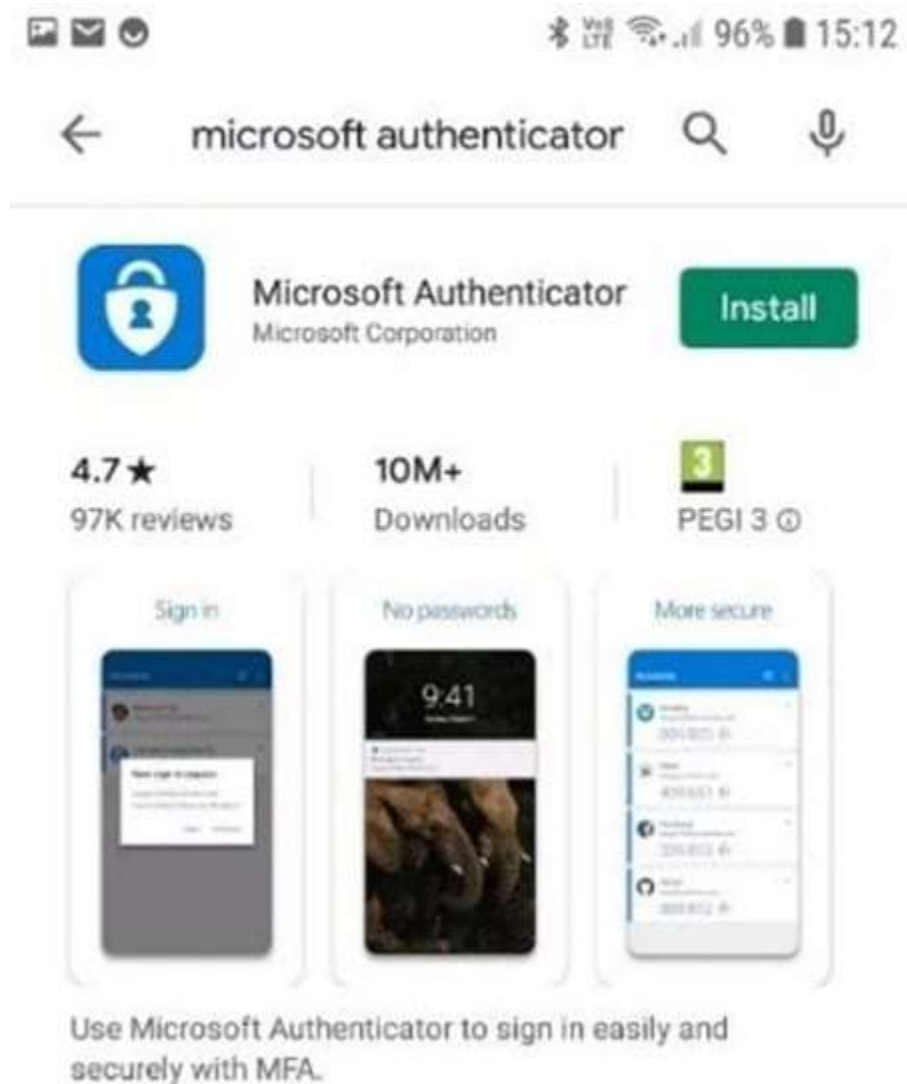## Setting up MFA (Multifactor Authentication) PHONE ONLY

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

Open www.ulster.ac.uk/portal on a web browser on your mobile phone

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
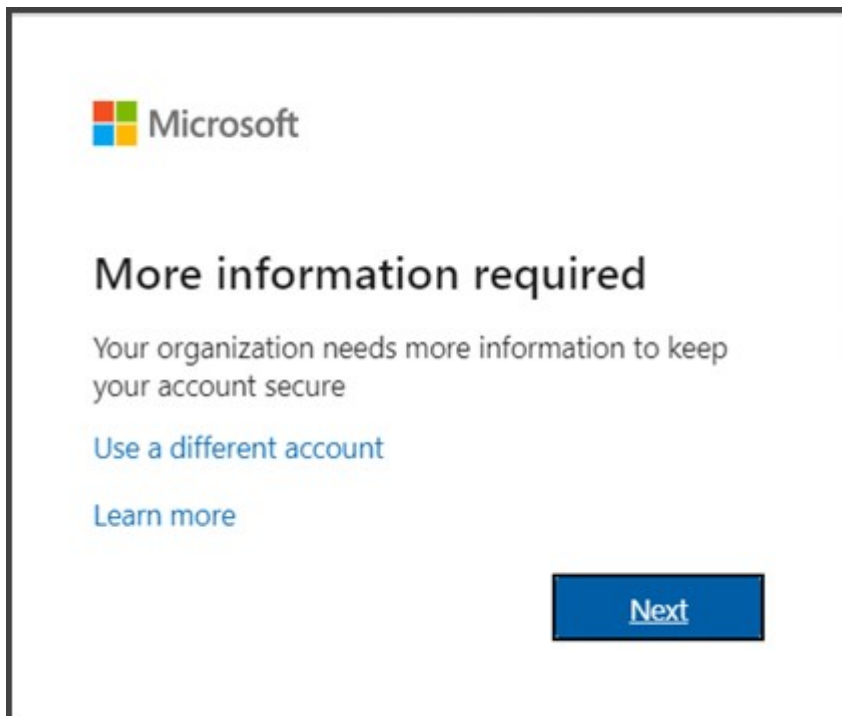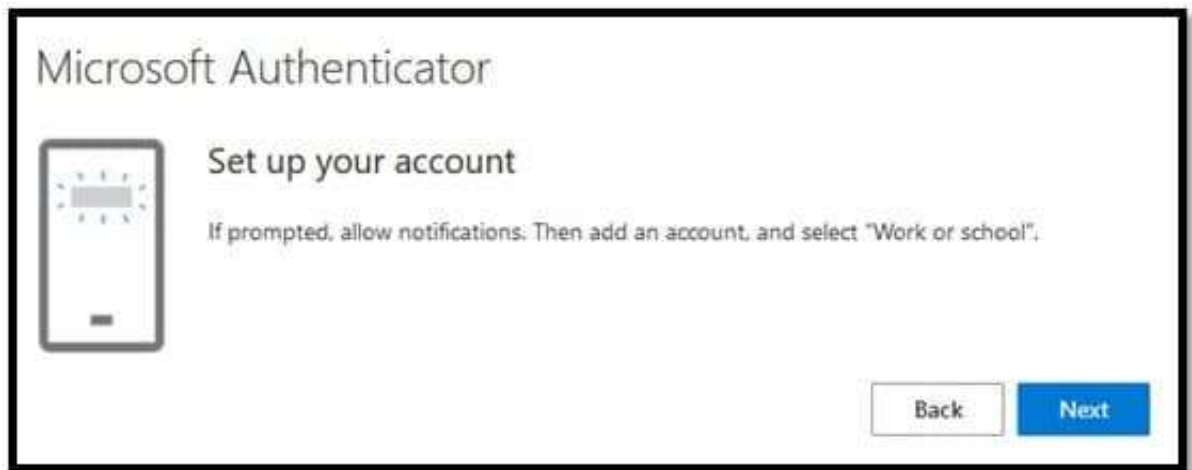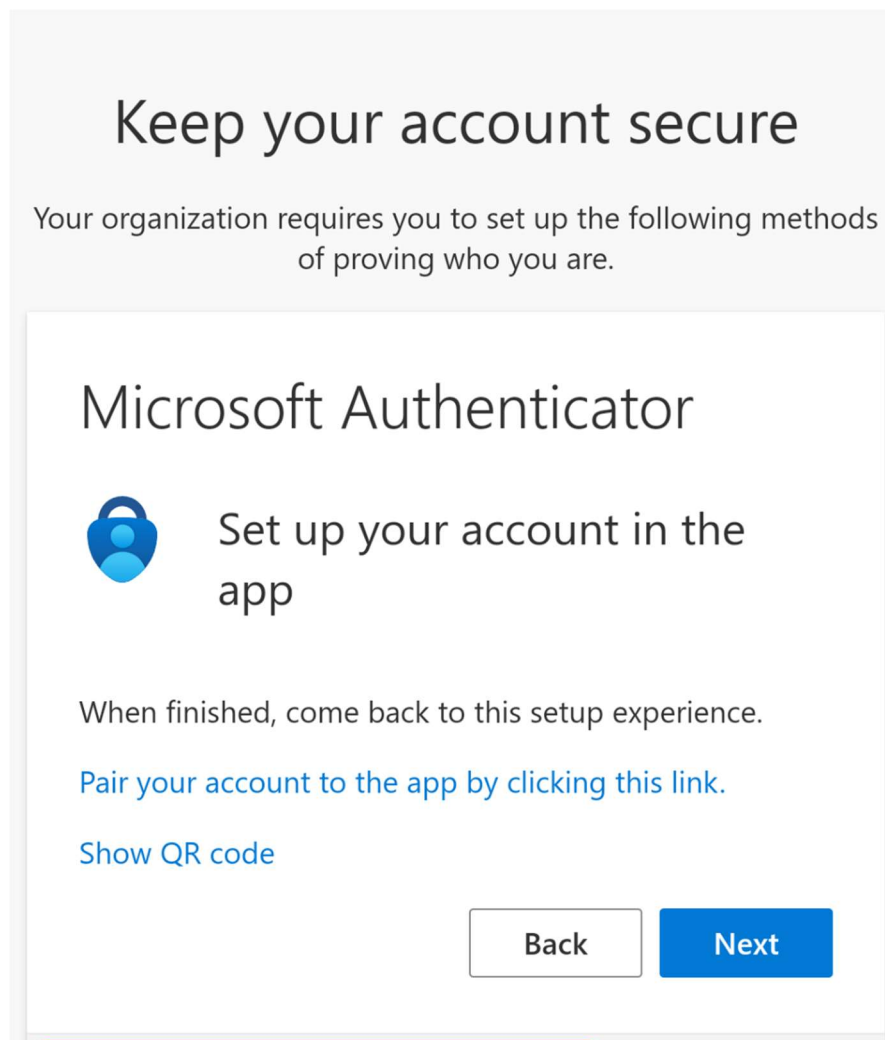
2. Choose **Next**.
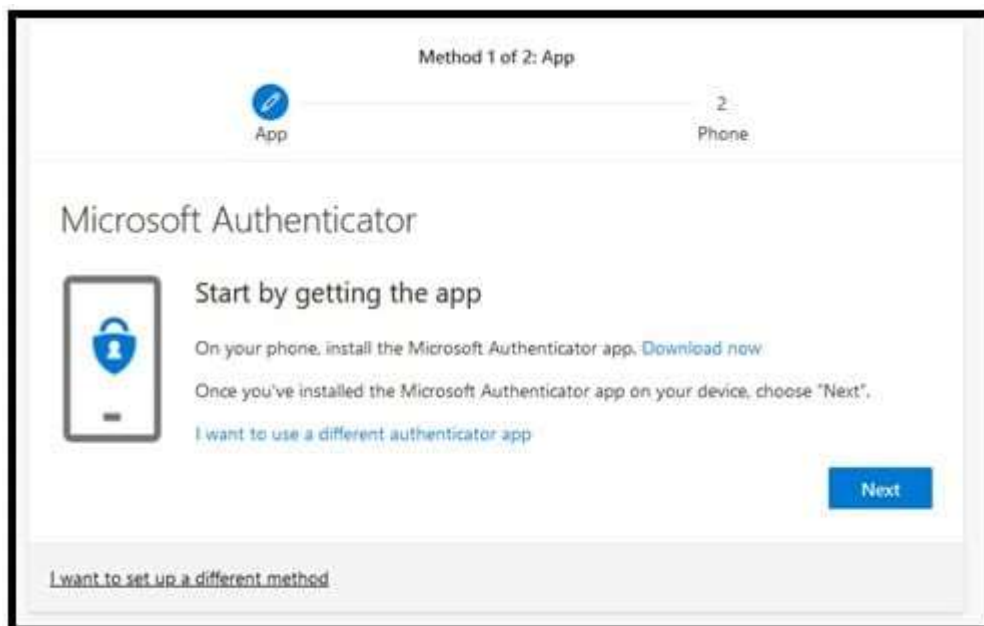
And press **Next**.

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

Click **Next** again

Then press **Pair your account to the app by clicking this link**. This will then open the Microsoft authenticator app. Once it has paired you can come back to the log in page above and press **Next**

You'll then see a number on the screen and 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