

Multi-Factor Authentication (MFA) guidance for Uni members without regular access to a computer

For more information please visit the MFA Information Hub at <https://edin.ac/MFAinfo>

Using MFA significantly increases the security of accounts, and therefore helps keep your personal data, and the University's data secure.

Multi-Factor Authentication Methods

You will need to decide on your appropriate Multi-Factor Authentication (MFA) authentication methods, register them for use before you will be able to access email or the People and Money system.

Preparation

- Registering for MFA typically takes about 15 minutes
- We recommend you follow these instructions on your desktop / laptop and open external links in a new tab or window so you can easily return to the main instructions
- Have your smartphone available (if you are using this as an authentication method)
- We recommend device Operating System updates are completely up to date before you start

On your computer

1. Login to the [My Sign-ins website](https://mysignins.microsoft.com/security-info), full link is <https://mysignins.microsoft.com/security-info> , (external link) using your Edinburgh username in the format **uun@ed.ac.uk** and your login password.
2. On the Security info page click **+ Add sign-in method**
3. From the drop down menu, select **Authenticator app** and then select **Add**
4. Click **download now** and scroll down to the QR Code for your device.
5. Take out your phone

On your phone

1. Scan QR code that is visible on your computer using your phones camera.
2. Alternatively you can open your devices app store and search for Microsoft Authenticator app to install.
The app is free, icon is 
3. This will take you to the install page on your phone, select **Install**
4. Once the app is installed on your phone, complete the wizard
5. When prompted, Select the option **Scan a QR code**
6. Allow the app to access your camera and then go back to the My Sign-Ins screen on your computer.
7. Click **Next**, and then **Next** again and scan the QR code shown on your computer screen
8. Make sure to allow notifications

Finishing off registering the Microsoft Authenticator app as a sign-in method

1. On your computer, select **Next**
2. You will be presented with a 2 digit number.
3. Return to your phone and enter this number in the box

While we strongly recommend using Microsoft Authenticator app, you should also select **+ Add sign-in method** at [My Sign-ins website](https://mysignins.microsoft.com/security-info), link is <https://mysignins.microsoft.com/security-info>, to add other methods.

Need help?

Contact the Helpline <https://edin.ac/helpline>