Bramhall High School

How to Set Up Microsoft Authenticator

Keep your school account secure with multi-factor authentication

Choose your method. You can set this up in one of two ways. Pick the one that suits you and follow the matching steps in Step 3:

Method A: Computer and phone. You sign in on a computer and use your phone for the Authenticator app.

Method B: Phone only. You do everything on your phone.

Before You Start

Install the **Microsoft Authenticator** app on your phone. It is free from the **Google Play Store** (Android) or the **App Store** (iPhone/iPad). Make sure the publisher is **Microsoft Corporation**.

Steps 1 and 2: Sign In (Both Methods)

1. Sign in to **Microsoft 365** with your school email and password via the Bramhall High School website. Use a **computer** for Method A, or your **phone's web browser** for Method B.
2. Once signed in, you will see the message **Let's keep your account secure**. Press **Next** and you will see a page that walks you through the authenticator setup.

Step 3: Link Your Account

Press **Next** after installing the app, then follow the instructions for your method.

METHOD A | Computer and phone

A **QR code** will appear on your **computer** screen. Scan it using the app on your **phone**:

1. On your **phone**, open the Authenticator app and select the plus **+** symbol.
2. Choose **Add work or school account**.
3. Choose **Scan a QR code** and scan the code on your computer screen.
4. This links the Authenticator app to your school account.

METHOD B | Phone only

You do not need to scan a QR code. Instead:

1. On the setup page, tap the link **Pair your account to the app by clicking this link**.
2. Your phone will open the Authenticator app and add your school account.

Step 4: Finish (Both Methods)

After your school account is linked, a **number** will appear on screen. Enter that number into the Authenticator app. Once done, the registration process is complete.

If no box appears in authenticator, please contact ITSupport@bramhallhigh.uk as a reset is required.

Accessing Seneca

Sign in using your school account

Sign In

Seneca uses Single Sign On (SSO), so you can access it with your **school email address and password**.

1. Go to https://app.senecalearning.com/login and select **Continue with Microsoft**.
2. Enter your school email address and password to sign in.

