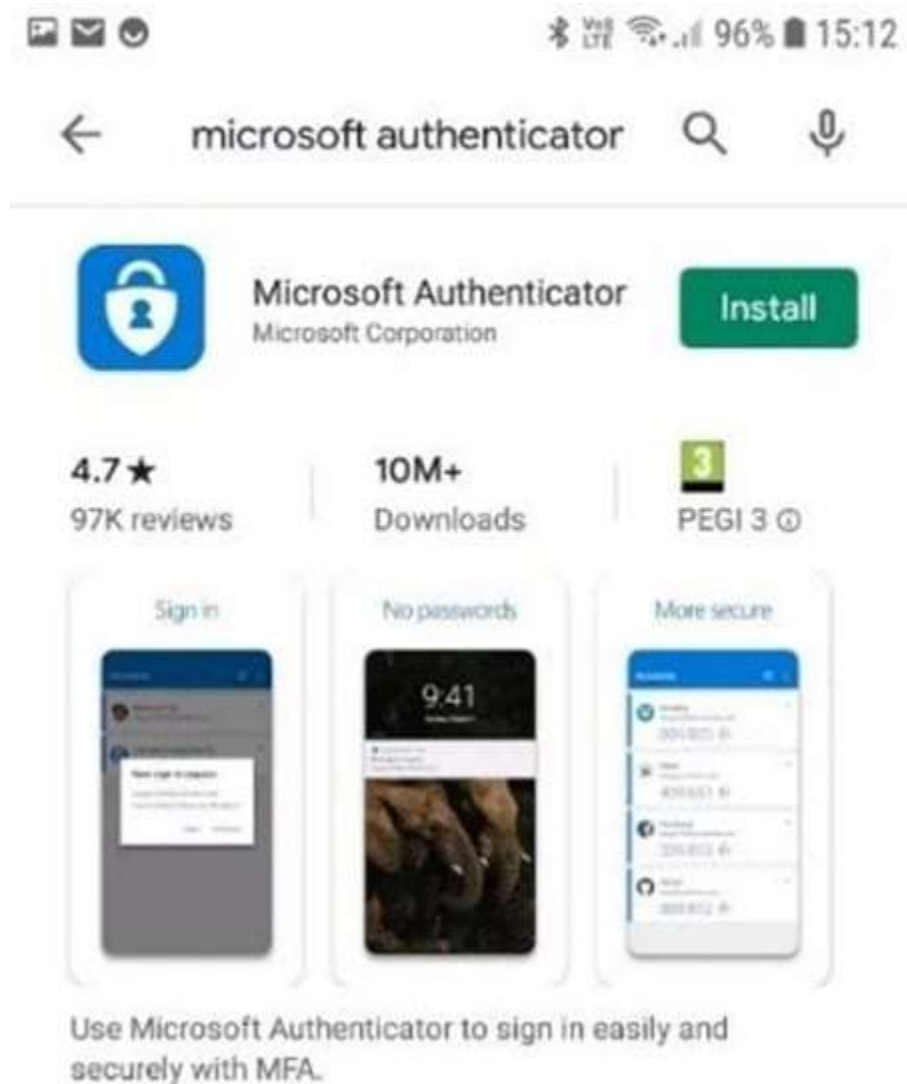


## Setting up MFA (Multifactor Authentication) LAPTOP

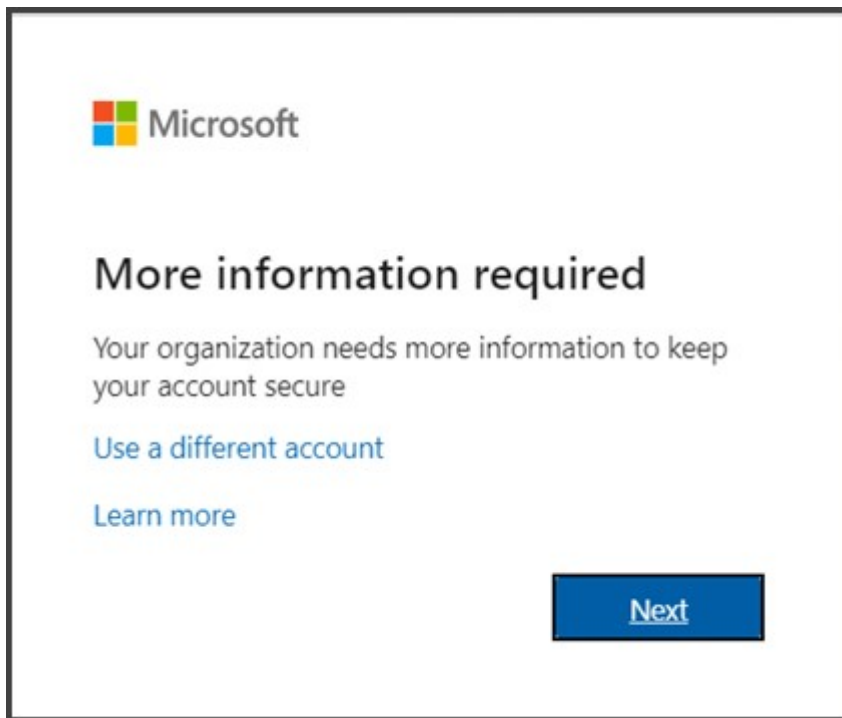
Firstly please download the free Microsoft Authenticator app on your mobile phone



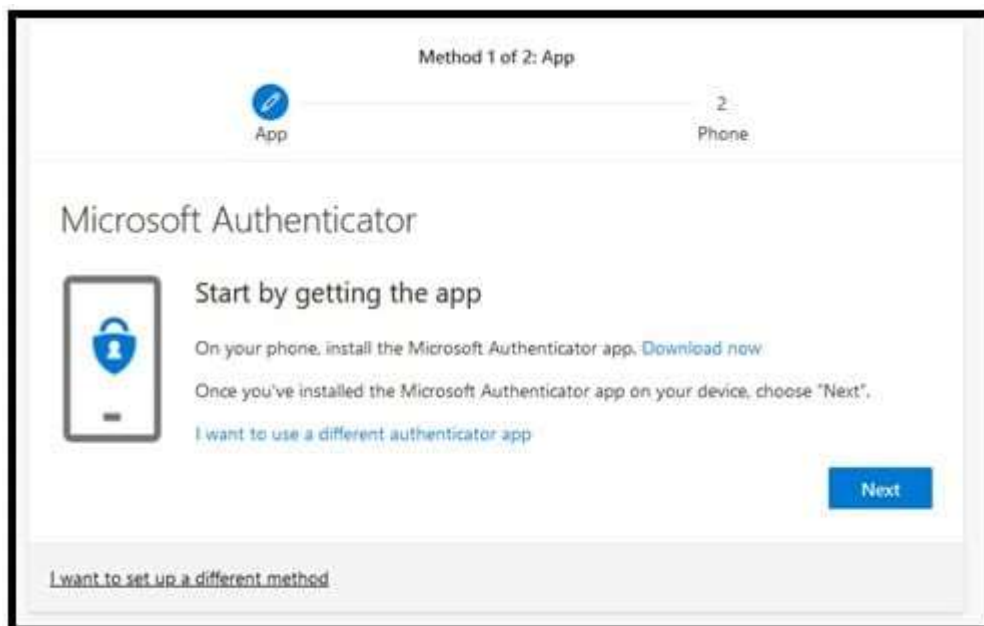
Open [www.ulster.ac.uk/portal](http://www.ulster.ac.uk/portal) on a laptop or computer

1. Sign in with your **@ulster.ac.uk** email address and with your password given at the end of Portal registration – cant find it? Go to <https://www.ulster.ac.uk/ds/students/banner-student-information-system#:~:text=To%20access%20your%20Banner%20Student,with%20your%20own%20Student%20Record>. After you choose **Sign in**, you'll be prompted for more information.

**PLEASE NOTE: do not use your @qahe365.com email address to log in**

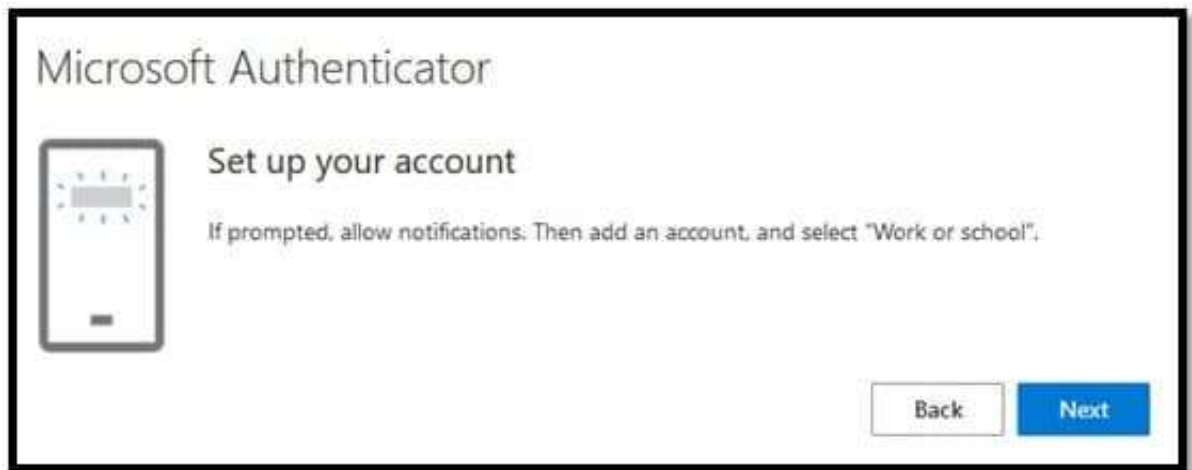


2. Choose **Next**.

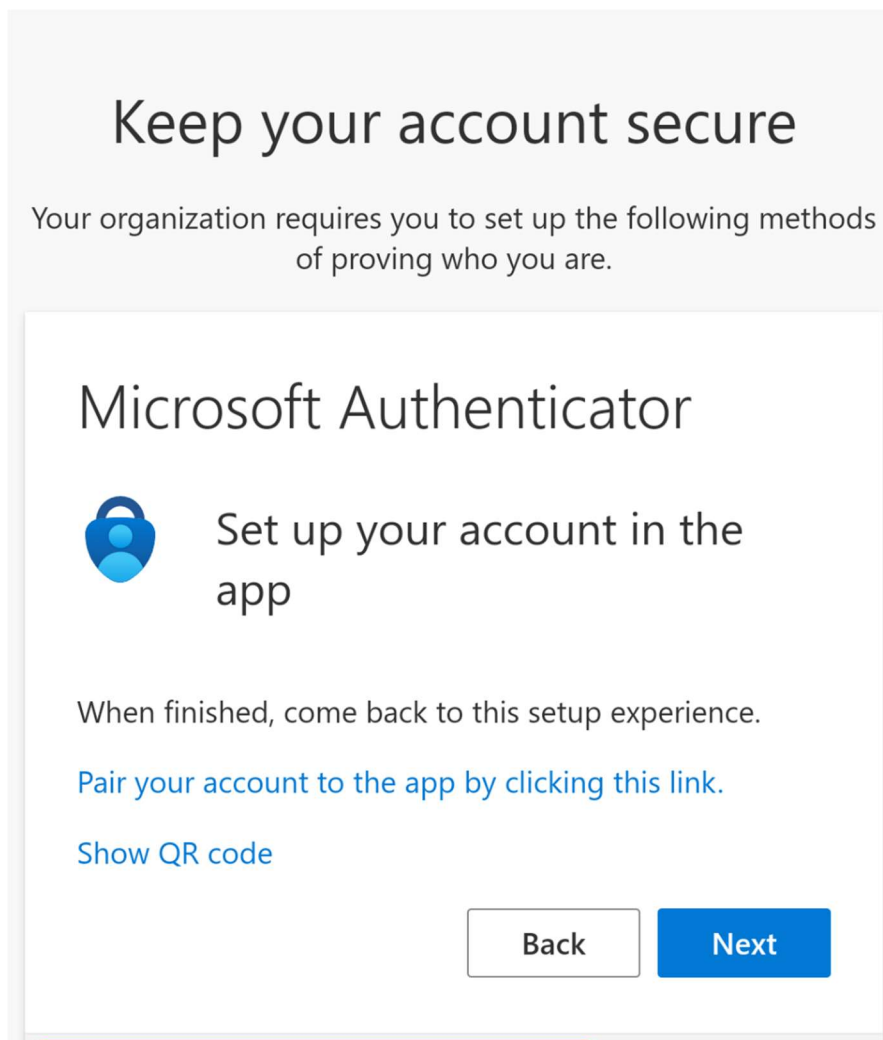


And press **Next**.

The following screen will be displayed. Click **Next**



Click **Next** again



Then press **Show QR Code**. You'll see a **QR code** that you now need to scan with your phone (see next section)



### Scan the QR code through the mobile app

Open the **Authenticator** app on your mobile.

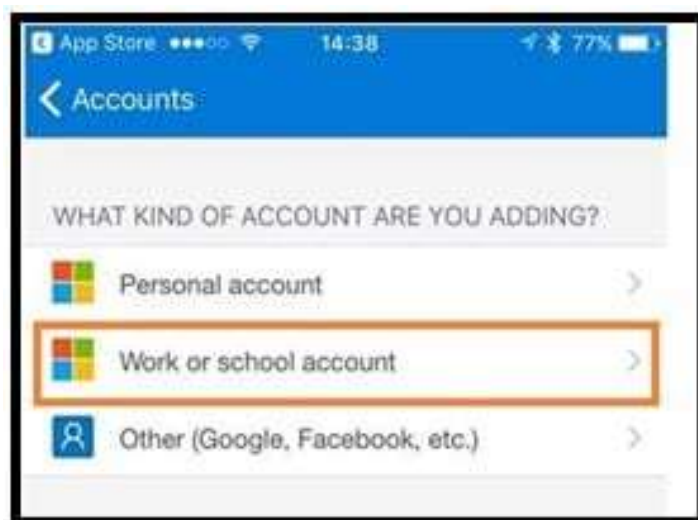


**Note** – If your phone prompts you to enable access to the camera, or enable notifications, please click **allow**.

Click **Add Account**.

If you can't find the option to add an account, click the button with the **three dots** (Android) or the **+** button (Apple) in the top right corner, then select **Add Account**.

Select **Work or school account** when prompted.



Choose **Scan a QR code** and using your mobile device camera, **scan** the QR code from your PC/Mac.



Click **Next** on your PC/Mac.

You'll then receive a notification on your mobile device that you will need to **type the number you see on screen then press Yes.**

3. Now go back to your log in page and press done.
4. You will then be asked to re-enter your password, enter this and then enter a new password below.

When changing your password, choose a password with a minimum of 12 characters: that includes 3 out of the four categories below.

Upper Case

Lower Case

Digit

Special Character

5. You will then be asked to add an additional approval method: your mobile number (SMS) it will ask for your mobile number, then send you an SMS message containing a 6-digit code to verify your device. Type the number you receive into the box
6. Once this is done, your MFA will be set up