

## Logging into UEL and changing your password

Remember to use a **desktop/laptop computer.** Have your mobile phone to hand as well as you'll need it shortly. We use *Microsoft* software so you may notice this as you register.

### Step 1: Logging for the first time

Go to Track My Future

You will see a log in window like below:

Enter your username EXAMPLE: u1234567@uel.ac.uk

Enter your password which is YOUR date of birth like this EXAMPLE: 06Jan1991 and sign in

(Note: the J in the example January is upper case)

#### Step 2: Change your initial password

You will be asked to change your password.

Your new password needs to be:

- a minimum of 8 characters long

- a mix of upper (A-Z) and lower-case characters (a-z

-at least one number (0-9) OR one special character (such as %)

	Welcome to the gateway to your UEL Account
	Update Password You must update your password because your password has expired.
T entr	u2044315@uel.ac.uk
	New password Confirm new password
	Submit Cancel



## Step 3: Check your new password

You will then be prompted to log in <u>again</u> with your NEW password. **Save this password and keep it safe as you need this each time you log in.** 

Welcome to the gateway your UEL Account	to
Sign in with UEL account	
userid@uel.ac.uk	
Password	
Sign in	
Signing in with your UEL account is a simple wa access most UEL Services. Your account credent unique to you and must not be shared with any else for any reason. By logging in, you are agree UEL's Information Security and Acceptable Use	y to ials are body aing to polices.

After signing in you will see this:





### STEP 4, still on your desktop/laptop computer

You will then see another pop-up window that looks a bit like this. Leave this screen open and before you click 'next', **use your mobile phone to** download the 'Microsoft Authenticator' app from the relevant app store. Have this to hand and then, choose the app method and click next

	Keep your account secure Your organisation requires you to set up the following methods of proving who you are.
Micro 3	Desoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now Once you ve installed the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Next
l want to s	et up a different method

## Step 5, on your mobile phone

You will see this screen and go to the 3 dots

15:30	<b>段 🔌 🖄 斎 л 74%</b> 章
Accounts	- E
Uel	
Uel Uel	
8 Keeper	>



# Step 6, still using your mobile phone

### Click 'Add Account'



## Step 7, still using your mobile phone

Choose the option that says: 'work or school account'





## Step 8, NOW back on your desktop/laptop

Click next

University of East Londo	n
	Keep your account secure Your organisation requires you to set up the following methods of proving who you are.
	Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now Once you've installed the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app
	Next

### STEP 9, on your mobile phone

The Microsoft Authenticator app may try to access your camera so click 'ok' to grant access.

This is an example of how it might look on your iPhone, but the process will be the same on an Android device

"Authenticator" Would Like to Access the Camera May be needed to scan QR code to add a new account	
Don't Allow	ОК

Scan the QR code using your mobile phone in the 'Microsoft Authenticator' app.

This is a sample QR code – do not scan this one shown.

	University of East London
	Microsoft Authenticator
A	Scan the QR code
)	Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app to your account.
	Once you've scanned the QR code, choose "Next".
	SAN Can't scan image? Back Next

**OR**, if you can't do this because you are setting up a method with no access to a desktop or laptop computer, then you can copy and paste the code and url underneath the QR Code into where it says 'enter manually'. You'll need to flip between your app and the log in screen to do this.

## Step 10

You will receive a notification from the app on your mobile phone to confirm this process is set up, it will show as a 'Success' message.

Now you can continue to enrol by going to Track My Future