UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

www.ucem.ac.uk

T +44(0)118 921 4696 E enquiries@ucem.ac.uk

Horizons, 60 Queen's Road, Reading, RG1 4BS

Multi-factor authentication

Student Information and Activation Guidance

As part of UCEM's commitment to digital security all students must use **multi- factor authentication (MFA)** to access:

- Office 365 applications (e.g. Outlook, Word, Excel, PowerPoint). All students need to access important information via their UCEM Outlook email accounts for the duration of their studies with us
- The platform you will use for your studies: our Virtual Learning Environment (VLE).

MFA provides a secure way for you to access your accounts, using a unique code generated by an app on your smartphone, alongside your password. You might be familiar with this approach to digital security from your online banking, for instance.

Activating multi-factor authentication

It's important you follow the process below as soon as you can, to ensure you are able to access all the systems and platforms you will need whilst you're on your UCEM programme.

To get your MFA up and running, you will need a smartphone or a similar device which runs Android or Apple iOS, and which can download and run third-party applications.

The process is straightforward, but we have provided some guidance below to help you through it step-by-step.

It is a three-stage process. A quick version is provided here, or see below for more detailed instructions with screen shots:

❶ On your smartphone, download and install the Microsoft Authenticator App (or Google Authenticator) from the place you get your apps

❷ Log-in to your student Office 365 account on a separate device (usually your laptop or PC). You will see the prompt "Your organisation needs more information". Select 'Next' until you see a QR code (an incognito/private browser may be required).
Google authenticator can be at this point, there will be an option to use an alternative authenticator.

❸ Using the 'add account' option on the authenticator app on your smartphone, select 'scan QR code' and scan the QR code using your smartphone camera. Press 'Next' and enter the six-digit code from your smartphone. *You may be prompted to enter a username and password for your Authenticator application.*

UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

www.ucem.ac.uk

T +44(0)118 921 4696 E enquiries@ucem.ac.uk

Horizons, 60 Queen's Road, Reading, RG1 4BS

1 Installing the Authenticator application

Visit the App Store (iOS) or Play Store (Android) on your smartphone and download and install the **Microsoft Authenticator** application.

More details about Microsoft Authenticator can be found at https://www.microsoft.com/en-gb/security/mobile-authenticator-app

Google Authenticator can also be used for MFA; the setup process will be very similar. Once you have received the "Your organisation needs more information" screen, press next and then select "I would like to use a different authenticator option". This will allow you to link Google Authenticator instead.

2 Log in to your student account

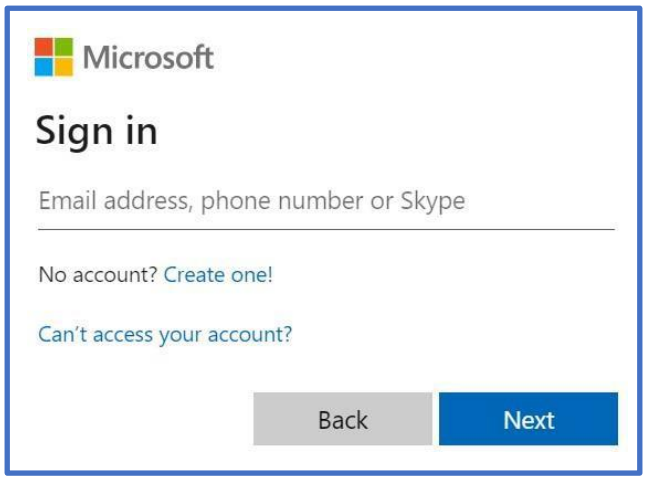
1. Navigate to https://www.office.com on your computer and select **Sign in**

UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

www.ucem.ac.uk

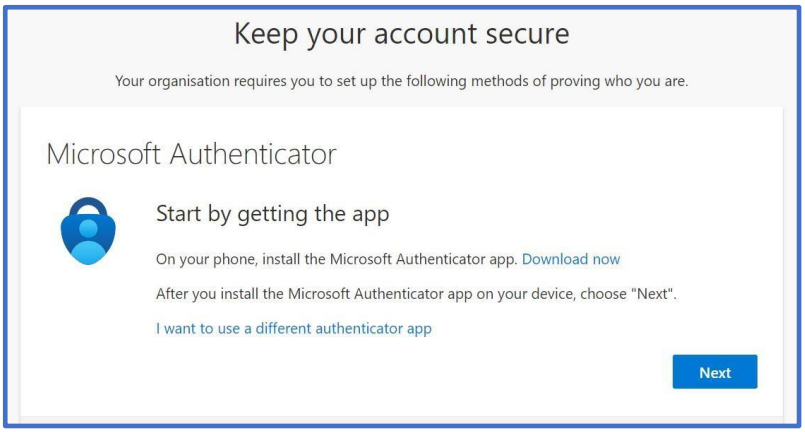
T +44(0)118 921 4696 E enquiries@ucem.ac.uk
Horizons, 60 Queen's Road, Reading, RG1 4BS

2. Enter your UCEM account email address (******@student.ucem.ac.uk) and click '**Next**'**.**



3. Ensuring you have the Authenticator app installed on your smartphone (see stage 1 above), select **Next** to continue.

Select "I want to use a different authenticator app" option if you want to use Google Authenticator instead.



4. Open the Microsoft Authenticator application on your mobile device.

Select '**Add**' a new account and then select '"**Work or school account'** for type of account.

UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

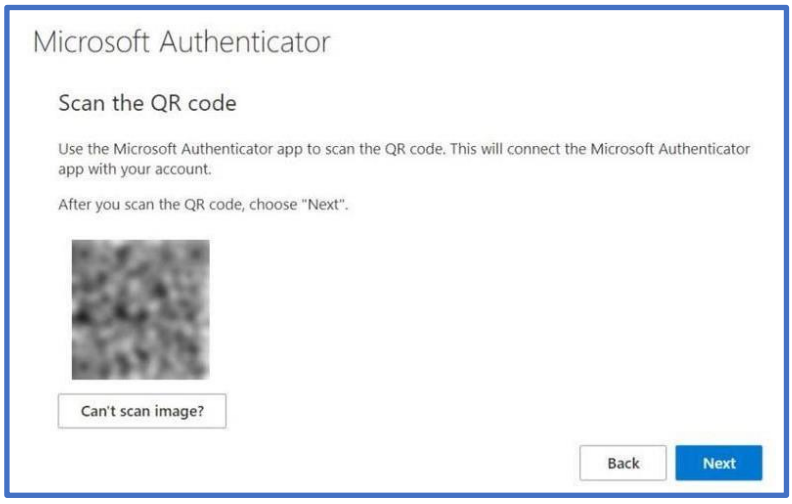
www.ucem.ac.uk

T +44(0)118 921 4696 E enquiries@ucem.ac.uk

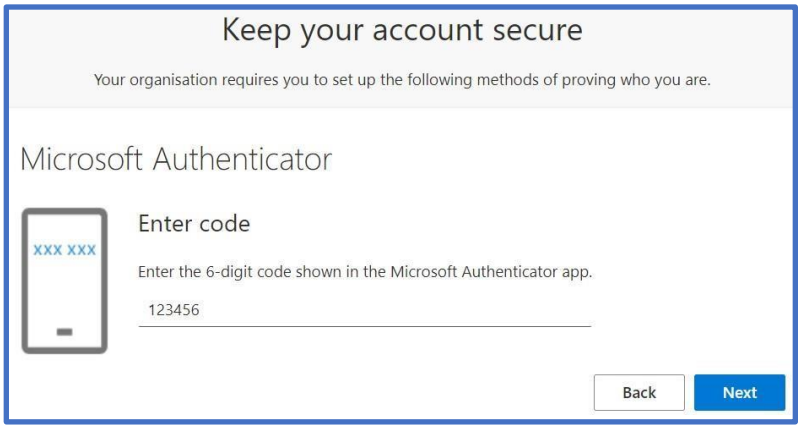
Horizons, 60 Queen's Road, Reading, RG1 4BS

3 Enable multi-factor authentication

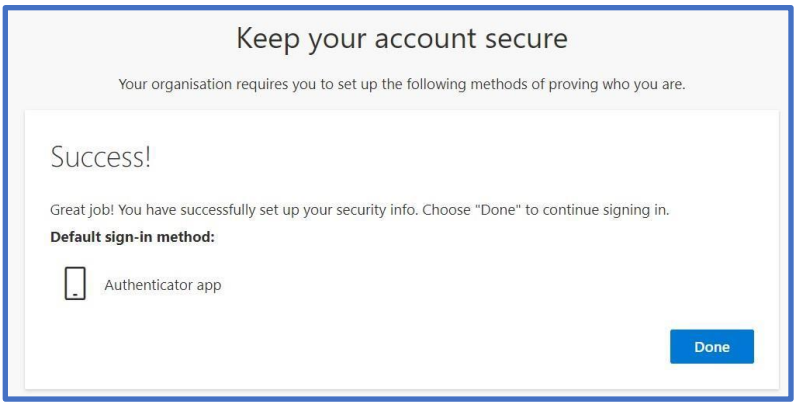
Use your mobile device to **scan the QR code** that is shown on your screen.



Once the QR code has been successfully scanned, the Microsoft Authenticator application will provide a code that you will need to enter on the screen, once entered, select **Next**.



At this stage you will see confirmation that the Multifactor Authentication has been successfully set up and you can select '**Done**'



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

www.ucem.ac.uk

T +44(0)118 921 4696 E enquiries@ucem.ac.uk

Horizons, 60 Queen's Road, Reading, RG1 4BS

You will see the option to remain signed in, if you are on a **secure private computer** this can be a useful option to avoid re-entering your details.

Select **Yes** or **No**, depending on your preference.

On the next window, you will be prompted to enter a code from the Microsoft Authenticator Application on your mobile device.

If you are using a secure private computer, you can select **'Don't ask again for 14 days'** to reduce the number of times a code is requested for login.

Select '**Verify**' to continue.

The setup of multi-factor authentication for your UCEM Office 365 account is now complete.

You will be prompted to enter an access code from the Authenticator app next time you log in – or in 14 days if you selected that option in step 9.

If you change phones and can no longer access your account, please contact the Student Advice team via details below.

If you require any further assistance, please contact us via Student Central or via telephone:

UK: 0800 019 9697 (press option 2)
International: +44 (0)118 921 4696