

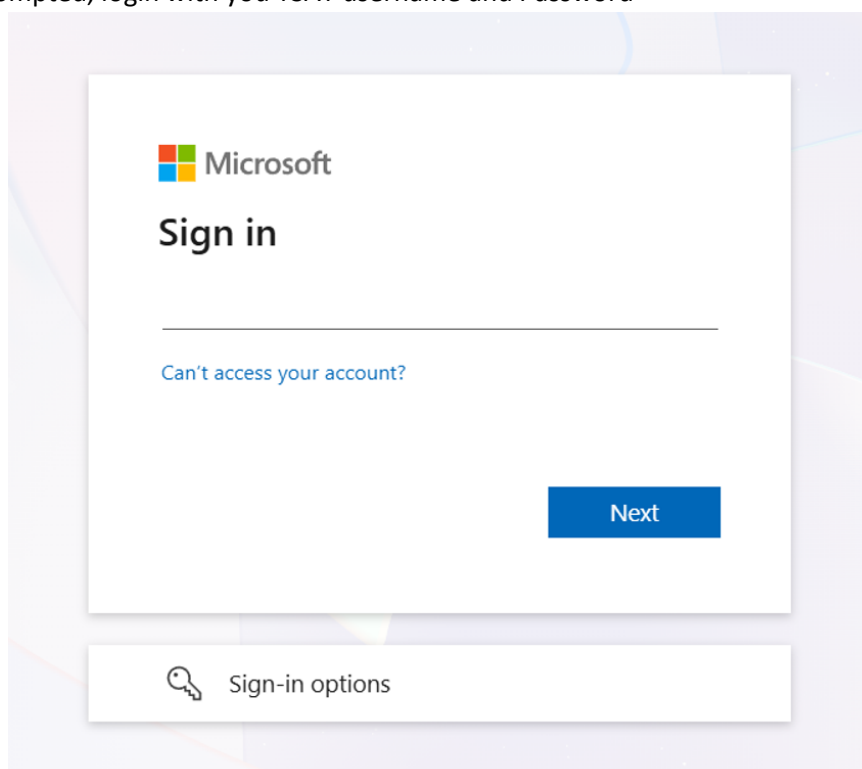
Content

Multi-Factor Authentication provides a two-step verification that helps protect you by making it more difficult for someone else to sign in to your TSAT user account. It uses two different forms of identity: your password, and a contact method, the Microsoft Authenticator app. With this in place, even if someone else finds your password, they'll be stopped if they don't have access to your security info. This is also why it's important to use different passwords for all your accounts.

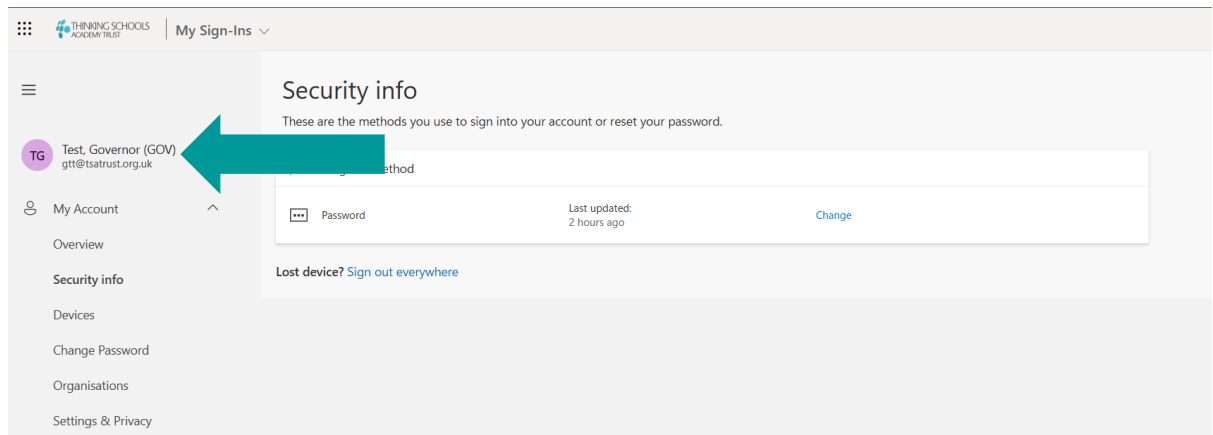
This guide provides two options for setting up MFA, if you use a smartphone, following option 2 the Microsoft Authenticator app is recommended

Setup for option 1: Text message code

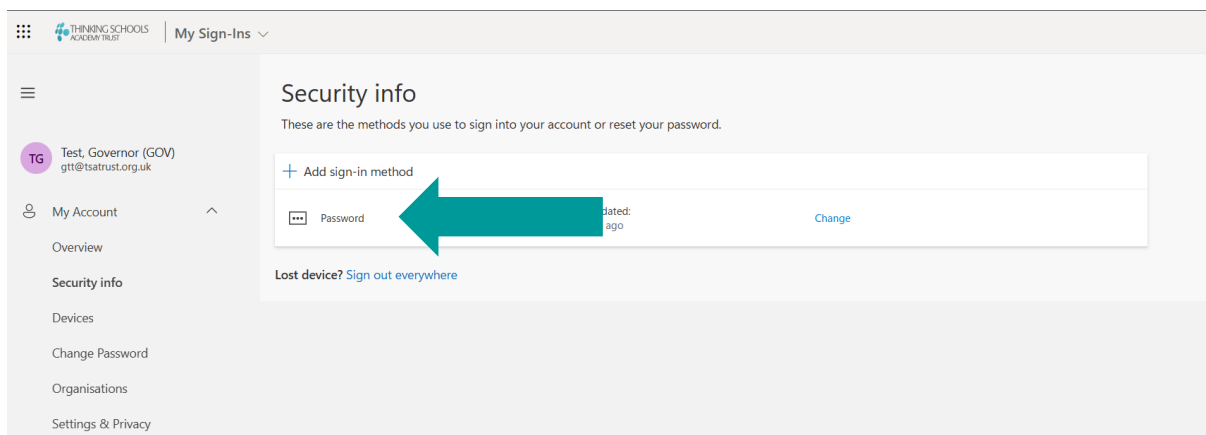
1. On a computer, open your internet browser and visit <http://aka.ms/mfasetup>
2. When prompted, login with you TSAT username and Password



3. When logged in, please check that the correct account has been logged in, you will see this on the ribbon to the left of the page (image below, the account listed should match your TSAT user account, if it doesn't, please log out, and log back in)



4. On the Security Information Page, you will see the current Sign-in Methods, in this example, only Password is set



5. Click **Add Sign-in method** and choose **Phone**, Click **Next**
6. Set the Country Code and add your Phone number



Add a phone number

Verify it's you with a call or text code to your phone.

Country code

United Kingdom (+44)

Phone number

Enter phone number

Choose how to verify

☒ Text a code

☐ Call

Message and data rates may apply. Pressing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)

7. Verification via Text a code (Verifying with Call is also accepted)
8. Add the code when prompted

Verify your phone number

Enter the code we sent to +44 07

Enter code

[Didn't receive the code?](#)

Next

9. Your phone is now added

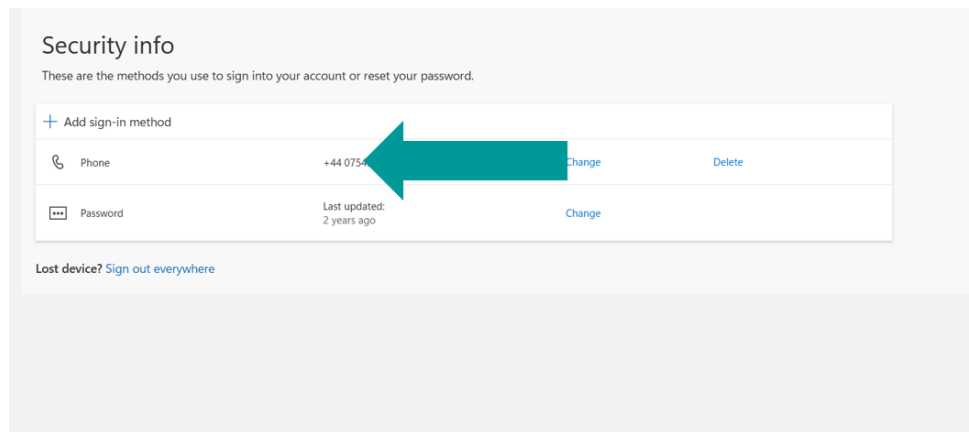
✔ Phone number added



You can now receive a code each time you sign in.

Done

10. You will now see the sign in method added to your security info page



11. Multi Factor Authentication is now set up on your account using a code sent to your phone.

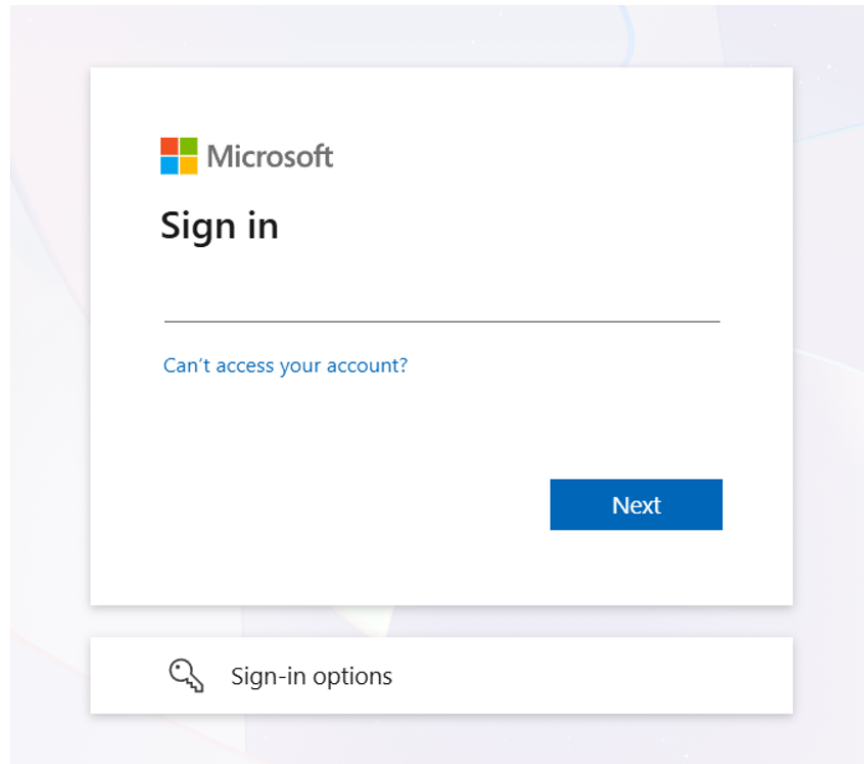
Setup for option 2: Authenticating with the Authenticator app

Please follow this guide to set up Multi Factor Authentication through the Authenticator app

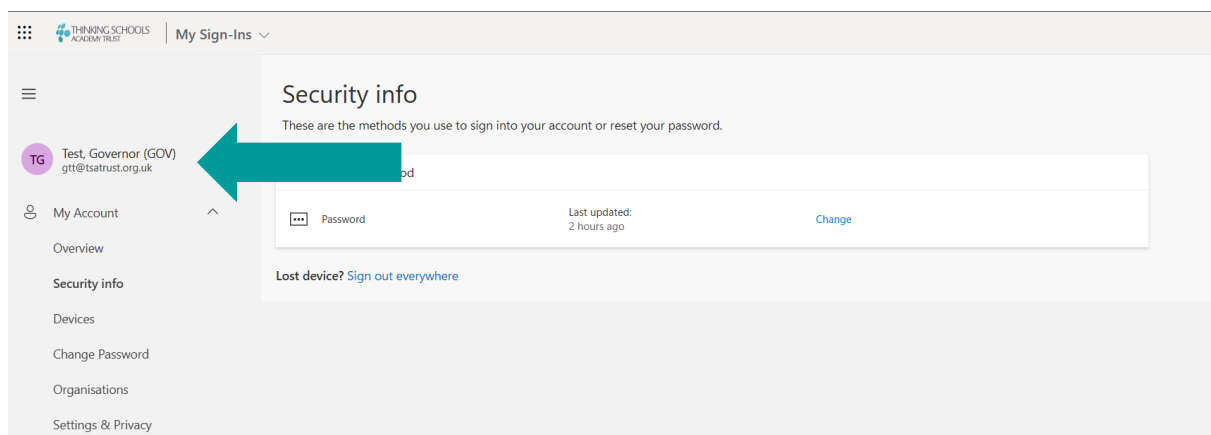
1. Please download the **Microsoft Authenticator App** from your phones app store



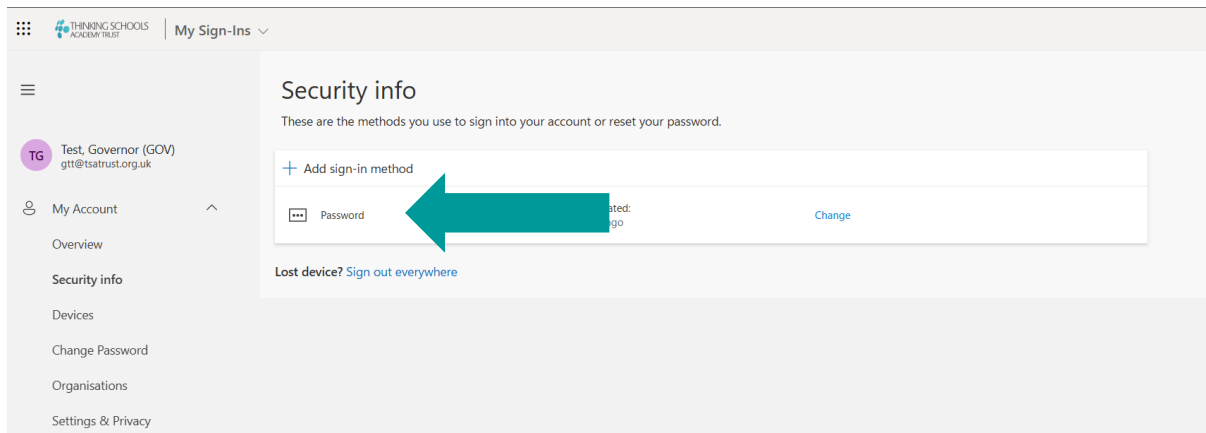
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3. When prompted, login with you TSAT username and Password



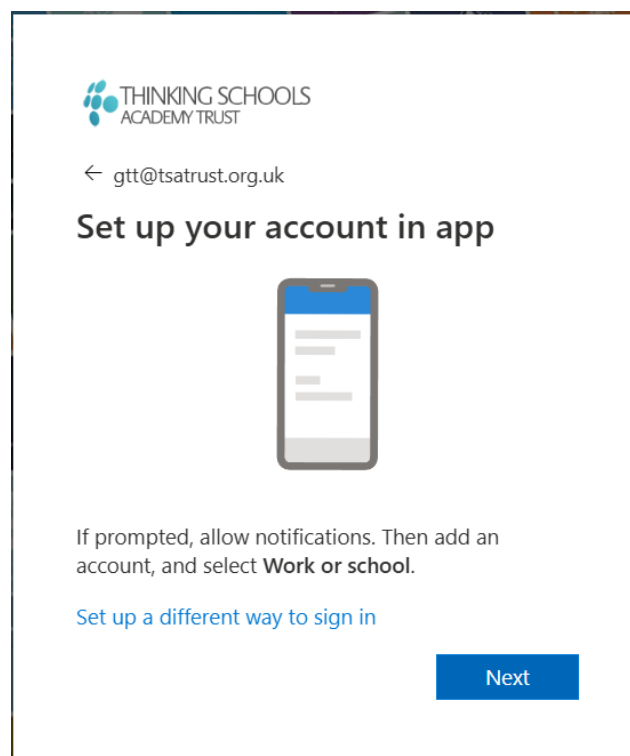
4. When logged in, please check that the correct account has been logged in, you will see this on the ribbon to the left of the page (image below, the account listed should match your TSAT user account, if it doesn't, please log out, and log back in)



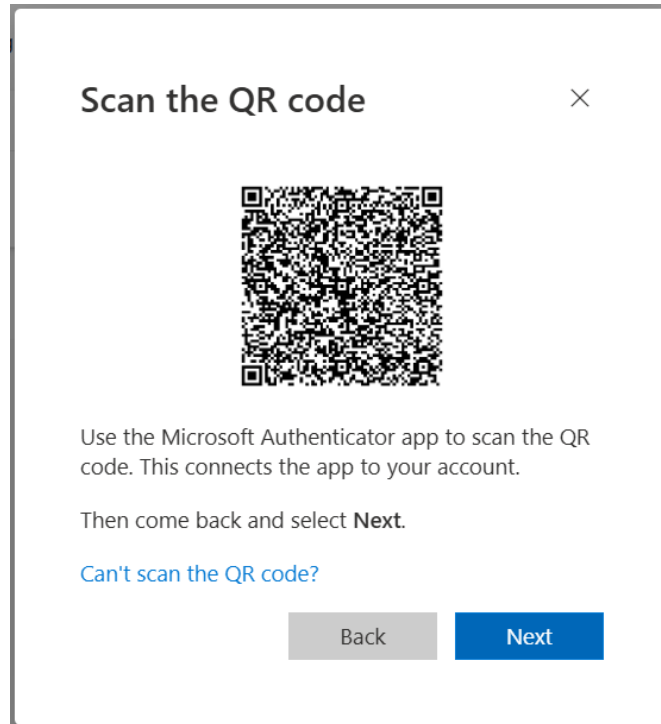
5. On the Security Information Page, you will see the current Sign-in Methods, in this example, only Password is set



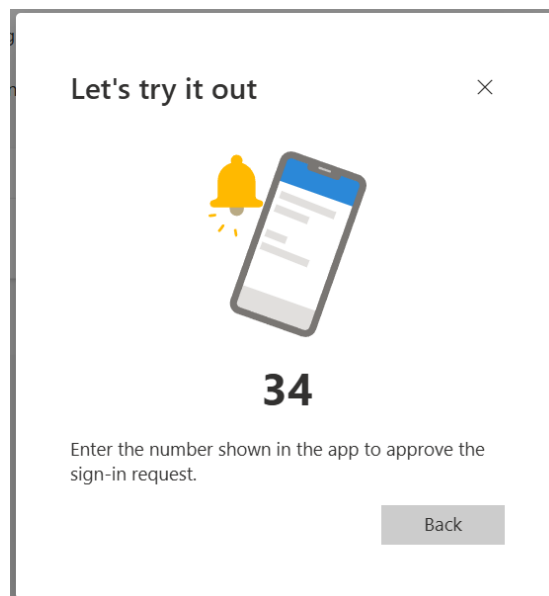
6. Click **Add Sign-in method** and choose **Microsoft Authenticator**, Click **Next**
7. Set Up your account in the app, and then click Next



8. Click Next through each step until you reach the QR code, scan the QR code through the Authenticator App



9. Type the code that is sent to the app



10. Multi Factor Authentication is now set up on your account using a code sent to your phone.