



# The Crossley Heath School

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Dear Parent / Carer

To improve cyber security at school, we are introducing Two-factor authentication (2FA) for accessing Office365 outside of school for all students.

2FA provides an additional layer of security on top usernames and passwords when accessing school resources, Teams and emails online. Once set up, it is easy to use and provides increased protection against cyber-attacks.

The online services that will be protected with 2FA include:

- Accessing Office365 emails
- Microsoft Teams
- One Drive
- Sharepoint (Student Public)

From **2<sup>nd</sup> January 2024**, your child will be asked to set up 2FA when logging on to Office365. There are 3 authentication methods available, one must be chosen, and your child will need to use either their own phone or yours.

Verification Method	Description
<b>Mobile Notification</b> ( <i>Microsoft Authenticator</i> )	A push notification is sent to the authenticator app on your phone asking you to Authenticate your log in.
<b>Verification Code</b> ( <i>Microsoft Authenticator</i> )	The Mobile Microsoft Authenticator app will generate a verification code that updates every 30 seconds. You will be asked to enter the most current verification code on the sign-in screen.
<b>Phone Calls</b>	A call is placed to your mobile phone asking you to verify you are signing in. Press the # key to complete the authentication process.

Follow the on-screen instructions to register your preferred authentication method, if you are having trouble, you can watch the step-by-step video below found on our website:

<https://crossleyheath.org.uk/multifactor-authentication-2fa-office-365/>

Jonathan Lees  
IT and Compliance Manager