2. a. Access TP Student's e-mail

How to access email accounts

- Step 1: Go to: https://outlook.com/student.tp.edu.sg
- Step 2: Enter your Microsoft 365 ID, password and perform Multi-Factor Authentication (MFA) upon prompted:

Microsoft 365 ID: <Admission No.>@student.tp.edu.sg (eg. <u>1112345A@student.tp.edu.sg</u>)

Password: TP<Barcode No.>@#\$ (eg. TPG123456@#\$)

(The Admission No. and Barcode No. are printed on your Enrolment Notice, please include the prefix **"TP"** and suffix **"@#\$**" when you enter your password)

Step 3: Set your own password upon the first login.

Step 4: Key in your personal phone number and email address (e.g. Gmail, Hotmail etc) and go through the verification process.

Note: TP will be enforcing multi-factor authentication (MFA) for all new student accounts by the end of the first week of the Academic Year. Please refer to the 2c of this enrolment guide for instructions on setting up MFA.

b. Access TP Student's Portal

How to access Student's Portal

- Step 1: Go to: https://services.tp.edu.sg
- Step 2: Enter your Student AD ID and password:

Student AD ID: <Admission No.> (eg. 1112345A)

Password: Same as student's e-mail password

Note:

- All email correspondence with the Polytechnic will be communicated through student's e-mail account.
- Please change your password after your 1st logon, the password should be at least 12 characters with 2 of the following character type:
 - Upper Case eg. A,B,C
 - Lower Case eg. a,b,c
 - ➢ Numeric eg. 1,2,3
 - > Special Character eg. @, # ("&," "<," and "%" is not allowed)
- Your account will be activated 1-2 weeks after online enrolment.
- This password will be use across all student's portal including

email as they will be synchronized.

- Your Microsoft 365 account (including emails and OneDrive files etc) will be removed **6 months** after graduation.
- Please contact ITS helpdesk at **6780 5933** for assistance. It is advisable to update your contact number in your student's email account for contact purpose.

c. Multi-factor Authentication (MFA) Setup

How to setup MFA on your mobile phone.

Step 1: Go to <u>https://for.edu.sg/tp-mfa</u> and Click on "Add sign-in method" to add "Microsoft Authenticator".

← → C 😁 mysignir	ns.microsoft.com/security-info			
Temasek My	Sign-Ins \vee			
A Overview	Security info			
⅔ Security info	These are the methods you use	to sign into your account or reset your password.		
Devices	Sign-in method when most advisable is unavi	e sign-in metriod where it applies. ailable: Phone - text +65 96565987 Change		
🔍 Password	+ Add sign-in method			
Organizations	& Phone	+65.9 :7	Change	Delete
A Settings & Privacy	Password	Last updated: 7 hours ago	Change	
③ Recent activity	Email	@live.com.sg	Change	Delete
	Lost device? Sign out everywher	e		



Step 2: Follow the browser instructions to install the "Microsoft Authenticator" app in your personal phone. Click "Next" continue.

Microsoft	t Authenticator	\times
6	Start by getting the app	
	On your phone, install the Microsoft Authenticator app. Download now	
	After you install the Microsoft Authenticator app on your device, choose "Next".	
	I want to use a different authenticator app	
	Cancel	Next

Step 3: Within the Microsoft Authenticator app in your phone, click "+" to add a new account. Select "Work or school account" and then click on "Scan a QR code".

Step 4: Within the browser, click on "Next".

Microsoft	Authenticator	×
2 ⁽¹⁾ (1)	Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back	xt

Step 5: Scan the QR code using the Microsoft Authenticator app. And click "Next" in the browser and key in the two-digit number shown in the browser into your Microsoft Authenticator app and press "YES" in the app.

Microsoft Authenticator	<
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.	
After you scan the QR code, choose "Next".	
Can't scan image?	
Back Next	

Step 6: Once completed you will be able to see "Microsoft Authenticator" under your sign-in methods.

	∕ly Sign-Ins ∨	
8 Overview	Security info	
⅔ Security info	These are the methods you use to sign into yo	
Devices	You're using the most advisable sign-in method when most advisable is unavailable: Phone - text +	
S Password	+ Add sign-in method	
Organizations	& Phone	
Settings & Privacy	Password	
Recent activity	Microsoft Authenticator Push multi-factor authentication (MFA)	
	🖾 Email	
	Lost device? Sign out everywhere	