



Student IT Information

As a student at the College, you will have full access to Microsoft Office 365, giving you a host of features. For more information, please visit **www.office.com**

When logging on to college computers or college systems, your ID number will be your username. Your ID number can be found in the emails we have sent to you about Enrolment and also on your student ID card. Your teacher/tutor can also look this up.

When logging on to Microsoft products, including Teams, your Microsoft 365 account log in will be your Student ID number, followed by @live.brock.ac.uk:

(STUDENT NUMBER)@live.brock.ac.uk

This is also your new college email address. You are expected to check this regularly, because this is how your lecturers will communicate with you.

The template for your default password is: **Brockddmmyyyy!**

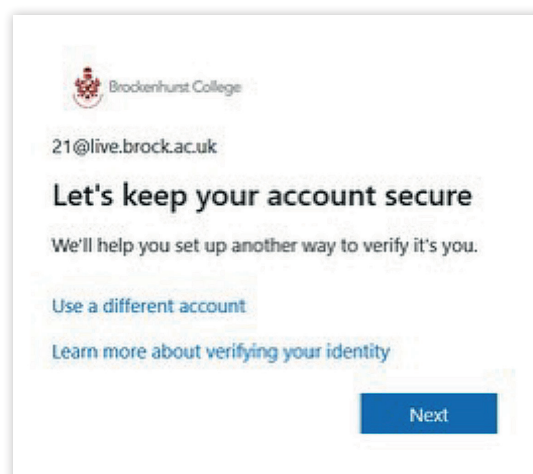
For example, if your date of birth is 3rd February 2008 then your password would be 'Brock03022008!'. You will be asked to change your password during your first login on a college computer.

Once you have signed in at www.office.com with your college email address and password, you will need to enter some security information. Please follow the instructions, below.

Multi Factor Authentication (MFA) set up guide

How do I set up MFA?

1. Using any device, simply go to **www.brock.ac.uk/mfa** and enter your email address and your password to log in.
2. If you **DO NOT** see the following screen, then you have already completed the appropriate steps. If you **DO** see the following screen, please click '**Next**' and continue to follow this guide.



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Method 1 of 2

Add your phone number

Verify it's you with a call or text code to your phone.

Country code

United Kingdom (+44)

Phone number

Enter phone number

Choose how to verify

☒ Text a code

☐ Call

Message and data rates may apply. Pressing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Skip setup](#)

Next

When prompted, enter your phone number, make ensure the country code is United Kingdom and **'Text a code'** is selected. Input the code texted in the next window and then proceed to set up the email authenticator.

In method 2, use a personal email address that you have access to and put this into the email prompt, like with the phone, you will be emailed a code, input this into the next window and click **'Next'**.

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Method 2 of 2

Add an email address

We'll use this to send you a code if you ever need to reset your password.

Email

[Skip setup](#)

Next

Once complete, you will receive a screen that will show both authenticator methods have been setup and you can now proceed and access your account.

Complete this process for both your phone number and a personal email address.

Note: Use of our computer systems means that you agree to comply with the College IT Policies and Procedures Handbook and the Social Media and Networking Policy for Students. Both of these policies can be found in the policies section of the College website: www.brock.ac.uk/policies

How do I use the Microsoft Authenticator app?

Once you have set up MFA using this guide, please follow these steps:

1. Go to **www.brock.ac.uk/maa** and scan the QR code for IOS or Android to get the app.
2. Once installed, open the app.
3. Accept the privacy notice.
4. Click the plus sign at the top-right of the screen and choose **'Work or school account'**.
5. Sign in using your college email address and password.
6. Choose **'Stay signed in'**.

Now, any time you need to log in to your college account when offsite, simply open the app and click on your college account to get your code.

Then just click on the code to copy and paste as required.

