



How Do I?

Your bluQube Support Guide

How do I set up MFA for bluQube?

One Time Passcode

This requires the use of an authentication application which can be downloaded to a smartphone. The application is linked to bluQube upon initial login and will generate a different passcode every 30 seconds – this passcode will be entered into bluQube and verified to allow the log in attempt.

How to Set up the One Time Passcode

The first thing you will need to do is ensure you have an Authenticator app downloaded onto your smartphone – You may already have the Microsoft Authenticator App downloaded on to your phone as part of the UWTSD Office 365 MFA setup.

Download and Install Authenticator App

On your mobile phone, download the Microsoft Authenticator App – see below for options. The app is only available on Apple or Android Smart Phones

- **Android Device** - On your Android device, go to Google Play to download and install the [Microsoft Authenticator app](#).
- **Apple iOS** - On your Apple iOS device, go to the App Store to download and install the [Microsoft Authenticator app](#).

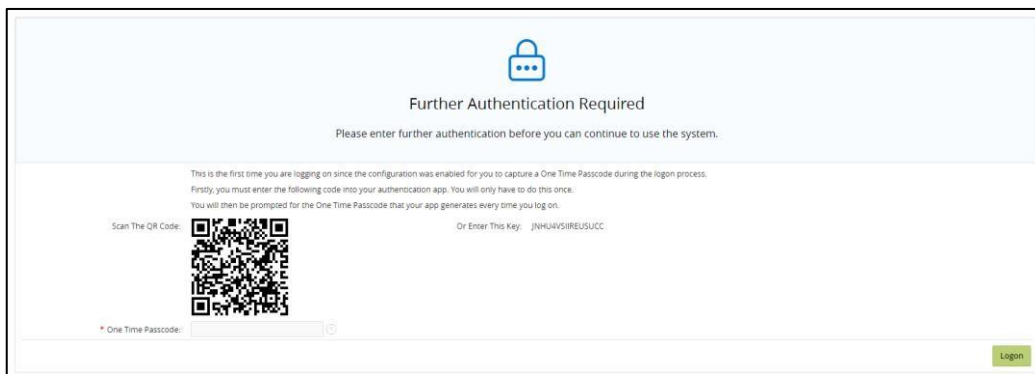


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First Time Logon

Upon logging into bluQube for the first time after the One Time Passcode has been set up against your user, once you've entered your username and password as normal you will see the below screen:



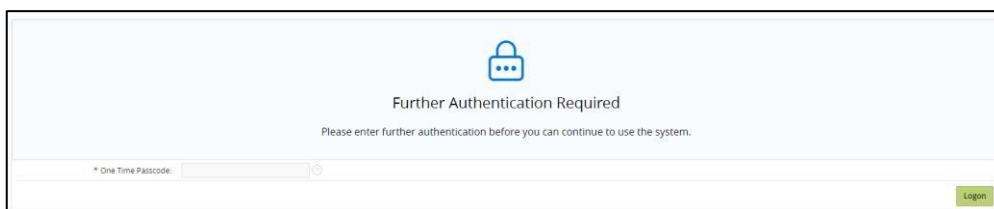
In your authenticator app, click 'Add Account' and select the account type you are adding (most likely this will be **work**).

You will then be given the option to either scan the QR code from the screen, or to enter the key manually – once you've done this the app will provide you with a code.

The code provided by the app will refresh every 30 seconds, so you will need to enter the code into the 'One Time Passcode' field and click 'Login' before the code is refreshed.

Subsequent Logons

As you have now linked your bluQube account to your authenticator app, the next time (and subsequent times) you log in you will see the below screen:



You will then simply need to open your authentication app, click on the 'bluQube' account, and enter the One Time Passcode provided into bluQube to log in.



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Frequently Asked Questions

When I replace the registered mobile device that I receive my One Time Passcodes on what do I need to do?

Please Contact the Finance Team who will reset your bluQube MFA account.

Further information

More information about MFA can be found on our website
www.uwtsd.ac.uk/mfa.

If you have any issues logging on to bluQube, please contact the Finance team.