



## 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](http://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.

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

Example: <<**Student id**>>@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.

Your default password is: **BrockPYYYYMMDD!**


Where you see yyyymmdd, this is a request for you to enter your date of birth – it is the same for both systems. 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](http://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](http://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.

 Brockenhurst College

abah@live.brock.ac.uk

### More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

**Keep your account secure**

Your organisation requires you to set up the following methods of proving who you are.

Method 1 of 2: Phone

Phone 1 Email 2

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United Kingdom (+44) Enter phone number

☒ Receive a code

☐ Call me

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

Next

When prompted, enter your phone number and make sure the **'Receive a code'** button is selected. 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](http://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](http://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.

