

Two-factor Registration

To help protect your Walsall Academy account we are enabling something called “Two Factor Authentication”. For when you are logging into your Academy account from outside the Academy e.g. at Home.

This means, in future when you login to your Walsall Academy Office 365 account, after you have entered your password, you will sometimes be sent a text code to your mobile phone. All you will need to do is type this code into the box provided on the login screen.

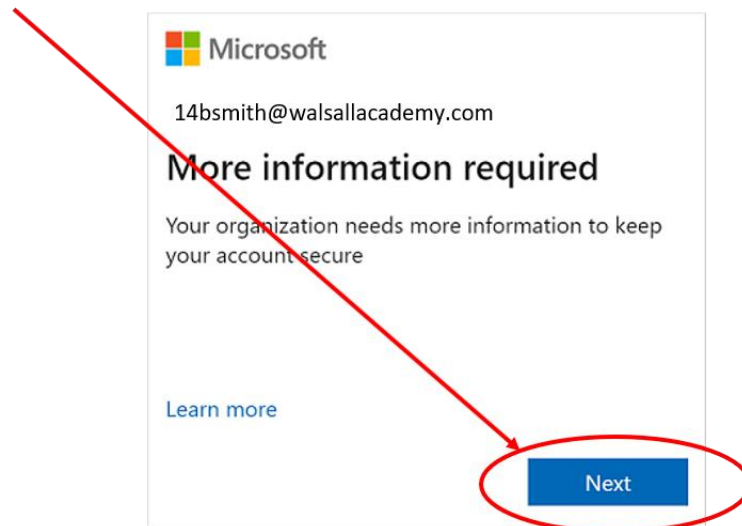
The system will then log you in as usual.

Before we can use the system described above we need you to register your mobile phone.

In the next few days when you login to your Walsall Academy account you will see a box that looks like this...click on the blue “Next” button. Just follow the steps below:

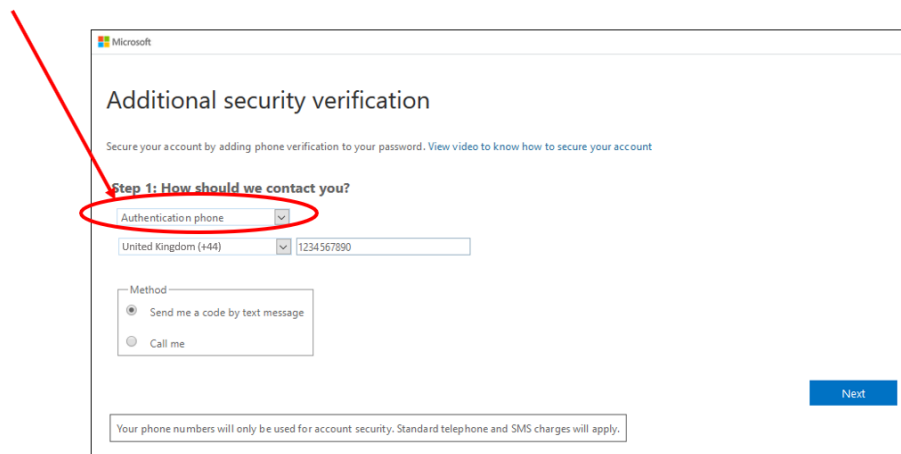
Step 1.

Click on the Blue “Next” Button



Step 2

On the “Additional security verification” page, select Authentication phone.



Step 3

Select United Kingdom from the drop-down list,and then type your mobile device phone number in the box.

The screenshot shows the 'Additional security verification' page. Under 'Step 1: How should we contact you?', the 'Authentication phone' dropdown is set to 'United Kingdom (+44)'. The phone number '1234567890' is entered in the adjacent text box. The 'Method' section has 'Send me a code by text message' selected. A 'Next' button is visible at the bottom right. Red circles highlight the country dropdown and the phone number input field, with red arrows pointing to them from the text above.

Step 4

Select Send me a code by text message from the Method area and then select "Next"

This screenshot is identical to the previous one, but with red circles around the 'Send me a code by text message' radio button in the 'Method' section and the 'Next' button. Red arrows point from the text above to these elements.

Step 5

You will then receive a code on your phone from Microsoft. Type this code into the box below.....and then select "Verify"

The screenshot shows 'Step 2: We've sent a text message to your phone +44 1234567890'. It prompts the user to enter the verification code in a text box. The 'Verify' button is highlighted with a red circle. Red arrows point from the text above to the code input box and the 'Verify' button.

Well Done!

Your account is now protected. In future, sometimes, when you login Microsoft will send a code to your phone. Just type the code into the login screen.