



Expense System Guidance

Multi-Factor Authentication (MFA)

New users will now be required to activate multifactor authentication. This adds an extra layer of security for your account and helps protect your personal details.

Once you click “Sign in”, the system will set up your MFA and navigate you to the setup wizard.

Set Up Authenticator

Scan this QR code with Microsoft Authenticator or any TOTP app.

Can't scan? Enter key manually

Enter the 6-digit code from your app:

0 0 0 0 0 0

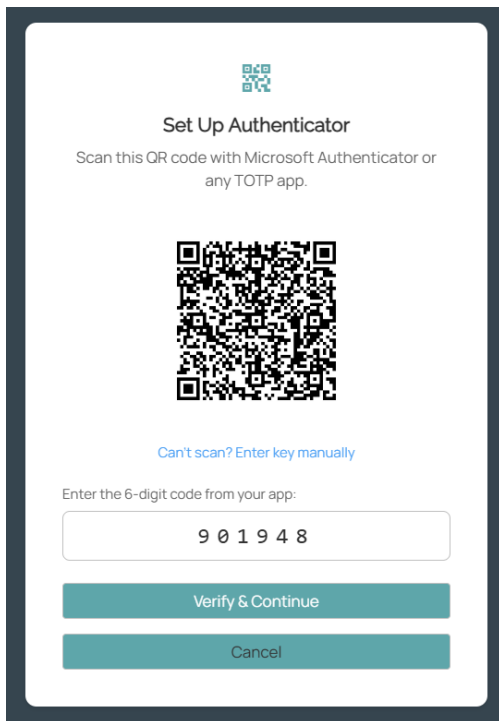
Verify & Continue

Cancel

The college uses the Microsoft Authenticator app for its MFA, however other TOTP applications are accepted.

Download your chosen app onto your smartphone and follow the instructions within the app to scan the QR code and set up your MFA.

Once the setup is complete, enter your 6-digit verification code into the field on our expenses site.





Set Up Authenticator

Scan this QR code with Microsoft Authenticator or any TOTP app.



[Can't scan? Enter key manually](#)

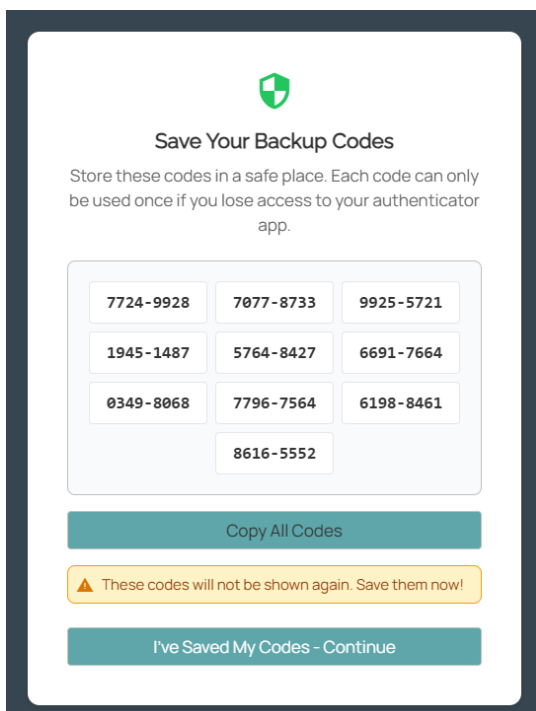
Enter the 6-digit code from your app:

[Verify & Continue](#)

[Cancel](#)

Click “Verify & Continue”

If successful, you will be given a list of back-up codes. We strongly recommend you save these in a safe place, should you need them to access your account.





Save Your Backup Codes

Store these codes in a safe place. Each code can only be used once if you lose access to your authenticator app.

7724-9928	7077-8733	9925-5721
1945-1487	5764-8427	6691-7664
0349-8068	7796-7564	6198-8461
	8616-5552	

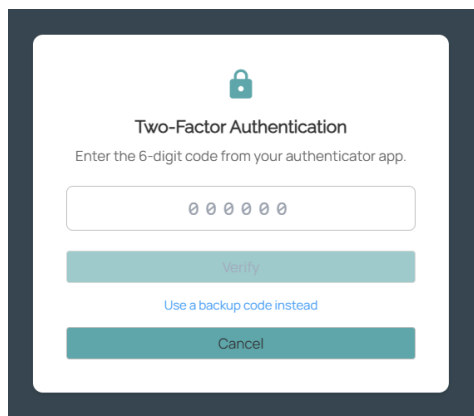
[Copy All Codes](#)

 These codes will not be shown again. Save them now!

[I've Saved My Codes - Continue](#)

You have now completed your MFA setup.

Next time you log into your account, you will be prompted to enter your username and password. Once you click sign in, you will be asked to enter a new 6-digit code from your chosen authenticator app.

A screenshot of a Two-Factor Authentication (2FA) screen. At the top, there is a green padlock icon. Below it, the text "Two-Factor Authentication" is displayed. Underneath, it says "Enter the 6-digit code from your authenticator app." There is a text input field containing six placeholder zeros "0 0 0 0 0 0". Below the input field are three buttons: a teal "Verify" button, a blue link "Use a backup code instead", and a teal "Cancel" button.

Two-Factor Authentication

Enter the 6-digit code from your authenticator app.

0 0 0 0 0 0

Verify

[Use a backup code instead](#)

Cancel

We strongly recommend the use of MFA as it adds a layer of protection for your personal data, however if you have a reasonable objection to having this on your account, please contact us at expenses@rcp.ac.uk and we can discuss your options.