Hogeschool PXL – First login & MFA setup

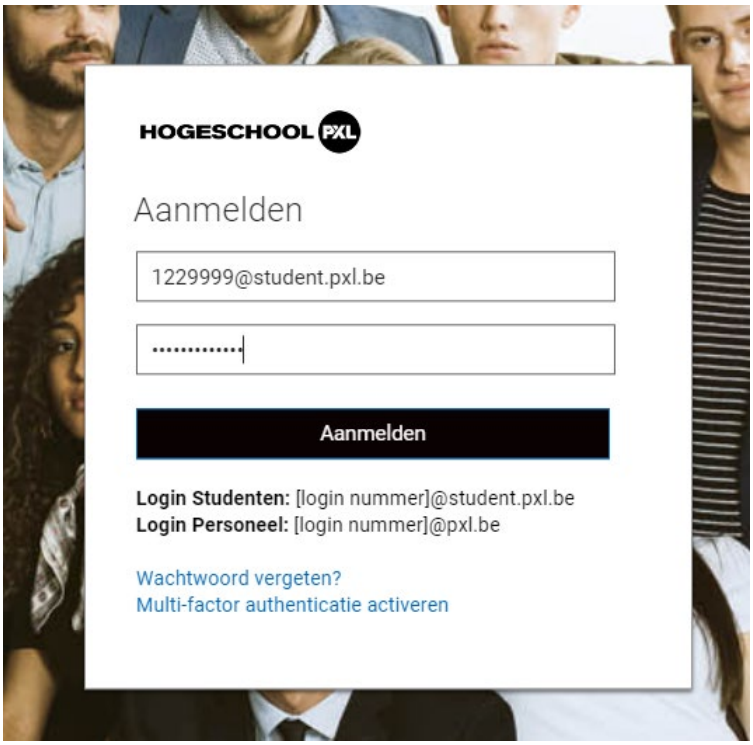
To protect your privacy we ask you to change your password when you login for the first time. You can choose a password that easier to remember than the original password.

In order to protect your account against malicious attacks we also use multi factor authentication (MFA). This means that we require 2 verification factors to gain access to your account.

The first steps explain te password reset routine and after that we will setup 2 means of MFA verification.

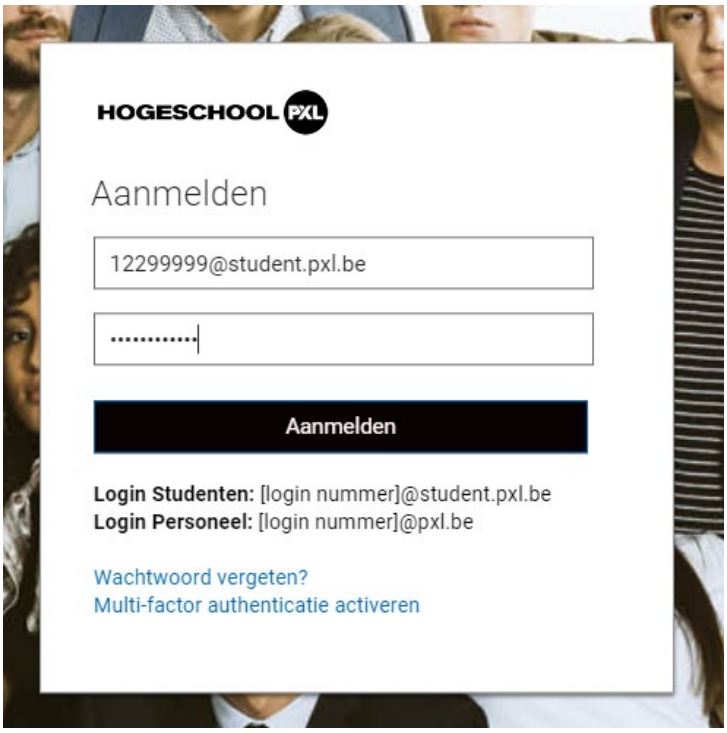
1. Go to http://webmail.pxl.be/

2. Login with your PXL loginname (studentnumber@student.pxl.be) and your password you received with your registration.

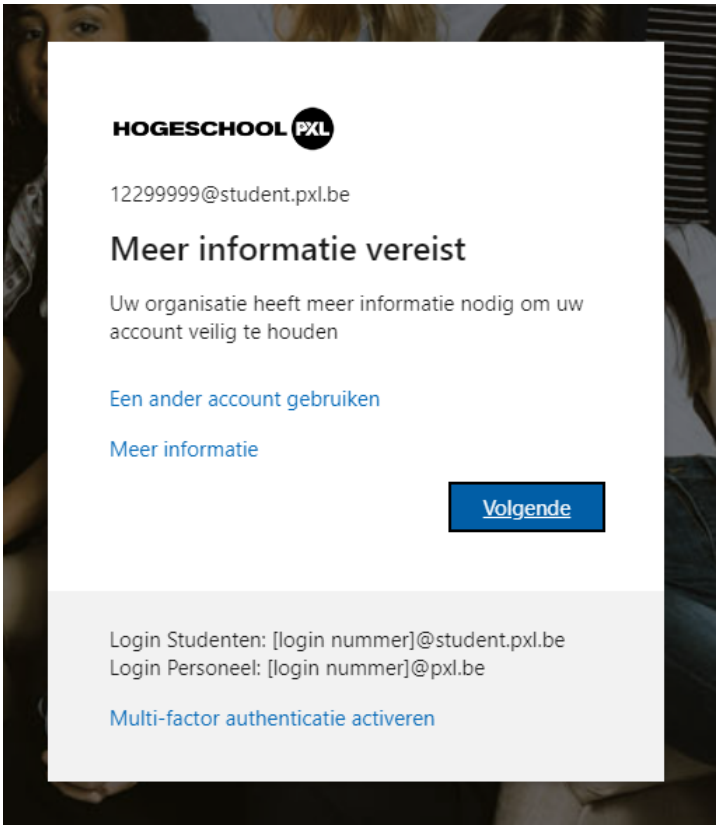


3. You will be prompted to change your initial password. Enter your current password once and a new password twice.

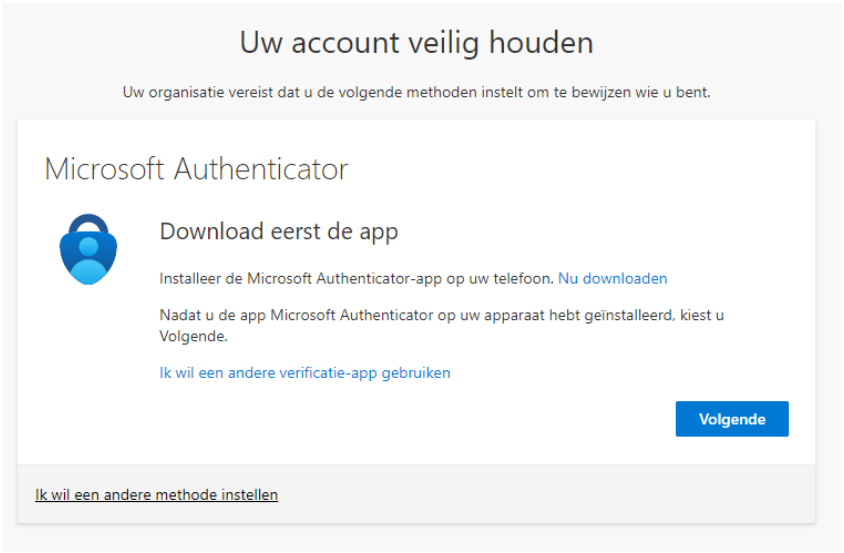
4. Login with your PXL credentials and the newly chosen password.



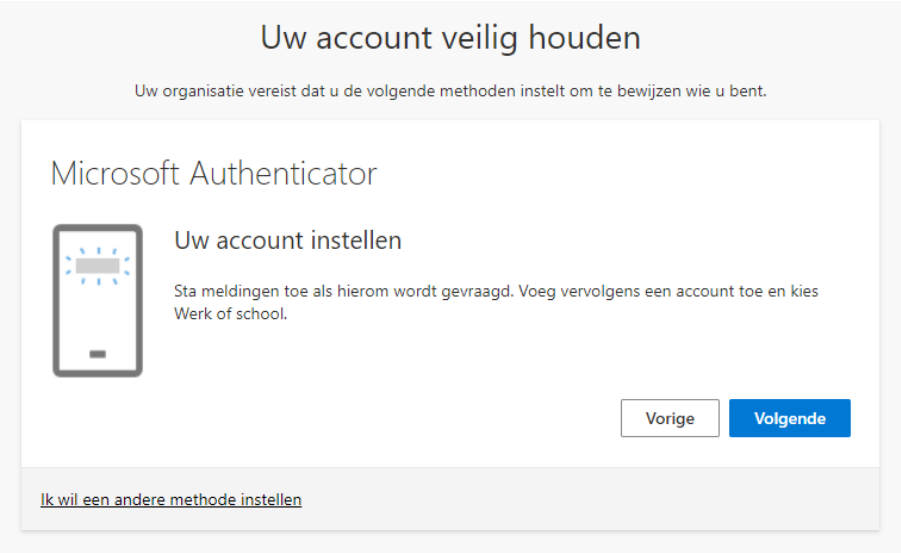
5. You will see this notification, click ‘Volgende’



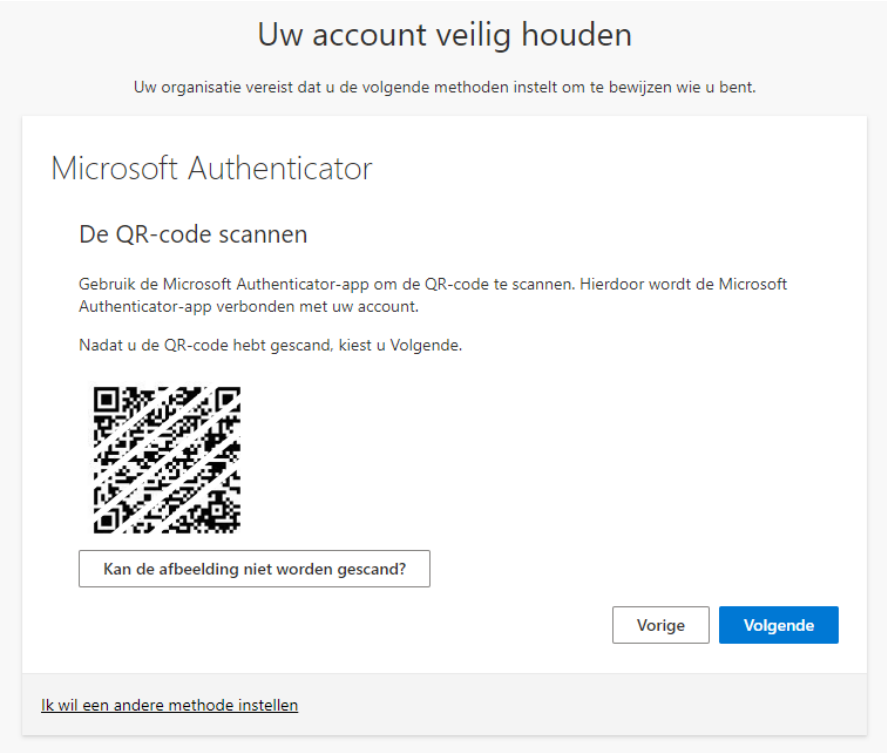
6. Download the app ‘Microsoft Authenticator’ from the Play Store (Android) or the App Store (iPhone) and click ‘Volgende’



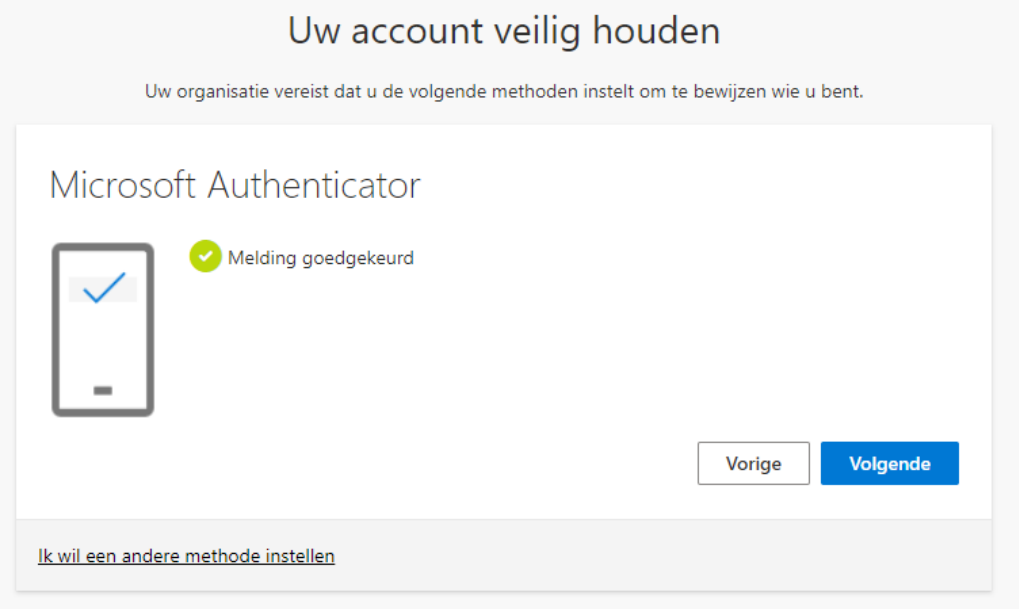
7. Open the Authenticator app on your smartphone, if you get the question to allow notifications then choose to allow this. This is necessary for the app to work correctly. Choose for ‘Add account’ and choose ‘Work- or schoolaccount. Next choose for ‘Scan a QR-code’. Go back to the webpage en klik ‘Volgende



8. On the webpage a QR-code will be shown, you can scan this with the Authenticator app. Scan the code with de app and click ‘Volgende’ on the webpage.



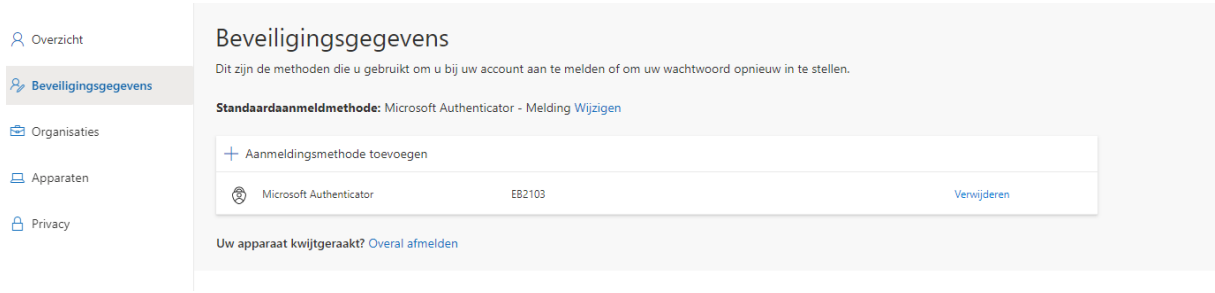
9. After scanning the code the account will be added in the Authenticator app and a first test login will happen. Click on approve in the app to approve the login. Click on ‘Volgende’ on the webpage.



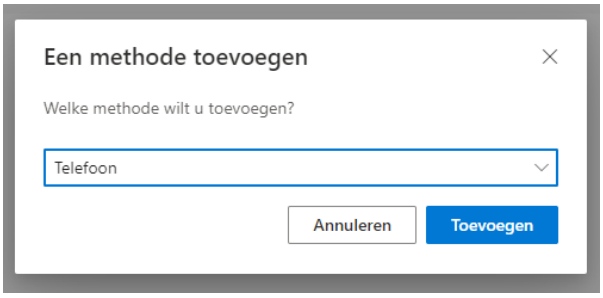
10. The setup for MFA using the Authenticator app is completed.

11. **<u>IMPORTANT!</u>**
    The next steps aren't necessary but we strongly recommend you follow these. If you don't follow these steps there is a possibility you can't login if you're using a new smartphone.

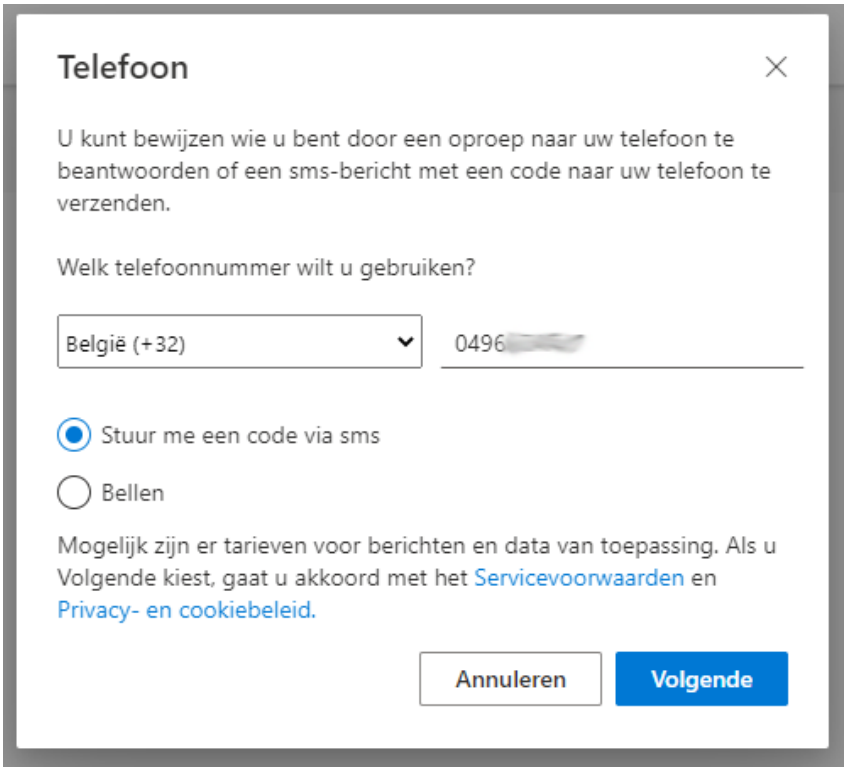
12. Go to https://aka.ms/mfasetup and click on 'Aanmeldingsmethode toevoegen.



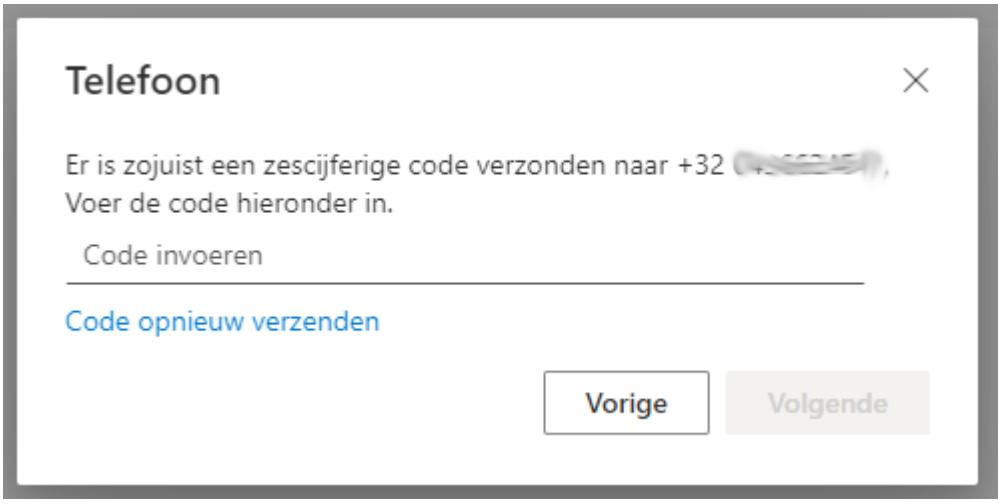
13. Choose 'telefoon' and click 'Toevoegen'



14. Choose your country, enter your phone number and make sure the option 'Stuur me een code via SMS' is selected.



15. You will receive an SMS with a six-digit code. Enter this code and click ‘Volgende’



16. Your phone number is added, click on ‘Gereed’