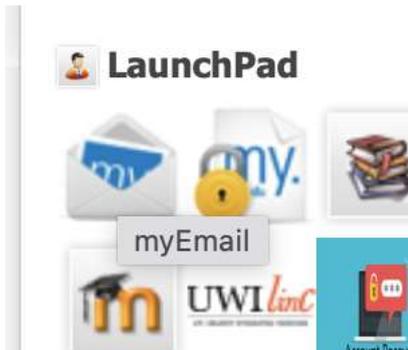


How to set up Multi-Factor Authentication

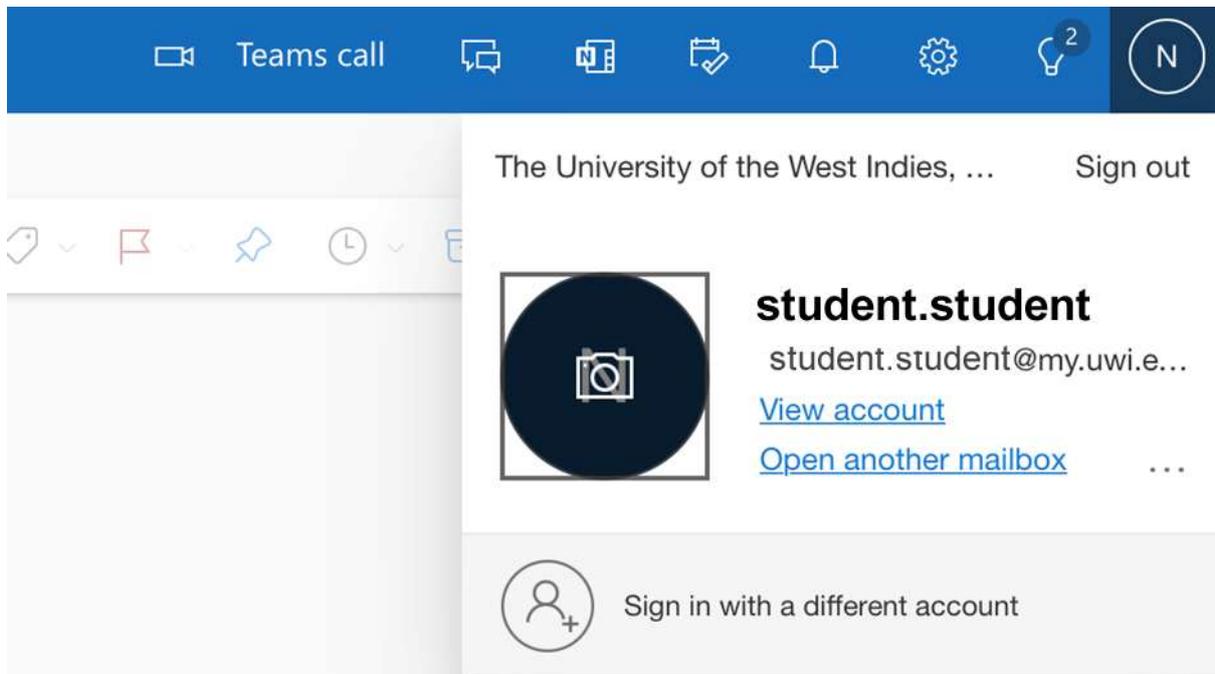
The instructions below will direct you to set up two authentication methods: your [mobile phone](#) and the [Microsoft Authenticator app](#). You will be able to select one as your primary and use the other as a backup after you set them up.

1. Log in to the student Portal at <https://my.uwi.edu/>
2. Click “MyEmail” from the Launchpad on the left of the screen.



How to configure Multi-Factor Authentication to use the Microsoft Authenticator App

3. In the Email window, click the icon in upper right with your initial



4. Click View Account

☰ My Account ▾

 Overview

 Security info

 Devices

 Password

 Organisations

 Settings & Privacy

 My sign-ins

 Office apps

 Subscriptions

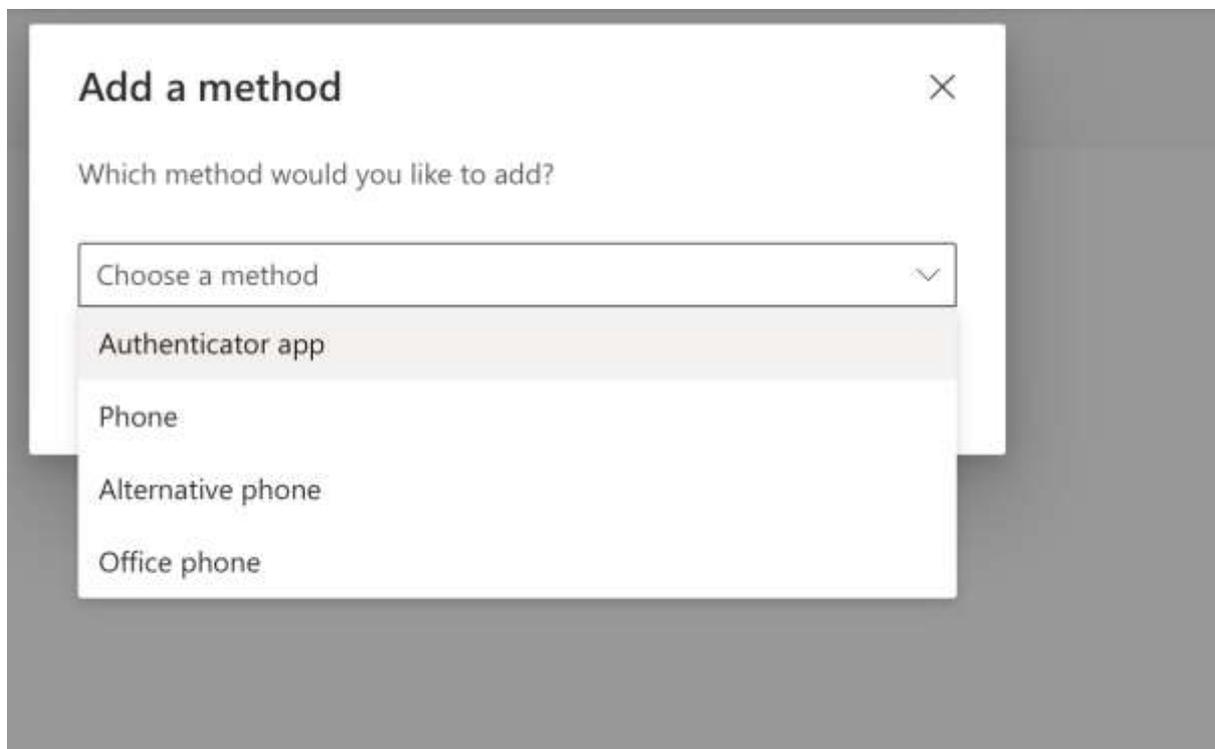
5. Choose Security Info. Click Add Sign In Method

+ Add sign-in method

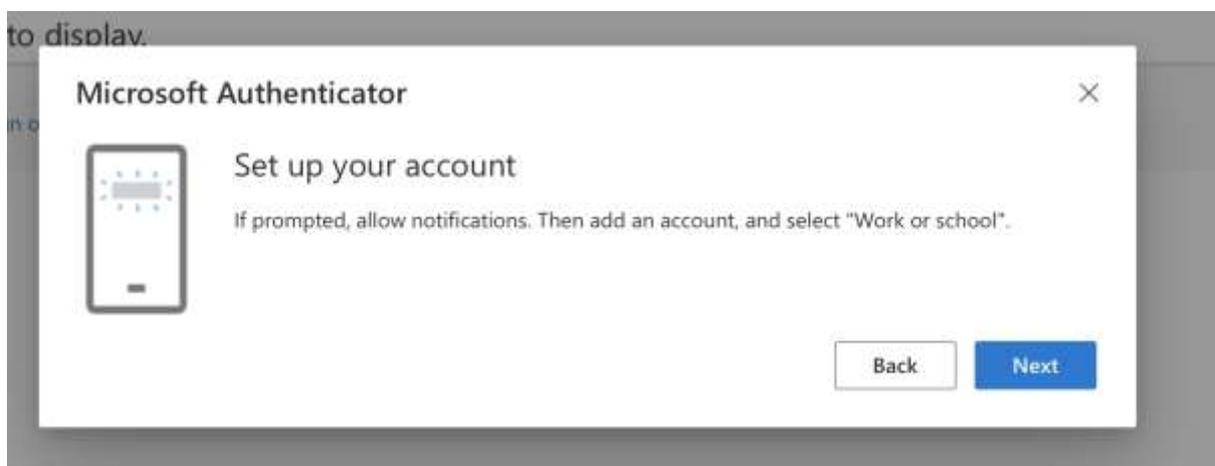
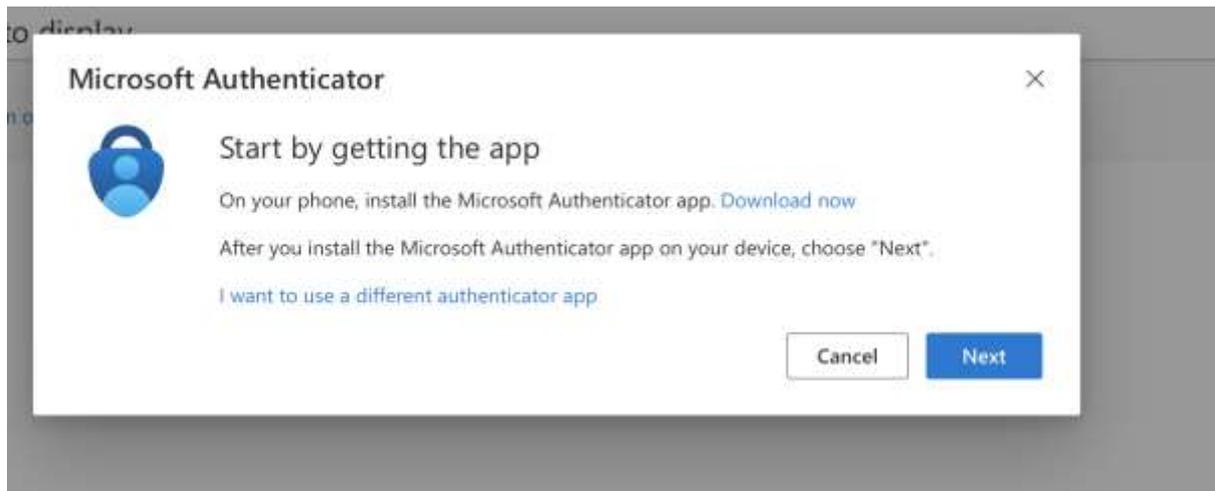
No items to display.

Lost device? [Sign out everywhere](#)

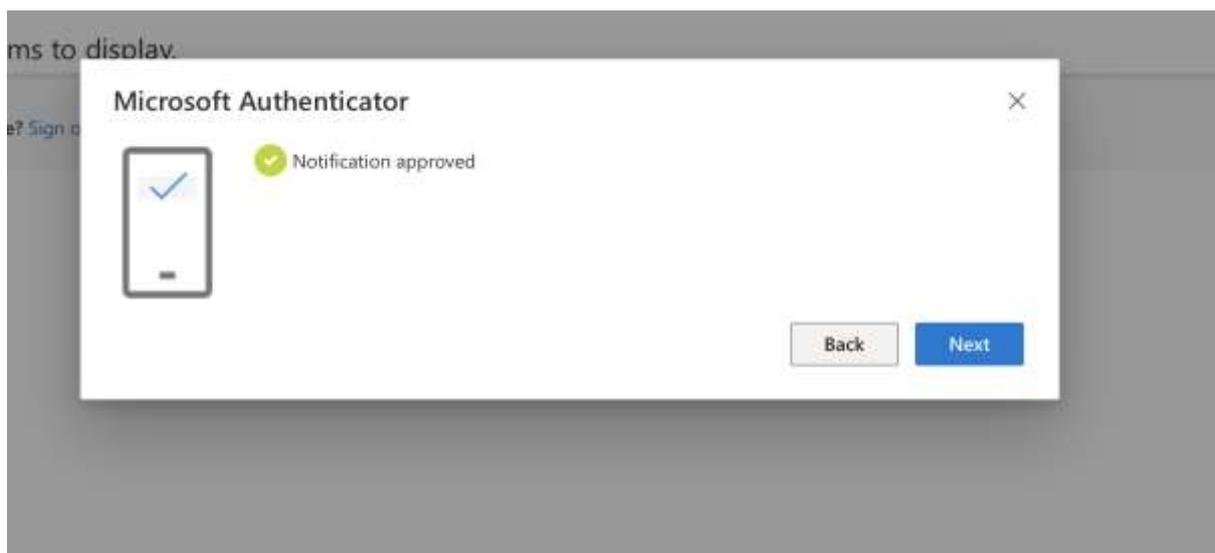
6. Choose Authenticator App



7. Follow Instructions



Use the Microsoft Authenticator app to scan the QR code displayed on the screen as instructed. Choose "Next" after scanning the QR code.



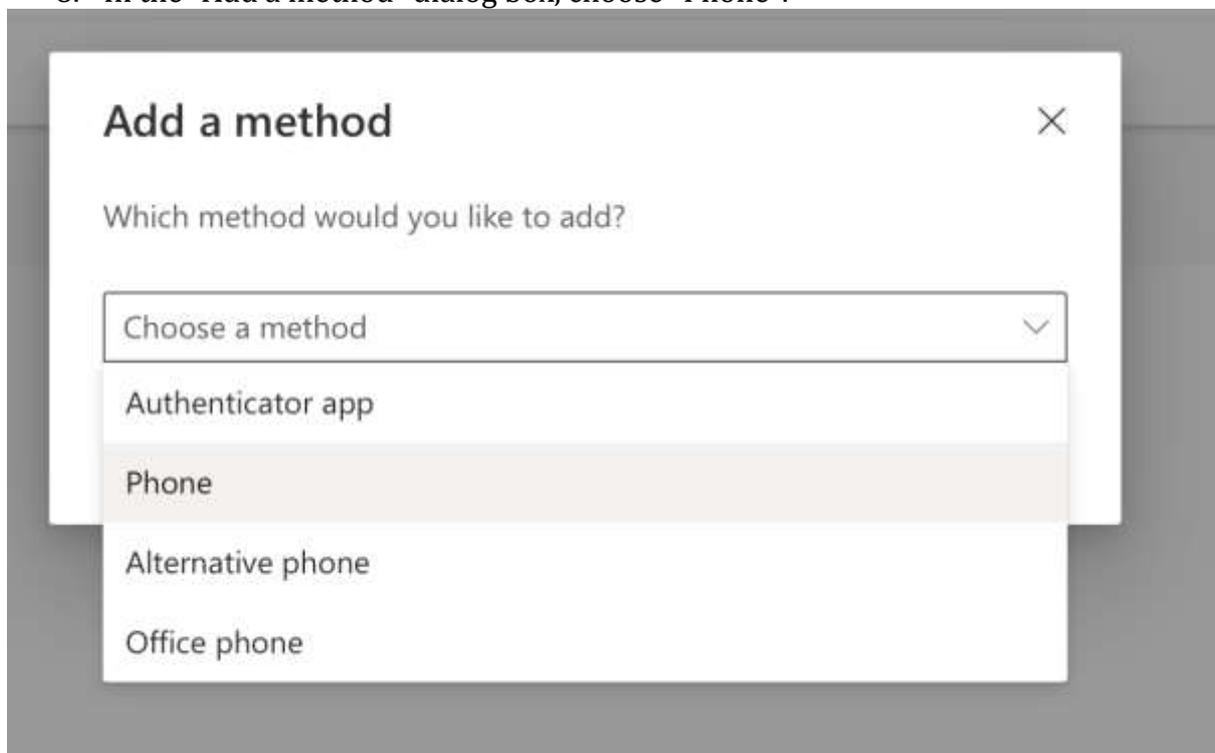
You should get the confirmation message below.

Microsoft Authenticator app was successfully registered ✕

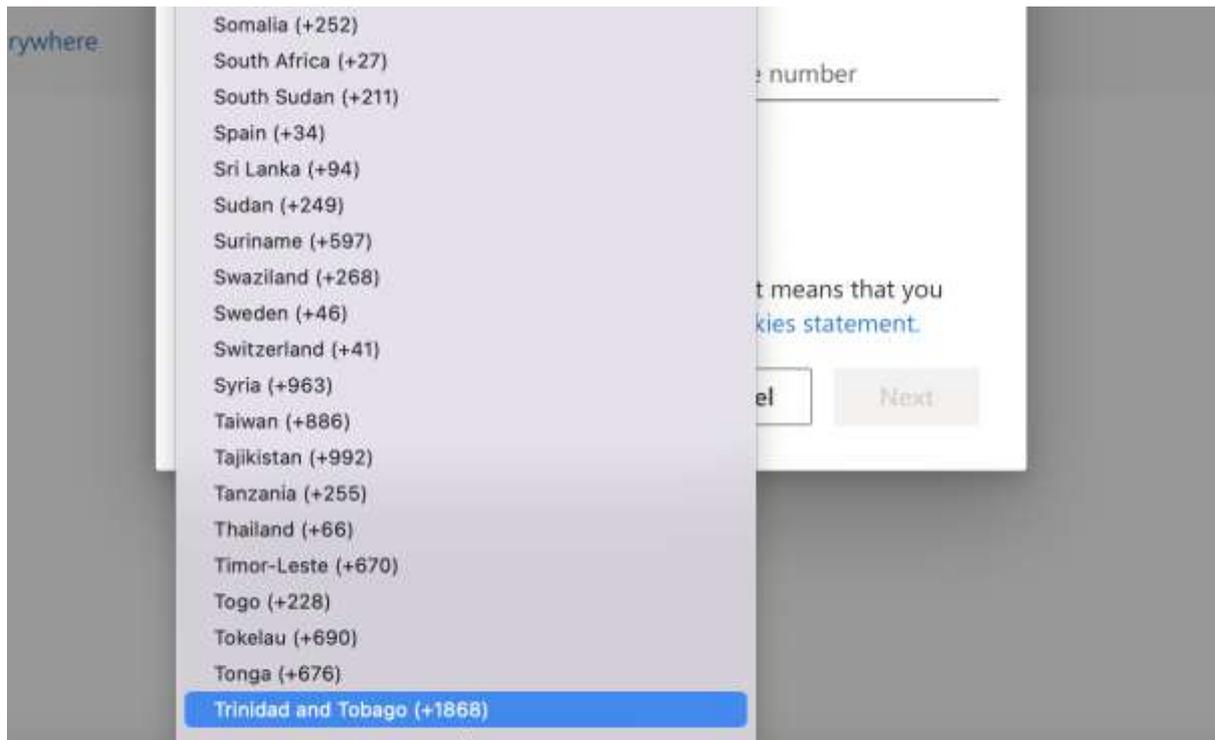
Thu, 15 Dec 2022 01:29:00 GMT

How to configure Multi-Factor Authentication to use your mobile phone

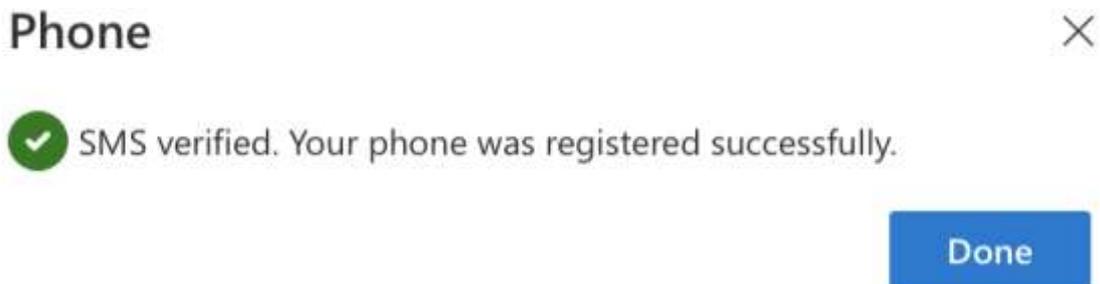
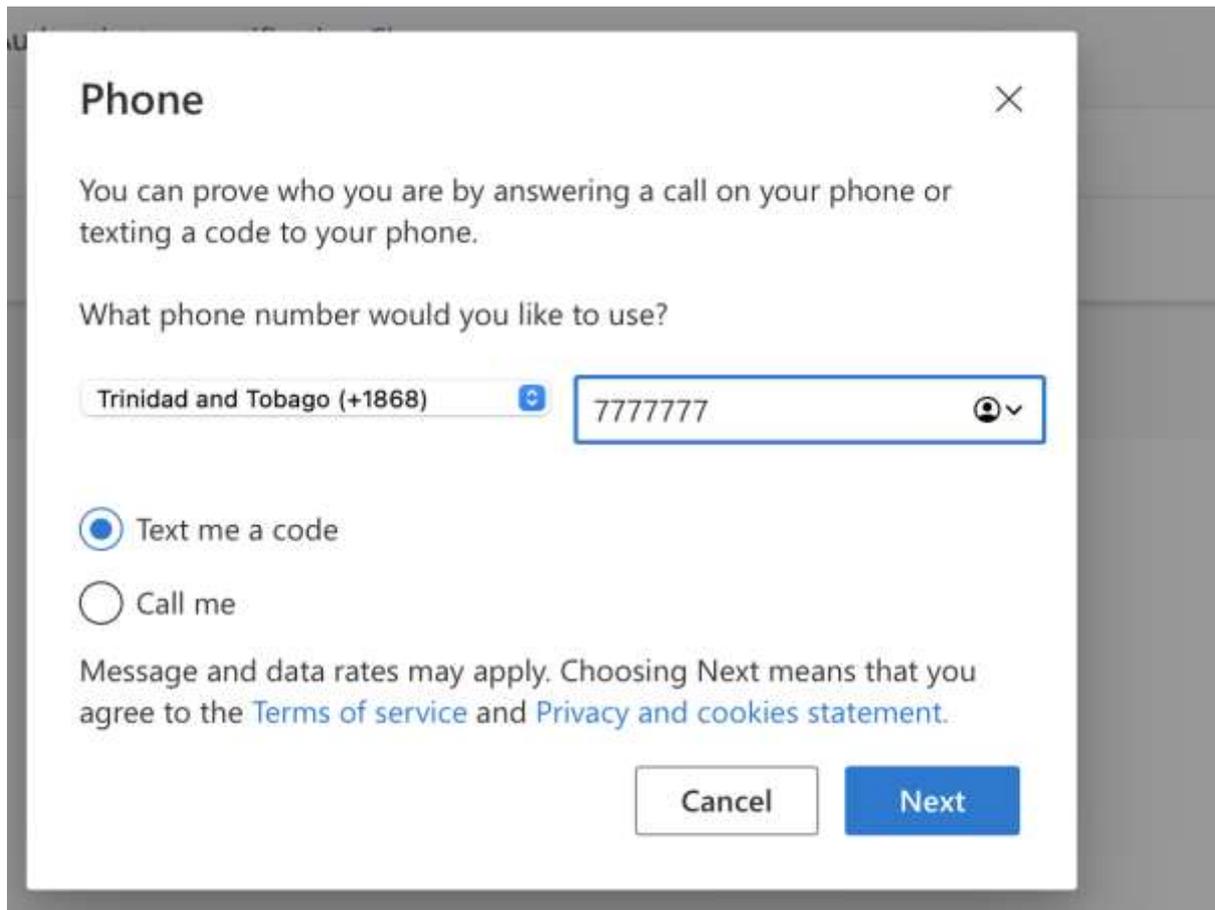
8. In the “Add a method” dialog box, choose “Phone”.



9. Select the appropriate international country code which is the first part of your phone number.



10. Enter your mobile number in the box provided. Select “Text me a code” or “Call me” as your preference of the option the system will use to verify your phone number (call or sms text).



11. You should now see both methods set up in your Security Info.

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

[+](#) Add sign-in method

 Phone	+1868 9999999	Change	Delete
 Microsoft Authenticator	Me2 Pro 2023		Delete

Lost device? [Sign out everywhere](#)