

Setting Up the Microsoft Authenticator App



If you have already installed Microsoft Authenticator app, **delete the app, and reinstall it.**

You will need to use your own data and disable any VPN.

You will need to enable Notifications for MS Teams and Authenticator.

1. Log in to a PC, laptop or use your mobile phone to login to www.derby-college.ac.uk.
2. Enter **www.derby-college.ac.uk** in the address bar on your browser and press **Enter**.

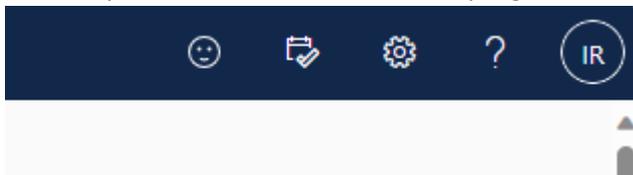
<https://www.derby-college.ac.uk>

3. Click on the **My Signins** link to log in to your college Microsoft Account.

MySignins

<https://mysignins.microsoft.com/>

4. Click on your **initials** or avatar in the top-right corner of the page.

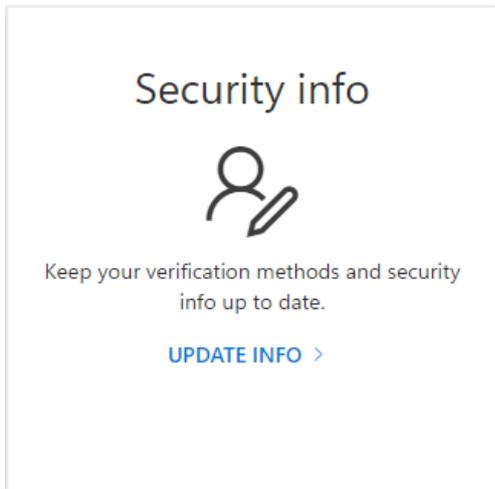


5. Click on **View Account**.

[View account](#)

[My Microsoft 365 profile](#)

6. On the **Security Info** tile, click on **UPDATE INFO**.

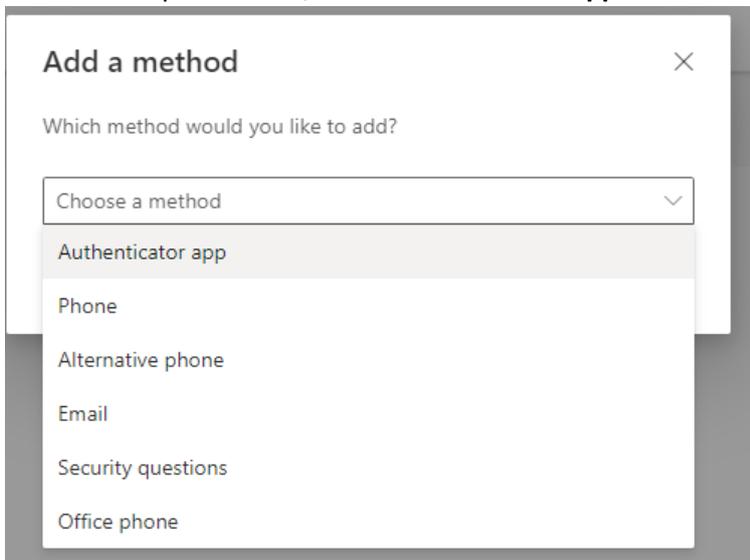


NB – If Office.com asks for Authenticator at this point, your account needs resetting. To reset email ITCallLogging@derby-college.ac.uk and request to reset your MFA account, include your student email, example 12345678@student.derby-college.ac.uk. Any changes may take up to 24 hours to take effect.

7. Click on **Add sign-in method**.



From the drop-down box, select **Authenticator app**.



8. Click on the **Add** button.



9. Click on **Next** in the pop-up window.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

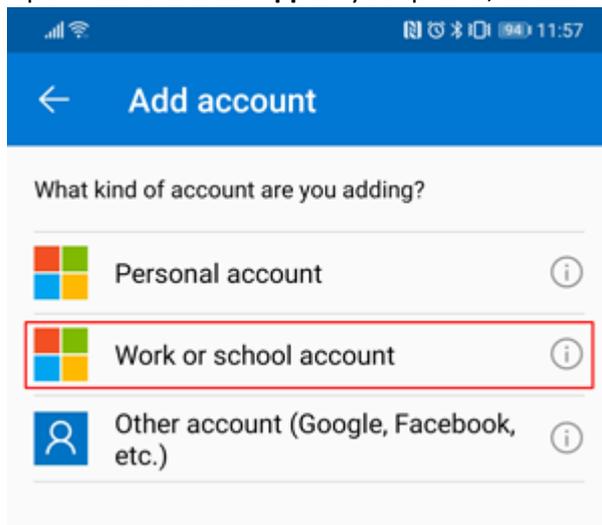
After you install the Microsoft Authenticator app on your device, choose "Next".

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

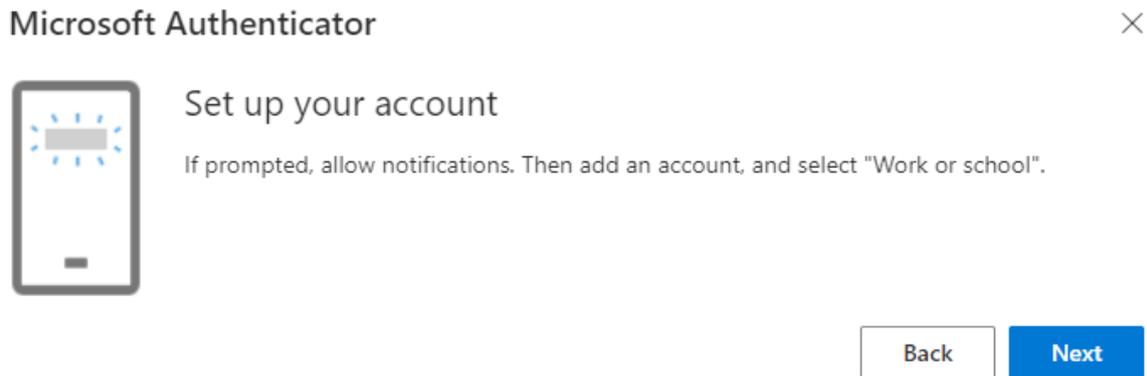
Cancel

Next

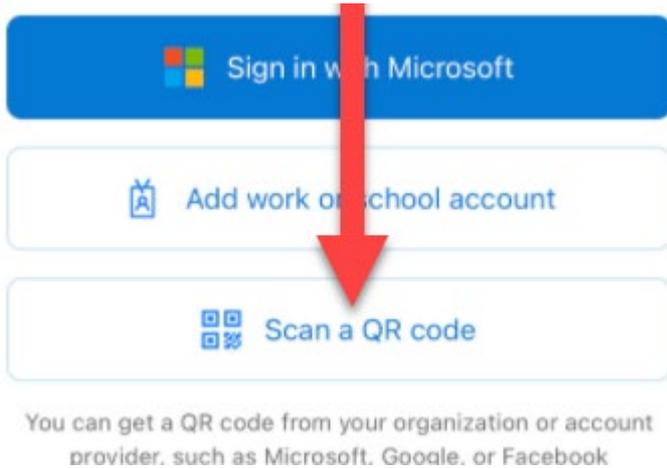
10. Open **Authenticator App** on your phone, select **Add an account**, and select "**Work or school**".



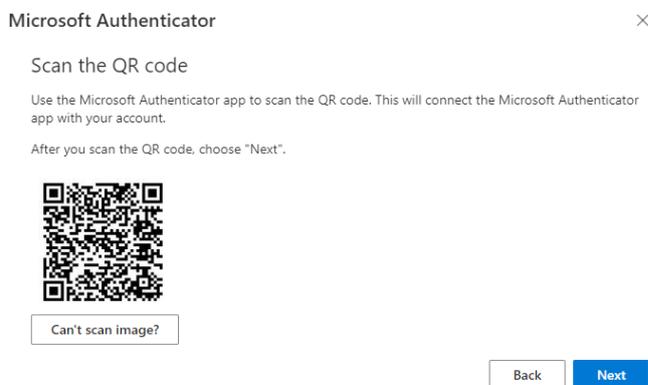
11. Click on **Next** in the pop-up window on your PC or laptop.



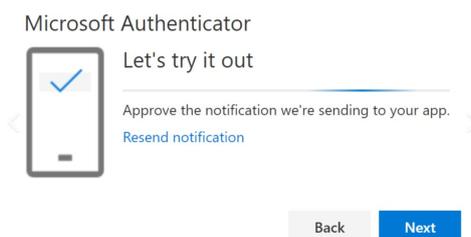
12. On your phone, click on the **Scan a QR code** option.



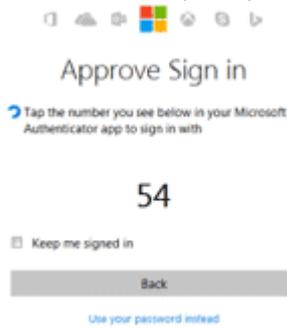
13. Scan the QR code from the PC / laptop that has popped up.



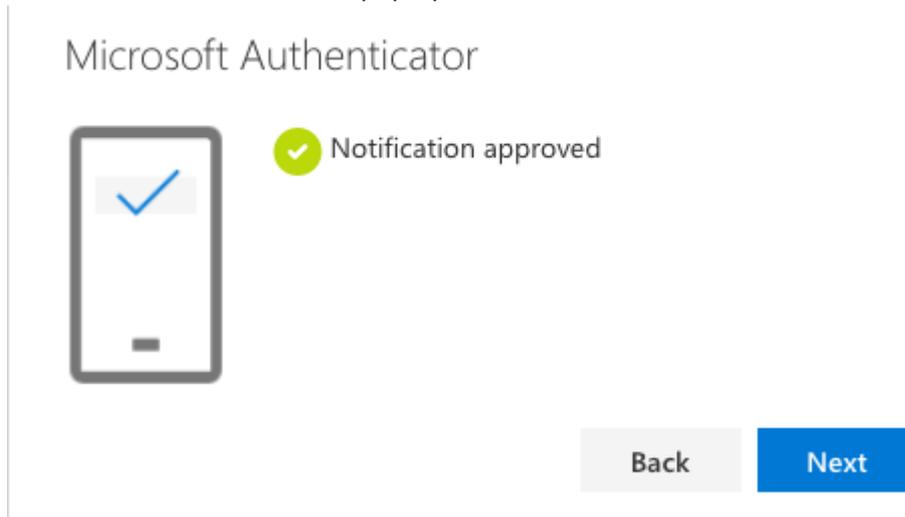
14. Click on **Next** on the Let's try it out screen.



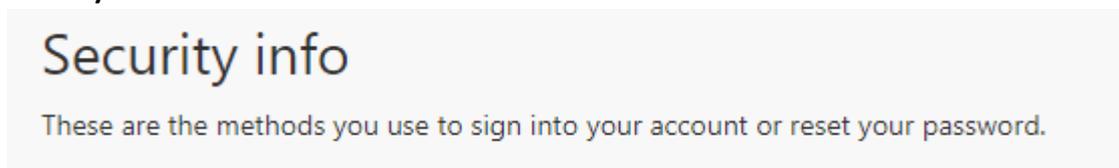
15. Your **phone** will get a notification asking you to approve sign-in by entering the number displayed on screen. You will also be prompted to enter your phone's pin or biometric sign-in.



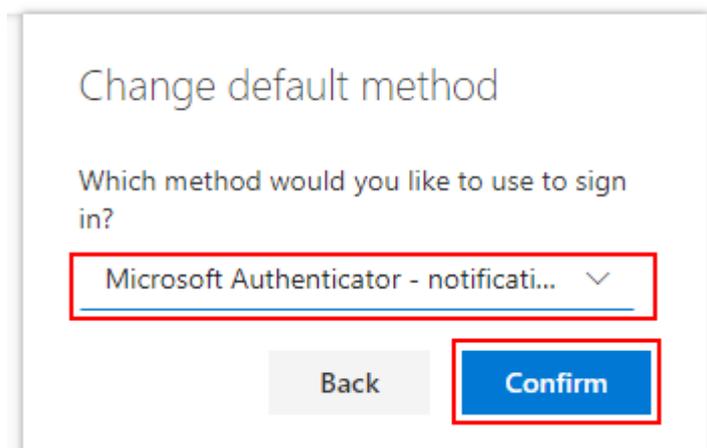
16. Click next on the information pop-ups to finish.



17. You now need to set Authenticator App as your default authentication method. Click on the link underneath **Security info**.



18. On the "Change default method" screen, select the option for Microsoft Authenticator to be set as your default from the drop-down list. Then click "Confirm."



19. Microsoft Authenticator set-up is now complete. You can now log out.