

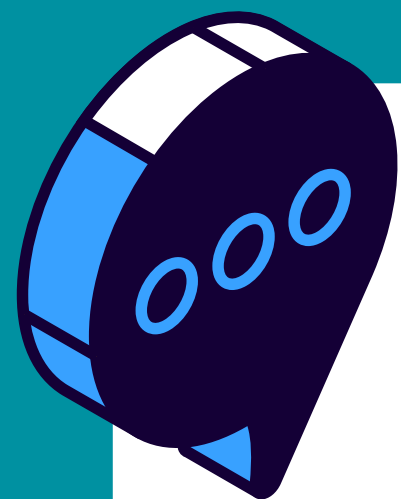
# MYHRUC STUDENT APP LOGIN

Your username is your: **IDnumber@hruc.ac.uk** (ie: 4025567@hruc.ac.uk)  
Your first password is **Collegedd/mm/yyyy**

It starts with a capital letter and **dd/mm/yyyy** refers to your date of birth.  
Put in a zero if the month or day is a number less than 10 and use all four digits for the year e.g. a date of birth of 7th June 2005 would be 07/06/2005

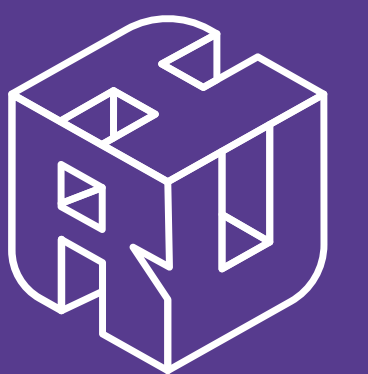
- ▶ **When you first log in at College you will be asked to change your password.**
- ▶ **New passwords must have 14 or more characters.**
- ▶ **Choose a few words as your new password.**

You need to change your password from the first temporary password before using the WiFi.



**If you need help with your password contact your Learning Resource Centre via email:**

For Uxbridge/ Hayes	<b>UC-LRC@hruc.ac.uk</b>
For Harrow / Weald	<b>HC-LRC@hruc.ac.uk</b>
For Richmond	<b>RC-LRC@hruc.ac.uk</b>



**HRUC**  
HARROW, RICHMOND & UXBRIDGE COLLEGES

# 2 FACTOR AUTHENTICATION (2FA)

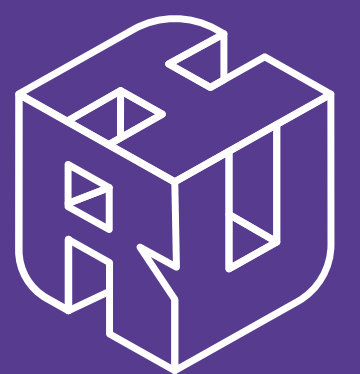
- ▶ 2 Factor Authentication (2FA) is coming from the 4th September.
- ▶ This enables you to use your phone for secure access.



- This is coming from the 4th September
- This enables you to use your phone for secure access
- When you're at College, you can always log on to a PC or use the WiFi, without 2FA
- When you're logging in from home (offsite) from the 4th September you will need to use 2FA.

**Using 2FA means your files will be more secure and if you forget your password, you can reset it yourself.**

Text authentication is being phased out. If your phone number is not up to date please inform the College of your new number.



**HRUC**  
HARROW, RICHMOND & UXBRIDGE COLLEGES

# 2 FACTOR AUTHENTICATION (2FA)

1. Download the Microsoft Authenticator App.
2. Select the + to add an account. For the account select work or school account, not personal.
3. Use your College email account and password.
4. You will see your college account listed in the App.

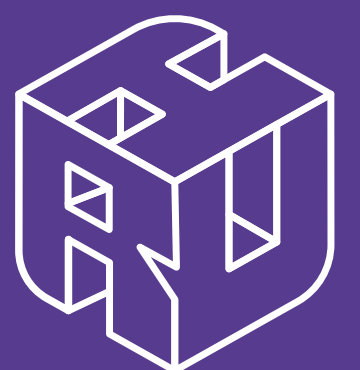


You will be asked to verify your details by either:

Scanning your unique QR Code  
or choose  
I want to set up a different method from a computer  
- the best choice if using your phone.

OR

Choose I want to set up a different method.  
You can then select a link which inputs the information into the app for you instead of QR code.

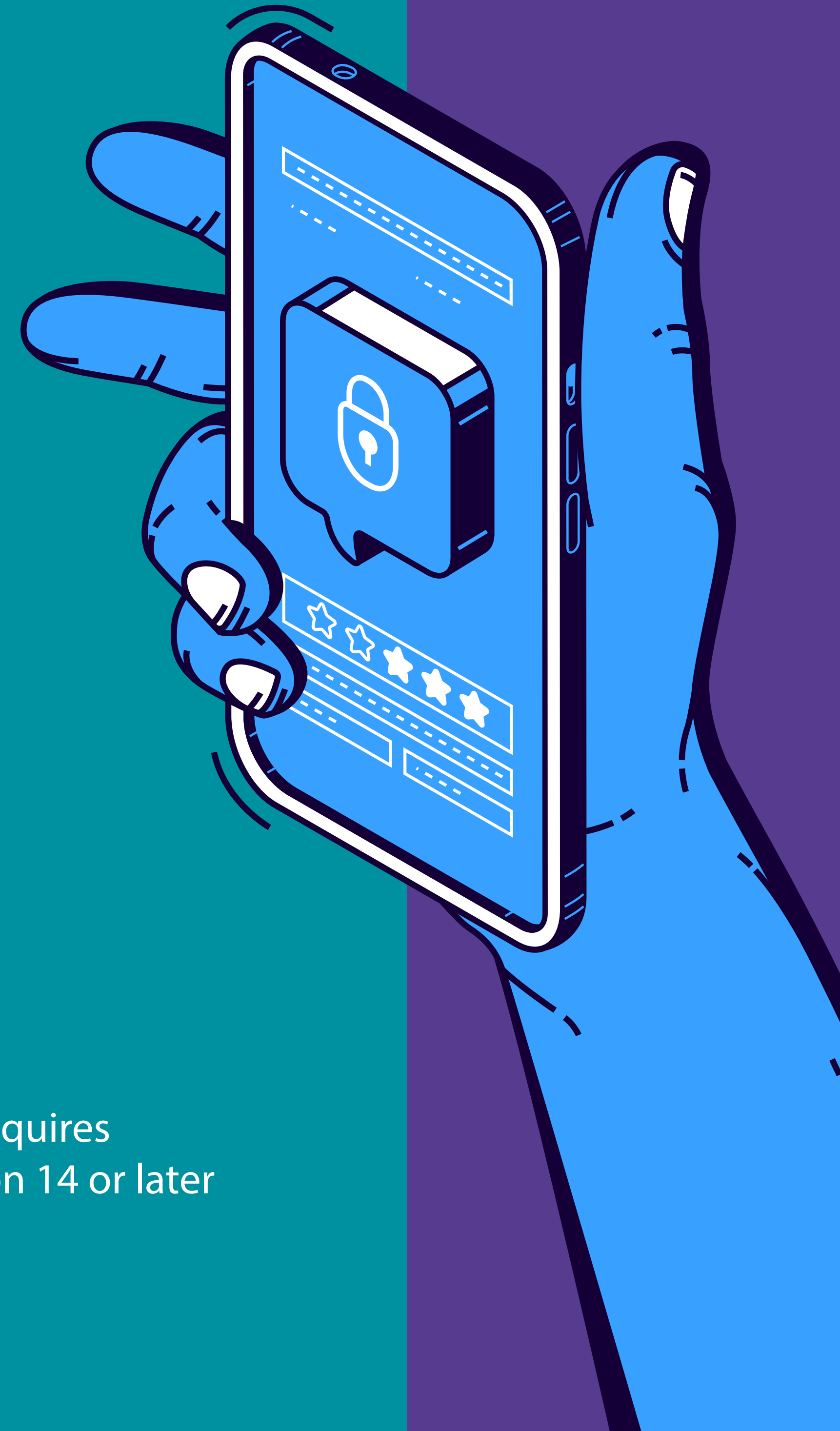
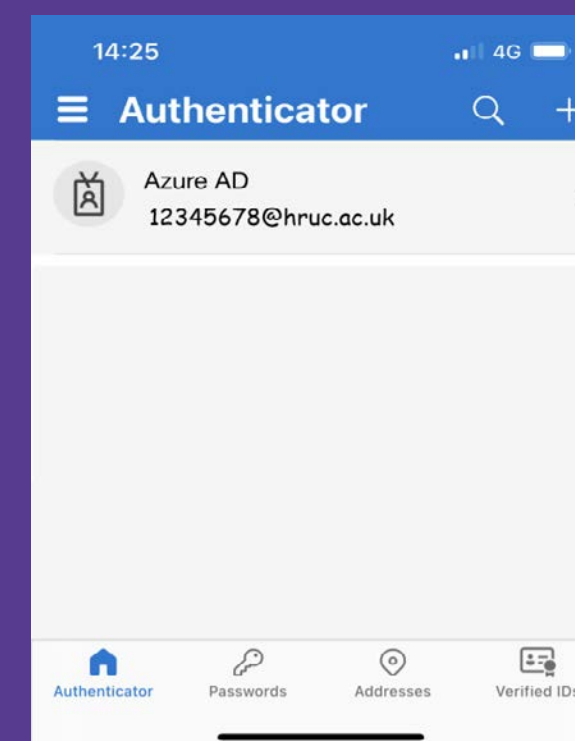


**HRUC**  
HARROW, RICHMOND & UXBRIDGE COLLEGES

# USING THE AUTHENTICATOR

Each time you log in from home you will be asked to respond to the notification on the App. You will need to:

- ▶ **Unlock the App with your usual phone method, PIN Number or thumb print or face recognition.**
- ▶ **Type in the 2 digit code given at the time.**



Minimum operating systems for mobile phones for the Microsoft Authenticator App:



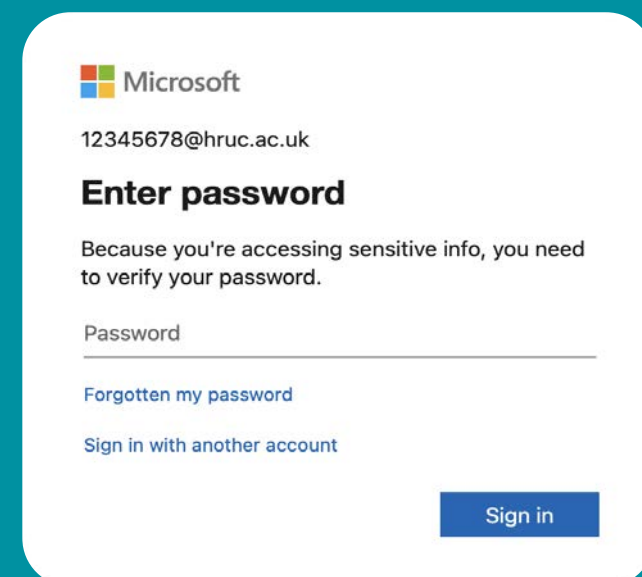
Android requires  
version 8.0 or later



Download on the  
**App Store**

iOS requires  
version 14 or later

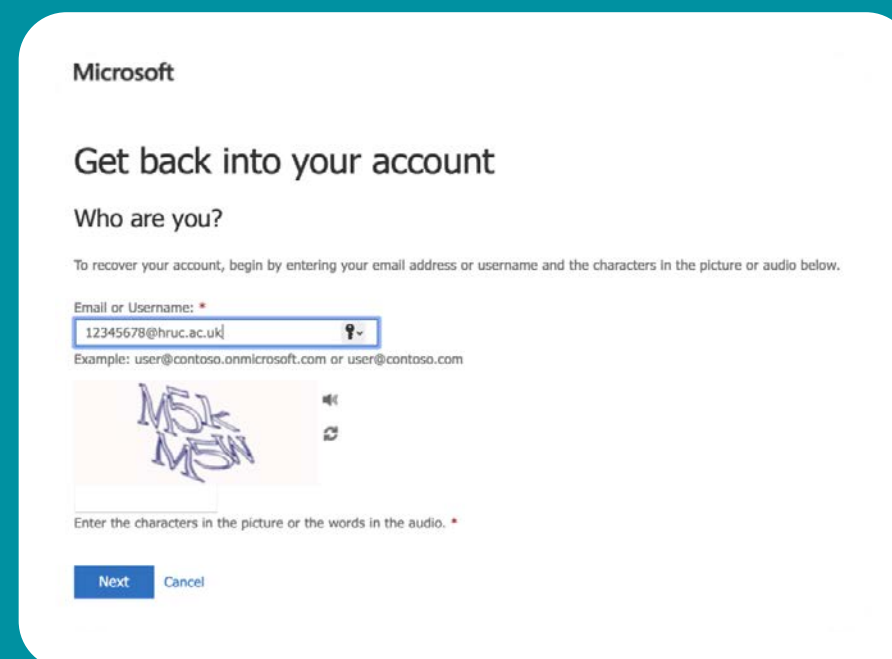
# CHANGING YOUR PASSWORD FROM HOME



Microsoft  
12345678@hruc.ac.uk  
**Enter password**  
Because you're accessing sensitive info, you need to verify your password.  
Password  
Forgotten my password  
Sign in with another account  
Sign in

## Step 1:

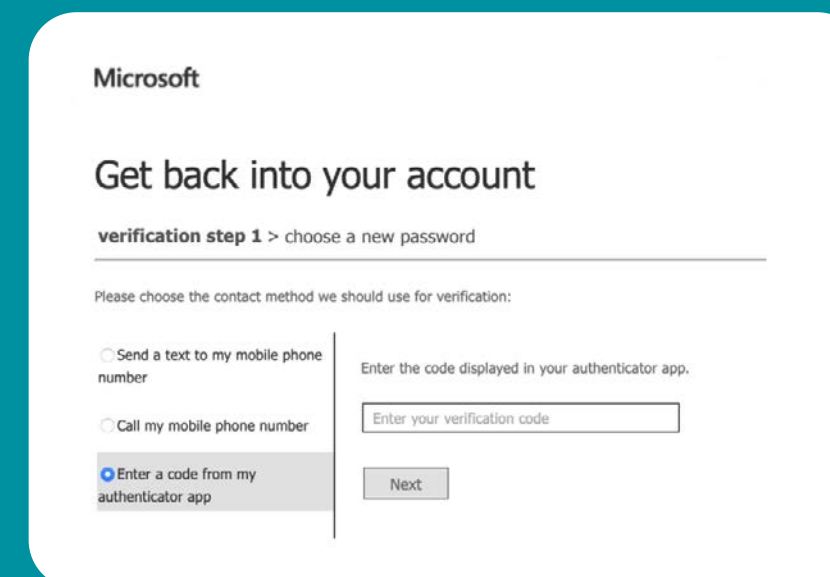
Go to login and input your college email address. When asked to put your password in select **Forgotten my password**.



Microsoft  
**Get back into your account**  
Who are you?  
To recover your account, begin by entering your email address or username and the characters in the picture or audio below.  
Email or Username: \*  
12345678@hruc.ac.uk  
Example: user@contoso.onmicrosoft.com or user@contoso.com  
Enter the characters in the picture or the words in the audio. \*  
Next Cancel

## Step 2:

Check your email address and input the characters requested into the box provided.



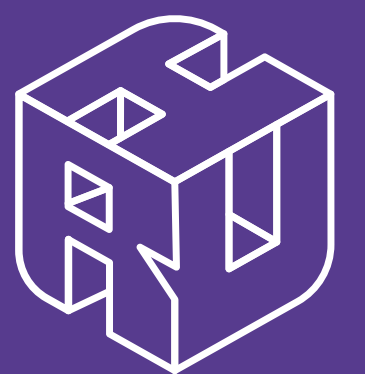
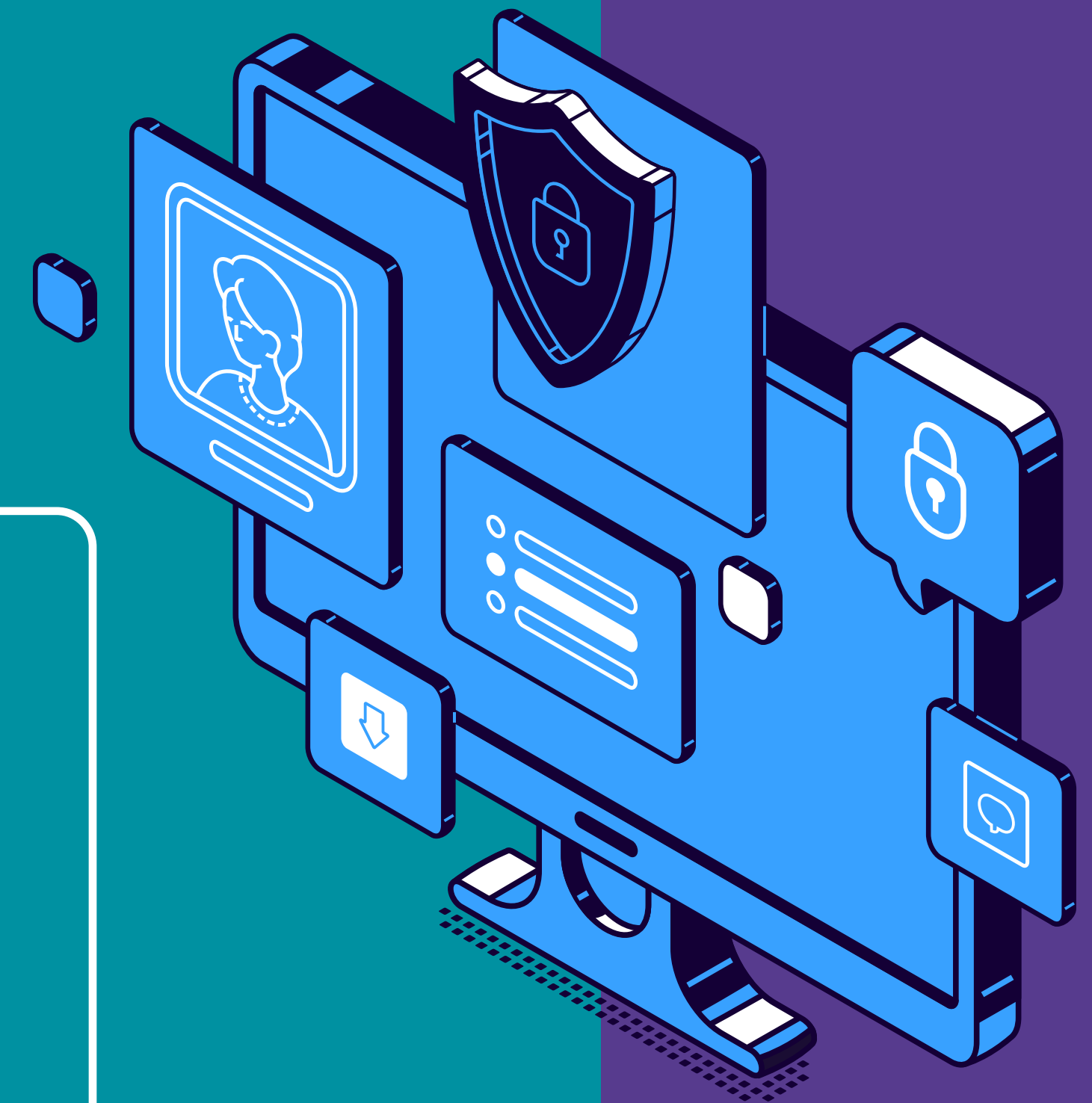
Microsoft  
**Get back into your account**  
verification step 1 > choose a new password  
Please choose the contact method we should use for verification:  
 Send a text to my mobile phone number  
 Call my mobile phone number  
 Enter a code from my authenticator app  
Enter the code displayed in your authenticator app.  
Enter your verification code  
Next

## Step 3:

Select the authenticator option.

From the Authenticator App, select your username and input the one-time password code shown.

Now choose a new password (**password must be at least 14 characters long**).



**HRUC**

HARROW, RICHMOND & UXBRIDGE COLLEGES