

Multi-Factor Authentication Guide

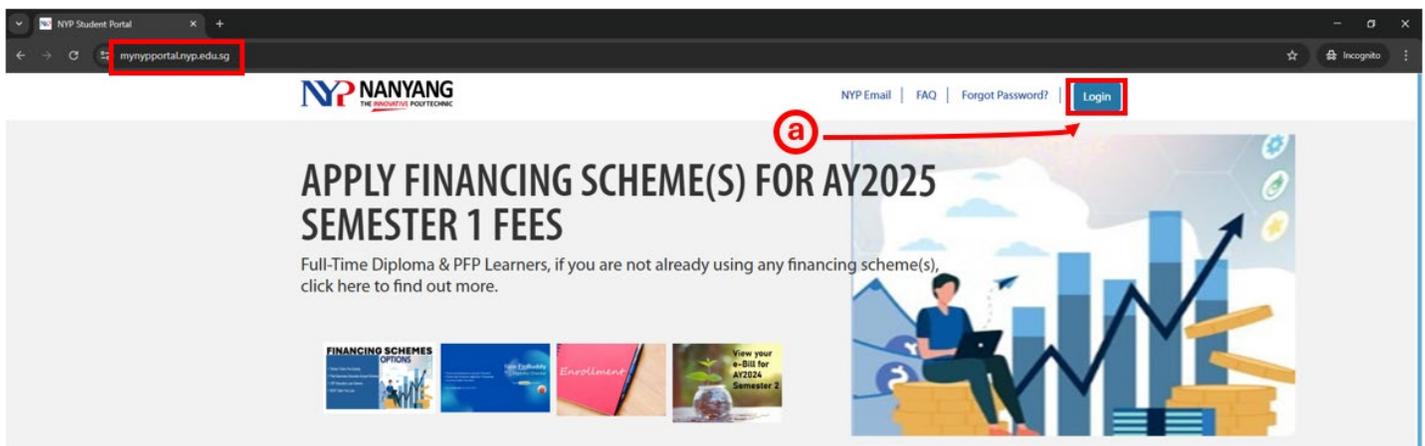
SETTING UP MULTI-FACTOR AUTHENTICATION (MFA)

Please use your laptop to set up multi-factor authentication (MFA) for the first time.

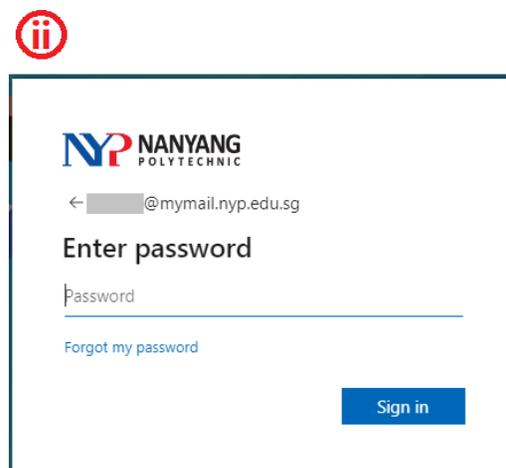
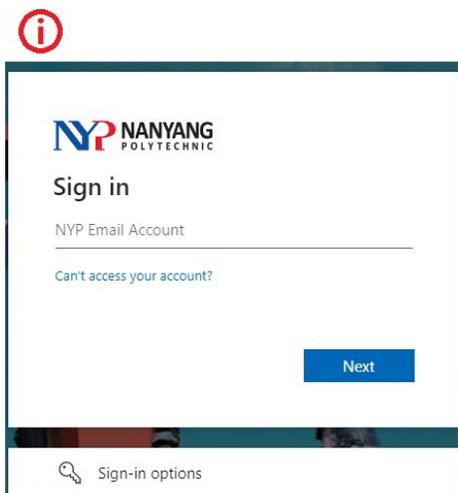
It is strongly recommended that you download and install the Microsoft Authenticator app prior to proceeding with this guide. (Note: Do not sign in to the Microsoft Authenticator app after downloading.)

Step 1:

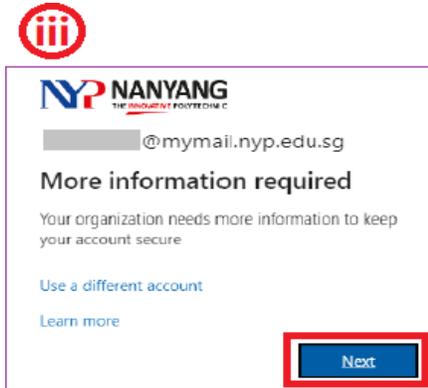
Navigate to “https://mynypportal.nyp.edu.sg/” and click on the (a) “Login” button.



- i) When prompted for the email address, enter your NYP email address (student admin no@mymail.nyp.edu.sg) and then click “Next”.
- ii) Enter your password (using the password previously used in the e-enrolment system) and click “Sign in”.

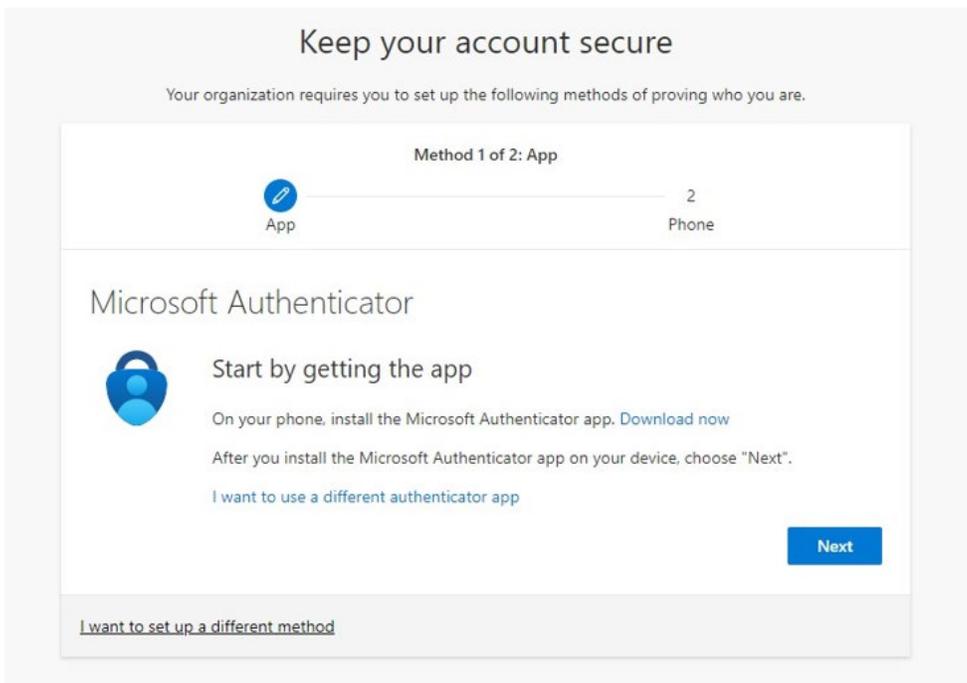


iii) Following the display of the message below, click “Next” to proceed with the multi-factor authentication (MFA) setup.

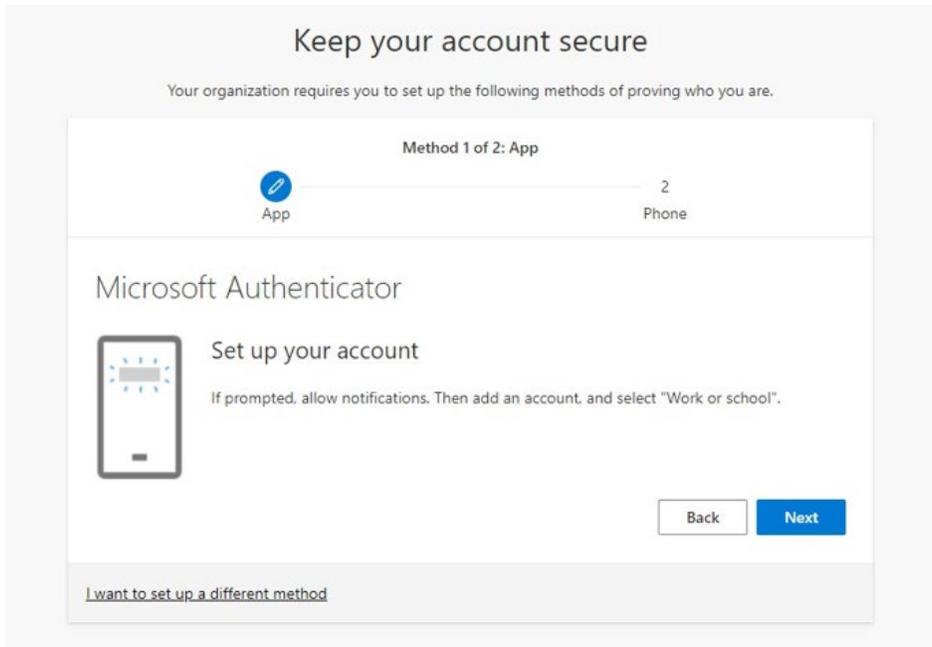


Step 2:

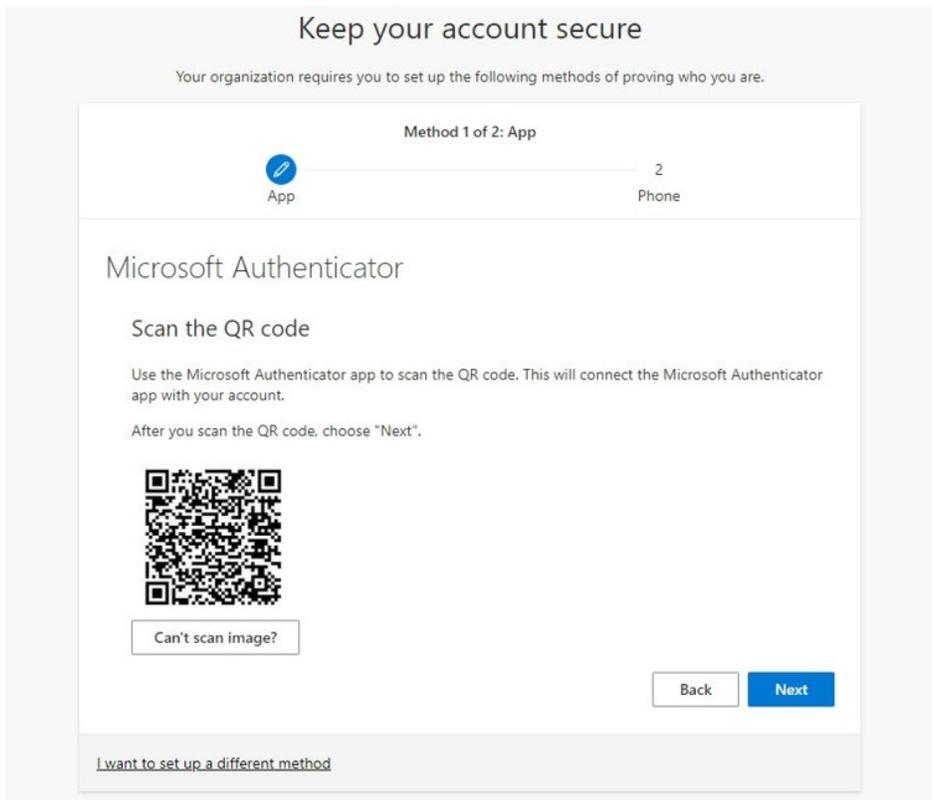
You will receive the following prompt: “Download the Microsoft Authenticator app on your mobile phone (via the App Store for iOS and Google Play Store for Android)”. Once completed, select “next”.



- i) You will see the following prompt. Please follow the instructions to add the account to your mobile phone using the Microsoft Authenticator App. Ensure you select "Scan QR code", not "Sign in".



- ii) The following prompt will appear. Scan the QR code, which is shown on your laptop, using the Microsoft Authenticator app.



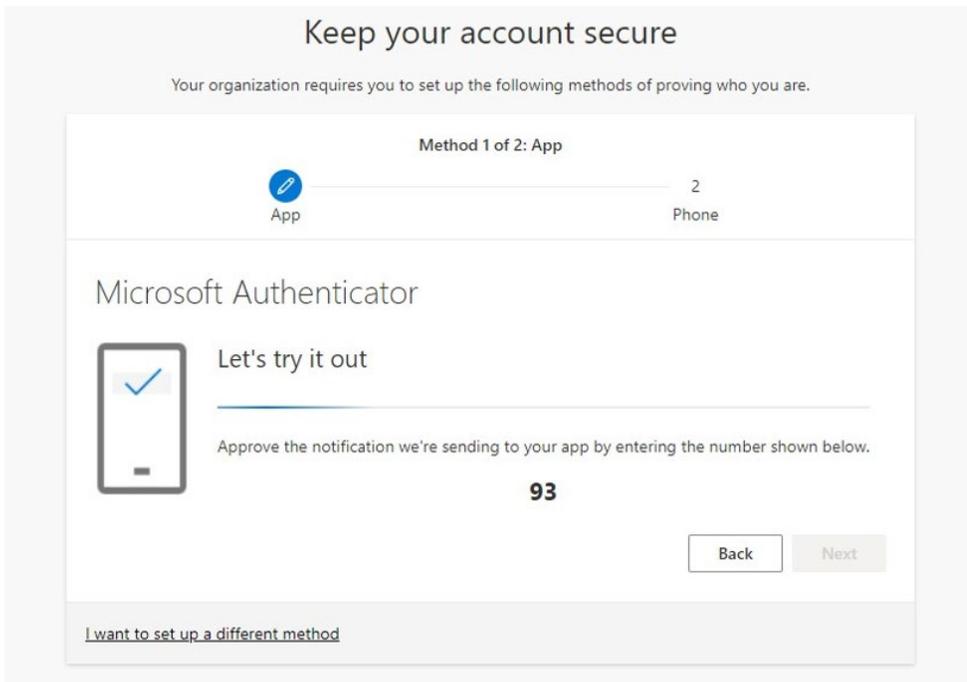
Step 3:

Upon confirmation that the account has successfully been added to the Microsoft Authenticator app, you may proceed by selecting “next”.



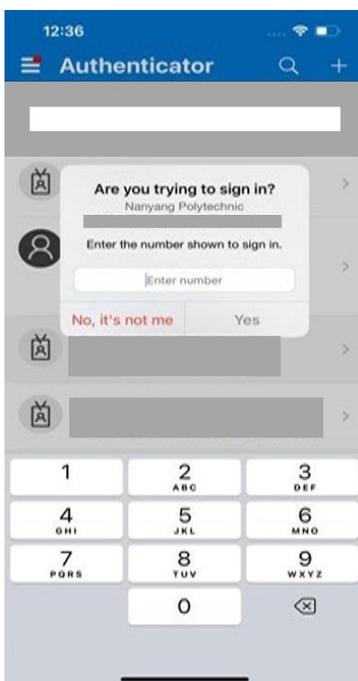
Step 4:

You will receive the following prompt. A notification is being sent to the Microsoft Authenticator app. Please note the randomly generated number that appears.



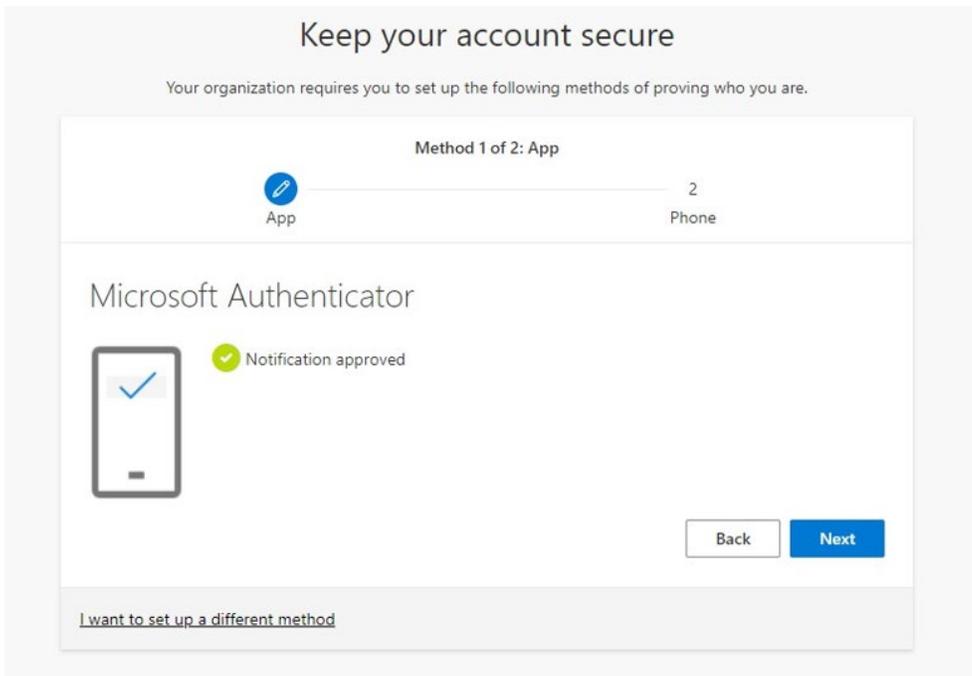
Step 5:

Enter the code displayed in the Microsoft Authenticator app notification on your mobile phone.



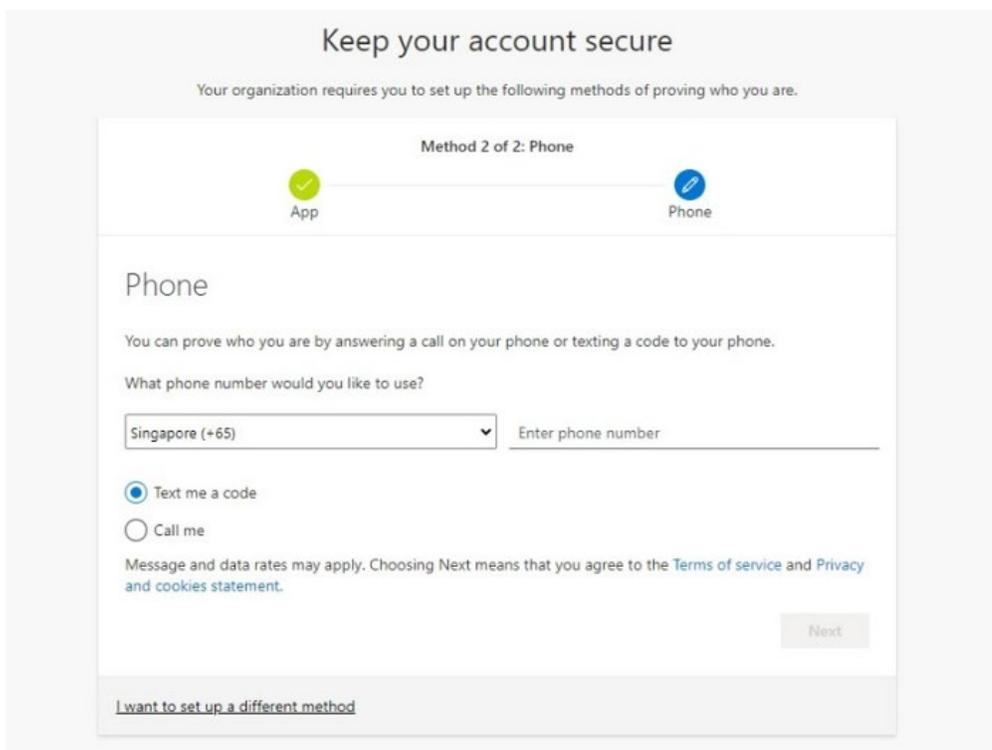
Step 6:

Upon approval, the following prompt will be displayed. Proceed by selecting "Next".



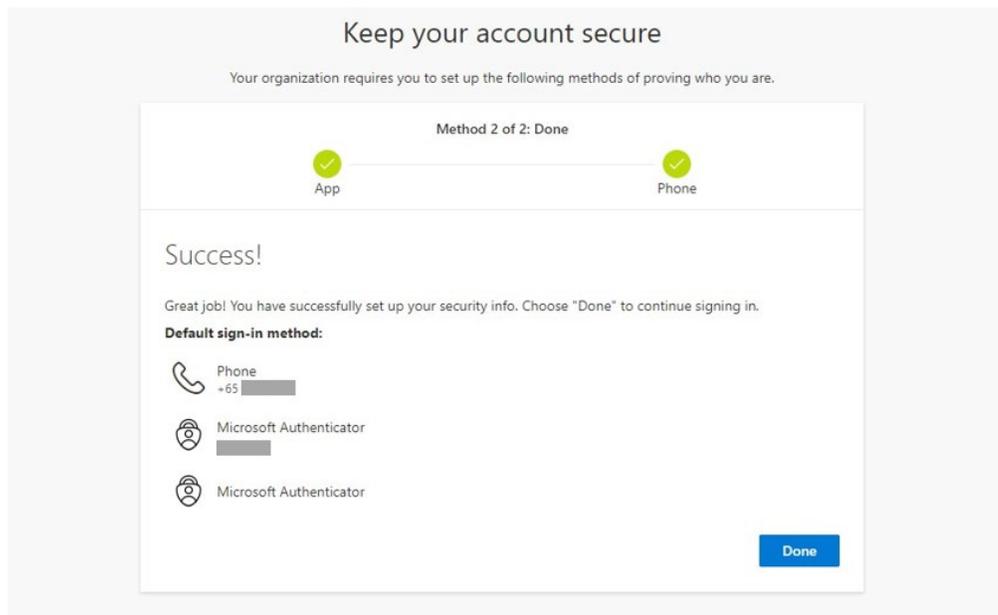
Step 7:

Please enter your mobile phone number and verify that "text me a code" is selected. Proceed by pressing "Next".



Step 8:

The following prompt will appear. Please select “Done”.



[Note]

- If you experience any issues or have any enquiries with the MFA setup. Please contact Student IT Helpdesk.

Hotline : 6550 0099

Email : NYP_STUHELPIT_from.pccw@nyp.edu.sg

Location : Blk A Level 1, room A.152 (Behind the vending machines at Food Central)

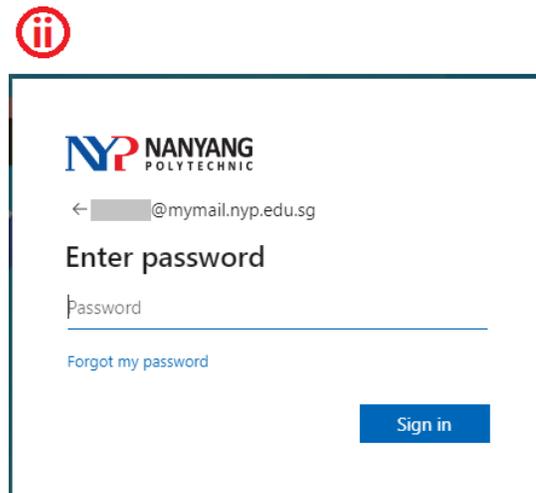
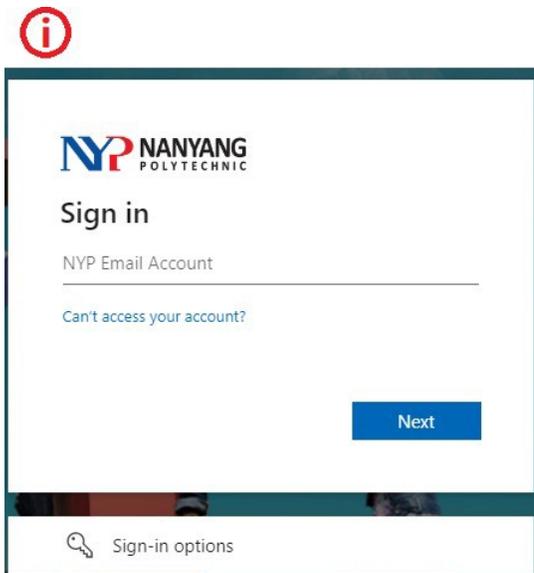
Our operating hours

Mon – Fri: 0830Hrs to 1800Hrs

LOGGING INTO STUDENT PORTAL AFTER MFA HAS BEEN SETUP

Step 1:

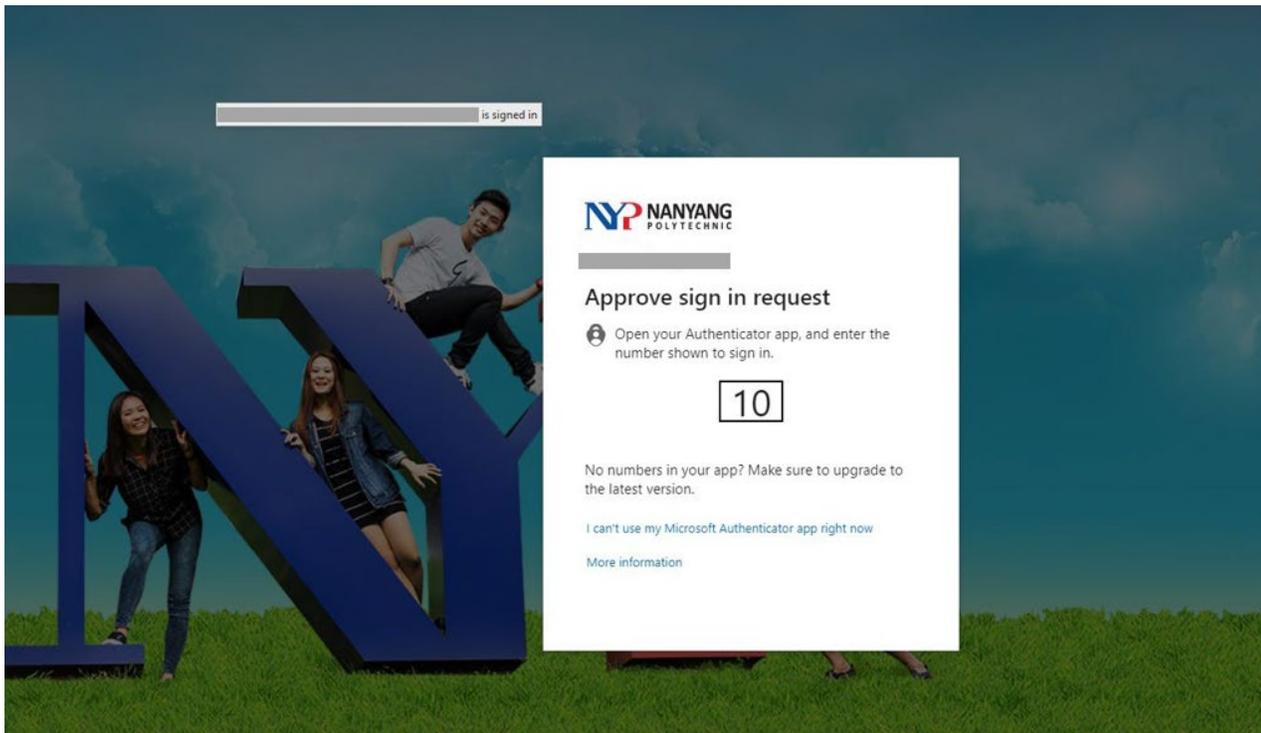
Navigate to “https://mynypportal.nyp.edu.sg/” and click on the (a) “Login” button.



- i) Enter your NYP email address (student admin no@mymail.nyp.edu.sg) when prompted, and then click “Next”.
- ii) Enter your password (Using the password previously used in the e-enrolment system) and click “Sign in”.

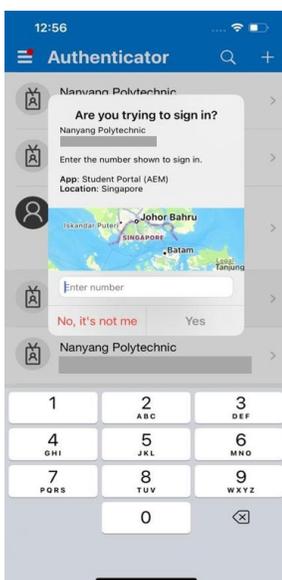
Step 2:

You will be prompted for a code. Please input the randomly generated code displayed on your screen into the Microsoft Authenticator app, which will appear as a pop-up notification on your mobile phone.



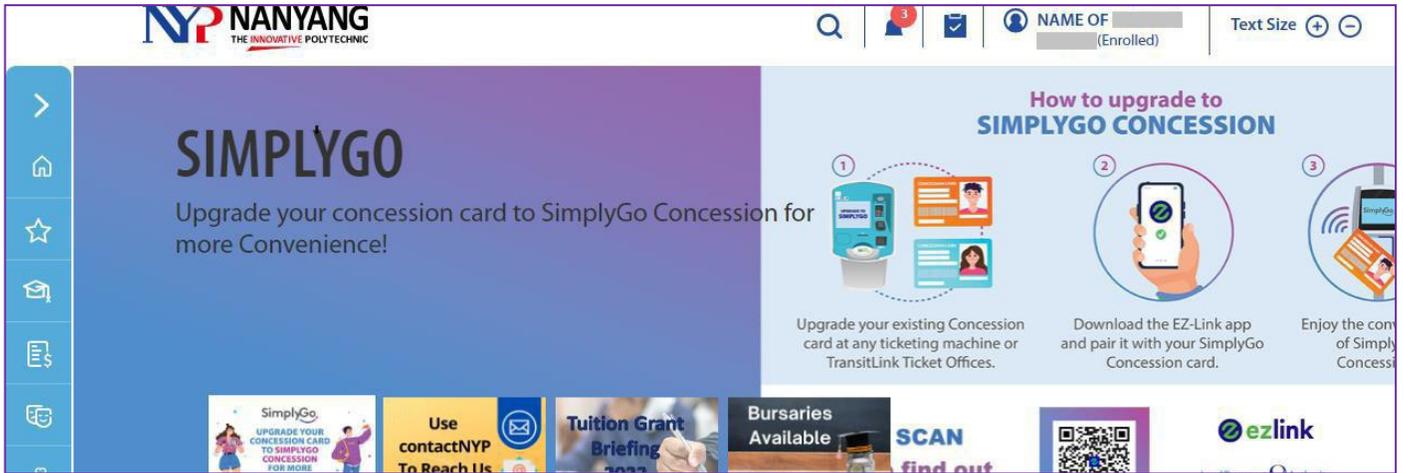
Step 3:

Please enter the code shown in the preceding step into the prompt on your mobile phone.



Step 4:

Upon completion of Step 3, you will be redirected to the main page of the student portal.



Official (Open)

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