



Setting student password and MFA setup guide

HERTFORD REGIONAL COLLEGE



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Setting your college password & MFA

When you enroll on a new course you will receive an email with your HRC email address and a password. Upon first log in, you will be prompted to set up MFA using the Microsoft Authenticator app and will then be able to set a new password.

Your email address will be a unique 6-digit number with @student.hrc.ac.uk e.g. 123456@student.hrc.ac.uk

What is MFA?

Multi-Factor Authentication (MFA) helps protect access to your college account including Microsoft 365 email (Outlook), Teams, and data like OneDrive. It provides additional security by requiring a second form of authentication to verify if the person accessing your college account is you and not someone else trying to access your data. You will probably already be using MFA for other services such as banking or social media apps.

Setting up MFA using Microsoft Authenticator

To start the process of setting up your HRC account after you have enrolled, go to <https://m365.cloud.microsoft/> on your computer and click on the sign in button. **If you are on a mobile phone then please use this link: <https://Outlook.office.com/>**



Enter your HRC email address.



Sign in

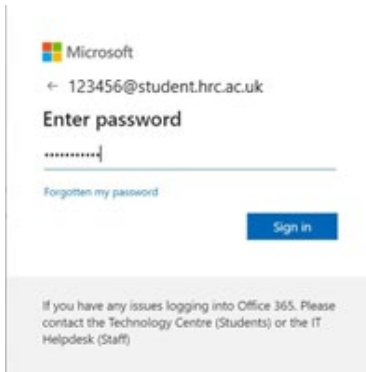
No account? [Create one!](#)

[Can't access your account?](#)

Next

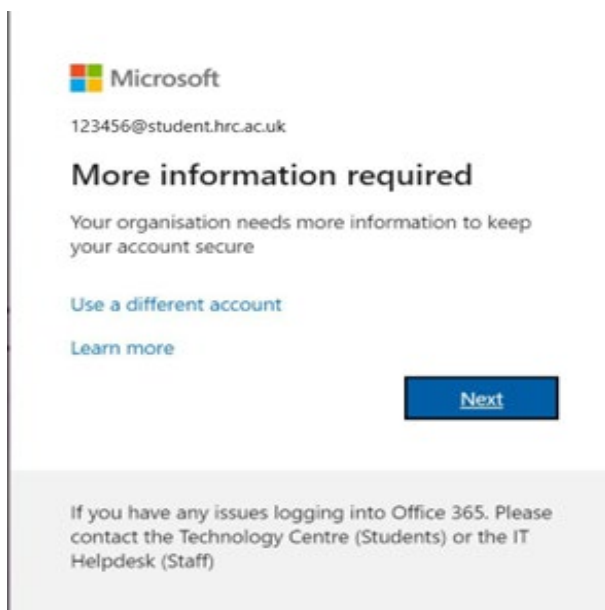
Click **Next**

Enter the password which has been provided in your enrollment email.



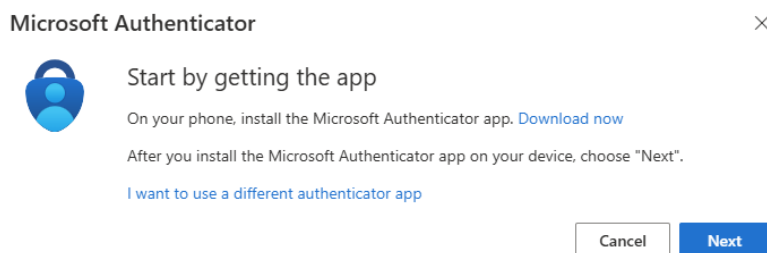
Click **Sign in**

You will see the message displayed below that more information is required. You will need to set MFA up as part of your login to Microsoft 365, in order to access your HRC account.



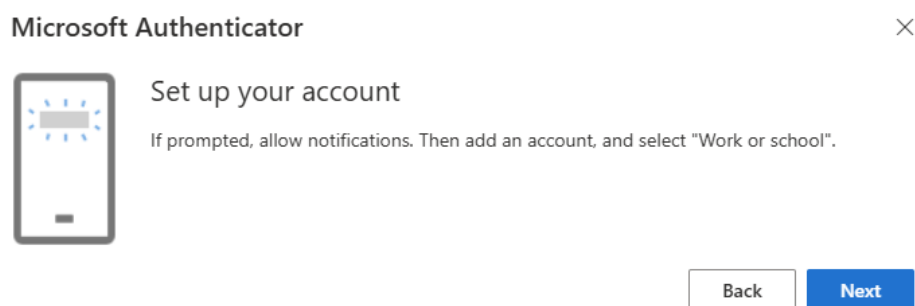
Click **Next**

You will now be prompted on screen to set up MFA with the Microsoft Authenticator app.



Click **Next**

You will now see the following text on screen.



Click **Next**

Now install the **Microsoft Authenticator** application on your phone from the app store.

[For Apple iOS](#)

[For Android](#)

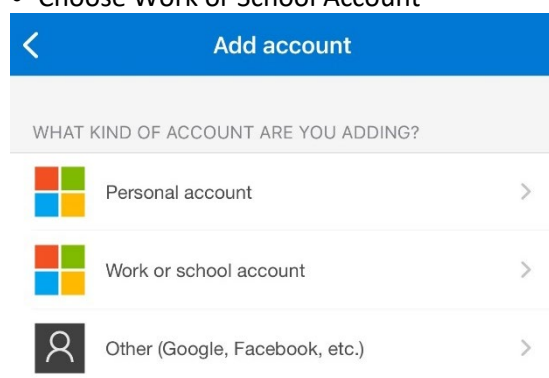
Once installed on your phone:

- Open the Authenticator app

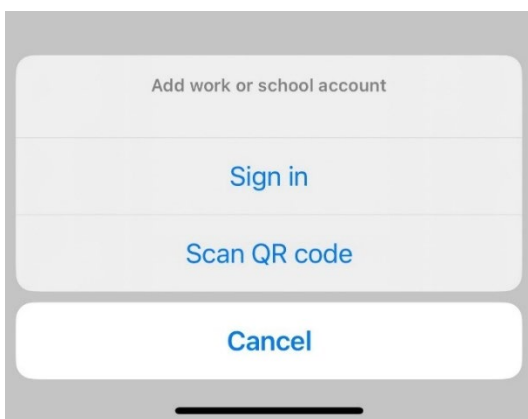


- Microsoft Authenticator app icon

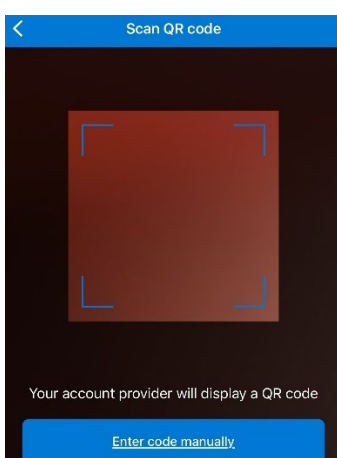
- Tap the + icon or select **Add Account**
- Choose Work or School Account



- Select Scan QR Code



Use your phone to scan the QR code shown on your computer screen – You may be prompted to allow camera access; this is essential so click **Allow**.



(the QR code below is an example),

Microsoft Authenticator



Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?



Once scanned, click **Next** on your computer.

You'll now receive a test notification on your phone — approve it by typing the number displayed on your computer screen into the field in the Authenticator app.

Microsoft Authenticator



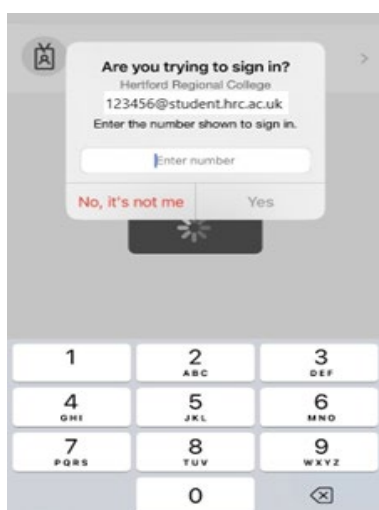
Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

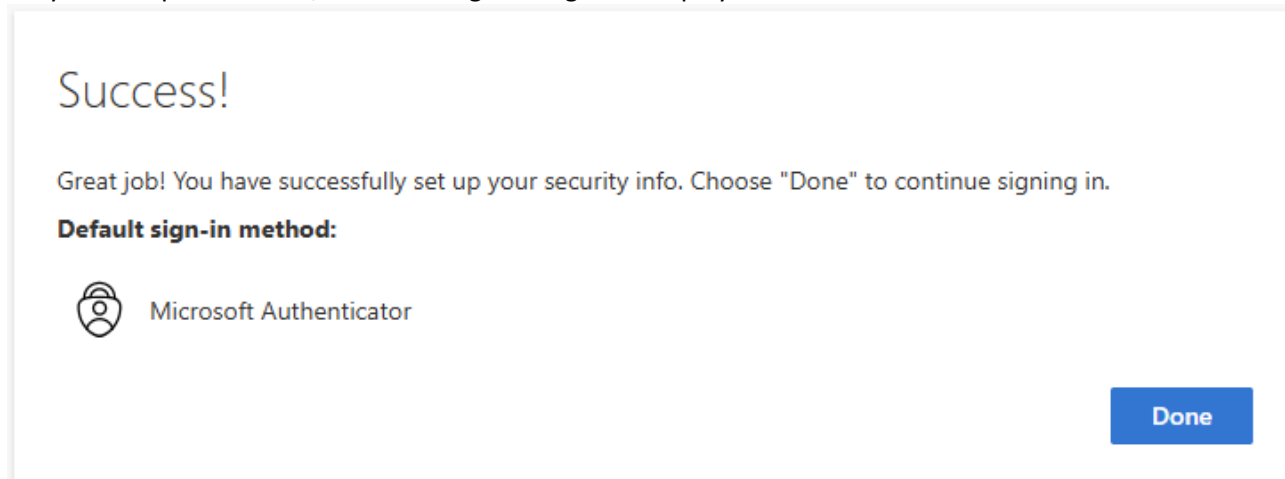
98

Back

Next



On your computer screen, the following message will display:



Click **Next**

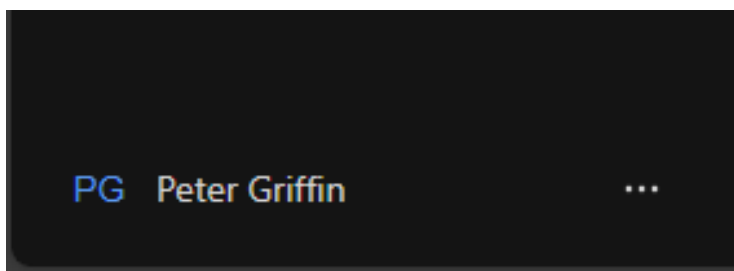
MFA set up is complete, you can now move on to setting a password for your HRC account.

Using Microsoft 365 to set a new password

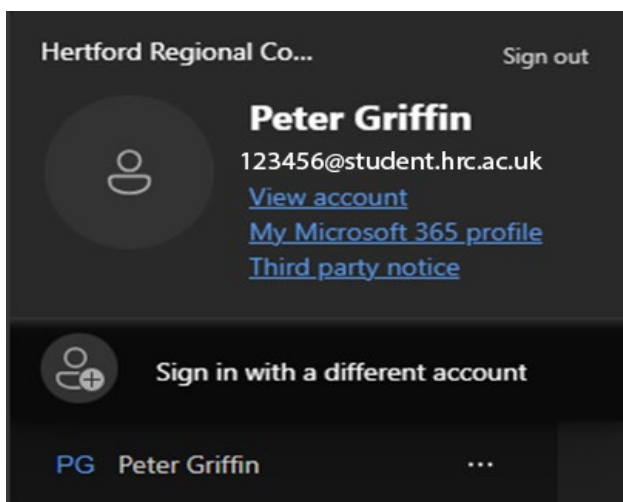
Once you have set up MFA you can then set a password for your HRC account.

Log into your Microsoft account by going to this webpage – <https://m365.cloud.microsoft/>

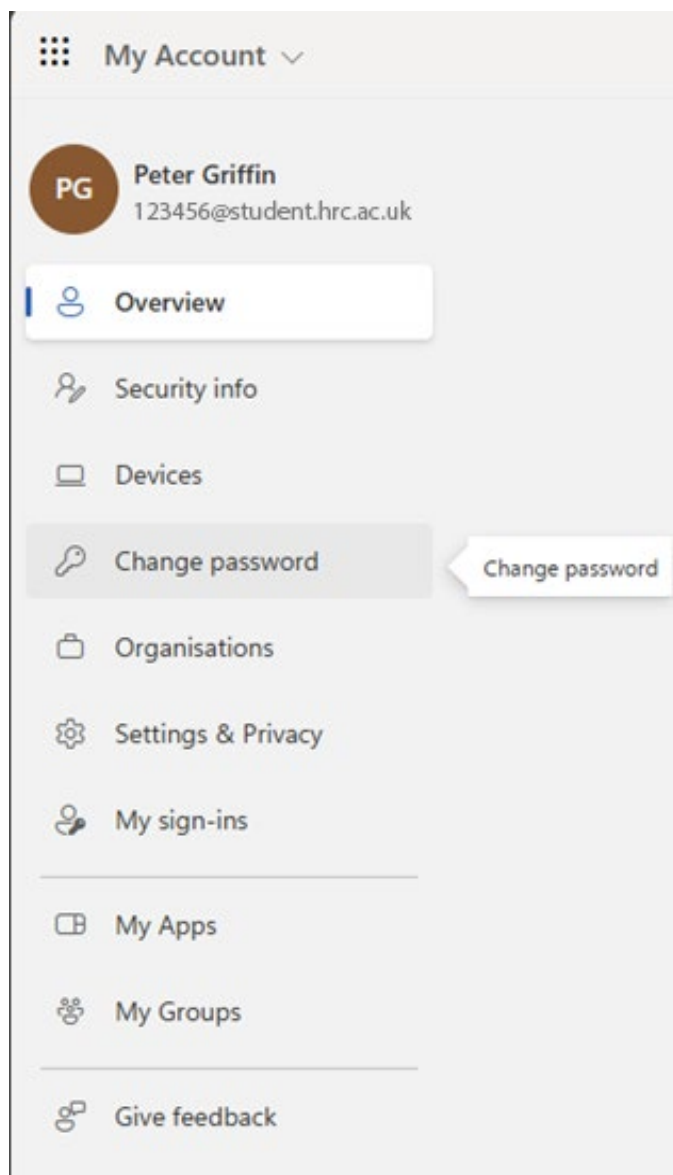
Once logged in, click on your name in the bottom left corner of the screen to open a menu with additional options.



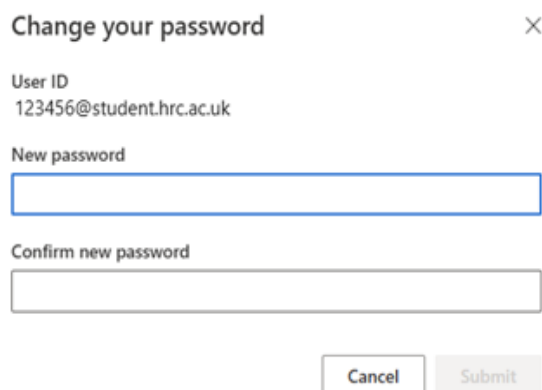
Click on View account, this will open a new tab in your browser with further options for your account.



In the new tab, click on the Change password option from the menu on the left of the screen.



Within the Change your password window that will appear on screen, enter a new password and then confirm it.



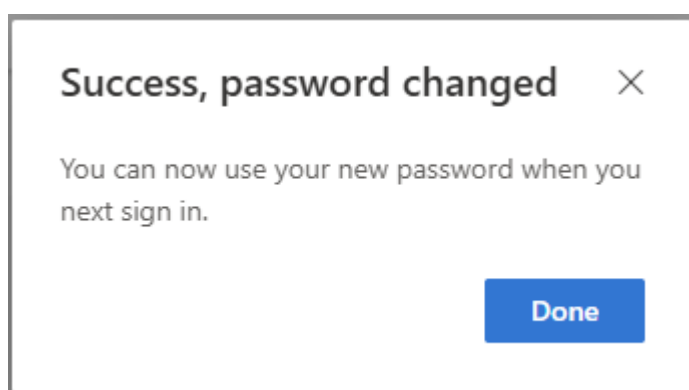
The dialog box is titled 'Change your password' and has a close button (X) in the top right corner. It displays the 'User ID' as '123456@student.hrc.ac.uk'. Below this are two input fields: 'New password' and 'Confirm new password'. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

Your password will need to contain the following:

- **A minimum of 10 characters**
- **A mixture of upper and lower cases letters**
- **At least 1 number**
- **We advise you don't use the same password you are already using for other accounts.**

Once you have entered and confirmed your password, click submit.

You will then receive the following message stating that you have changed your password, click done.



Your password is now set.

Need help?

If you are having trouble setting your password or MFA you can contact the Enrolment Help team by clicking on the button below:

Need technical support?

