

Welcome

Welcome to UHI! The guide below will help you log in for the first time and set up your UHI account.

When you join us at UHI, we will issue you with a username. We refer to this as your student or staff ID and it is usually in a format ending '@uhi.ac.uk'. We will also give you a temporary password.

Your security is important to us

The first step is to set up Multi Factor Authentication (MFA). This is needed to keep everyone at UHI safe whilst using our systems.

Currently you will be required to use the <u>Microsoft Authenticator App</u>, as this is the most reliable and secure method for accessing your account.

If you do not have access to a smart phone, please speak with the UHI ServiceDesk either on Live Chat or by emailing on <u>servicedesk@uhi.ac.uk</u>.

You can link to the app by scanning the QR codes or by clicking the link above.







App Store

Google Play



Initial log in

Please make sure you have these things ready:

- Your Smartphone with the Microsoft Authenticator App installed.
- Ideally a laptop/computer/tablet to login to your Student Account.
- Your student or Staff ID.
- Your temporary password.

Please follow the step by step actions below on what to do to set up your MFA.

On your Laptop/Computer/Tablet:

- Go to <u>Outlook.com</u> or <u>www.studentjourney.uhi.ac.uk</u> and login with your ID ending '@uhi.ac.uk' (e.g. <u>123456@uhi.ac.uk</u>) and use your password you have been given.
- After you have successfully inputted your password, you will be presented with a prompt stating, 'Your organisation needs more information to keep your account secure'.

CH	
stuexp1@uhi	.ac.uk
More in	formation required
Your organisa your account	ation needs more information to keep secure
Use a differer	nt account
Learn more	
	Next
Login help	
Accessibility i	information

• At this point, it is recommended to pause and go to your smartphone and start/download the Microsoft Authenticator App.



On your Smartphone:

- Open the Microsoft Authenticator App
 - The App will default to using the same security you use to unlock your smartphone, so you may get asked to enter a PIN, Passcode, Biometrics (Face or Fingerprint recognition) etc.
 - You may be asked to sign in with a Microsoft account, this can be ignored.
- Select, either the '+'icon, or 'Add a work or school account'.
 - If you must select the '+' icon, do this first then select 'Work or school account'.
- You will be given the options to 'Scan a QR Code' or to 'Sign in'.

15:50 ⊝ 🖉 🕄		i 1	\$⊶.⊪ 49% ≞	15:5	I 🖻 🖂 🚰		📋 🗟 🗐 4	9% 🛢	15:	51 🖪 🖂 🚰		💼 🖘 🛯 49% 🛔
Authenticato	ŕ	+	Q :	\leftarrow	Add acc	count			~	Add acc	ount	
Uhi Uhi				What	kind of accour	nt are you adding?	ec.		Wha	at kind of accour	t are you adding?	
	@uhi.ac.uk				Personal a	ccount		(i)		Personal ad	ccount	(j
					Work or sc	hool account		()		Work or scl	nool account	(j
				8	Other acco etc.)	ount (Google, Fa	cebook,	(i)	2	Other acco etc.)	unt (Google, Face	ebook, (j
										Add work o	r school accou	nt
										■■ ■Scan a QI	R code	
										Sign in		
												CANCEL
A Sign ii	Iready have a ba n to your recover	ickup? ry account.										
	Begin recove	гу			When you are sic	aned in with personal	l account, all sto	red		When you are sig	ned in with personal a	ccount, all stored
Authenticator Passwo	rds Payments) Addresses	Verified IDs		passwords, addr on this device.	resses, and other aut	ofill info will be	available		passwords, addr on this device.	esses, and other autofi	ll info will be availa
Щ	0	<	<		Ш	0	<				0	

• At this point, do not select anything, and place your smartphone to the side.



On your Laptop/Computer/Tablet:

• Continue by selecting 'Next' on each prompt.

	Keep your account secure Your organisation requires you to set up the following methods of proving who you are.
Micr	osoft Authenticator
6	Start by getting the app
	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	I want to use a different authenticator app Next
want to :	set up a different method

	Keep your account s	ecure	
You	ir organisation requires you to set up the following met	hods of proving who you ar	e,
Microso	oft Authenticator Set up your account If prompted, allow notifications. Then add an accour	it, and select "Work or scho	DI".
		Back	Next
<u>l want to set up</u>	2 a different method		

• You should eventually reach a single QR code as shown below.

			-	
Μ	icrosoft Authenti	cator		
	Scan the QR code			
	Use the Microsoft Authenticator app with your account.	r app to scan the QR o	code. This will conne	ct the Microsoft Authenticato
8	After you scan the QR code, cho	oose "Next".		
]	Can't scan image?			
				Back Next



- At this point, use your phone, and Select 'Scan a QR Code' from your options.
- Your camera should activate.
 - You may get asked to allow access to the camera, select Yes.
- Scan the QR code on your laptop/computer/tablet screen.
- If you do not receive and error, select 'Next'.
- You will be asked to try the process has worked.
- You will then be sent a notification through your app.
- There will be a number on your computer/laptop/tablet screen.
- You will need to enter this on your phone when prompted.
- Select yes and then you will be asked to unlock your phone if you have a lock set up.

Once you have set up your MFA method, you will then be asked to change your password. When you do this, please take note of the following criteria:

- Your password MUST be at least 8 characters long.
- Your password MUST have at least 1 upper case letter.
- Your password MUST have at least 1 lower case letter.
- Your password MUST have at least 1 number.

You can find more information about the Microsoft Authenticator App on their website at <u>www.microsoft.com</u>.