How to set up Multi-Factor Authentication

The instructions below will direct you to set up two authentication methods: your <u>mobile</u> <u>phone</u> and the <u>Microsoft Authenticator app</u>. 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 <u>https://my.uwi.edu/</u>
- 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



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

Add a method	×
which method would you like to add?	
Choose a method	\sim
Authenticator app	
Phone	
Alternative phone	
Office phone	

7. Follow Instructions

0	Start by getting the app	
	On your phone, install the Microsoft Authenticator app. Download now	
	After you install the Microsoft Authenticator app on your device, choose "Next".	
	I want to use a different authenticator app	
	Cancel	Next

icroso	t Authenticator		×
	Set up your account		
1.1.1	If prompted, allow notifications. Then	add an account, and select "Work o	vr school*.
-			

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

Aicrosoft Authenticator	×
-	
	Back Next

You should get the confirmation message below.

Microsoft Authenticator app was successfully **x** registered

Thu, 15 Dec 2022 01:29:00 GMT

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

dd a method	×
hich method would you like to add?	
Choose a method	\sim
Authenticator app	
Phone	
Alternative phone	
Office 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.

rywhere	Somalia (+252) South Africa (+27)	anumber .
	South Sudan (+211) Spain (+34) Sri Lanka (+94) Sudan (+249) Suriname (+597) Swaziland (+268) Sweden (+46) Switzerland (+41) Syria (+963) Taiwan (+886) Tajikistan (+992) Tanzania (+255) Thailand (+66) Timor-Leste (+670) Togo (+228) Tokelau (+690) Tonga (+676): Trinidad and Tobago (+1868)	t means that you kies statement. el Next

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).

none	X
You can prove who you are by a texting a code to your phone.	nswering a call on your phone or
What phone number would you	like to use?
Trinidad and Tobago (+1868)	 ☐ 7777777 ② ~
 Text me a code Call me 	
Text me a code Call me Message and data rates may ap agree to the Terms of service an	ply. Choosing Next means that you d Privacy and cookies statement.



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					
+ 4	dd sign-in method				
S	Phone	+1868 9999999	Change	Delete	
8	Microsoft Authenticator	Me2 Pro 2023		Delete	
Lost de	vice? Sign out everywhere				