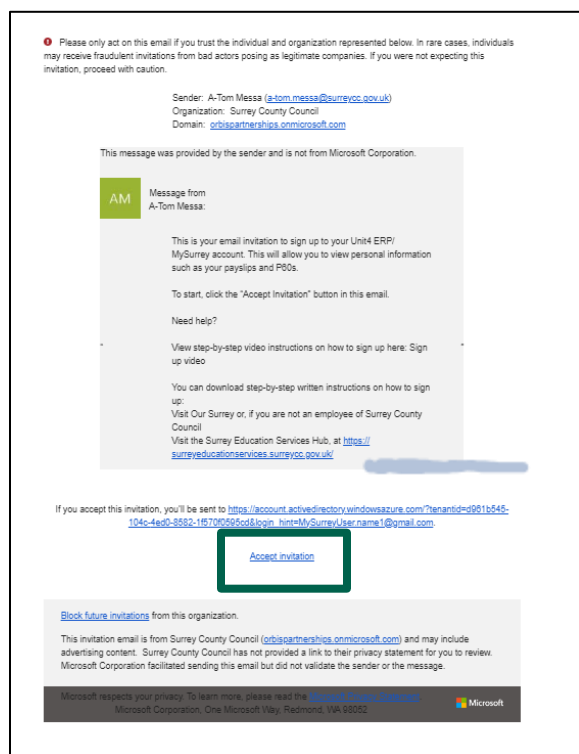


Microsoft Account Creation and Two-Factor Authentication Set-Up Process



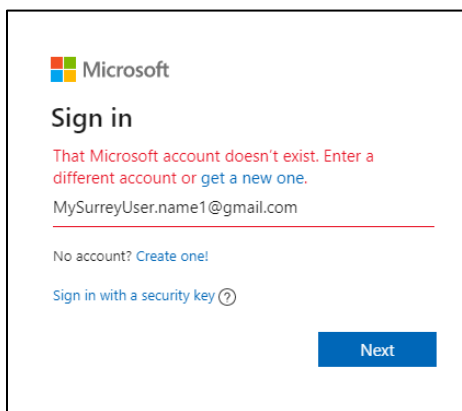
In order to access Unit 4, you will need to create a Microsoft Account and set up two-factor authentication. This document sets out that process. Once completed, you can log in (*see logging-in guide*).




To create your account to log into the system, accept the invitation sent to your private email address.

Press **Accept invitation**

Create a Microsoft account.



From the Microsoft Sign in screen press **get a new one.**


 Microsoft

Create account

It looks like you don't have an account with us. We'll create one for you using **mysurreyuser.name1@gmail.com**.

[Next](#)

Press the blue **Next** button.

 Microsoft

← mysurreyuser.name1@gmail.com

Create a password


Enter the password you would like to use with your account.

.....

Show password

[Next](#)

Create a password and then press the blue **Next** button.

 Microsoft

← mysurreyuser.name1@gmail.com

What's your name?

We need just a little more info to set up your account.

First name _____

Surname _____

[Next](#)

Enter your First name and Surname details and then press the blue **Next** button.

 Microsoft

← mysurreyuser.name1@gmail.com

What's your date of birth?

If a child uses this device, select their date of birth to create a child account.

Country/region
United Kingdom ▾

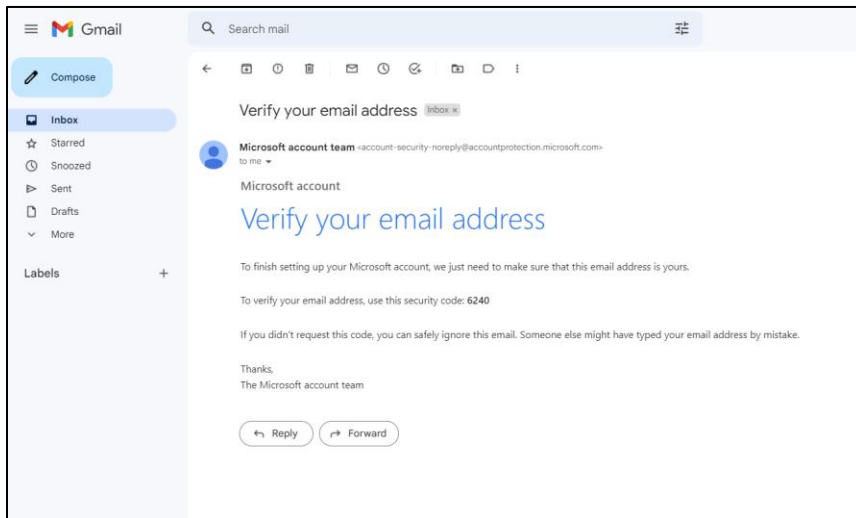
Date of birth
Day ▾ Month ▾ Year _____

A child account enables you to enforce parental controls and impose usage limits for this device for reasons of privacy and safety. You can manage these settings using our Family Safety app. Learn more at <https://aka.ms/family-safety-app>

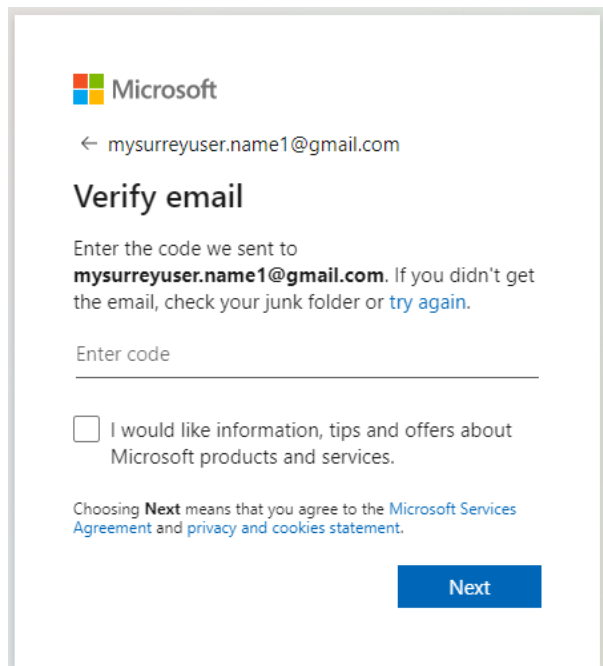
[Next](#)

Enter your date of birth and then press the blue **Next** button.

Verify your Microsoft email address – Step 1

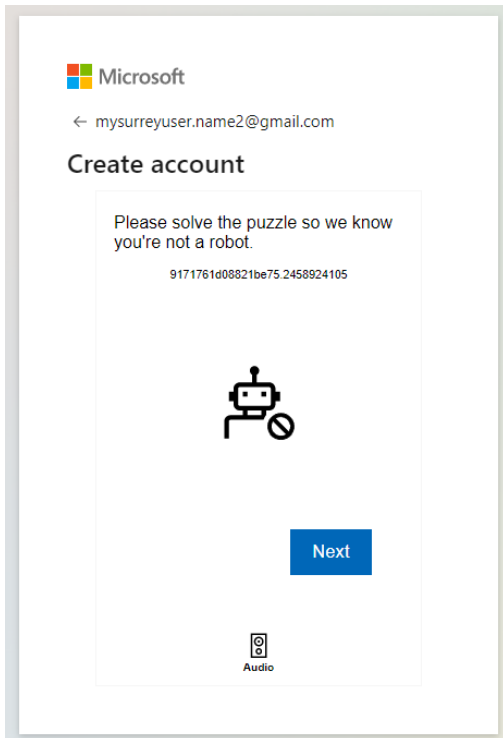


You will be sent an email to verify your address.



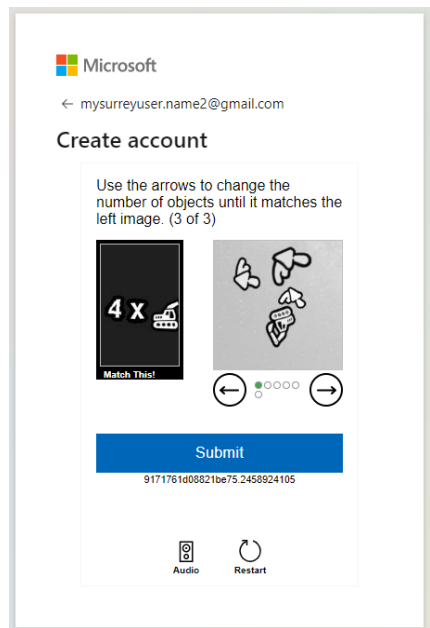
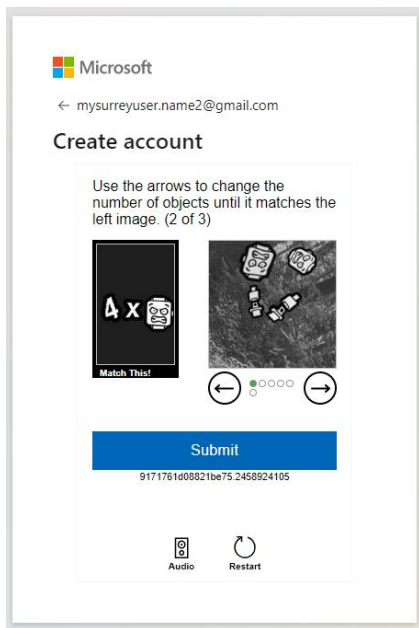
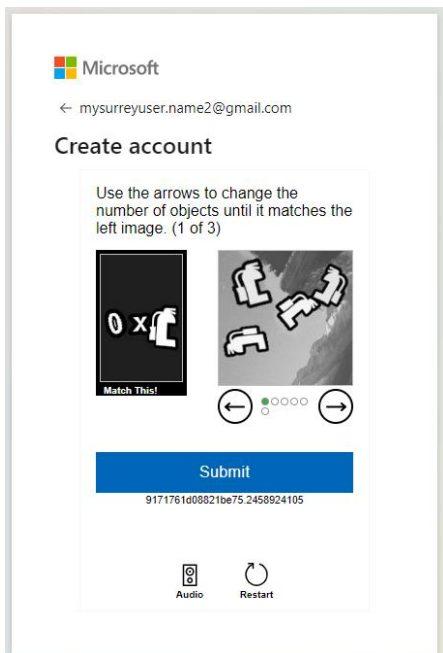
Enter the code sent to your email address and then press the blue Next button.

Verify your Microsoft email address – Step 2



You will need to confirm that you are a real person requesting to create the account press the blue **Next** button.

You will be presented with a number of puzzles.




Use the arrows to change the number of objects until it matches the left image and then press the blue **Submit** button.



MySurreyUser.name2@gmail.com

Permission requested by:

 Surrey County Council
orbispartnerships.onmicrosoft.com

By accepting, you allow this organisation to:

- ✓ Receive your profile data
Your profile data means your name, email address, and photo
- ✓ Collect and log your activity
Your activity data means your access, usage, and content associated with their apps and resources
- ✓ Use your profile data and activity data
This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

You should only accept if you trust Surrey County Council. **Surrey County Council has not provided a link to their privacy statement for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>
[Learn More](#)

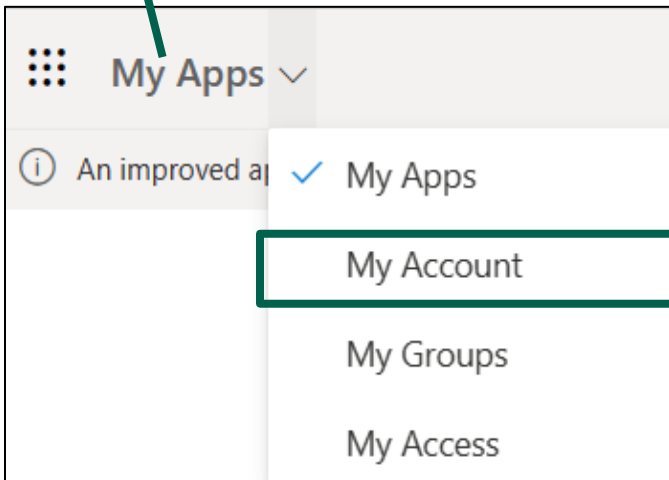
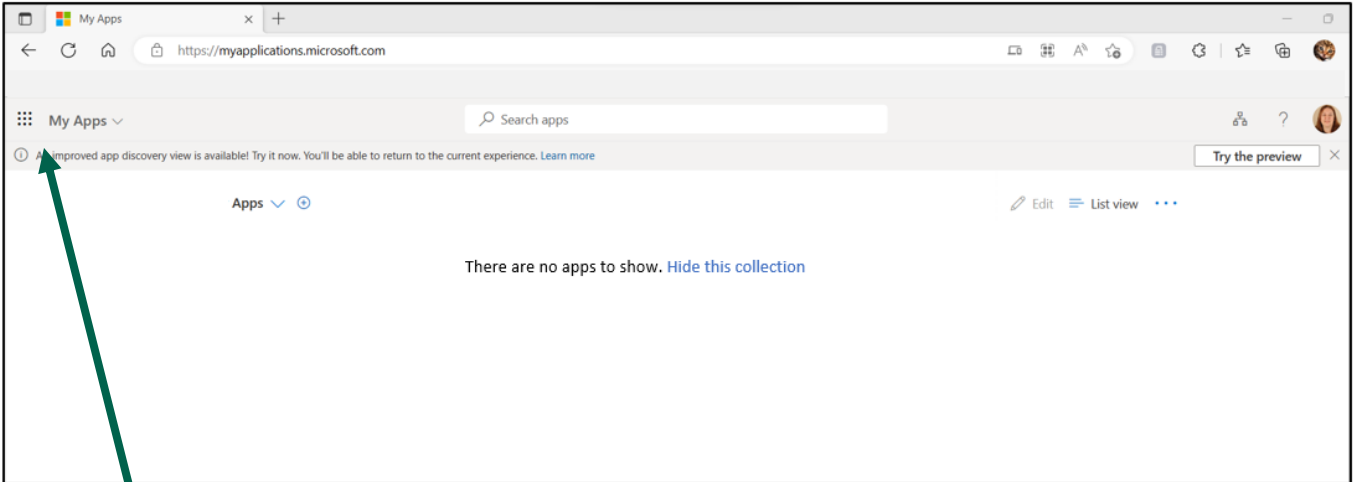
This resource is not shared by Microsoft.

Cancel

Accept

Press the blue
Accept button.

Microsoft Landing page



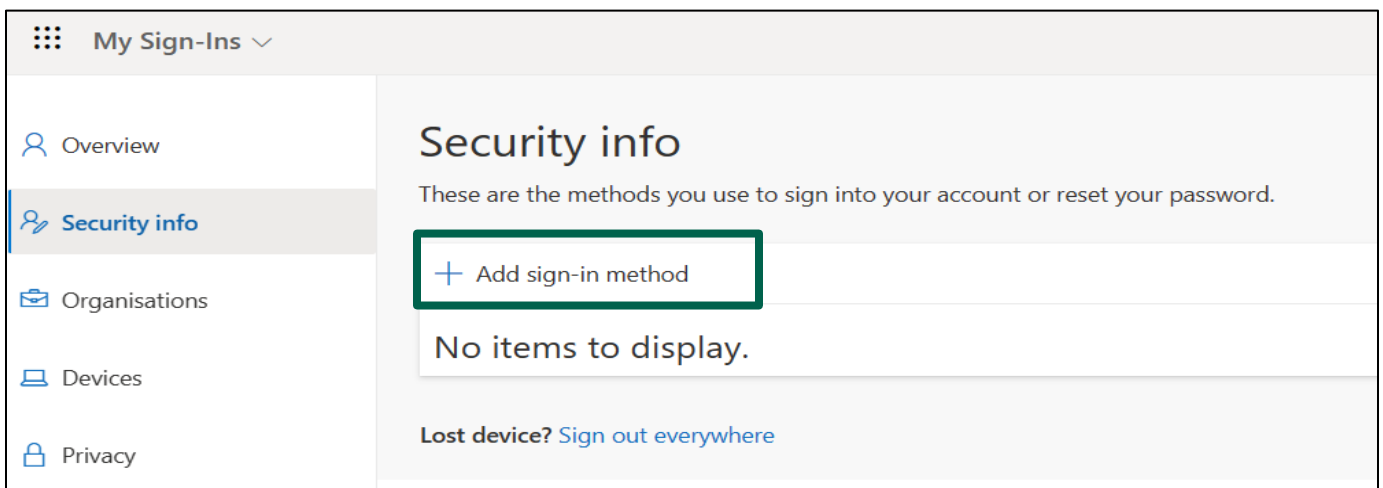
This is where you set up your login details to Unit4 ERP.

This is part of the multifactor authentication setup.

Go to My Apps drop-down and select My Account

You will land on the Overview page.

Select from the menu Security Info



Select Add sign-in method

From the Add a method drop-down choose Phone, and then select the blue Add button.

The first screenshot shows a dialog titled "Add a method" with a close button (X) in the top right. The text asks "Which method would you like to add?". Below this is a dropdown menu with "Choose a method" and a downward arrow. A list of options is shown below the dropdown, with "Phone" highlighted by a green box. The second screenshot shows the same dialog, but the dropdown now displays "Phone". At the bottom right, there are two buttons: "Cancel" and "Add", with "Add" highlighted in blue.

Add your Mobile Phone number by selecting United Kingdom from the drop-down and typing your phone number. Press the blue Next button.

The first screenshot shows a dialog titled "Phone" with a close button (X) in the top right. The text says "You can prove who you are by texting a code to your phone." and "What phone number would you like to use?". There is a dropdown menu showing "United Kingdom (+44)" and a text input field labeled "Enter phone number". Below this is a radio button labeled "Text me a code" which is selected. A note says "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." At the bottom are "Cancel" and "Next" buttons. The second screenshot shows a dialog titled "Phone" with a close button (X) in the top right. The text says "We just sent a 6 digit code to +44 (Your Number) Enter the code below." and shows "638581" in a text input field. Below the input field is a link "Resend code". At the bottom are "Back" and "Next" buttons. The third screenshot shows a dialog titled "Phone" with a close button (X) in the top right. The text says "SMS verified. Your phone was registered successfully." with a green checkmark icon. At the bottom right is a blue "Done" button.

You will receive a text from Microsoft with a verification code. Type in the code so that the system can verify it is you and will register your phone. Click on Done.

You have just linked your email and your phone. Going forward when you log into the system there will not be so many steps. Now you have set up the security information.

You can now sign out of the Microsoft Account or close the window.

To log into the system, see the login guide