PARTNERS Academic Summer School

How to set up the Authenticator Requirement via your Smartphone

Step 1:

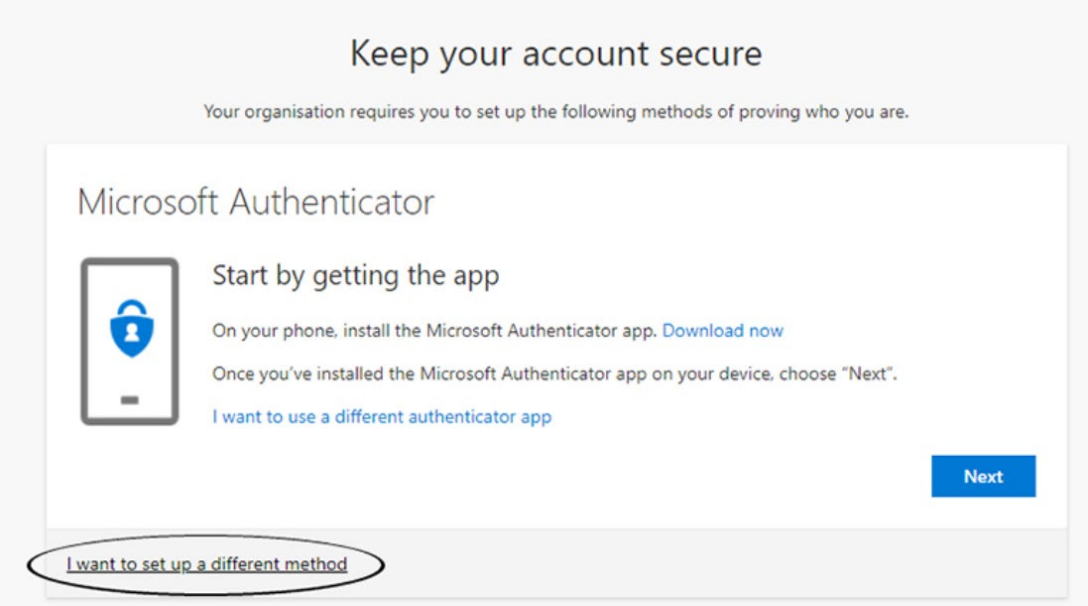
On your mobile device, open a browser and go to https://aka.ms/mfasetup

Step 2:

- If prompted, log in with your Newcastle university email address "firstname.surname@newcastle.ac.uk" or "userid@newcastle.ac.uk"
- You will be prompted to provide more information
- Select **next**

Step 3:

- You'll be presented with a screen to set up the Authenticator app, select '**I want to set up a different method**' (see below)



- When prompted to choose a differen method, select **phone** and **confirm**.

Step 4

- Enter the phone number you would like to use (you'll need access to this phone to receive the text)
- Select **Text me a code**
- Select **Next**

Step 5

- Enter the code that has been sent to your phone
- Select **Next**

Step 6

- Success! Your sign-in method will be confirmed
- Select **Done**
- You may be prompted to sign-in to your account again using userid@newcastle.ac.uk and your usual password