

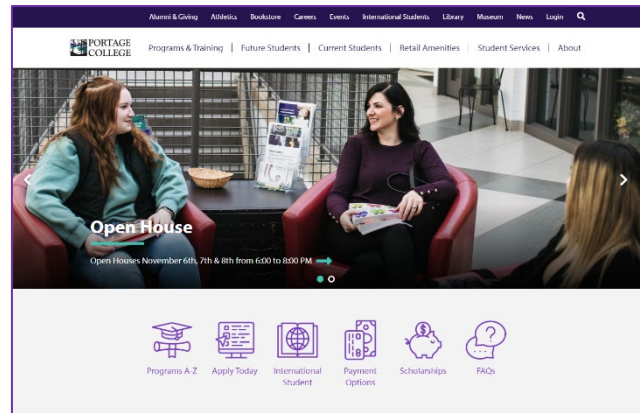


# Off Campus Access to Applications and Resources

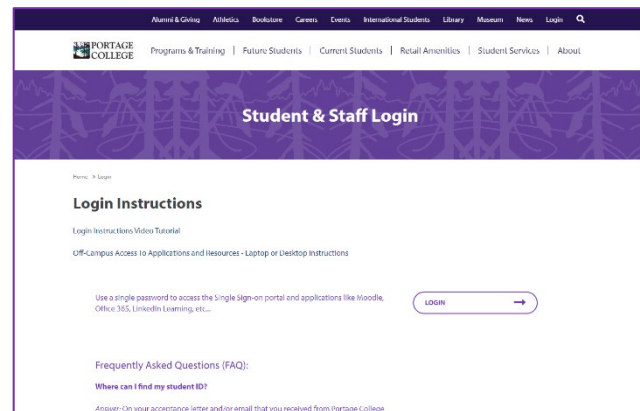
From your desktop, laptop or mobile device, Open Microsoft Edge or Google Chrome.

Navigate to [www.portagecollege.ca](http://www.portagecollege.ca)

From the top right-hand corner, select **Login**



Select the **LOGIN** button

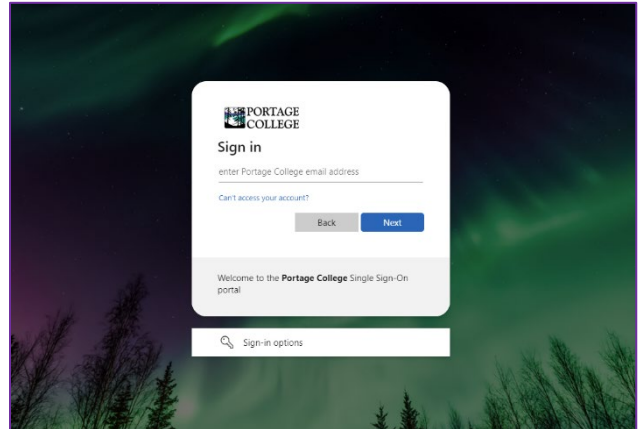




# Off Campus Access to Applications and Resources

Enter your Email address and select  
**Next**

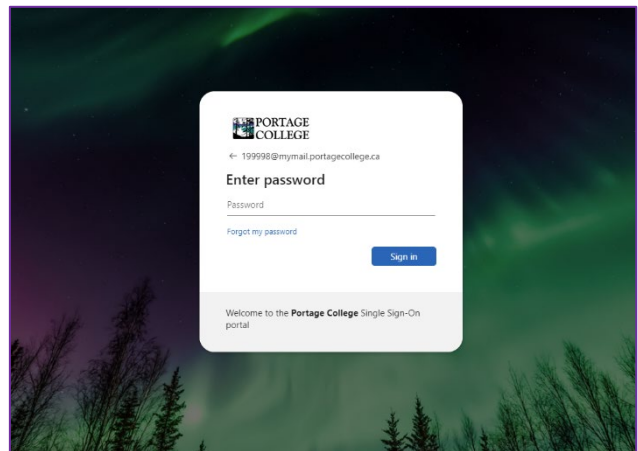
Students:  
[studentID@mymail.portagecollege.ca](mailto:studentID@mymail.portagecollege.ca)



Enter your default password and select  
**Sign in**

Students:  
#firstinitiallastinitial@birthyear

Example: John Smith born in 1999  
would be #js@1999

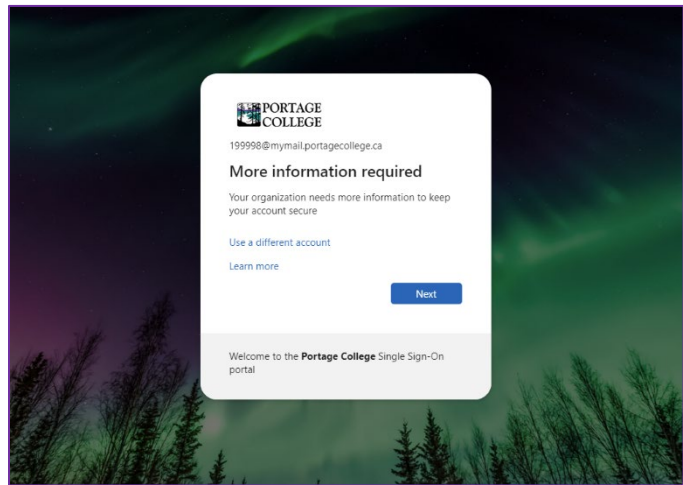




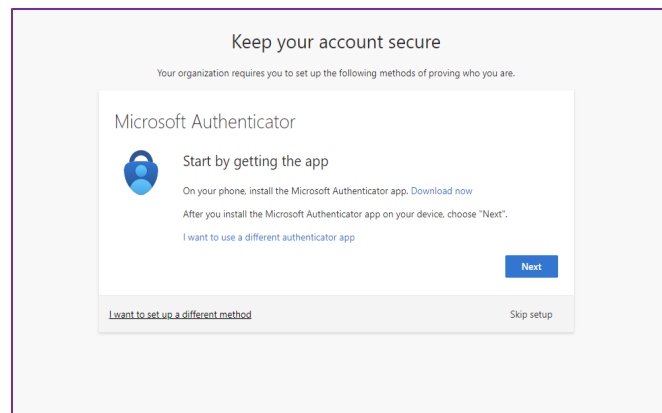
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After entering your password, you will be presented with this prompt.

Confirm you have entered your Email correctly and select **Next**



Install the Authenticator App on your phone



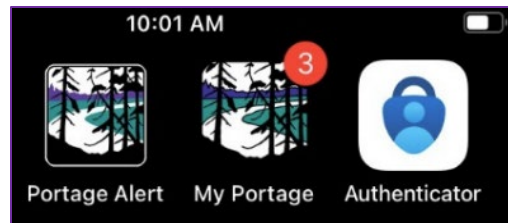


## Off Campus Access to Applications and Resources

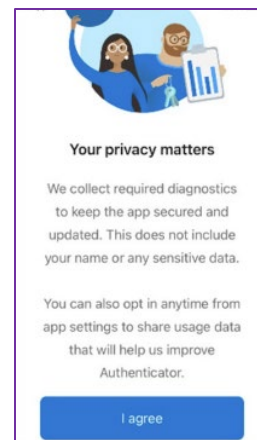
Install the Authenticator App on your phone



Once the app has been installed successfully, open the Microsoft Authenticator app by tapping the **lock icon**



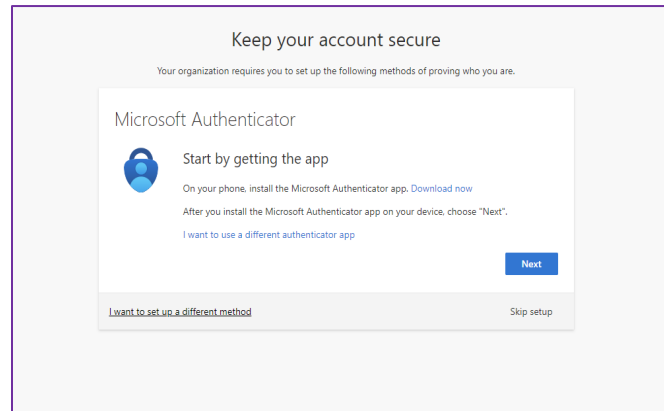
Read the privacy statement, then select **I agree**



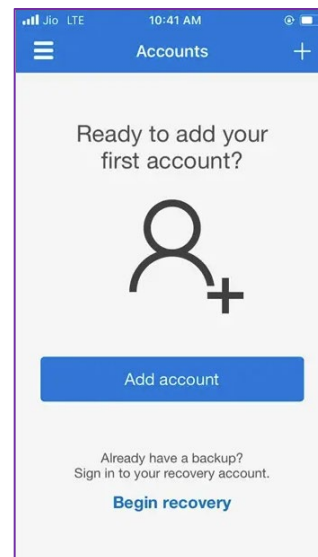


# Off Campus Access to Applications and Resources

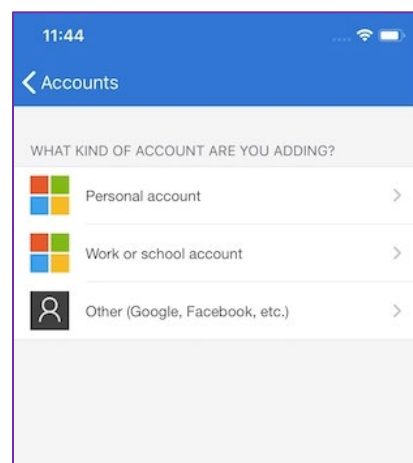
Form the web browser on your  
**Desktop or Laptop**  
Select **Next**



On your phone, open the Authenticator  
App and select  
**Add account**  
You can also select the plus symbol (+)  
in the top right corner



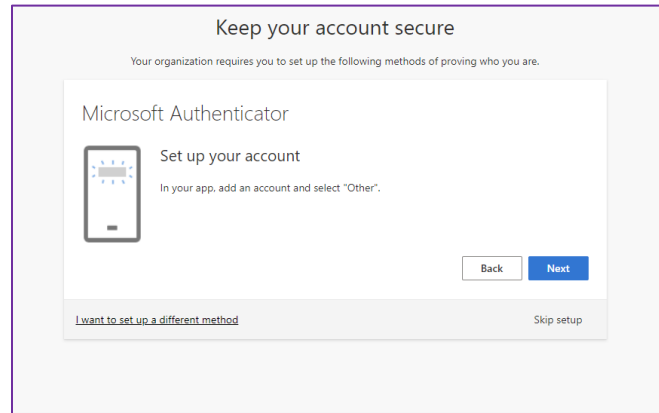
When asked what kind of account you  
are adding, select **Other**



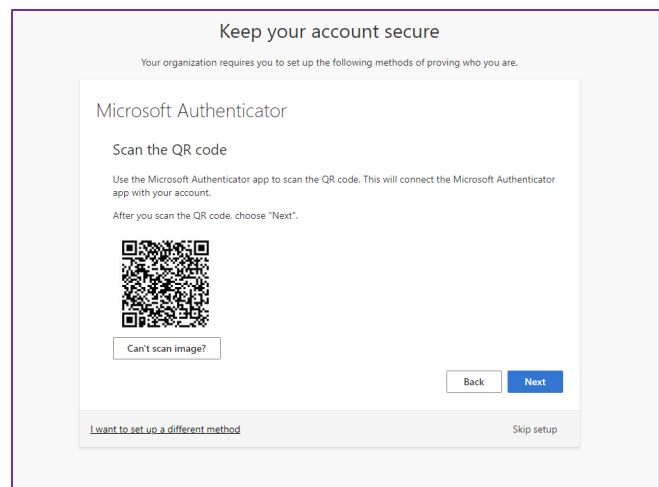


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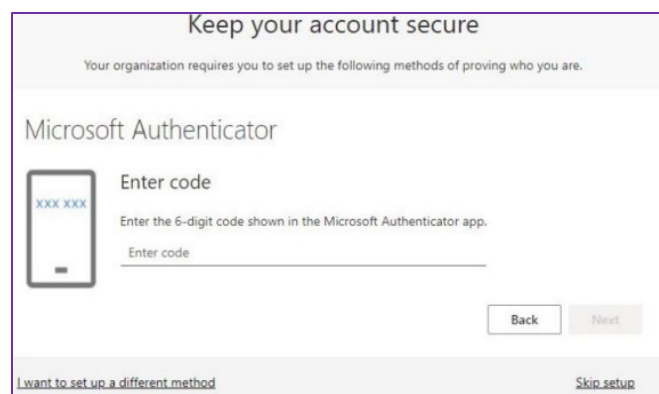
Now back on the Portage College login screen, select **Next**



From your **mobile device**:  
Scan the QR code **on your desktop or laptop** screen with the Authenticator app on your mobile device.  
Once the account has been added to the app, select **Next**



Enter the code shown on your app  
Select **Next**  
You may have to select the account from your app to cause the code to show

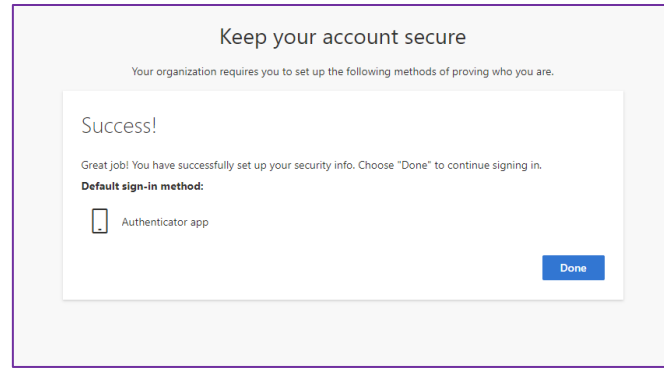




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From your desktop or laptop, you will see this screen

Select **Done**



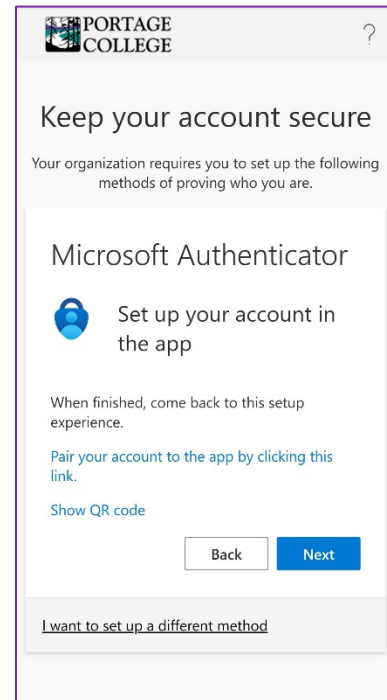
If you are using a **mobile device** to login to your account for the first time, the next page will go over the Authenticator setup



## Off Campus Access to Applications and Resources

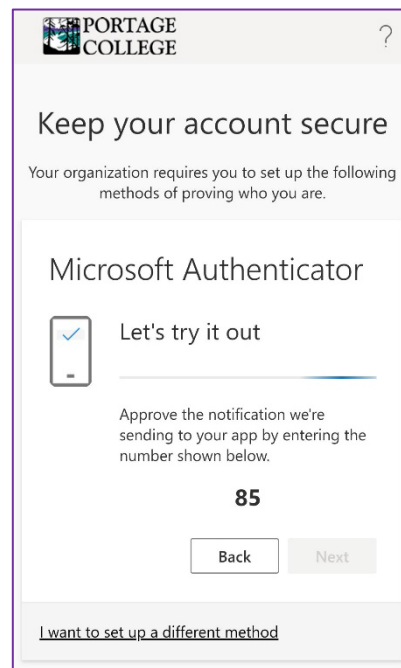
If you are logging in on your mobile device, to set up the Authenticator app for the first time, you need to select the text that says

**Pair your account to the app by clicking on this link**



It will then pair the account by opening the Authenticator app. You can then return to the login screen.

There should be a number shown on the screen



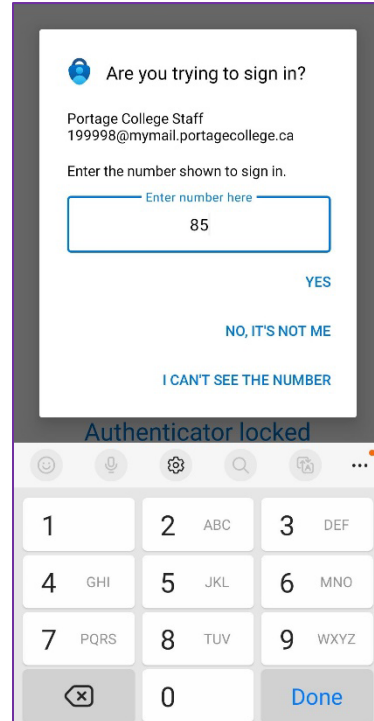




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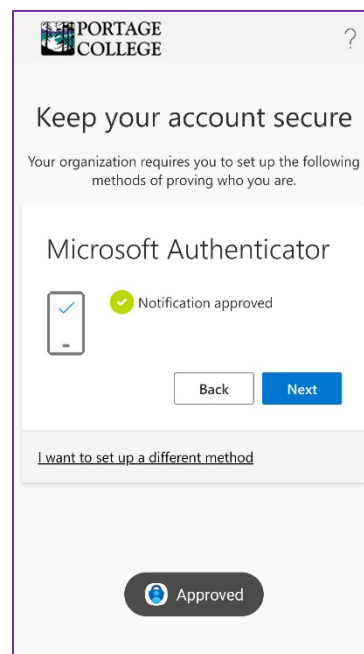
A screen should pop up asking you to input the number shown on the login screen.

Insert the number and click **YES**



You should then get a confirmation message

Click **Next**

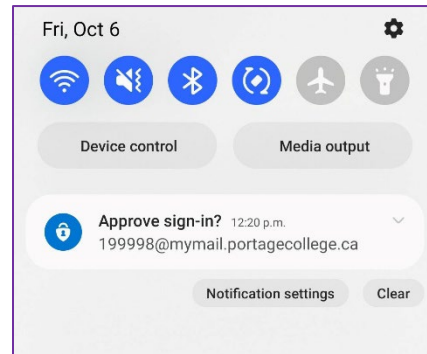




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From now on, each time you attempt to sign in on a new device, you will receive a notification on your mobile device.

Tap the notification to **approve the sign in**



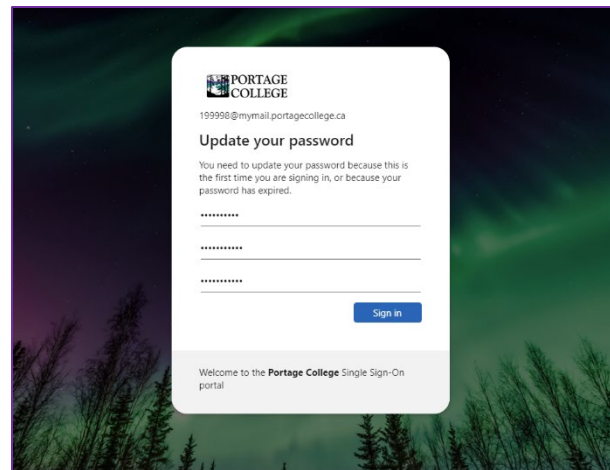
Once this is done, you will be prompted to update your password. Your new password must contain the following:

An uppercase letter

A lowercase letter

A number

A special character (!, @, #, etc.)



You will then see the following screen:

Select **Yes** if you are signing in on a personal device

Select **No** if you are using a public device, such as a campus computer

