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. 1112345A@student.tp.edu.sg)

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.
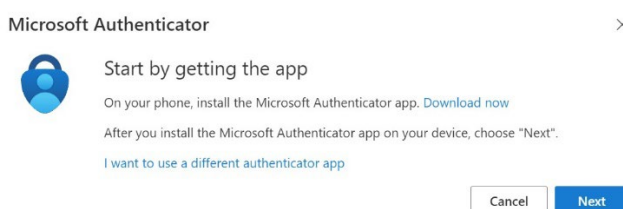
c. Multi-factor Authentication (MFA) Setup

How to setup MFA on your mobile phone.

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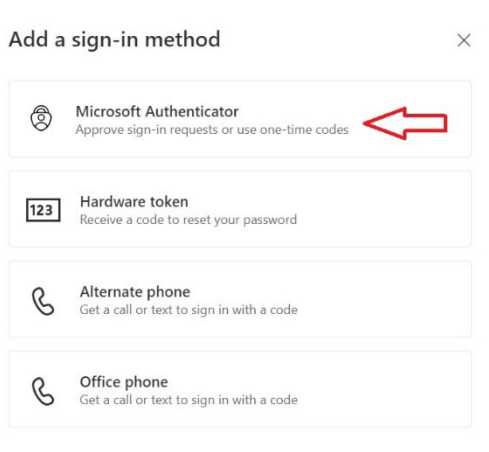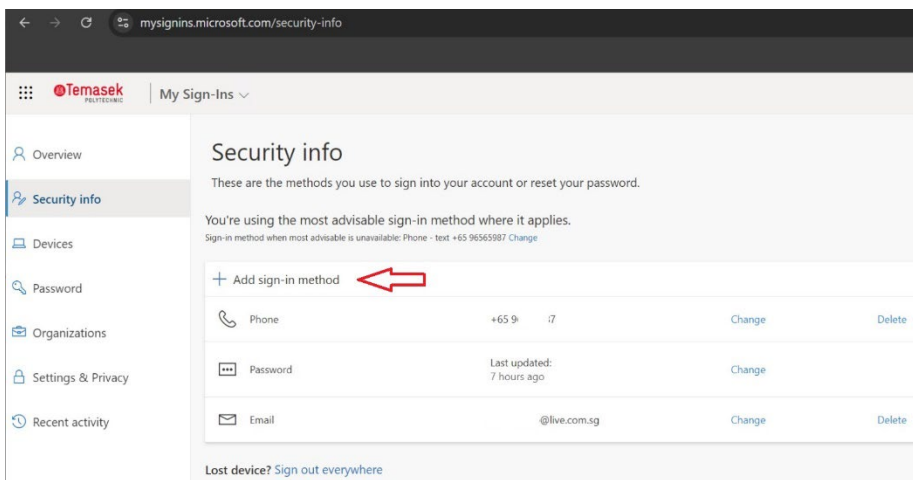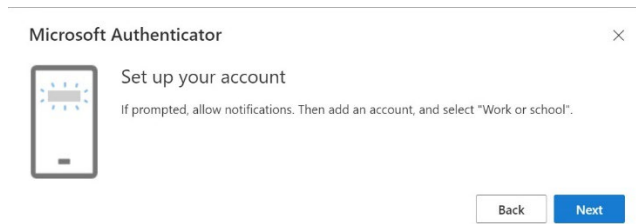

Step 2: Follow the browser instructions to install the "Microsoft Authenticator" app in your personal phone. Click "Next" continue.

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".

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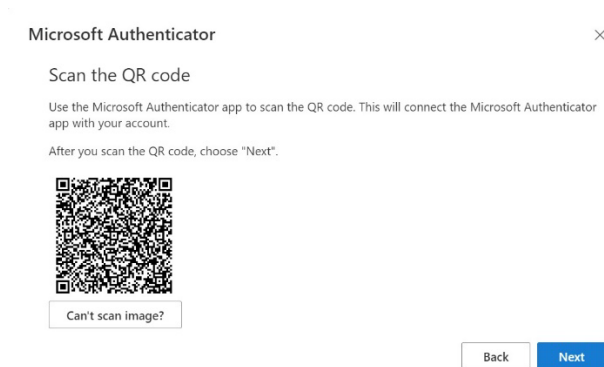
Step 6: Once completed you will be able to see "Microsoft Authenticator" under your sign-in methods.