

For security reasons, Business College requires multi-factor authentication (MFA) when logging into BC services (Itslearning, Microsoft 365 programs, etc.). MFA authentication can be done by phone using either Microsoft Authenticator or SMS.

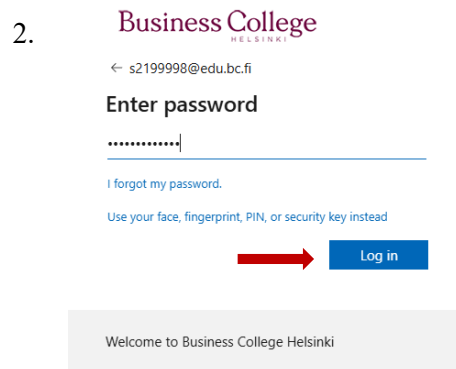
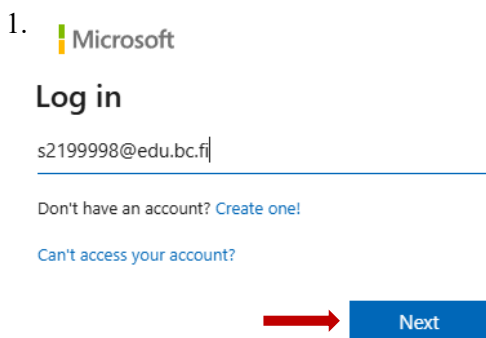
Before you first log in to BC's online services, you must register with the MFA.

For registration, you need a smartphone and a computer. NOTE: If your phone or phone number changes during your studies, contact IT Support at helpdesk(at)bc.fi or +358 44 775 6374 for instructions on re-registering MFA.

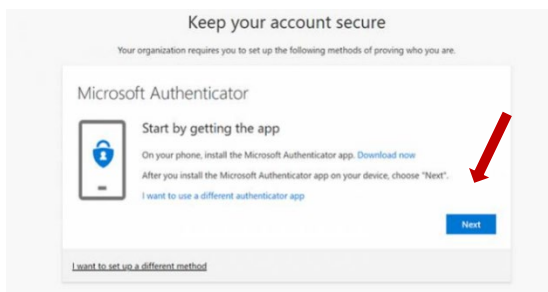
Instructions for registration using the Microsoft Authenticator app

Download Microsoft Authenticator to your phone from the app store. For Android devices, use Google Play, and for iOS devices (iPhone), use the App Store. Open Microsoft Authenticator and allow notifications, accept diagnostic data, and finally tap Continue to accept the app's terms of use. At this stage, do not add an account yet—when prompted to add an account, choose Skip from the top-right corner of the app. Note! If you already have the Microsoft Authenticator app on your phone, you do not need to download it again; just add a new account by following the instructions below.

On your computer, open a browser and type in the address bar: aka.ms/mfasetup. Sign in with your BC account(educbc.fi).



3. Click **Next** to continue until you receive a QR code on your laptop screen



4. Open the app and select **Add work or school account** -> select: Scan the QR code and scan the code on the laptop screen with your phone and follow the on-screen instructions. You will receive a number on the laptop screen, enter it in the Authenticator app. Finally, you will receive a notification: Successfully registering the Microsoft Authenticator app -> Done.

Go back to your computer and, in the QR code view, select **Next** to try using the app and confirm that it works.