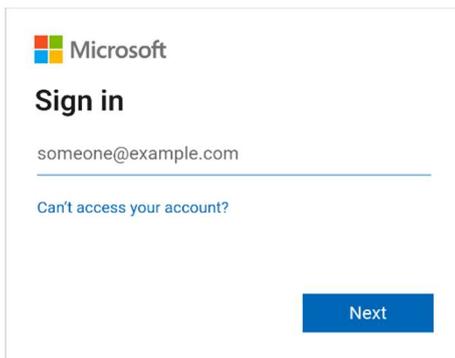


Feedback on Step by Step Guidance for 1 device (your smartphone)

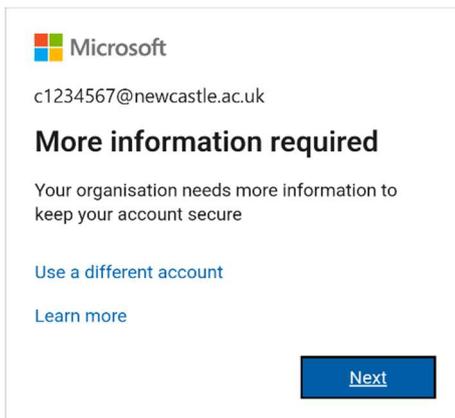
New title - Step by Step Guidance for setting up MFA from your mobile phone

We would suggest the following as we have this already in place to provide customers below. (students have the format initials.surnamenumbers@newcastle.ac.uk. Using userid@newcastle.ac.uk will suffice)

1. Open your internet browser and go to: aka.ms/mfasetup
Login with your university email address i.e. userid@newcastle.ac.uk



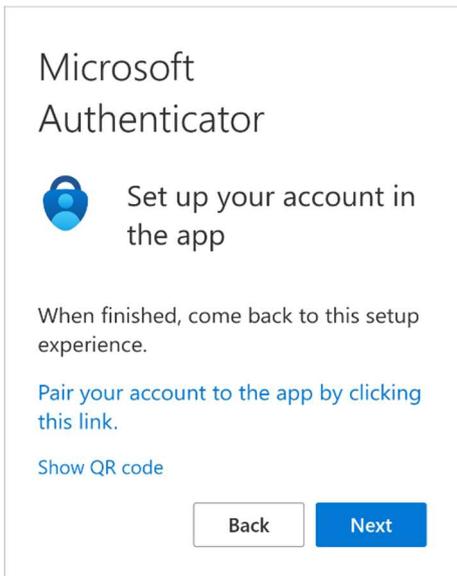
3. Enter your password and you should see a screen titled **More information required**; click Next. (If you don't see this page, go back to step 1 using a [private browser](#))



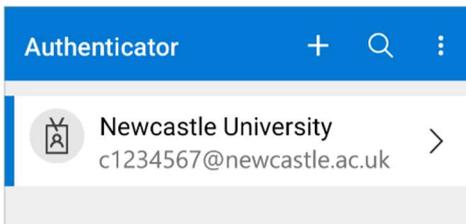
4. If you have not installed the Authenticator app, use the **download now** link to install the app. Then click Next.



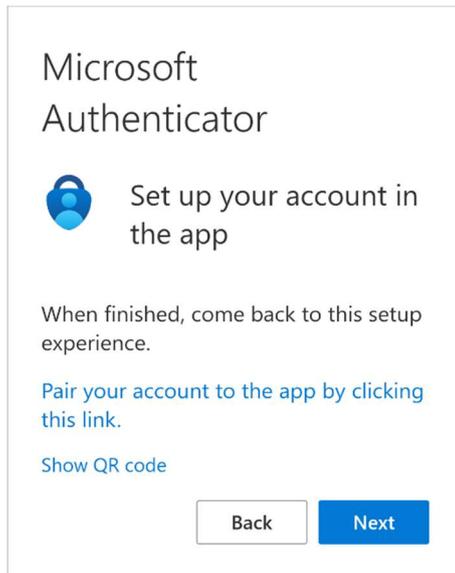
5. On the following screen, tap on the link beginning **Pair your account to the app**.



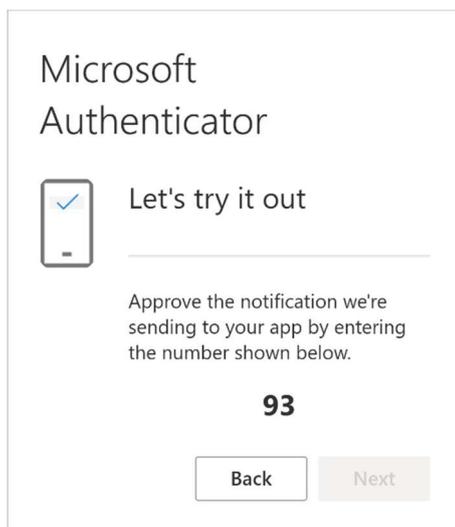
6. The Authenticator will then open, and your Newcastle University account will be added to the list of accounts.



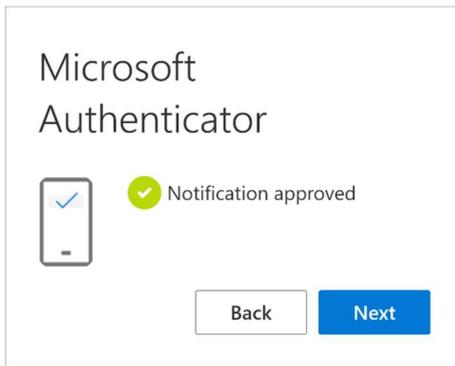
7. Switch back to your browser and click on Next.



8. Approve the notification to your phone and enter the 2-digit number shown on your screen.



9. A message should appear confirming your Authenticator is working:



Step by Step Guidance for 2 Devices (your smart phone, plus a laptop/ipad/tablet)

We suggest renaming this the title to

Step by Step Guidance for setting up MFA via your Laptop/Ipad/tablet

Can you link to the NUIT webpage which has instructions/screenshots at <https://services.ncl.ac.uk/itservice/core-services/account-admin/mfa/> instead?