First Time Login Instructions

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

Navigate to www.portagecollege.ca

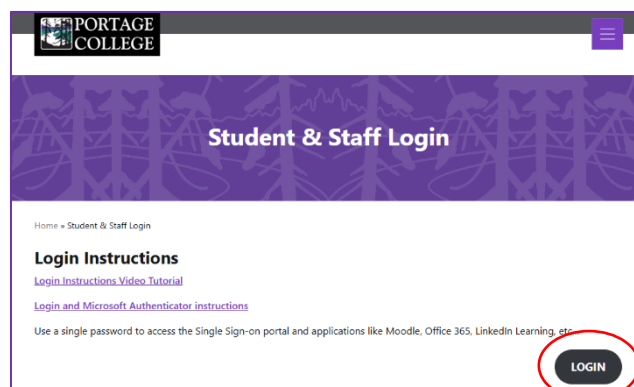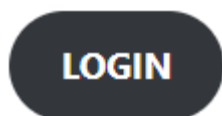From the top right-hand corner, select **Login**

Desktop
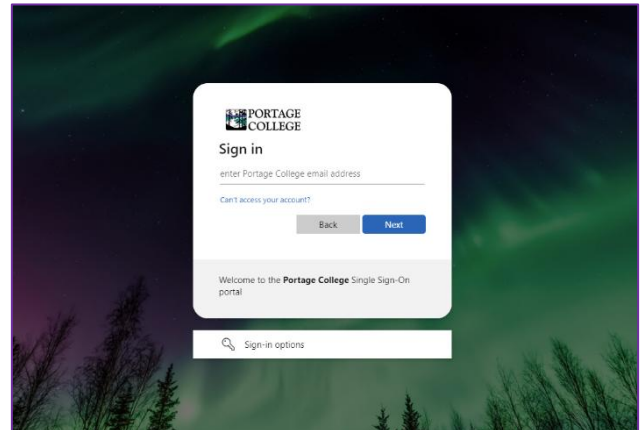

Mobile

Select the **LOGIN** button

First Time Login Instructions

Enter your Email address and select **Next**

Your student email is
studentID@mymail.portagecollege.ca
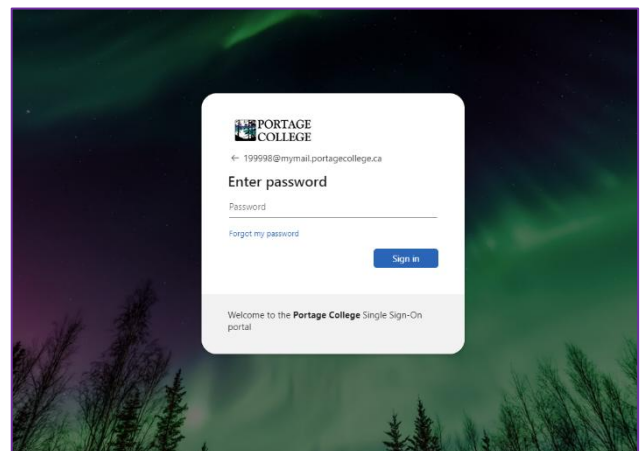
Enter your password

First time login:
#firstinitiallastinitial@birthyear

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

Your first initial and last initial are as they appear on your government ID

Logged in before:
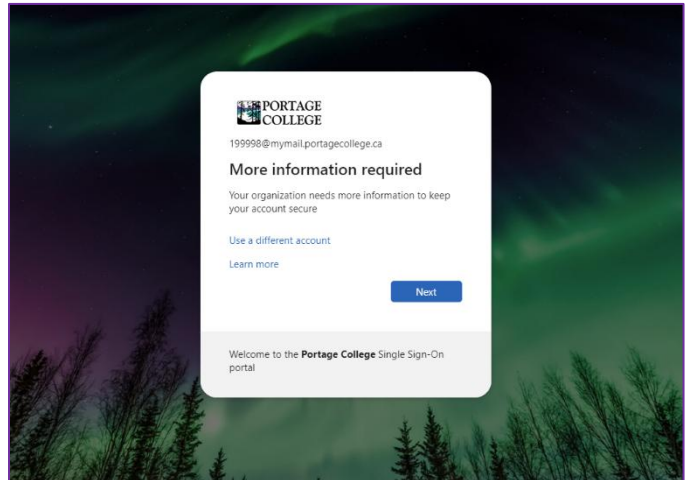
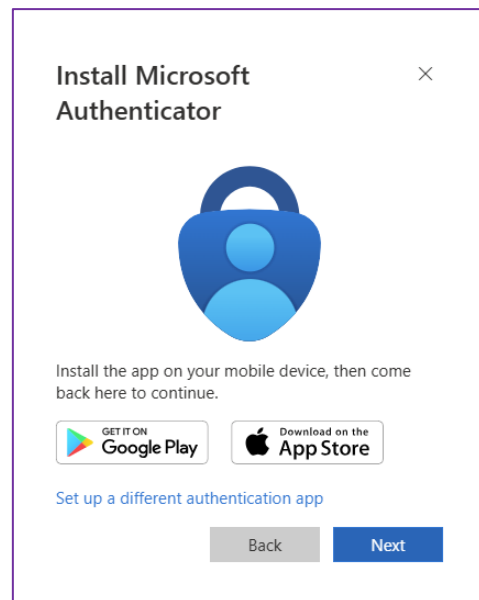The password that you created

First Time Login Instructions

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

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

To set up your 2-step verification, you will need to have access to a mobile device such as a phone or tablet.

You will need to install the **Microsoft Authenticator** app
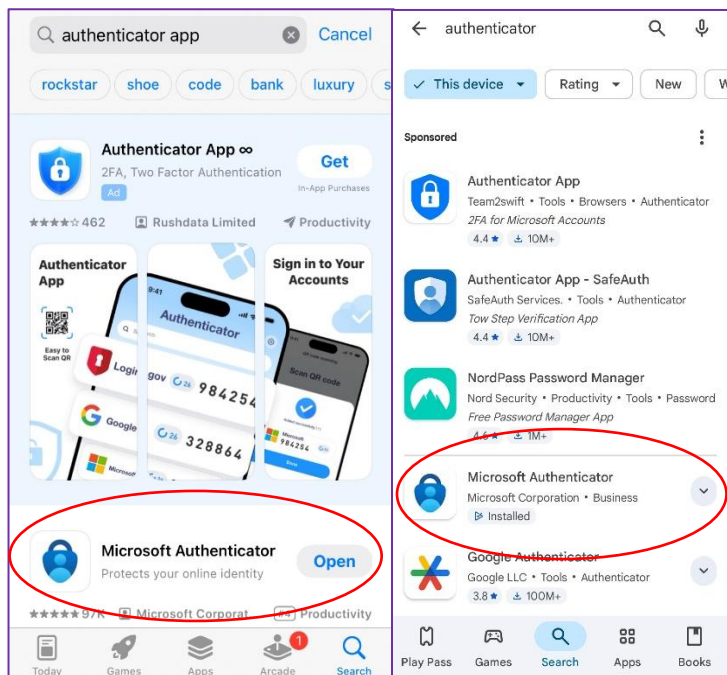
First Time Login Instructions

The correct app will have the following icon and be licensed by Microsoft
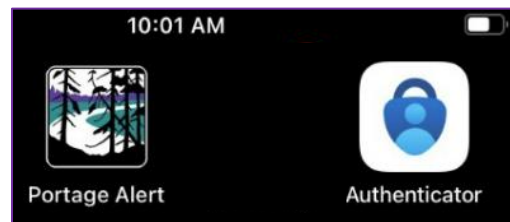
iPhone

Android

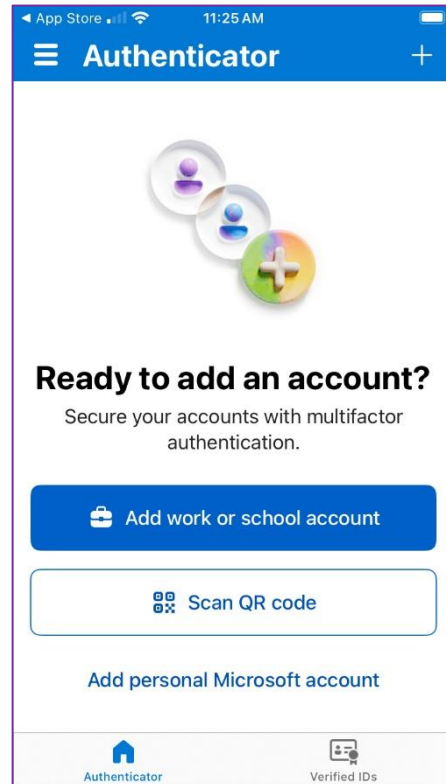When searching for the Authenticator app, be sure that you are selecting the correct one

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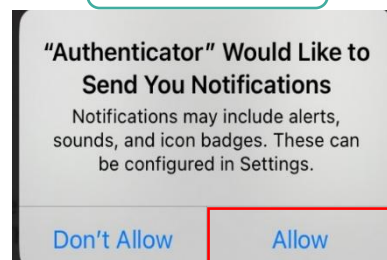
First Time Login Instructions

When first opening the app, it should look like this.

◀ App Store   11:25 AM

☰ **Authenticator**   +

Ready to add an account?
Secure your accounts with multifactor authentication.

💼 Add work or school account

⬛ Scan QR code

Add personal Microsoft account

🏠 Authenticator   Verified IDs

If prompted, be sure to **Allow notifications**

iPhone

"Authenticator" Would Like to Send You Notifications
Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.

Don't Allow   Allow

Android

🔔

Allow **Authenticator** to send you notifications?

Allow

Don't allow
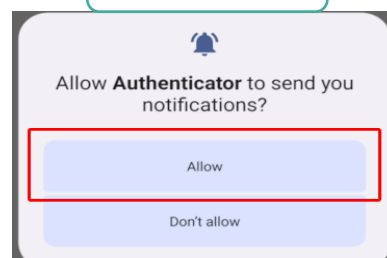
Now back on the Portage College login screen, select **Next**

Install Microsoft Authenticator   ×

Install the app on your mobile device, then come back here to continue.

GET IT ON Google Play   Download on the App Store

Set up a different authentication app

Back   Next

Select **Next** again.

Set up your account in app   ×

If prompted, allow notifications. Then add an account, and select **Work or school**.
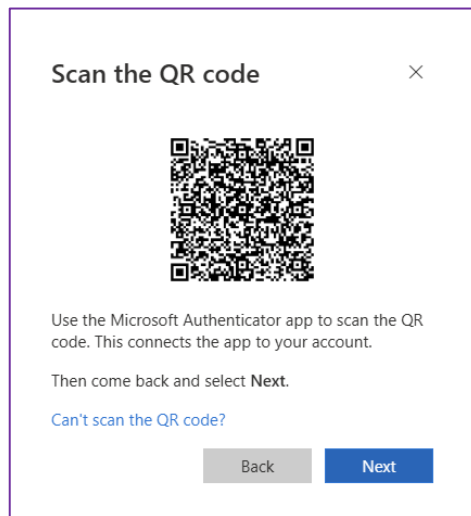
Back   Next

First Time Login Instructions

Computer and mobile device

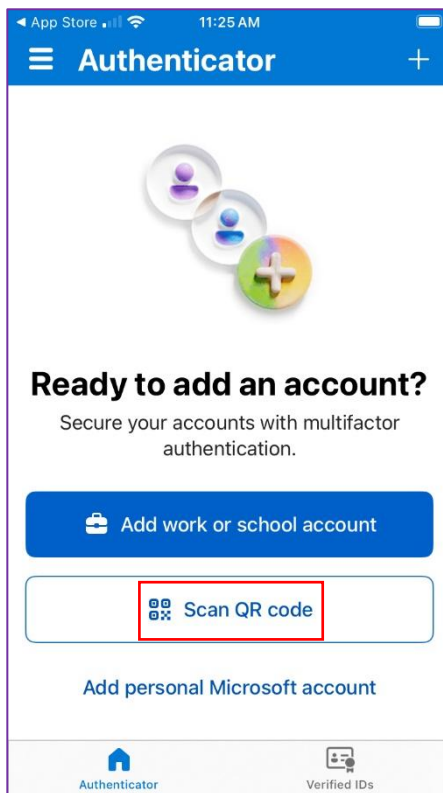If you are using a computer or laptop. You will see a QR code.

Scan the QR code **on your desktop or laptop** screen with the Authenticator app on your mobile device.

Scan the QR code ✕

Use the Microsoft Authenticator app to scan the QR code. This connects the app to your account.

Then come back and select **Next**.

Can't scan the QR code?

Back **Next**

To scan the QR code, open the Authenticator App on your phone and select

Scan QR code

If you do not see the button to scan the QR code, you can click on the QR code button in the bottom right corner of the screen

◀ App Store · 11:25 AM

≡ **Authenticator** +

Ready to add an account?

Secure your accounts with multifactor authentication.

💼 Add work or school account

▣ Scan QR code

Add personal Microsoft account
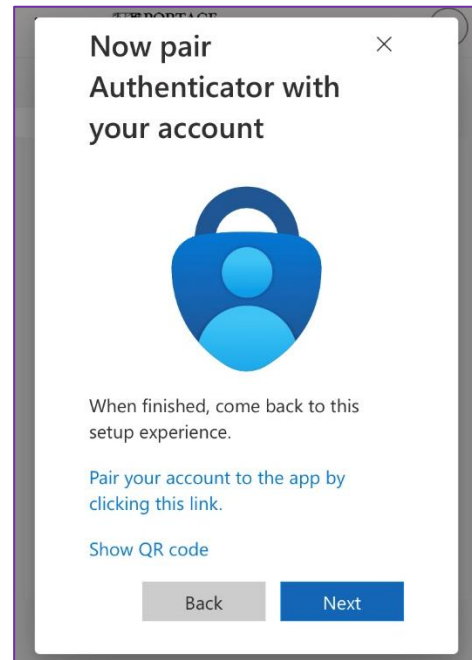
🏠 Authenticator   Verified IDs

OR

fied IDs

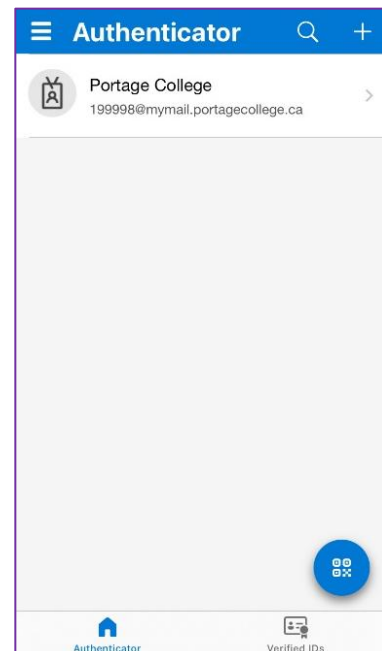# First Time Login Instructions

Mobile device only

If you are logging in to your Portage College account on your mobile device, you need to select the text that says

Pair your account to the app by clicking on this link

This should open the Authenticator app on your phone, and you should see your account added in the list.
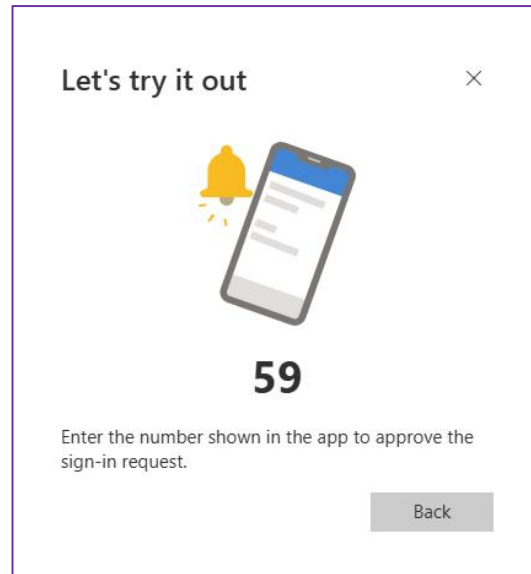
You should then go back to the Portage College login screen.

First Time Login Instructions

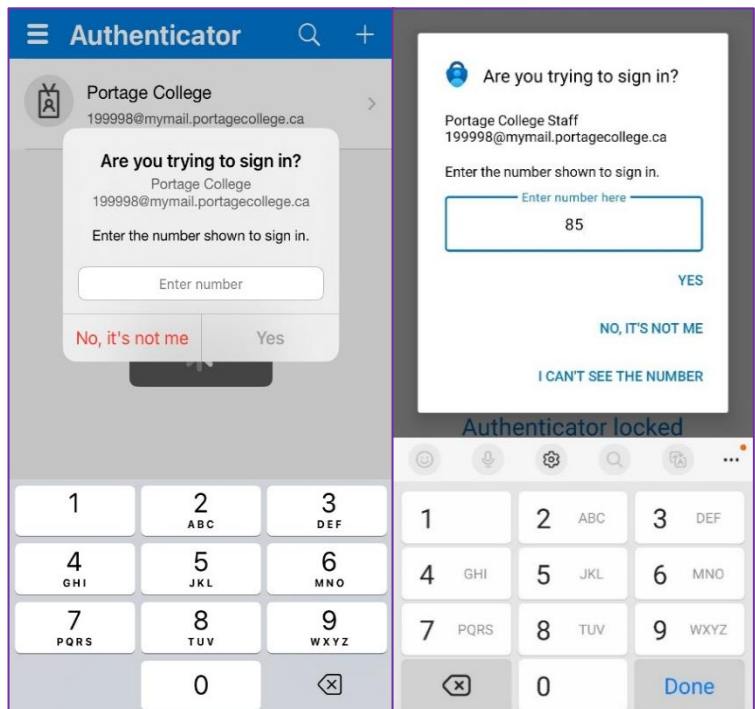Once the account is paired, there should be a number shown on the screen

Let's try it out ✕

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Enter the number shown in the app to approve the sign-in request.

Back

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iPhone

Android

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

Insert the number and click **YES**

First Time Login Instructions

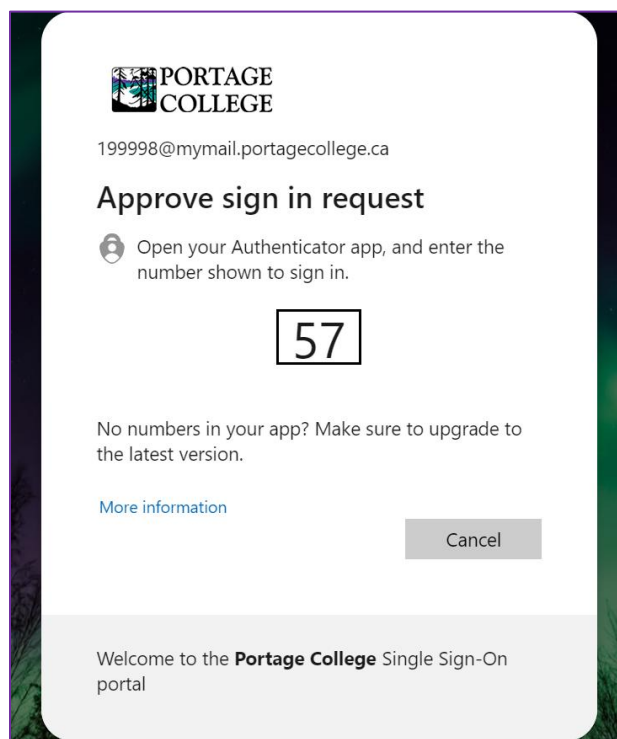From your desktop or laptop, you will see this screen

Select **Done**

First Time Login Instructions

From now on, each time you attempt to sign in on a new device, you will need to confirm your login with the Authenticator app.
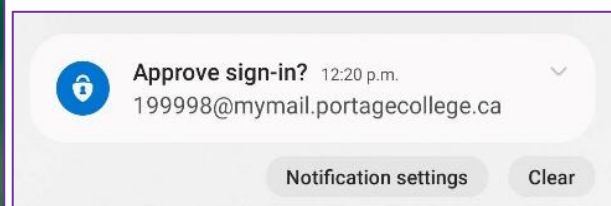
You will be shown a 2-digit number on the login screen and get a notification from the Authenticator app to input the number

PORTAGE COLLEGE

199998@mymail.portagecollege.ca

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

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No numbers in your app? Make sure to upgrade to the latest version.

More information

Cancel

Welcome to the **Portage College** Single Sign-On portal

iPhone

TIME SENSITIVE   now
Approve sign-in?

Android

Approve sign-in?   12:20 p.m.
199998@mymail.portagecollege.ca

Notification settings   Clear

First Time Login Instructions

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