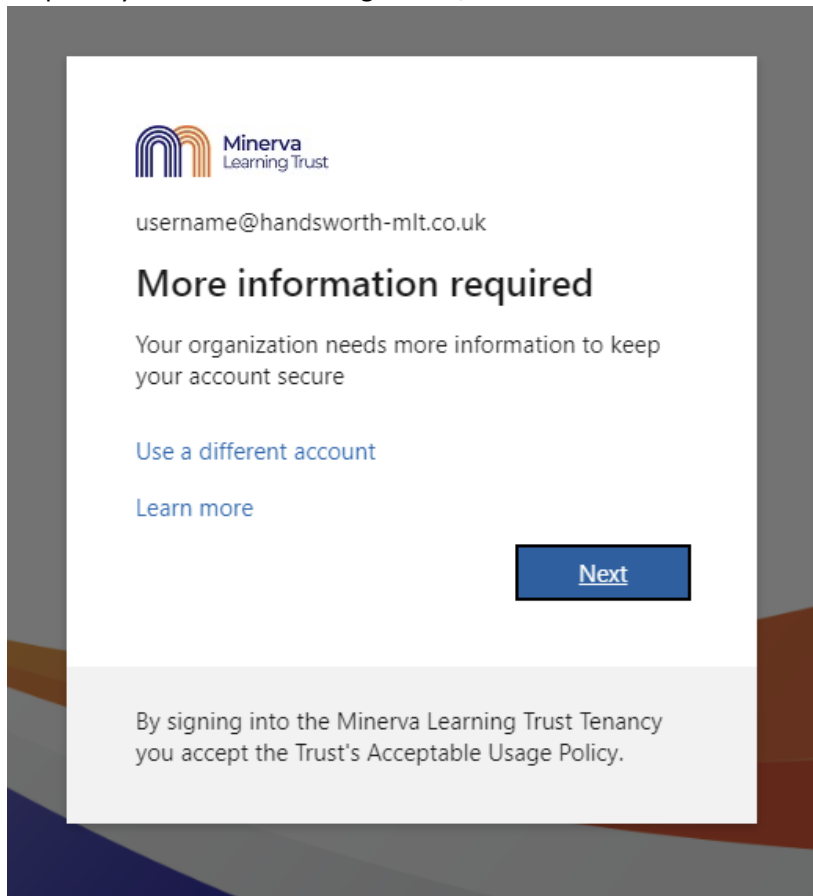


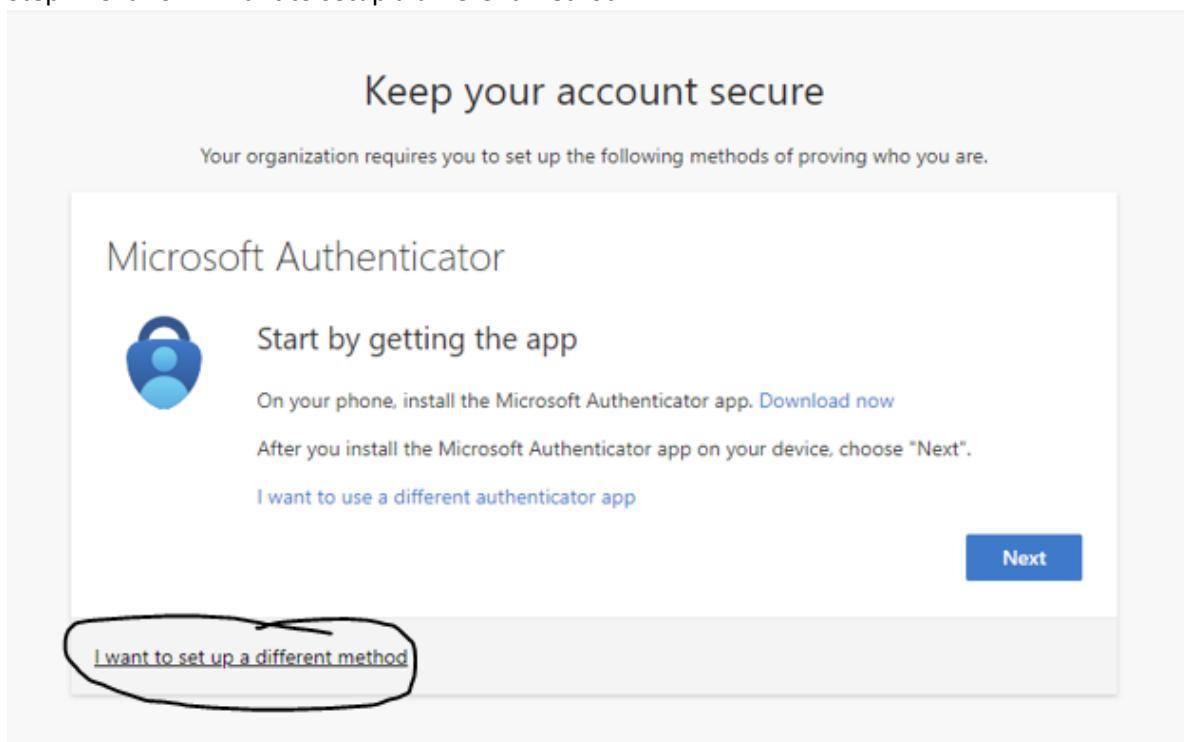
Step 1: Go to Office.com and click sign in

Step 2: Enter username and password

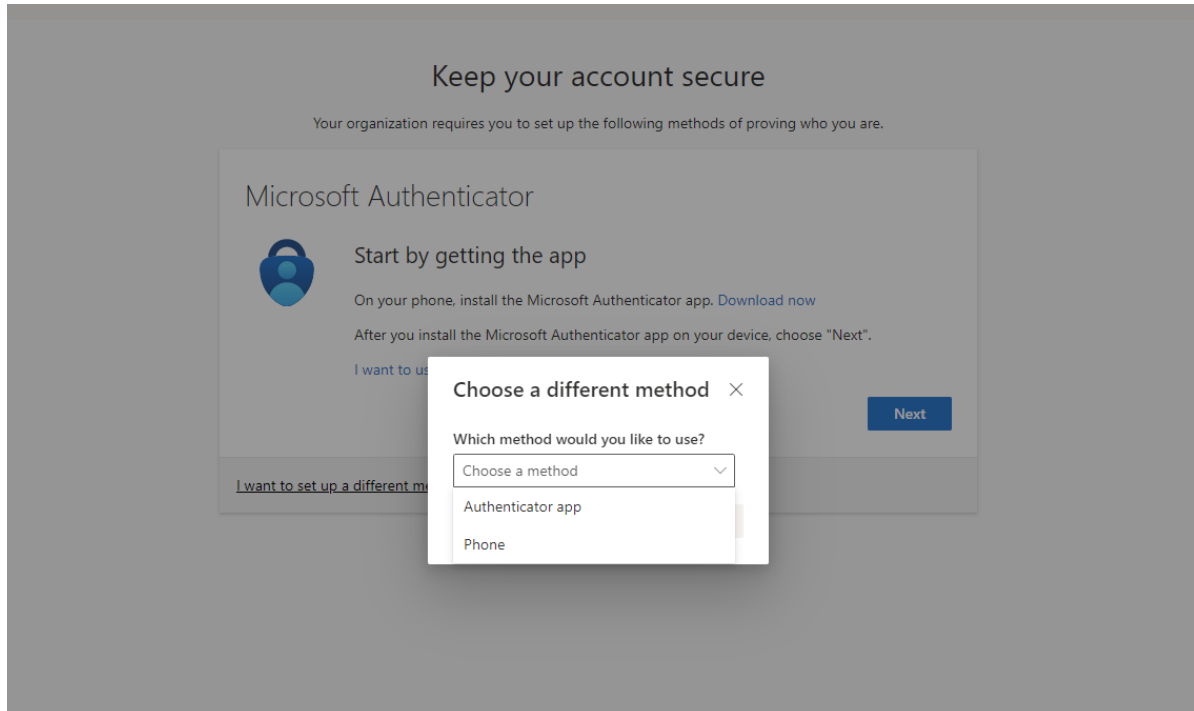
Step 3: If you see the following screen, Click next



Step 4: Click on "I want to setup a different method"



Step 5: Choose Phone as the method of authentication



Step 6: Select United Kingdom and enter your mobile number (this will send a text to the number entered)

A screenshot of the "Phone" authentication setup screen. The heading "Keep your account secure" is at the top, followed by the text "Your organization requires you to set up the following methods of proving who you are." The main section is titled "Phone" and contains the text "You can prove who you are by receiving a code on your phone." Below this, it asks "What phone number would you like to use?". There is a dropdown menu for the country, currently set to "United Kingdom (+44)", and a text input field for the phone number, which contains "0798653324". Below the input fields, there is a radio button labeled "Receive a code" which is selected. At the bottom, there is a link that says "I want to set up a different method". A "Next" button is located at the bottom right of the form.

Step 7: Enter the code received via text and click next

Keep your account secure

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

Phone

We just sent a 6 digit code to +[REDACTED] Enter the code below.

[Resend code](#)

[Back](#) [Next](#)

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

You will this screen to verify you have registered your number successfully

Keep your account secure

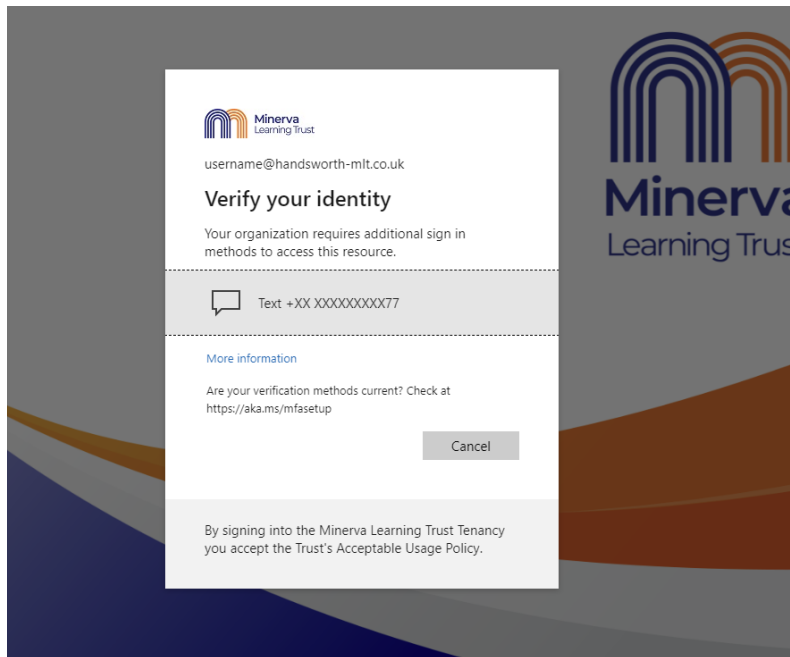
Your organization requires you to set up the following methods of proving who you are.

Phone

✓ Verification complete. Your phone has been registered.

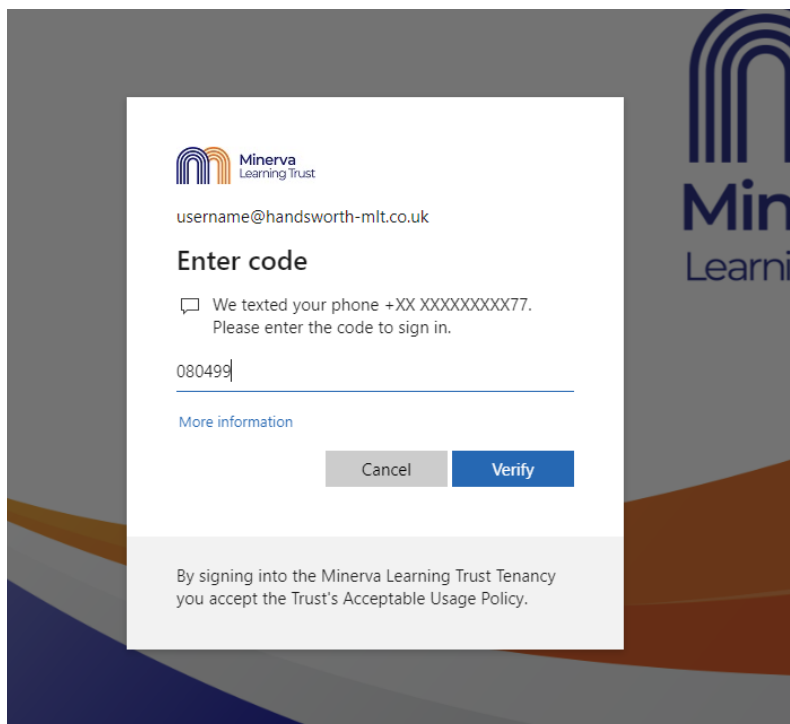
[Next](#)

Step 8: Select the box with your mobile phone number



The image shows a login interface for Minerva Learning Trust. At the top, the logo and email 'username@handsworth-mlt.co.uk' are visible. The main heading is 'Verify your identity', followed by the text 'Your organization requires additional sign in methods to access this resource.' Below this, there are two selection boxes: 'Text +XX XXXXXXXXXX77' (which is highlighted) and 'More information'. A 'Cancel' button is at the bottom right. At the very bottom, a disclaimer states: 'By signing into the Minerva Learning Trust Tenancy you accept the Trust's Acceptable Usage Policy.'

Step 9: Enter the new code received on your mobile phone via text and click Verify



The image shows the same login interface, but now at the 'Enter code' step. The heading is 'Enter code', and the text says 'We texted your phone +XX XXXXXXXXXX77. Please enter the code to sign in.' Below this is a text input field containing '080499'. There are 'More information', 'Cancel', and 'Verify' buttons. The same disclaimer is at the bottom: 'By signing into the Minerva Learning Trust Tenancy you accept the Trust's Acceptable Usage Policy.'

Step 10: Congratulations you have logged in successfully!

Next time you log in, you will only need to follow steps 1,2, 8 and 9.

We hope this helps

IT Support