Multi Factor Authentication

When accessing the Microsoft 365 website or apps outside of school, you will now need to provide an additional security code. This is an extra security measure to be more secure.

More information required

Your organisation needs more information to keep your account secure

Use a different account

Learn more

Next

If you're prompted with "**More information required**", Click **Next**.

Download and Install Microsoft Authenticator app on the device you'd like to use (please note you will need this device to login, choose a device that is most convenient). If the device is the same as the one you are using to access Microsoft 365 or app, click Download now.

Once installed, Click **Next**.

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

Next

If Microsoft Authenticator is installed on the same device, Click on "Pair your account to the app…"

Or

If Microsoft Authenticator is installed on different device, Click on Show QR Code

Microsoft Authenticator

Set up your account in the app

When finished, come back to this setup experience.

Pair your account to the app by clicking this link.

Show QR code

Back   Next

Microsoft Authenticator

Set up your account in the app

When finished, come back to this setup experience.

Pair your account to the app by clicking this link.

Show QR code

Back   Next

Microsoft Authenticator will be launched and your account will be added.

On the Microsoft Authenticator app, scan the displayed QR code by Clicking the button in the bottom right to scan. This will add your account to Microsoft Authenticator.

Once the account has been added to Microsoft Authenticator, it will flash up "Account added successfully". Go back to the app or site you're trying to access and Click **Next**.

You will be presented with a 2-digit number (number below is for illustration only), go to Microsoft Authenticator (you're likely to get a notification pop up on your device, which you can tap on it to open) and enter the number displayed on screen.

Go back to the app or site your trying access, you should get a notification saying "Notification approved. Click **Next**, and this completes the setup. Click **Done**.