

**Before your first day at College, you must activate your College IT Account.** You will need:



A PC, laptop or tablet to activate your account.

You must activate your account on one of the above device types - you cannot use a smartphone.



A smartphone that you own or have constant access to, to set up Multi-Factor Authentication.

This is known as your authenticator device and you will need this with you when at college, as you will be prompted every so often to authenticate your account.



Your welcome letter or email with your student ID number on it



**Multi-Factor Authentication (MFA)** is essential at college to help keep your college account secure. The steps below will support you to complete the activation process.

**If you do not own a smartphone please email ITLogin@sparsholt.ac.uk**

1

## Find your student ID number and password

In your welcome letter or email you will find your **unique student ID number**.

It will be an **8 digit number** that looks something like this: **26001234**

*Please note that 26001234 is NOT your student ID number. This is an example.*

Your initial password will look **something like this:**

**TAY26001234#**

The first three characters  
of your last name

Your student ID number

a # (hash) symbol

Please note that TAY26001234# is NOT your password. This is an example.

Once you have signed into your account for the first time, you must change your password to something more secure.

2

## Sign into your College account

On your computer or tablet, launch your web browser (we recommend Chrome or Edge).

In the address bar, type in **https://office.com** and click **Sign in**.

Sign in

Enter your college email  
address. This is your **student  
number**, followed by  
@stu.sparsholt.ac.uk.

Example:  
26001234@stu.sparsholt.ac.uk

Microsoft  
Sign in  
Email, phone, or Skype  
No account? [Create one!](#)  
Can't access your account?  
Next

Microsoft  
← 24003265@stu.sparsholt.ac.uk  
Enter password  
Password  
Forgot my password  
Sign in

Enter your password

Example:  
TAY26001234#

Then click **Sign in**

3

## Set up Multi-Factor Authentication (MFA)

You will now be prompted to set up **Multi-factor Authentication**.

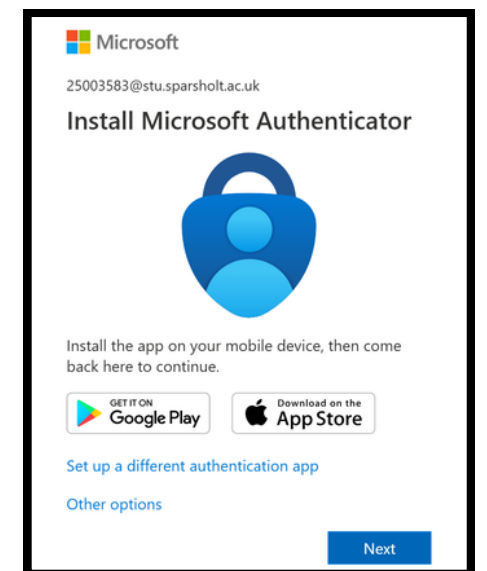
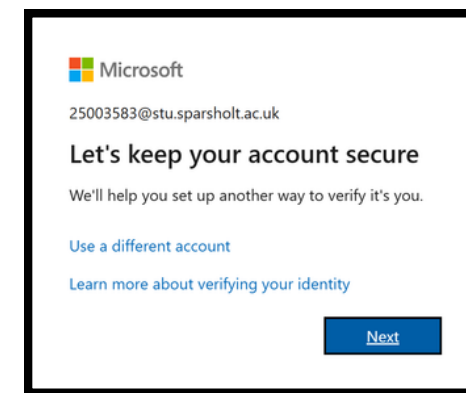
This is to help keep your account secure.

Make sure you have your smartphone with you to complete this step.

Microsoft  
25003583@stu.sparsholt.ac.uk  
Let's keep your account secure  
We'll help you set up another way to verify it's you.  
Use a different account  
Learn more about verifying your identity  
Next

## Set up Multi-Factor Authentication (MFA)

Start by **downloading the Microsoft Authenticator app** on your smartphone. The app is free.

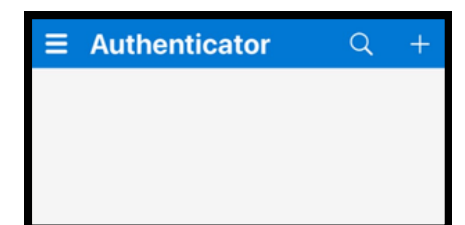


Open the Authenticator app on your smartphone.

**Click the + icon** at the top of the screen on in the Authenticator app on your phone to add a new account.



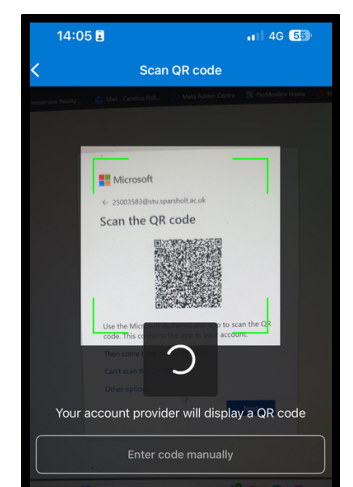
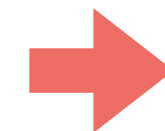
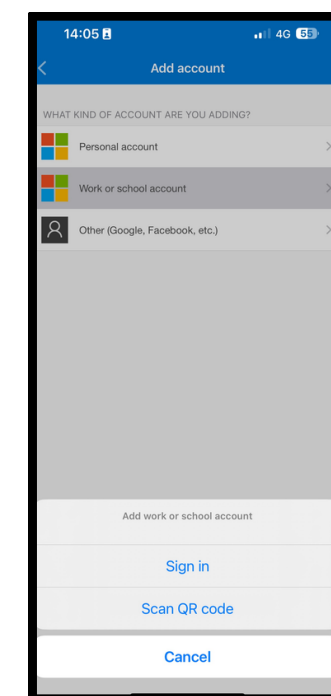
If you have already used this app for a different Microsoft account, for example at school, these accounts will show in the app, and you can add a new account by clicking the + icon.



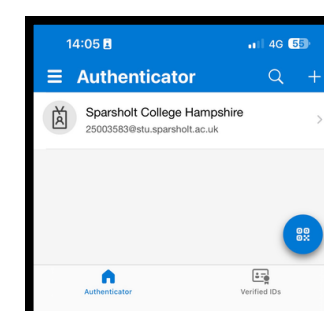
Select **Work or school account**.

Click on **Scan QR code**.

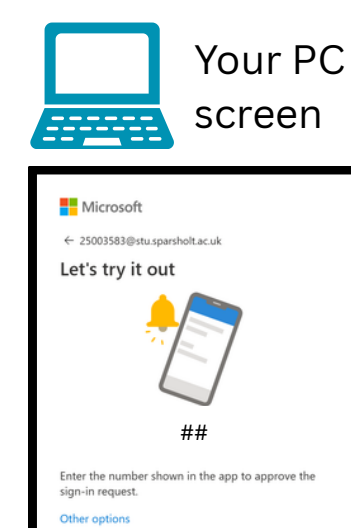
A QR code will appear on your PC or laptop screen. Use your phone to **scan the QR code**.



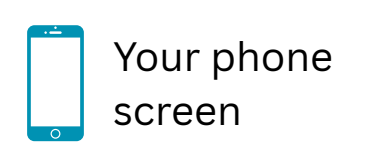
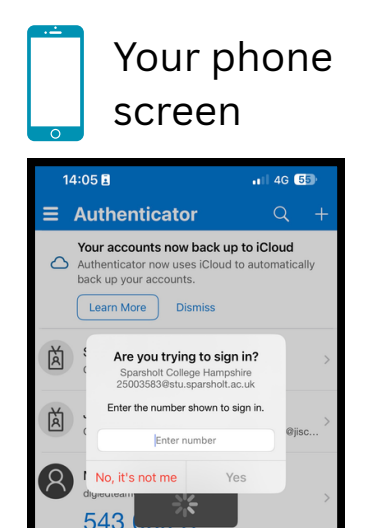
On your phone, you now will see that your **college IT account has been added** to your authenticator app.



Microsoft will now continue signing you in to your college IT account. You will be asked to verify your sign-in request by **typing in the number on your PC screen, into the authenticator app**.



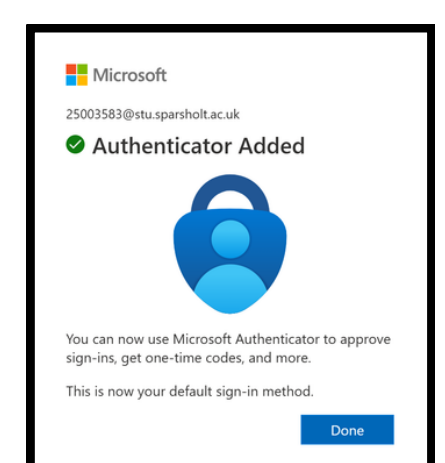
Your PC screen



Your phone screen

That's it, your college IT account and Microsoft Authenticator are now linked!

You will be asked to authenticate every couple of weeks, by typing a number into your authenticator app on your smartphone. It takes seconds, and is an essential security measure to keep your account secure.

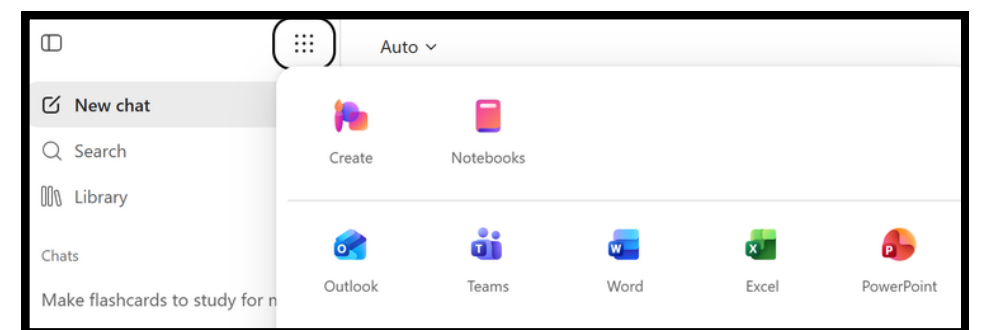


4

## Sign in to Outlook and read your College emails

Once you have signed in, find your emails by clicking on the **App Launcher (nine dots)**, then **Outlook**.

Take some time now to read through your emails.

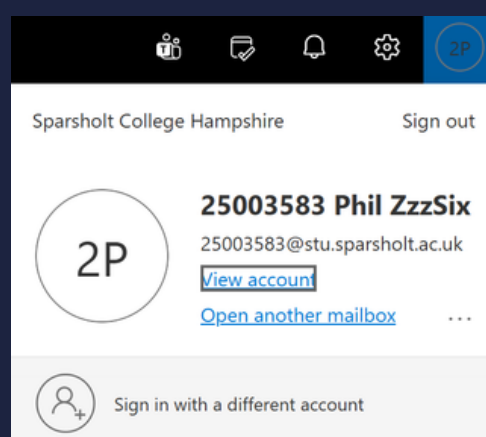


5

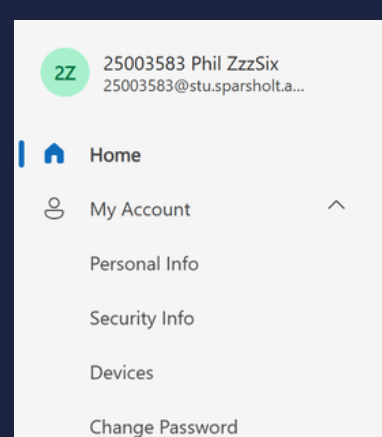
## Change your College password now to keep your account secure

Your new password must be made of a combination of numbers, letters and symbols. It must have at least 8 characters, and must not contain your name or student ID number.

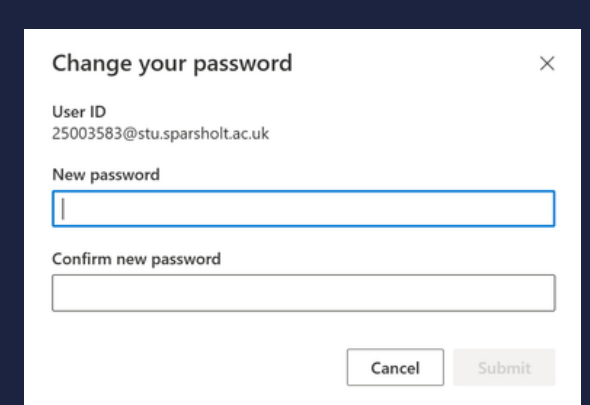
Click on the circle in the top right corner, then **View account**



In My Account, click **Change Password**



Choose a new password and then enter it again and click **Submit**.

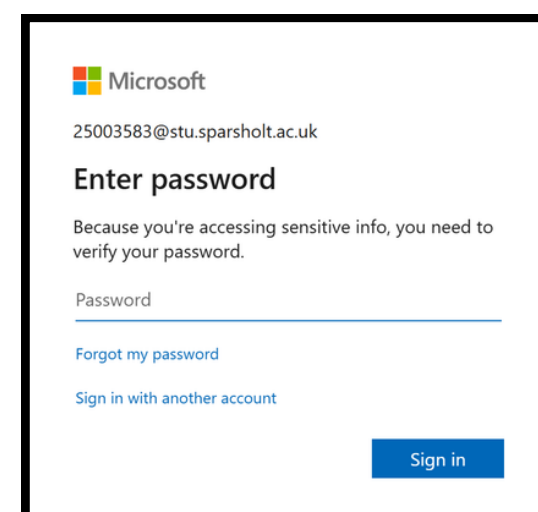


6

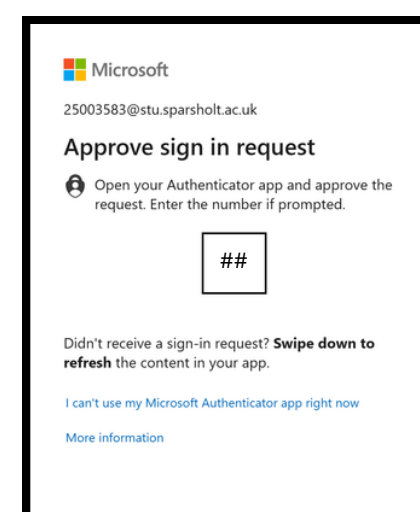
## Authenticate your new password

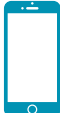
Authenticator detects that your password has been changed, and it **wants to check it was you that did it**.

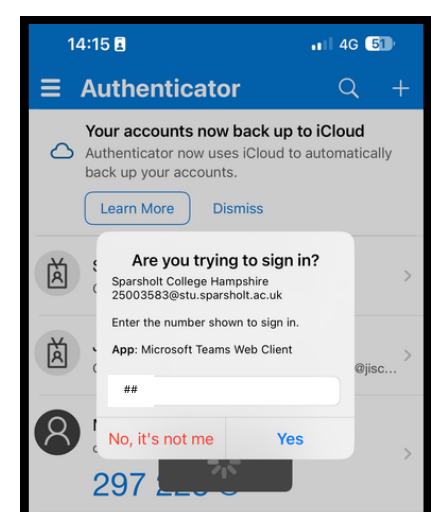
Type in your new password, then you'll be prompted to approve the sign-in request using the Authenticator app by **typing in the number** from your PC screen.



 Your PC screen



 Your phone screen



- ☐ Do you know your student ID number?
- ☐ Have you changed your password?
- ☐ Have you set up MFA on your smartphone?

### Stuck on anything?

Email us at [ITLogin@sparsholt.ac.uk](mailto:ITLogin@sparsholt.ac.uk) - send us a screenshot and a description of the problem, and we'll help you out!

Before starting part B, check that you have completed part A which includes:

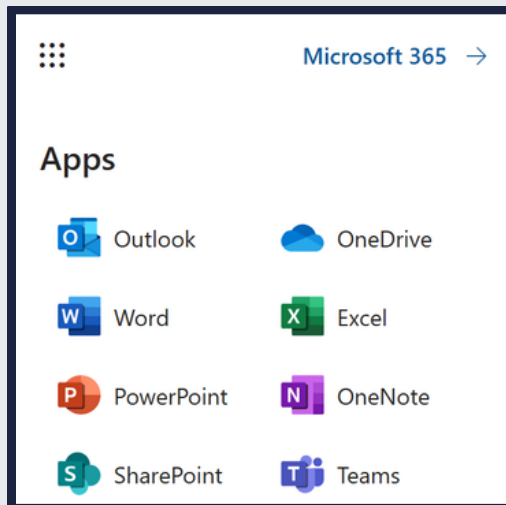
- Logging into your College It account using your student ID and temporary password
- Set up Multi-Factor Authentication
- Changed your password to a more secure one.

**You have a few more steps to follow to finish setting up your College account.**

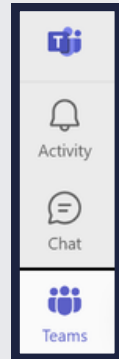
1

## Sign in to Microsoft Teams and join the Welcome to College Team

Click on the **app launcher** (nine dots) in the top left corner, then click on **Teams**.

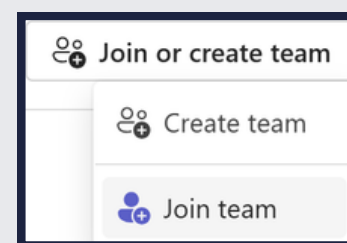


Select **Teams** from the options on the left.



Click **Join or create team**, then **Join team**.

Enter the join code: **qkirbys**

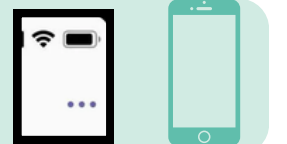


**Download** the Teams app on your phone and sign in, using your college email address and password.

if you already have the Teams app on your phone, **add a new account**.

Your college email address is your student number, followed by @stu.sparsholt.ac.uk.  
Example: 26001234@stu.sparsholt.ac.uk

**On your phone:** download the Teams app, then click on Teams at the bottom of the screen, then the 3 dots, then Join Team.

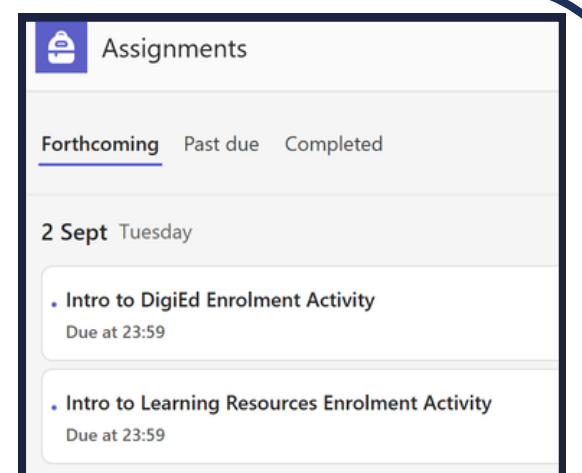


2

## Complete your enrolment activities

In the Welcome to College Team, go to **Assignments**.

Complete the two assignments by watching the videos and completing the quizzes. If you can't find the quiz questions, scroll down to the Next button.



**On your phone:** click on the Assignments icon, then click on each assignment to open it.



3

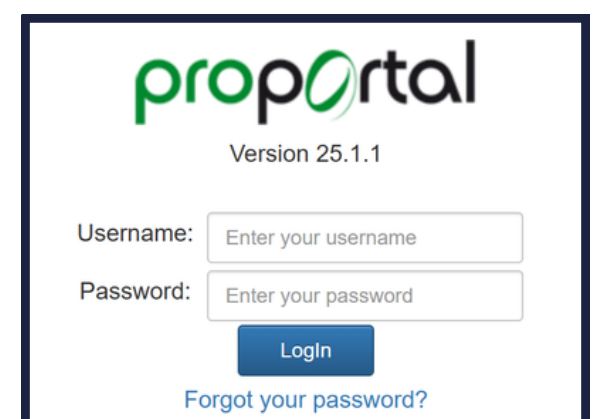
## Set up Proportal

In ProPortal you can access your timetable and report absences. More info will be provided during your first week.

Return to the Welcome to College Team. Click on the **General Channel** and select **Student ProPortal**.

Click **Forgot your Password**. Enter your username (student number) and enter your student email address.

A link will be sent to your student email to set your password and activate your account. This can sometimes take a while to come through.



- ☐ Have you downloaded the Teams app on your phone and signed in?
- ☐ Have you completed the enrolment activities?
- ☐ Have you signed in to ProPortal?

### Stuck on anything?

Email us at [ITLogin@sparsholt.ac.uk](mailto:ITLogin@sparsholt.ac.uk) - send us a screenshot and a description of the problem, and we'll help you out!