



Setting up your first Multi Factor Authentication verification method

(MFA)

Have you already downloaded the Microsoft Authenticator app and set it up to access your UEL account? If the answer is no, please continue....

Remember to use a **desktop/laptop computer**. Have your mobile phone to hand as well as you'll need it shortly.

STEP 1

Go to [Track my Future and log in](#) with your UEL details (example account below)

Welcome to the
gateway to your UEL
Account

Sign in with UEL account

STEP 2, still on your desktop/laptop computer

-You will then see another pop-up window that looks a bit like this

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Click next

STEP 3, still on your desktop/laptop computer

You will then see another pop-up window that looks a bit like this. Leave this screen open and before you click 'next', **use your mobile phone to** download the 'Microsoft Authenticator' app from the relevant app store. Have this to hand and then, choose the app method and click next




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Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

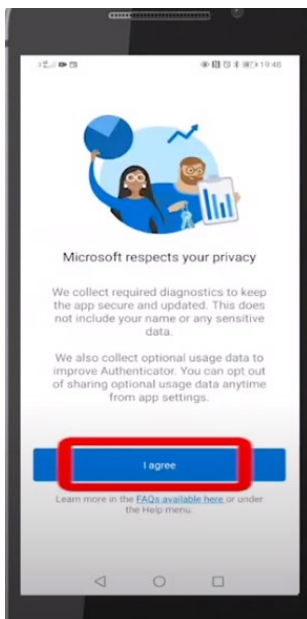
Once you've installed the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

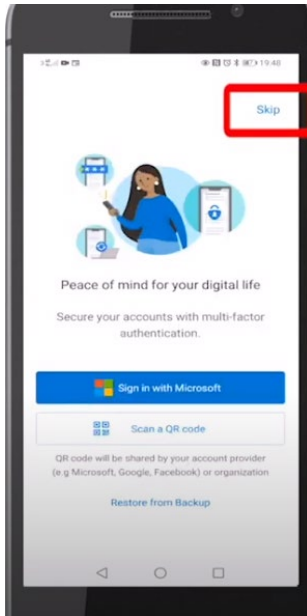
[I want to set up a different method](#)

Step 4, Now use your mobile phone go to the App store and download and install the Microsoft Authenticator app

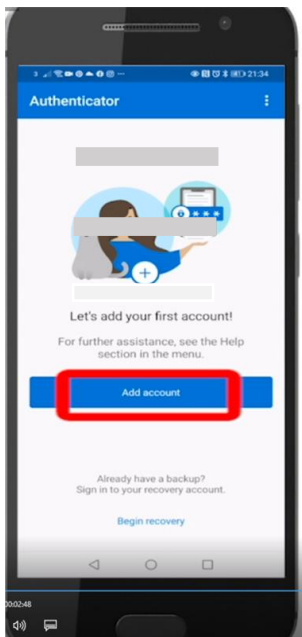




Step 5, press SKIP



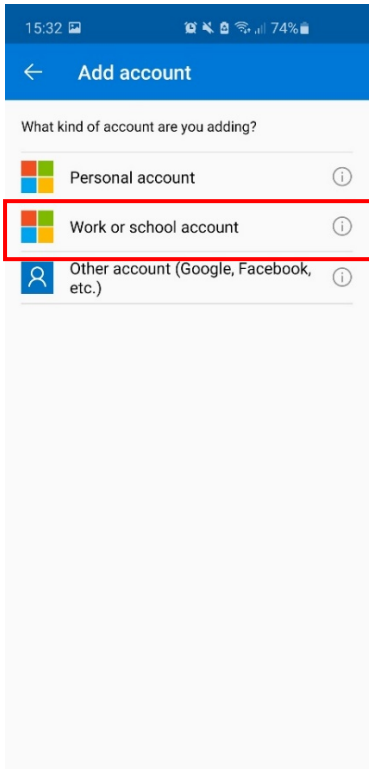
Step 6, You will see this screen, go to 'Add account'





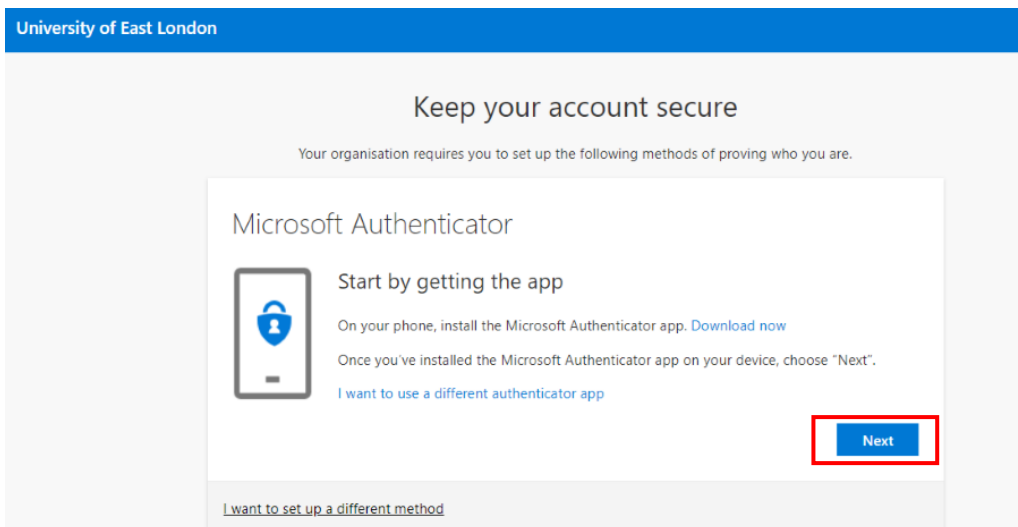
Step 7, still using your mobile phone

Choose the option that says: 'work or school account'



Step 8, Now back on your desktop/laptop

Click next

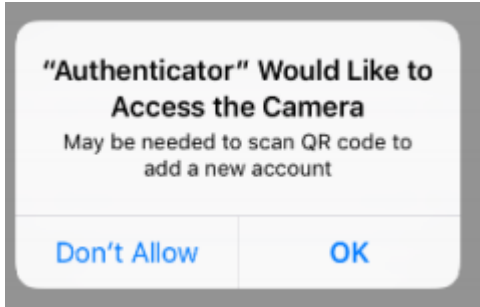




STEP 9, on your mobile phone

The Microsoft Authenticator app may try to access your camera so click 'ok' to grant access.

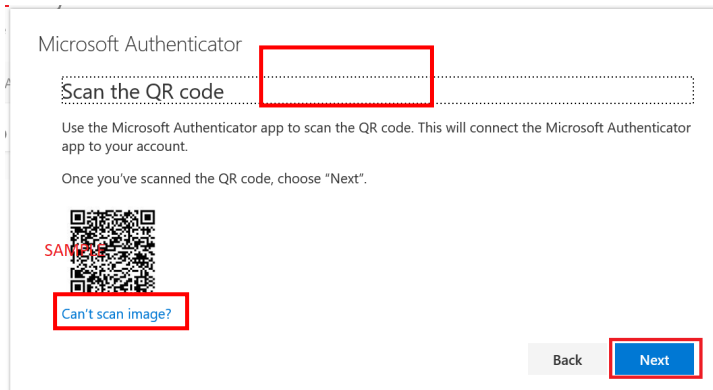
This is an example of how it might look on your iPhone, but the process will be the same on an Android device



Scan the QR code using your mobile phone in the 'Microsoft Authenticator' app.

You will see something like this example QR code below.

This is a sample QR code – do not scan this one shown.



IF you can't do this because you are setting this up using ONLY a mobile phone, then you can copy and paste the code and url underneath the QR Code into where it says 'enter manually'. You'll need to flip between your app and the log in screen to do this.

Step 10

You will receive a notification from the app on your mobile phone to confirm this process is set up, it will show as a 'Success' message.

Please do not delete this app.



Now please continue to create the second MFA method.

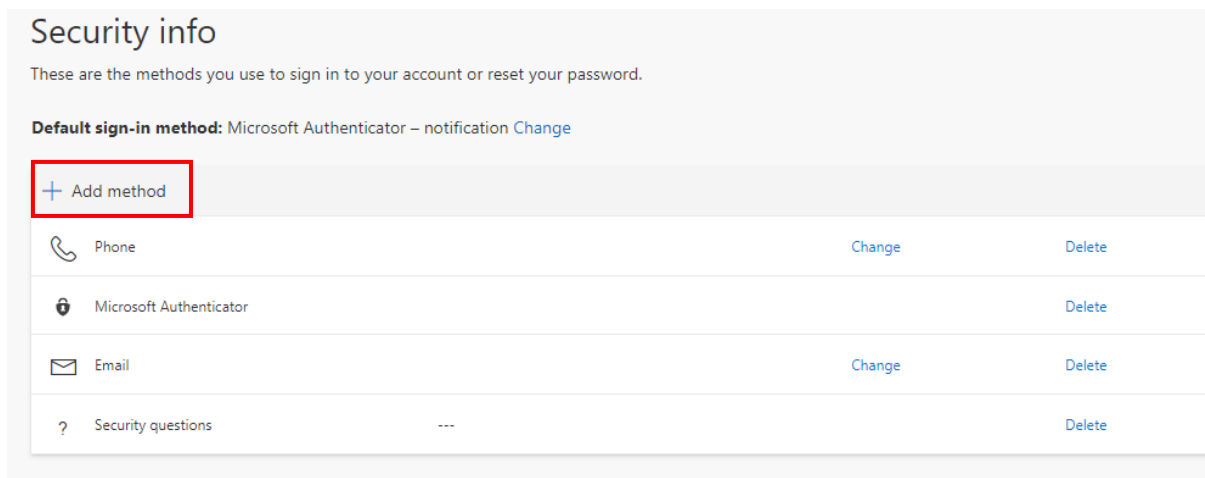
**Setting up your second Multi Factor Authentication verification method
(MFA)**

We recommend you set up two methods. This gives you an extra layer of security. If you are an International student, it's especially important to have one of the methods as either the Authenticator app or email, just in case you have trouble with your mobile phone in the UK.

Step 1

Visit <https://mfa.uel.ac.uk>

You will be presented with a screen that looks like this:



Step 2

Choose additional method that you haven't already set up.

For example, if you choose phone it will look like this:

(Remember you need to have a phone signal to set this up and use this method).



Microsoft Authenticator

Start by scanning the QR code on your phone. Once you've scanned the QR code, you'll see a notification on your phone. Tap the notification to open the app. On your phone, tap "Next".

Choose a different method

Which method would you like to use?

Phone

Cancel Confirm

Next

Step 3

Enter your mobile number and we will text you a 6-digit code and click next

Phone

 SMS verified. Your phone was registered successfully

Next


Step 4

You will see another success message

Success!

Well done. You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method: Phone - text

 Phone
+44

Done



**University of
East London**

Final step

Once you see the 'Success' message you've finished!

You have now set up security to access your UEL account and can log in again to [Track My Future](#) and access your UEL account.