

MULTI-FACTOR AUTHENTICATION (MFA) IS COMING FOR STUDENTS

WHY THIS CHANGE?

- Protects student accounts from hacking.
- Keeps personal work, emails and files secure.
- Meets modern safeguarding and cybersecurity standards.

WHAT STUDENTS WILL NEED

- Their school Microsoft 365 login.
- A smartphone or tablet with the Microsoft Authenticator app installed.
- Internet connection for first-time setup.

WHAT TO EXPECT

During the log in process, students will see a pop up asking them to set up Microsoft Authenticator app on their smart phone or tablet.

Setup takes 2–3 minutes and only needs to be done once.

HOW TO SET UP MULTI-FACTOR AUTHENTICATION (MFA)

INSTALL THE APP

- On your phone, go to the App Store or Google Play.
- Search “Microsoft Authenticator”.
- Download and open it.

LOG INTO YOUR SCHOOL ACCOUNT

- On a laptop, PC or on your phone, go to any Microsoft login page (Outlook, Teams, etc.).
- Sign in with your school email and password.
- You’ll see the message ‘Let’s keep your account secure’, click Next.

SET UP AUTHENTICATOR

- Choose “Download and set up the Authenticator app.”
- If using a PC, Laptop or Tablet click Next until you see a QR code. If using your Phone, click ‘I can’t scan the QR code’ it will give you a code or login option instead. Then on your phone, in the Authenticator app, tap Add account → Work or school account, then scan the QR code on your computer screen or enter the code you were given instead.
- Your phone will get a notification, tap Approve.

ALL DONE

- You only need to do this set up once or if you get a new phone.
- Next time you sign in, you’ll get a quick Approve / Deny pop-up on your phone.

If you are struggling with setting this up, please speak to IT Support at your school or email: ITSupport@sharemat.co.uk



test.staff@sharemat.co.uk

Let's keep your account secure

We'll help you set up another way to verify it's you.

[Use a different account](#)

[Learn more about verifying your identity](#)

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