

Student quick start guide for Wi-Fi, MFA, and apps

This guide takes you through the steps to access your college account, protecting your account with Multi-Factor Authentication (MFA), accessing Microsoft Teams, and college e-mail.

Step 1. College account

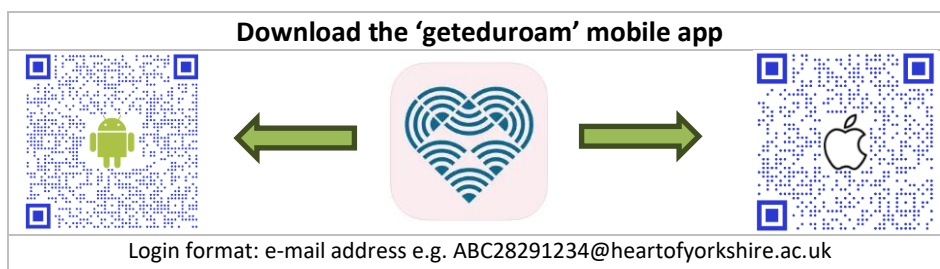
On a college computer log-in with the details e-mailed to the address you supplied during enrolment. Your username for college computers is in the format: **ABC28291234**

To change your password, press these keys at the same time: **[CTRL]+[ALT]+[DELETE]**

- Passwords require a minimum of 8 characters. We suggest using a 'passphrase' such as three random words, for example 'crisps dog kettle' is much harder to crack than a traditional password - but easier for you to remember!
- If your account does not log-in, please visit the library counter. A team member will be able to reset your password.

Step 2. Connect to Wi-Fi

- The fastest way to get connected on Android and iOS is to download the 'geteduroam' app from <https://www.geteduroam.app>, or via the QR codes below:



Once installed just launch the app, select **Heart of Yorkshire Group**, then sign in with your college email address & password.

If using a Windows or Apple Mac device, you can visit <https://cat.eduroam.org> to download a Wi-Fi profile.

If you prefer, set up your **Wi-Fi** manually:

Apple and Windows devices

- Turn **Wi-Fi** on
- Select '**eduroam**' from available Wi-Fi networks
- You will be asked for your college **email address** and password e.g.:
ABC28291234@heartofyorkshire.ac.uk
- Accept the certificate (check that the certificate name includes **wakecoll.net**)


Android devices

- Turn **Wi-Fi** on
- Select '**eduroam**' from the list of available **Wi-Fi** networks
- Encryption: **802.1X, WPA2-Enterprise**
- EAP method: **PEAP**
- Phase 2 authentication: **MSCHAPv2**
- CA certificates: **Use System Certificates**
- Domain: **heartofyorkshire.ac.uk**
- Username or Identity: Use your college **email address** e.g.
ABC28291234@heartofyorkshire.ac.uk
- Anonymous Identity: **Leave empty**
- Password: **Your college password**
- **Proxy**: set to **None**
- Tap '**Connect**' and you're done!

- If you have previously connected to 'eduroam' at another college or university, your device may not be able to automatically connect at a Heart of Yorkshire group College. Please "forget" this previous connection on your device if you experience problems.

Step 3. Multi-Factor Authentication (MFA)

You need to setup MFA to keep your college account secure when using your own phone/laptop/tablet to access college resources. You will be using a **computer** and your **phone** at the same time to complete this process. If you do not have access to a phone, please contact the IT Services team.

1. **Log-in** to a **computer**, open a **web browser**, and go to <https://aka.ms/MFASetup> to begin the **MFA** setup wizard.
2. Log in with your college email address and password if prompted, (in the format below):
ABC28291234@heartofyorkshire.ac.uk
3. Select **Next** to register for **MFA**.
4. Setup the **Microsoft Authenticator** app  on your **smartphone** or choose the option of a text message or a phone call.

On your **phone** navigate to the app store. Install the **Microsoft Authenticator** app, or scan the QR codes below to download the app:

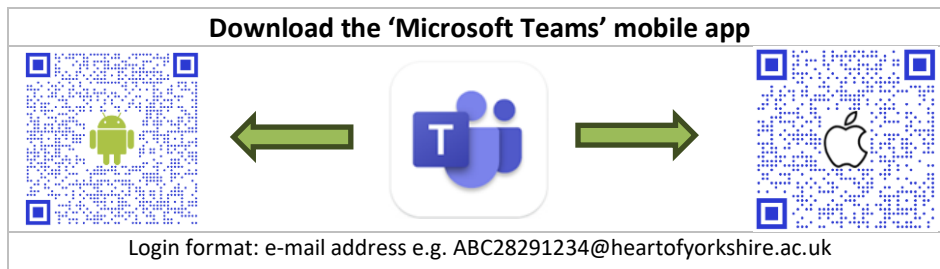


5. Open the **Microsoft Authenticator** app and work through the following steps (6 to 12), to setup the application on your **phone**. On your **computer**, select **Next**.
6. On your **phone**, in **Authenticator** tap + -> **Work or School Account** -> **Scan QR code** to open the camera.
7. When the **phone camera** is ready, on your **computer** select **Next**.
8. With your **phone**, scan the QR code on the **computer** screen and select **Confirm**.
9. On your **computer**, select **Next**.
10. On your **phone**, type the **number** that you see on your **computer** screen, into your **Microsoft Authenticator app** to complete the approval.
11. Your account and your **Microsoft Authenticator** app are now linked. On your **computer**, select **Next** to complete registration.
12. Select **Done** to complete the **MFA** registration. If this does not work, go back to step 4 and select '**I want to set up a different method**', select **text**, & follow the instructions on screen.

You will now only be prompted to complete further MFA verification when accessing college Microsoft 365 services (e.g., Teams or Outlook) from your personal devices, or from a college-owned device when off campus. Upon completing a successful MFA challenge, you should not be prompted again for 30 days.

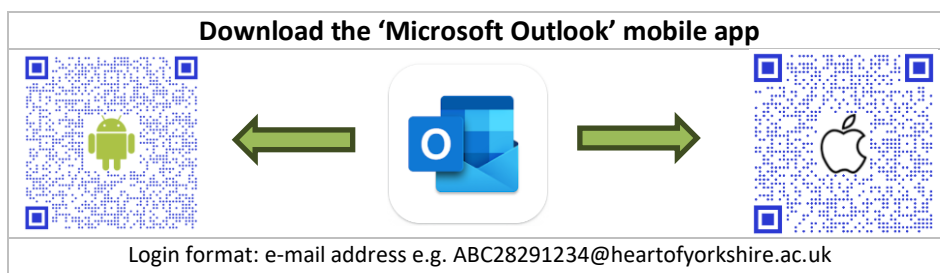
Step 4. Microsoft Teams

College uses Microsoft Teams for course materials, assignments and communication. If the previous steps 1-3 are successful, use the following QR code to download Teams, or browse to: www.microsoft.com/en-us/microsoft-teams/download-app



Step 5. Outlook E-Mail

College uses Microsoft Outlook as its e-mail system, use your college login details to access. Use the following QR code, or browse to <https://m365.cloud.microsoft/apps/>, and log-in with your college e-mail and password, where you can download it or use the web app:

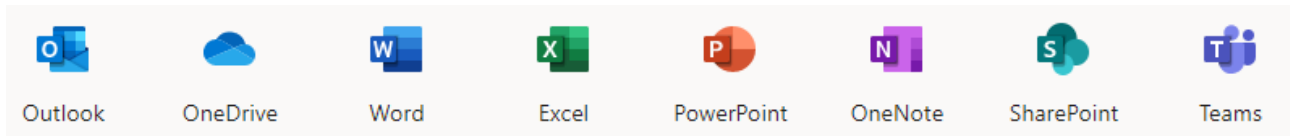


Step 6. Access your college files through the Microsoft 365 Copilot app

Your account includes access to Microsoft 365 apps and services. You can access your college files in the Microsoft 365 Copilot app on your smartphone phone/tablet:



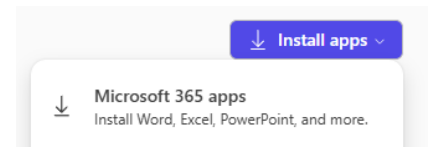
Install Microsoft 365 (Office) apps on your Windows/Apple Mac devices



For installation you will need to have administrative permissions on your device.

1. Browse to: <https://m365.cloud.microsoft/apps/>
2. **Sign-in** with your college email address and password (in the format below):
ABC28291234@heartofyorkshire.ac.uk

3. Once logged in click the **Install apps** button on the top-right of the page:



4. Choose the **Microsoft 365 apps** option, the installer will download to your computer.

5. Click on **Open File** and follow the installation instructions.

6. The first time you open one of the applications you will be prompted to **sign-in** to Office. Use your college email address and password.

7. If prompted to “Stay signed in to all your apps” uncheck **Allow my organization to manage my device** and click **OK**.

