

Microsoft Authenticator allows you to secure your resources against unauthorised access and prevents credential theft. Microsoft Authenticator App can be downloaded from the Play Store or App Store, by following these instructions.

NB: *If you are having an issue at any stage, please contact us. Do not delete the App, you will not be able to complete the installation, if you download it for a second time.*



To ensure you can access any system from outside of the college please go to: <https://aka.ms/mysecurityinfo> and register additional contact information.

If you are on campus and connected to the Wi-Fi, click on the following URL which will take you through the MFA process: <https://mfa.ncclondon.ac.uk>

If you logged on to a College PC, you will be logged in automatically

If you are at home you will need to log in using the following details

For Staff:

Username: FirstName.LastName@NCCLondon.ac.uk

Password: Network password

For Students:

Username: IDNUMBER@students.ncclondon.ac.uk

Password: Network password

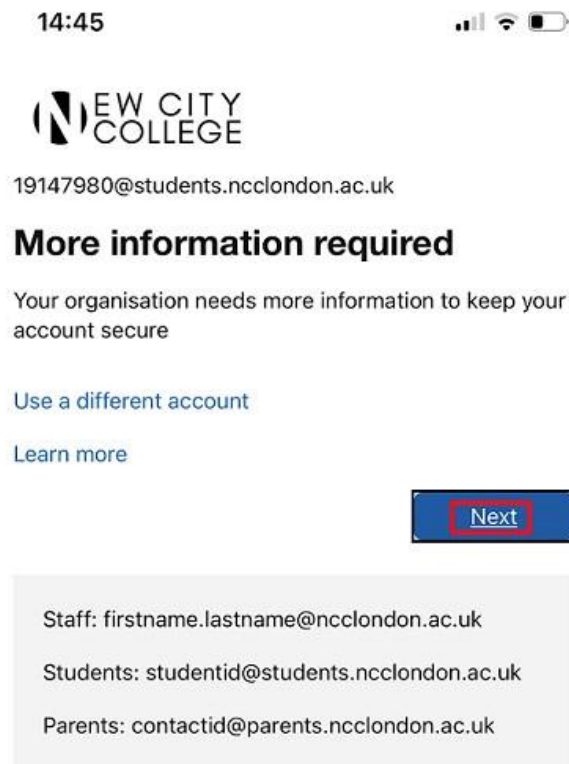
Authenticator App - We strongly recommend that you download the Authenticator App.

There are other options for authentication:

Alternative Phone – You can add a mobile, work or landline number you have easy access to

Security Key – If you have a USB or NFC Device

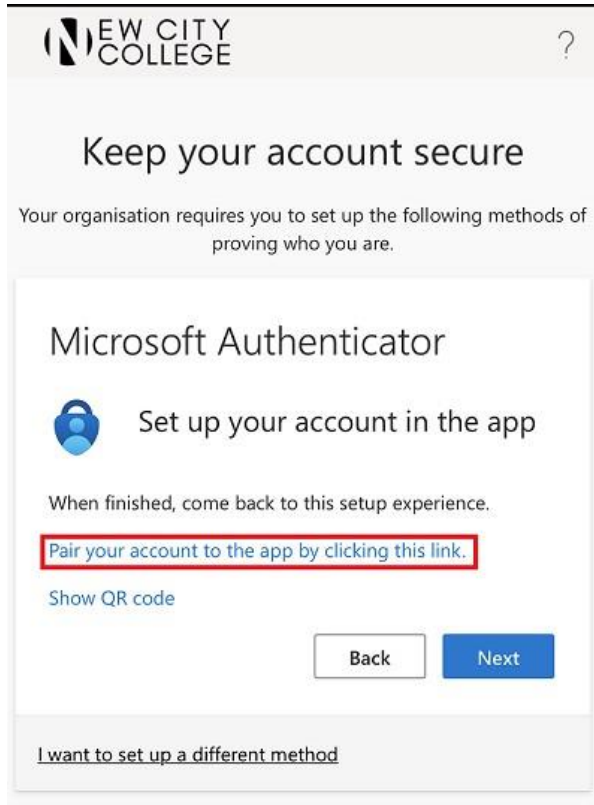
1. Once you have logged in, you will be presented with the below page. Click **Next**.



2. If you haven't already, use the **Download now** link to install the Microsoft Authenticator App. Then click **Next**.



3. Choose **Pair your account to the app by clicking this link.**




The screenshot shows the 'Keep your account secure' setup page for New City College. It instructs the user to set up Microsoft Authenticator. A red box highlights the link 'Pair your account to the app by clicking this link.' Below the link is a 'Show QR code' option. At the bottom, there are 'Back' and 'Next' buttons, and a link to 'I want to set up a different method'.

NEW CITY COLLEGE

Keep your account secure

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

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](#)

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

4. Click **Open**. This will take you straight to the Microsoft Authenticator App.



This screenshot is identical to the previous one, but with a modal dialog box overlaid. The dialog asks 'Open in "Authenticator"?' and has 'Cancel' and 'Open' buttons. The 'Open' button is highlighted with a red box.

NEW CITY COLLEGE

Keep your account secure

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

Microsoft Authenticator

 Set up your account in the app

Open in "Authenticator"?

[Cancel](#) [Open](#)

[Show QR code](#)

[Back](#) [Next](#)

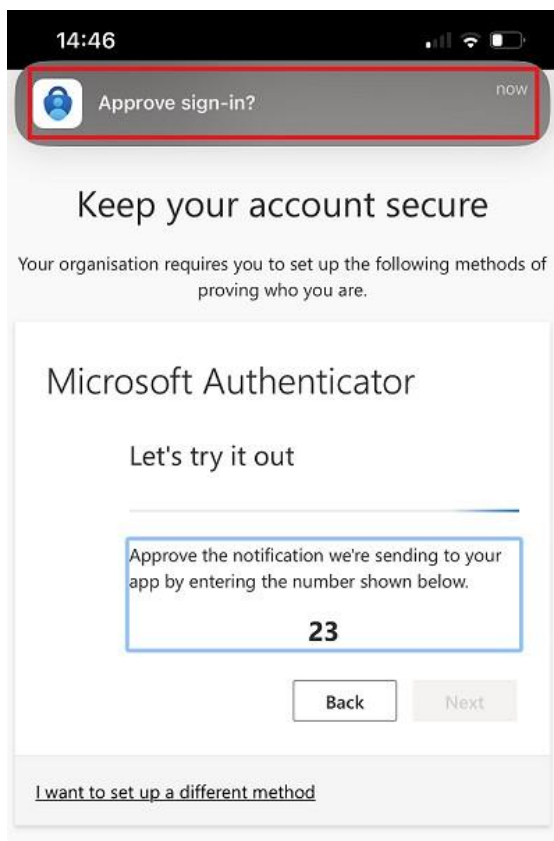
[I want to set up a different method](#)

5. Select **Unlock**. If you have Face ID or a passcode set up, you will be asked to enter this.

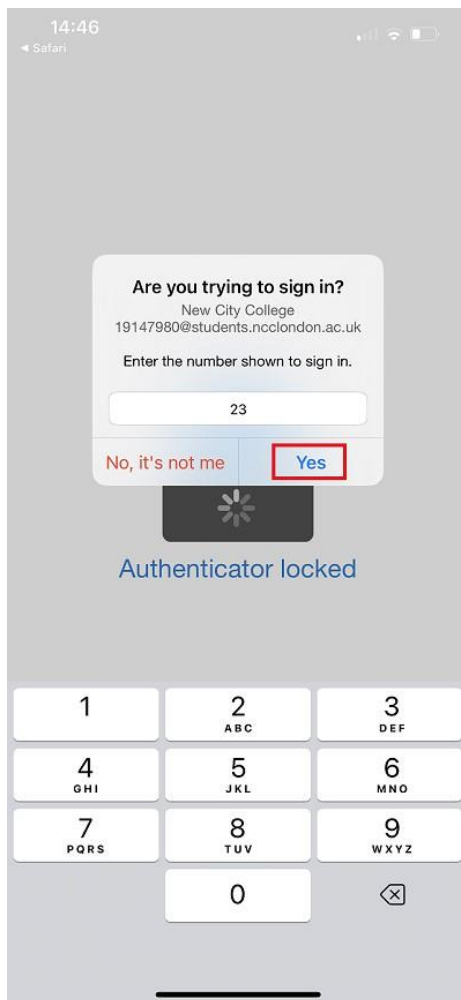


Unlock

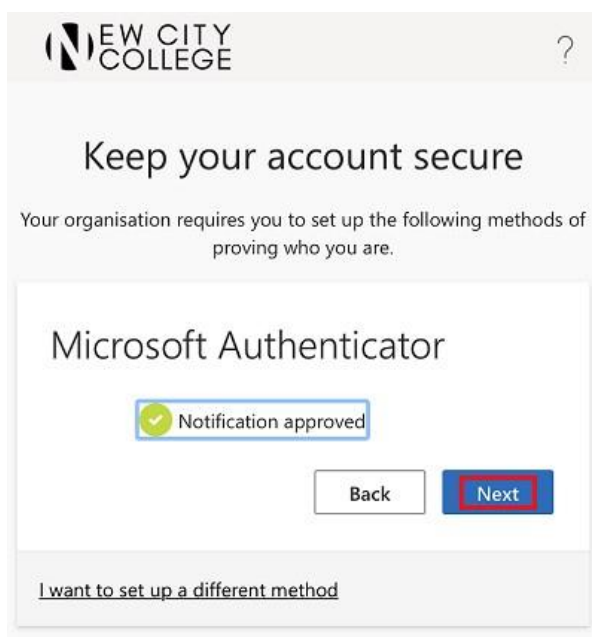
6. Go back to your open internet browser. You will receive a notification asking you to **Approve sign-in?** Click it and remember the 2 digit number on the screen.



7. Enter the 2 digit number in the box and click **Yes**.



8. Go back to your open internet browser. If you approved the notification, you will see the below screen. Click **Next**.



9. Congratulations! – you are now set up for Multi-Factor Authentication.

