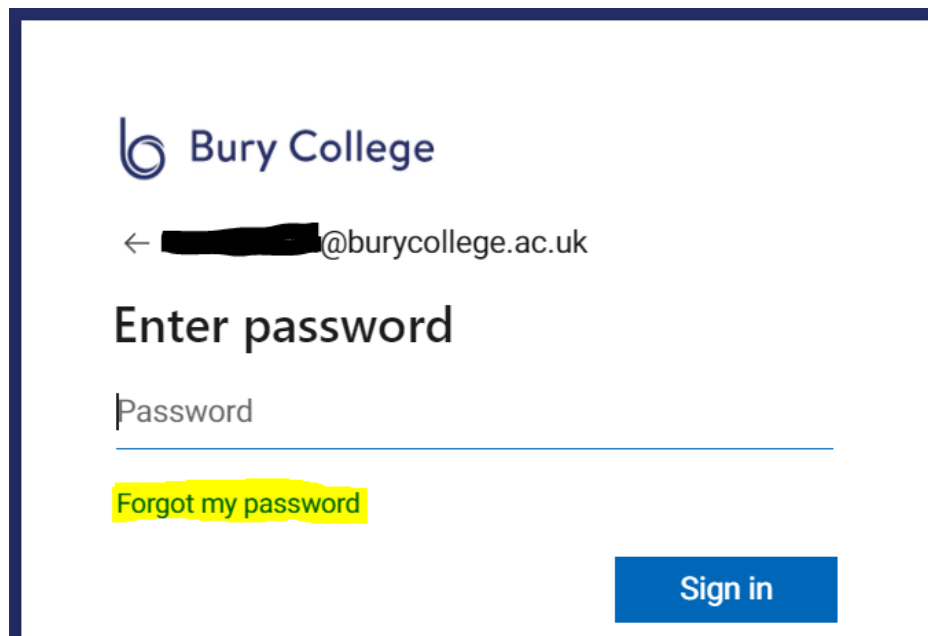Go to **Office.com** and click '**Sign in**'.

Enter your college email address and password...
**Staff** – firstname.lastname@burycollege.ac.uk
**Students** – studentID@student.burycollege.ac.uk

When you're prompted to enter your password, click '**Forgot my password**' as shown below and follow the steps to confirm your identity based on the two methods you set-up in this guide.

Once the methods are confirmed, you will then be able to create a new password.